

Schools Forum

Thursday, 4 July 2019

2.00 pm

Oak Room, County Buildings, Stafford

John Tradewell
Director of Corporate Services
26 June 2019

A G E N D A

Part One

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of the meeting held on 28 March 2019** (Pages 1 - 8)
4. **Matters arising and Decisions taken by the Chairman**
5. **Notices of Concern** (Pages 9 - 10)

Report produced by Entrust on behalf of the Deputy Chief Executive and Director for Families and Communities
6. **Procurement Regulations Oral Update**

The Procurement Regulations, approved at the January 2018 School Forum, have been cross referenced to the Staffordshire Scheme for Financing Schools and Finance Regulations and remain valid. The Procurement Regulations will be uploaded to the Schools Learning Net in due course.
7. **Early Help Dedicated Schools Grant Update** (Pages 11 - 16)



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

8. **High Needs Block Update** (Pages 17 - 22)

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

9. **Growth Fund - Allocation of Funding 2019-20** (Pages 23 - 38)

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

10. **Revised Constitution** (Pages 39 - 60)

Report of the Director of Corporate Services

11. **Membership**

A calculation on pupil numbers on roll has been made and owing to a sufficient change in numbers this has indicated the need for one additional primary academy and one less maintained primary representative. Nominations will therefore be sought to fill this vacancy.

12. **Work Programme** (Pages 61 - 64)

13. **Date of next meeting**

The next Schools Forum is scheduled for Thursday 17 October 2019, at 2.00 pm in the Oak Room, County Buildings, Stafford.

14. **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”.

Part Two

(All reports in this section are exempt)

Membership

Jane Rutherford	Steve Swatton
Richard Osborne	Judy Wyman
Wendy Whelan	Claire Evans
Philip Siddell	Liz Threlkeld
Richard Redgate	Mark Sutton (Observer)
Claire Shaw	Philip White (Observer)
Stuart Jones	Nicky Crookshank
Philip Tapp (Vice-Chairman)	Richard Lane
Kirsty Rogers	Anita Rattan
Karen Dobson	Jennie Westley
Ally Harvey	Keith Hollins
Sara Bailey	Vicki Lewis
Chris Wright	Julie Rudge
Steve Barr (Chairman)	Wendy Keeble
Kevin Allbutt	Anne Tapp

Local Authority Observers

Mark Sutton
Philip White

Core Officers

Sara Pitt	Tim Moss
Alison Barnes	Michelle Williams
Will Wilkes	Melanie, Scott
Julie Roberts	David, Bingham
Andrew Marsden	

Minutes of the Schools Forum Meeting held on 28 March 2019

Present: Steve Barr (Chairman)

Attendance

Jane Rutherford	Mark Sutton (Observer)
Richard Redgate	Philip White (Observer)
Philip Tapp (Vice-Chairman)	Nicky Crookshank
Kirsty Rogers	Richard Lane
Chris Wright	Anita Rattan
Kevin Allbutt	Jennie Westley
Steve Swatton	Keith Hollins
Judy Wyman	Vicki Lewis
Richard Hinton (Observer)	Julie Rudge
Liz Threlkeld	

Also in attendance: Alison Barnes, Tim Moss, Will Wilkes, Tina Gould, Mel Scott and David Bingham (Entrust).

Apologies: Wendy Whelan, Claire Shaw, Stuart Jones, Karen Dobson, Ally Harvey, Sara Bailey, Wendy Keeble and Anne Tapp

PART ONE

36. Declarations of Interest

There were none at this meeting.

37. Minutes of the meeting held on 13 February 2019

RESOLVED – That the minutes of the Schools Forum held on 13 February be confirmed and signed by the Chairman.

38. Matters Arising and Decisions taken by the Chairman

The inclusion of an item on the Schools Forum in the schools' bag was welcomed by members and would be well received by Head Teachers.

The Education and Skills Strategy was on course to be published in April.

With reference to the figures in the High Needs Block on page 2 of the minutes. The County Commissioner for School Quality Assurance and Intervention (the County Commissioner) stated that once current balances were exhausted no further funding would be available.

The Chairman reported that a debate on school funding in the House of Commons had taken place on 4 March, but no Staffordshire MPs were present.

<https://www.local.gov.uk/sites/default/files/documents/20190304%20LGA%20briefing%20-%20e%20petition%20on%20School%20Funding-FINAL.pdf>

A further debate had taken place on 11 March. An Early Day Motion had been scheduled but due to pressure on parliamentary time it was unlikely that this would take place.

<https://www.theyworkforyou.com/debates/?id=2019-03-11c.12.5>

The National Association of Head Teachers have arranged a lunchtime Conference on 7 June and have invited all Staffordshire MPs.

With reference to the High Needs Block Recovery, AEN Funding, schools will be consulted on this during the summer term.

Members asked for clarification on the statement that “*the costs for preventive placements would increase from April 2019*”. Members stated that due to the high numbers of permanent exclusions there were limited places in PRUs for preventive placements. The cost for a permanent placement will be £7,300 p.a. for a PRU Dual Roll Placement. This equates to £38 per day.

The Chairman reported that the Constitution was being reviewed and revised. This was proving a challenge due to the continuing change in school governance. Some wording requires clarification or change as it is out of date, but it was also important to ensure that all types of school were represented at the Schools Forum, whilst still supporting the principle that reflected the number of children in schools, given the rise in the number of academies. This will be discussed at the July meeting. Members were asked to send any comments to julie.roberts@staffordshire.gov.uk.

39. Update to the Staffordshire Scheme for Financing of Schools

The Senior Accountant (Entrust) introduced this report drawing members’ attention to the additional reasons for the issue of a Notice of Concern. This indicated that a more proactive approach was being taken to the relationship between the authority and each of the maintained schools in Staffordshire.

Section 2.15 had been expanded to include a number of reasons why a Notice of Concern should be issued to an individual school. These reasons included *failure to set an in year balanced budget by 31st May during a particular year, when a school’s first two years are considered to be in financial difficulty as a result of their multi-year budget submission as at 31 December or when a school causes sufficient concern to the local authority.*

Members stated that if a school is in financial difficulty in the first two years it is unlikely that this could be rectified in year. Members asked what would happen if schools did not respond with plans to rectify the situation and asked if monitoring visits would be recharged to the school. The initial monitoring visit will not be charged to the school, but subsequent visits, if required, will be recharged.

Members asked if there were any plans to clawback underspends. There were no plans to introduce clawback arrangements at present. Any future amendments to the Scheme would be made in line with statutory guidance.

Members raised concerns regarding the difficulty of running a budget monitoring report on MyFinance. These concerns had been raised at the Secondary Heads Forum. This had resulted in schools paying for more monitoring visits and staff training. Officers agreed to feedback these operational concerns to the My Finance Working Group.

RESOLVED – That:

- a) The report be approved; and
- b) Concerns regarding the running of budget monitoring reports on MyFinance be fed back to the MyFinance Working Group.

40. Notices of Concern

There were no new Notices of Concern.

Members expressed concerns regarding their ability to operate a balanced budget and stated that they would expect the number of new Notices of Concern to increase in light of the previous discussion. Schools expressed the view that they had already implemented restructuring and reduced staff to reduce costs. There were some restrictions on how far this could be extended as schools were required to have a minimum number of classes. Concerns were also expressed regarding adult:child ratios. Members considered that reducing staff numbers could lead to an increase in redundancy costs and this was not sustainable in some schools. Details of the costs were given at the end of Section 11. There had been no changes in this regard. The Chairman asked if this could be reconsidered.

Members expressed serious concerns about their ability to cut budgets any further.

Members raised objections to the public shaming of the issue of Notices of Concern and one member suggested that it should be clear as to why a Notice had been issued.

Members asked if a maintained school went into special measures, who would pay off the deficit budget. The County Commissioner responded that this would be funded from DSG reserves unless a loan had been agreed before the school went into special measures. With reference to redundancies, he explained that although the local authority had removed the facility for schools to take out loans against redundancy payments following the publication of statutory guidance, the local authority did work with schools to establish how the deficit could be met and there was regular monitoring of this. If progress was made to reduce the deficit the Notice of Concern would be removed. The Council will work proactively with schools to manage their budgets.

Members stated that using reserves was not sustainable and asked if the multi year modeller could be expanded to five years. The County Commissioner explained that some schools had a significant level of balances across all sectors. Members suggested that holding money in reserves could be a reason for issuing a Notice of Concern.

The Chairman summarised that there was a great deal of concern amongst Members regarding the criteria for issuing Notices of Concern and asked if a further detailed report could be brought back to the Forum to include what schools should do if they are issued with a Notice of Concern. Members were asked to let the Senior Accountant (Entrust) have details of specific concerns that would be addressed in a future report to the Forum.

RESOLVED – That:

- a) The report be noted;
- b) Notices of Concern contain some narrative in future reports;
- c) The Cabinet Member for Education and Skills agreed to investigate the issue regarding redundancy costs and report back to the next meeting; and
- d) The Senior Accountant (Entrust) should come back to a future meeting with a report on Notices of Concern.

41. Schools Budget 2019/20

The Senior Corporate Accountant summarised his report drawing members' attention to the actual centrally retained budgets to fund Education Functions remaining at the same level as agreed in October 2018, detailed in paragraph 15. This is lower than anticipated in October due to the higher number of pupils on roll at maintained schools.

Moving on the individual school budgets, detailed in paragraphs 9-16 of the report. Attention was drawn to the 0.5% of Schools Block funding that has been transferred to the High Needs Block for 2019-20. This amounted to £2.4m.

Members asked what the impact of this was.

The National Funding Formula (NFF) included two transitional protections: a minimum per pupil funding level and a 1% uplift from the 2017-18 baseline. It was explained that when the NFF was introduced additional funds had been put into the formula. In order to ensure that individual schools' budgets are affordable with the schools' block DSG, gains had been capped at 0.7% except where the gain is greater than 15%. In this case the alternative gains cap had been applied and schools also receive 20% of the gains above the cap. This ensures that small schools do not receive very small cash increases.

The actual levy per pupil for 2019-20 had been set at £48.49. This is lower than anticipated in October (when members agreed to a levy of £51.78) due to the higher number of pupils on roll at maintained schools.

It was brought to the Schools Forum attention that within the schools' block DSG allocation, there is an allocation for pupil growth. From 2019-20 this allocation is based upon actual growth in pupil numbers between Censuses rather than historical spend on growth funding. For 2019-20 there has been an increase in growth funding, which has been passed on to schools through the formula. However, growth in pupil numbers is likely to fluctuate and schools should be aware this will lead to fluctuations in the amount allocated through the formula in future years.

Moving on to Early Years Funding, with reference to the requirement in 2019-20 for local authorities to pass 95% of early years' funding to providers, members asked if this figure of 5% was high given the number of maintained nurseries and asked if this 5% was still required.

It was explained that this covered the contract with Entrust for £1m in addition to SCC overheads. The Cabinet Member for Children and Young People stated that the local authority was keen to increase the money per hour and representations were being made regarding the disparity in rates between Staffordshire County Council and other local authorities. The amount is calculated on what we receive, rather than what we spend. The Cabinet Member for Children and Young People agreed to review the 5% and establish what it was being spent on.

Members asked how much of the contingency was being spent on Early Years. The Senior Corporate Accountant replied that he only had one year's data for 2017-18, which showed an overall underspend for the Early Years Block.

Moving on to the High Needs Funding. The Senior Corporate Accountant explained that for 2019-20 every local authority will receive an underlying increase of at least 1.0% per head of 2-18 population. This is still a high-risk area. Special schools continue to be funded on a place plus top up basis, the value of which is £10,000. The Minimum Funding Guarantee continues to apply to special schools and prevents the top-up element of a schools' budget from reducing by more than 1.5% based on the same pupil numbers and profile of needs. Special school gains have been capped by 0.7%. The post 16 high needs budgets for colleges and independent providers had been adjusted to reflect a transfer of post-16 provision between providers. All other allocations remained as at 2018-19.

With reference to Pupil Referral Units, members asked if the 328 places commissioned by the Council represented a reduction in numbers. Members expressed concern regarding the number of pupils that could safely be accommodated in schools and recognised the immense pressure that PRUs were under and the need for a sustainable funding plan. Members also asked what the plan was to support schools who wished to not permanently exclude pupils. The County Commissioner explained that the plan was to support schools in accessing early help. Members asked for clarification that this was part of the SEND action plan. The County Commissioner acknowledged the challenge facing schools but stated that if (PRU) provision was increased it would be filled. PRUs should be 'short stay' schools, but in Staffordshire we have a high number of permanently excluded pupils in PRUs that should be moved into other provision. This issue should be addressed as part of the inclusion agenda. Members expressed concern regarding the financial challenges facing PRUs.

RESOLVED – That:

- a) The report be noted; and
- b) A further report on the Early Years' Funding expenditure be brought back to the Forum.

42. High Needs Block Update

The Chairman drew members' attention to the DSG balances under paragraph 7 of the report. The 2019/2020 figure of (£0.25m) should state £0.25m i.e. a positive figure.

The County Commissioner updated members on High Needs Block funding. The DfE had confirmed that Staffordshire will receive £1.7m in 2018/19 and a further £1.7m in 2019/20. The overall DSG balances were given in paragraph 7 of the report. An overspend of £5.60m was forecast.

Members asked for clarification of the £2.0m underspend on Early Years. The Senior Corporate Accountant responded that although there was an underspend forecast in 2018/19, this was a very volatile figure as an increase in 3 and 4 year olds could result in an overspend.

The main areas of forecast overspend were detailed in paragraph 9 of the report and indicated the need to address the spend on the High Needs Block differently including SEND and early help and reducing spend on costly services by early intervention.

Local authorities are measured by Ofsted and the DfE on the basis of inclusivity i.e. numbers of young people with an Education and Health Care Plan (EHCP) who are educated in a mainstream special school. Staffordshire has a large special school estate and therefore there are a large number of children educated in special schools. The numbers (of young people with an EHCP) in independent special schools is in line with the national average, but it should be lower as Staffordshire had a large school estate. Members referred to the aggressive marketing practices of independent special schools. They also stated that there are no places in maintained special schools. The numbers of children placed in special schools had risen by a third in the last few years and the funding had not kept pace with this increase. Members asked for a long-term strategy.

Members asked about the cost of out of county placements. The County Commissioner stated that Staffordshire's charges are lower than many other local authorities and the Council cannot charge local authorities placing children in special schools in Staffordshire any more than we would charge Staffordshire pupils in places in Staffordshire schools.

Members expressed concern at the time taken for district officers to deal with applications for places in special schools and the reduction in the budget for special schools.

Members questioned the inclusion in the High Needs Block of the residential element for five special schools. The County Commissioner stated that the residential educational element was not part of the statutory element of the budget and is not included in the EHCPs. This is being revisited.

RESOLVED - That the Schools Forum notes the update on the High Needs Block.

43. SEND Local Area Inspection - Written Statement of Action

The County Commissioner updated members on the draft joint local area SEND written statement of action attached as an appendix to the report. He explained that a number of operational action plans sat underneath this plan. The plan is being co-produced with Schools Forum representatives, parents, social care and health colleagues and must be submitted by 12 April. It was acknowledged that the plan would require additional funding and this will affect the deficits in the short-term.

Members stated that there was some confusion about what was happening at a local level and that it would be helpful to explain to head teachers what they could and could not do. There was an example quoted of parents getting private psychologists to undertake EHCPs to expedite getting their children into special schools. A similar example of schools paying for children in need of autism outreach to facilitate them getting an EHCP. The County Commissioner clarified that just because a child has an EHCP did not mean that they would automatically get a place in a special school. There was a need for an inclusive approach. Members stated that there was a graduated response document that was being developed by an Educational Psychologist that could help. There was a need for more openness regarding the criteria for placement and a less fragmented approach as reflected in the main findings of the report.

The Cabinet Member for Children and Young People stated that he was confident that the Hubs operating in Leek and South Staffordshire were the right way forward and understood that if children with special needs were to be taught in mainstream schools that schools required the resources. He asked members to inform him of any concerns and he would raise them with the SEND Transformation Group. Members stated that they were committed to early intervention, but there were already children (with special needs) in Years 5, 6, 7 and 8 (and their families) in school who had not had the benefits of early intervention, and who needed support. There was a need for a plan for these pupils and their families.

Members were pleased that action had already been taken to redress the capacity issues within the Children and Families team.

RESOLVED – That the content of the report be noted.

44. Work Programme

The Chairman proposed further discussion on the SEND local Area Inspection at the July meeting.

To address the questions raised by members promptly the Chairman advised that questions where a detailed response was required should be sent to him.

RESOLVED - That:

- a) An update on Early Years and Redundancy Strategy be added to the Work Programme in July 2019, at the request of the chairman; and
- b) Members forward any questions that required a detailed response to the Chairman.

45. Date of next meeting

RESOLVED – That the next meeting of Schools Forum be scheduled for Thursday 4 July 2019 at 2.00 p.m. in the Oak Room, County Buildings.

Chairman

Schools Forum – 4 July 2019

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 have been no new Notice of Concerns issued since the last meeting.
5. Notices of Concern have been removed for Two Gates Community Primary School, Winhill Village Primary School, Holy Rosary Catholic Primary School and Chaselea Pupil Referral Unit, following their conversion to Academy status. A Notice of Concern has also been removed for The Bridge Short Stay School, following the implementation of an agreed Licensed Deficit plan.
6. There are currently four schools with Notices of Concern in place; three as a result of Academy Orders being issued by the DfE and one due to a revenue deficit with no recovery plan.

Report author:

Author's Name: Melanie Scott, Senior Education Accountant, Entrust Support Services Ltd
Ext. No.: 07921 277815

List of background papers:

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

School Forum 28th March 2019 – Item 39 Update to the Staffordshire Scheme for
Financing of Schools

Schools Forum
04 July 2019

Early Help Dedicated Schools Grant Update

1. Recommendations

- 1.1 School Forum to note the financial position, recognising that although all allocated money has not been spent it is committed utilising payment by results and as such as been carried over to Year 2.
- 1.2 School Forum notes that due to the procurement regulations in place for contracts of this value we require a 12 month lead in to have a service in place.
- 1.3 School Forum agrees in principle now to continue to work jointly with Staffordshire County Council on a district footprint delivering family support covering all phases. This decision will enable us to procure this service working with schools to develop and mobilise.

PART A

2. What decision is required

2.1 Schools forum are required to make an annual decision on the use of the DSG funding. This decision was due to be in October however from a commissioning perspective this creates tight timelines to work with providers and is particularly the case as a procurement of this size will take a minimum of 12 months. Therefore an early decision will help in any planning for the coming year.

2.2 We seek approval from Schools Forum to continue to jointly commission Family Support and as such we would want schools' involvement in co-designing the service we develop which will then go to tender.

3. Reasons for recommendation

3.1 The new arrangements came into place in April 2018. We are receiving an increasing number of referrals from schools with 707 referrals received in 2018/19. Often the needs of these families are complex and therefore the time taken to achieve referrals can be longer but again these are starting to be achieved at increasing pace.

3.2 There has been positive engagement with the family support providers and the SEND prototype work, the DIP's and other local arrangements to ensure that the Family Support Providers are available within schools exiting arrangements to meet the needs of families.

3.3 The Family Support contract was in place prior to schools buying into this support. Procuring a new service jointly will allow schools a greater involvement in shaping the design of the service they require.

3.4 It has been agreed that we will regularly update Schools Forum in relation to Early Help delivered on behalf of schools across the county. As such the report will: provide a brief overview of the service that has been commissioned, provide an overview of the performance to date and request commitment to continue with the existing arrangements allowing districts/ boroughs to be involved in co-designing the service going forward.

PART B

4. Background

4.1 In July 2018 Schools Forum agreed to work with Staffordshire County Council to locally broker Early Help support for families on a district/borough footprint using the Dedicated Schools Grant (DSG). As a result, work was undertaken to bring schools together to agree how to utilize this

resource. All districts chose to invest in Family Support which was commissioned by Staffordshire County Council.

4.2 It is worth noting that this service had already been procured therefore there were limited changes that could be made at this time.

4.3 Family Support is provided by a range of voluntary sector providers who have teams of family support workers who deliver this service. Often these organisations are locally based and as a result maximise the use of external funds and the community support available to families.

5. What is Family Support?

5.1 The family support service is a service that operates on a key worker model where we integrate support around the families, having one person focusing on the family (one key worker), ensuring that their needs are treated within the context of the whole family. Therefore each individual will have their own needs dealt with, within their family context (one family) and ensure that services working with the family understand and deliver appropriate support to the family (one plan).

5.2 Tier two means the family are dealing with additional needs that are unable to be resolved without support. We do not prescribe what this looks like as the needs of families are varied, but families are likely to be trying new solutions and willing to change but need help to find the right solutions to improve their families' lives.

5.3 The service is in place and we have worked hard to instill similar processes using the new Early Help Assessment so that should a family's needs increase and the case is required to be stepped up to Local Support Teams (LST) or Safeguarding Units (SSU), the processes remain the same so the family's experience is improved.

5.4 The services are currently provided by a range of voluntary sector providers detailed below;

East Staffordshire	Harvey Girls
Tamworth	Malachi Specialist Family Support Service CIC
Stafford, South Staffordshire, Lichfield, Cannock	Sickle Cell & Thalassemia Support Project
Staffordshire Moorlands	HomeStart Staffordshire Moorlands
Newcastle under Lyme	HomeStart Newcastle Borough
Stafford	YMCA North Staffordshire

6. How are we engaging with schools?

6.1 We have worked with schools over the last 18 months. We have ensured that there has been:

6.1.1 Regular communication in the school bag – taking the learning along the way we have agreed that all items will be listed at Family Support and agreed a search function to enable people to find the associated articles that detail updates.

6.1.2 Attendance at local boards including secondary headteacher meetings, primary headteacher meeting, DIP meetings, SEND hubs (South Staffordshire) and with individual groups in East Staffordshire and Newcastle that were set up to monitor the effectiveness of this work.

6.2 We have listened to feedback from these meetings and adapted our ways of working to; align with the governance so for example the family support provider attends the SEND Hub meetings to ensure effective collaborative working, we have developed an interactive PDF to support DSL's with threshold decisions and we have continued to refine the monitoring reports so that we are sharing the right level of performance information.

6.3 We continue to seek feedback and if there are any queries or improvements Schools Forum would suggest please contact tracey.barnacle@staffordshire.gov.uk

7. Performance to date (2018/19)

7.1 As the contract is jointly funded by schools and the local authority, we have included performance information that relates to the whole contract as well as school specific information. Within the first year we received a total of 1569 referrals out of a possible 1975.

7.2 The majority of these referrals were paid for using Building Resilient Families and Communities (BRFC) funding, this means that schools have more buying power as all families are screened for this criteria and if they meet it we utilize this funding first.

7.3 The Early Help resource from schools brought enough capacity to work with 976 families over the year. We received 707 referrals from schools.

7.4 Schools are the largest referring organization for this support, however we have not excluded other agencies from referring but it is a requirement that schools are aware of and involved in support if a referral is made by other organizations.

7.5 A picture of the existing performance is included in Appendix 1, however the key highlights are:

- Overall 79% of referral target was achieved
- Of these referrals received 63% engaged with the service, this means that they worked with the provider to complete the Early Help Assessment and start to take the required actions to affect changes. The remaining are likely to still do this but had not reached this milestone at the end of year one.
- Of those who were engaged from a schools perspective 39% went onto achieve successful outcomes. This means the needs of families were met. It is important to note here that the majority of referrals were received in quarter 3 and therefore we would not anticipate this number being much higher due to the complex needs of the families that they are working with.

7.6 Some of the underlying reasons behind this performance are :

7.6.1 Schools have been effective in identifying families who are able to benefit from this service and achieve improvements as schools have had the most families meeting the outcomes payment.

7.6.2 There were delays in some districts in mobilizing the services. For example, in Staffordshire Moorlands the provider was not aware of the additional work until mid-April. As Homestart Staffordshire Moorlands worked with Vyson through a sub-contracting arrangement this took time to agree and subsequently recruit staff.

7.6.3 The contract utilizes a payment by results model. Whilst we recognize that using this kind of method is valuable in terms of ensuring outcomes achieve. There is a balance to be struck, as utilizing this model of payment has resulted in the providers being unable to recruit additional staff to meet the demands being placed upon us as they cannot afford to pay staff in the absence of outcomes payments.

7.6.4 In the districts that have worked the best, South Staffordshire and Tamworth, they had been delivering this type of work for over a year prior to this arrangement and therefore we feel that the time to embed the way of working is invaluable and we are already seeing at the end of Q1 for Year 2 that these targets are being met so this should continue to improve.

8. Budget

8.1 We have committed spend to the value of the contract, but the realisation of these payments will not be until Year 2 as this is a payment by results model and therefore we have carried forward any underspend from 2018/19 into Year 2.

8.2 As this is a payment by results contract, we only pay providers where cases have been successful in engaging with the service and where cases have closed with successful outcomes being met. This has meant DSG budgets have not been fully utilized in Year 1. Any unused allocation has been carried forward to year 2.

District	Budget for 2018-19	Paid for successful engagement and closures	Budget carried forward to 2019-20
Cannock	£180,000	£79,500	£100,500

Lichfield	£136,500	£28,600	£107,900
Stafford	£166,250	£47,250	£119,000
South Staffs	£143,920	£75,558	£68,362
Newcastle	£226,296	£46,337	£179,959
Staffordshire Moorlands	£153,900	£46,170	£107,730
East Staffordshire	£220,000	£77,000	£143,000
TOTAL	£1,226,866	£400,415	£826,451

9. Next Steps

9.1 When we procured this service, it was done so before we knew that schools would be jointly commissioning. As a result, the financial threshold was set lower than we would now need for a joint arrangement.

9.2 It is also acknowledged that the service was not built with schools' needs in mind. As a result, we intend to go out to tender on this service in 2019 to have new arrangements in place for 2020.

9.3 As such if Schools forum agrees to continue to jointly fund, we will be looking to engage schools in the redesign of the service and would welcome ongoing dialogue with schools to enable this to happen.

9.4 We will continue to refine the systems and processes to work with schools and as such will continue to update Schools Forum on the performance for Year 2.

Countywide	Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total/Avg Achieved	% of target achieved to date
TOTAL Families referred for Family Support Service	1975	446	436	429	258	1569	79.4%
Families referred for Family Support Service (0-4)	463	172	101	49	47	369	79.7%
Families referred for Family Support Service (DSG)	976	146	113	220	90	568	58.2%
Families referred for Family Support Service (BRFC)	536	129	222	160	121	632	117.9%
TOTAL families referred for Family Support Service with successful engagement	1728	98	307	290	287	982	56.8%
TOTAL families referred for Family Support Service with successful outcomes	1728	0	88	176	258	522	30.2%

DSG	Referrals with successful engagements /outcomes (paid for) 2018-19	Carry forward underspend from 2018-19	Budget for 2019-20	TOTAL BUDGET FOR 2019-20
Cannock	72/51	£100,500.00	£180,000	£280,500.00
East Staffordshire	90/40	£143,000.00	£220,000	£363,000.00
Lichfield	30/10	£107,900.00	£136,500	£244,400.00
Newcastle	42/23	£179,959.00	£226,296	£406,255.00
South Staffordshire	68/45	£68,362.00	£143,920	£212,282.00
Stafford	41/33	£119,000.00	£166,250	£285,250.00
Staffordshire Moorlands	45/18	£107,730.00	£153,900	£261,630.00
	388/220	£826,451.00	£1,226,866.00	£2,053,317.00

Schools Forum – 4th July 2019

High Needs Block update

Recommendations:

1. That Schools Forum notes the updates to the High Needs Block.
2. That Schools Forum notes the additional in-year investment of £262k by the Local Authority to stabilise the SEND workforce and enable the SEND system to respond effectively to the Local Area Written Statement of Action.

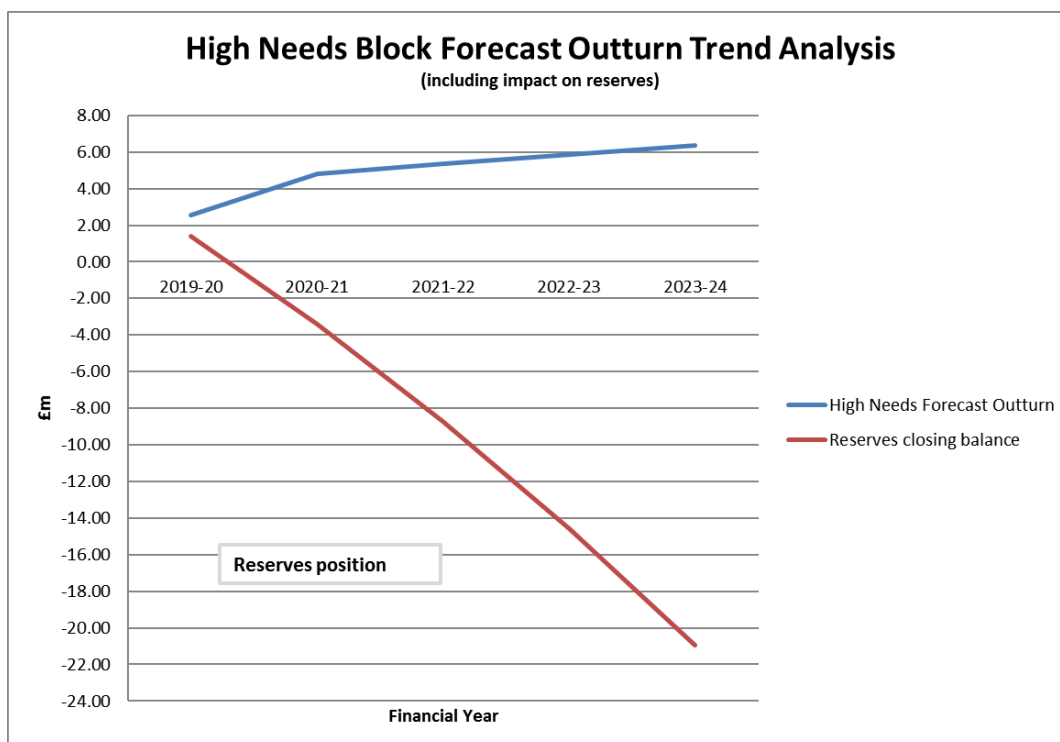
PART A

Reasons for recommendations:

3. Schools forum requested regular updates on the latest position of the High Needs Block including the impact of the additional DfE funding of £1.7m in 2019/20 and the transfer of £2.4m (0.5%) from the Schools Block to the High Needs Block.
4. The forecast outturn for the 2019-20 High Needs Block is £2.54m overspend. Using the latest information, the table below illustrates the effect of the High Needs Block on the overall DSG balances.

DSG Reserves	2019-20 £m	2020-21 £m
Opening Balance	3.95	1.41
High Needs forecast Overspend	(2.54)	(4.81)
	1.41	0
Closing Balance	1.41	(3.40)

The graph below gives further projections based on current spend of the impact on reserves.



5. The outcome of the Local Area SEND Inspection resulted in the requirement to produce a written statement of action. Schools Forum agreed that the written statement of action should inform any further savings within the HNB.
6. In order to stabilise the SEND workforce and enable the SEND system to respond effectively to the Local Area Written Statement of Action, the Local Authority is making an in-year investment of £262k.
7. This is made up of an investment of £162k for additional SEND Key workers and an in-year sum of £100K to commission additional capacity to update and amend current Education Health and Care (EHC) plans; and to provide support to produce additional EHC plans and to manage current demand.

PART B

Background

8. The financial risk of the High Needs Block has been a standing agenda at Schools Forum. 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 EHCPs,
 - 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.
9. The additional contribution of £1.7m in 2019/2020 and the transfer of £2.4m (0.5%) from the Schools Block to the High Needs Block has led to a budget for the High Needs Block in 2019/ 20 of £79m. This includes £28m for planned places allocated to schools.
 10. The main areas of forecast overspend within the High Needs Block in 2019/20 are provided within the table below. A more detailed overview of the High Needs Block budget is provided within appendix A.

High Needs Budget	2019/20 Budget	Forecast Outturn 19/20	2019/20 Under / (Over) spend
Staffordshire Special Schools and Academies	13,875,972	15,289,609	(1,413,637)
Staffordshire Mainstream Schools	9,735,481	10,727,299	(991,818)
Pupils in other LA Special & Mainstream Schools & Academies	1,098,880	1,210,830	(111,950)
Independent Schools Mainstream	753,793	830,587	(76,794)
Independent Schools Special	9,427,469	10,387,908	(960,439)

11. Although there has been an increase in the High Needs Block the DSG balances will be brought into deficit in 2020/21 without further action.
12. 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.
13. 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. This is being developed through the transformation of the whole SEND delivery model in order to prevent later higher cost needs and pupils being referred into statutory processes.
14. In the academic year 2014/15, 321 EHC assessments were agreed. This has risen to 694 in 2017/18, an increase of 116 percentage points (pp). The total number of EHCPs being maintained by the local authority has risen from 3400 in

Jan 2015 to 4914 in Jan 2019. This reflects an increase of 44pp in the 4 year period.

15. Due to the significant increase in demand for EHC plans, within SCC the current minimum average caseload is 364 cases per FTE SEND keyworker. The current DfE recommendation is 200 cases per FTE. Therefore an additional SEND keyworker capacity is required to bring caseloads to circa 200 and stabilise the workforce and their workflow.
16. Whilst the whole SEND delivery model is being transformed in line with the Local Area Written Statement of Action further due diligence is being completed to review the cost of the SEND assessment team and any ongoing investment that is required. An additional investment of £162k to increase the SEND keyworker capacity has been secured.
17. There is a 20 week statutory timeframe to complete an EHC planning process. This is a key national indicator. Within SCC the increased workload has meant a significant decline in our performance which is currently at 30% compared with 64% during 2018.
18. Due to the increased number of EHCPs being maintained, there is a back log of plans which are waiting to be amended following the annual review process. This is hindering the ability to address the quality of EHC Plans and to ensure that they contribute effectively to the review of the children and young people's needs and the support and help they receive.
19. The Local Authority is providing an in-year sum of £100k to provide additional capacity to update and amend current Education Health and Care (EHC) plans; and to provide support to produce additional EHC plans.

Report author:

Author's Name: Tim Moss, County Commissioner for School Quality Assurance and Intervention

Ext. No.: 01785 277963

Room No.: Number 1, Staffordshire Place

Schools Forum – 4th July 2019 High Needs Block update

Non ISB (individual school budget) High Needs Budget	Budget 2019-20 £	Forecast Outturn 2019/20 £	Under/(Over) spend £
Staffordshire Special Schools and Academies	13,875,972	15,289,609	-1,413,638
Staffordshire Pupil Referral Units & District Inclusion Partnerships	1,371,998	1,511,772	-139,775
Staffordshire Mainstream Schools	9,735,481	10,727,299	-991,818
Pupils in other LA Special & Mainstream Schools & Academies	1,098,880	1,210,830	-111,950
Early Years PVI's	306,000	337,174	-31,174
SEN Support Services	5,355,470	5,901,067	-545,597
Education Other than At school	268,330	295,667	-27,337
Independent Schools Mainstream	753,793	830,587	-76,794
Independent Schools Special	9,427,469	10,387,908	-960,439
Independent Hospital Fees	334,220	368,269	-34,049
Support for Inclusion	1,591,530	1,753,670	-162,140
Post-16 FE Placements	1,630,295	1,796,384	-166,089
Post-16 Top-ups for ISPs	2,975,570	3,278,711	-303,141
	48,725,007	53,688,948	-4,963,941
Additional funding to support overspend	2,428,590		2,428,590
Forecast outturn position	51,153,597	53,688,948	-2,535,351

Schools Forum – 4th July 2019

Growth Fund - Allocation of Funding 2019/20

Recommendations

- 1) That the Schools Forum notes the allocations of Growth Fund and, where appropriate, the schools' financial self-declarations as requested by Forum:
 - a. funding for infant class size legislation:
5 primary schools
 - b. funding for exceptional basic need growth:
1 primary school; 2 middle schools; 2 secondary schools
 - c. funding for new schools:
2 new free schools opening in 2019/20

Report of the Deputy Chief Executive and Director of Families and Communities:

Why is it coming here – what decision is required?

- 1) In accordance with the DfE's [schools revenue funding operational guidance](#), growth fund can be used to:
 - “support growth in pre-16 pupil numbers to meet **basic need**”
 - “support additional classes needed to meet the **infant class size regulation**”
 - “meet the costs of **new schools**”
- 2) On 11 February 2013, Schools Forum agreed to establish Growth Fund criteria and members asked to be advised of funding allocations.
- 3) On 23 March 2016, Forum requested that schools receiving funding should complete a short financial self-declaration (see Appendix A and B).
- 4) On 16 January 2018, Forum revised the policy for new free schools opened by Staffordshire County Council through its free school presumption process (separate from with the “wave” process followed by DfE to open free schools).
- 5) On 18 October 2018, Forum approved the 2019/20 Growth Fund budget of:
 - £95,000 to support compliance with infant class size legislation
 - £500,000 to support basic need growth and costs of new schools
 - with any underspend being returned to the ISB 2020/21.

Reasons for recommendations:

Funding for infant class size legislation

- 6) In accordance with the infant class size criteria, **£84,232 will be allocated to five schools** based on an agreed number of additional infant teachers (see Appendix A for the schools' self declarations).
- a) Ashcroft Infant and Nursery School (Tamworth)
£3,303 towards the cost of a 5th infant class teacher
 - b) Baldwin's Gate CE (VC) Primary School (Newcastle)
£21,471 towards the cost of a 3rd infant class teacher
 - c) Rushton CE (C) Primary School (Staffordshire Moorlands)
£13,213 towards the cost of 1 infant class teacher
 - d) St. Leonard's CE (VA) First School, Ipstones (Staffordshire Moorlands)
£21,471 towards the cost of 1 infant class teacher
 - e) The Meadows Primary School (Newcastle)
£24,774 towards the cost of a 2nd infant class teacher

Funding for basic need growth

- 7) In accordance with the basic need growth criteria, **£177,150 will be allocated to five schools** that worked with the LA to meet exceptional population growth locally by creating an additional class (in primary schools) or exceeding PAN by at least 5% (by middle and secondary schools): see Appendix B for the schools' self-declarations.
- a) Bishop Lonsdale CE (VC) Primary School (Stafford)
£35,430 for 1 additional infant class teacher (YR)
 - b) Penkridge Middle School (South Staffordshire)
£35,430 allocation
 - c) Walton Priory Middle School, Stone (Stafford)
£35,430 allocation
 - d) Sir Graham Balfour High School (Stafford)
£35,430 allocation
 - e) Weston Road High School (Stafford)
£35,430 allocation

Funding for the costs of new schools

- 8) In accordance with the new schools criteria, **£114,500 will be allocated to 2 new free schools** opening in 2019/20.
- a) Streethay Primary School Free School (Lichfield)
£57,250 towards post-opening costs
 - b) Poppyfield Primary Academy (Cannock Chase)
£57,250 towards post-opening costs
- 9) NB there are no free schools opening in 2020/21 that would require funding for *pre*-opening costs.

Total expenditure

- 10) The allocation of £84,232 for infant class size legislation represents an **underspend of £10,768, against the budget of £95,000.**
- 11) The total allocation of £291,650 for basic need growth and for new schools represents an **underspend of £208,350, against the budget of £500,000.**
- 12) Any underspends will be returned to the ISB 2020/21.
- 13) Expenditure against the basic need/new schools budget will increase in future years as the number of new free schools increases (see Appendix C for an estimate of the costs for new schools opening by 2023/2024).

Report author: Andrew Marsden, County Commissioner for Access to Learning
Tel. No: 01785 278787

Appendix A: financial information for Infant Class Size applications 2019/20

Appendix A: Infant Class Size legislation - Ashcroft Infant and Nursery School (Tamworth)

Application for Infant Class Size Funding 2019/20 Self-Declaration Form	School Name: Ashcroft Infant and Nursery School
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Previous three financial years	* (a) Total revenue budget £ (incl. reserves)	* (b) Total expenditure/ actual spend £	%age between expenditure and budget (b/a)*100	Commentary on the size and use of balances in each year NB this is intended to allow schools to explain to Forum where balances are high
18/19	£511,380.00	472,611.00	93%	School budget has continued to be low and increasing costs have had a huge impact on budget
17/18	659,390.00	627,428.00	95%	School budget has continued to be low as we are a small school with low levels of pupil premium. Staff illness has had an impact on reserves and the need to buy-in services has further stretched our already small budget. High need pupils continue to need full time support which is not funded.
16/17	683,670.00	638,306.58	94%	School budget has continued to be low as we are a small school with low levels of pupil premium pupils. We have seen a further increase in pupils with additional needs, maintaining a need for TA support.
2016/17	1,234,567	1,111,111	90%	<i>Example</i>

* As the year end for academies is 31 August the most recent year end for an academy will be 2017/18.

** Where possible show the individual school budget and expenditure figures (but where necessary show pooled budget figures).

Commentary on the school's need for an allocation of infant class size funding for 2019/20
The headteacher and governors have made decisions to enable a budget to be set each year. We have made restrictions in classes, staffing and are currently making redundancies as part of a restructure due to a projected deficit budget. We continue to have increased high-needs pupils who do not receive any/enough additional funding for their needs. The funding application has been put forward to ensure we can meet the required staffing costs. Numbers on roll in September will be 127 with a further 30 pupils in Nursery. A total of 40 pupils have admitted to Reception meaning we will require two teachers for these classes. We will have a total of 82 pupils in KS1.

Appendix A: Infant Class Size legislation - Baldwin's Gate CE(VC) Primary School (Newcastle)

Application for Infant Class Size Funding 2019/20 Self-Declaration Form	School Name Baldwins Gate Primary School
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Previous three financial years	* (a) Total revenue budget £ (incl. reserves)	* (b) Total expenditure/ actual spend £	%age between expenditure and budget (b/a)*100	Commentary on the size and use of balances in each year NB this is intended to allow schools to explain to Forum where balances are high
2019/2020	£546,715 + £34,650	£581,365	100%	If the school did not have reserves to use 106.3%
2018/2019	£643,944 + £39,210	£645,751	94.5%	If the school did not have reserves to use 102.8%
2017/2018	£600,321 + £36,470	£597,500	93.8%	If the school did not have reserves to use 99.5%
2016/2017	£553,160 + £39,000	£565,585	95.5%	If the school did not have reserves to use 102.2%

* As the year end for academies is 31 August the most recent year end for an academy will be 2017/18.

** Where possible show the individual school budget and expenditure figures (but where necessary show pooled budget figures).

Commentary on the school's need for an allocation of infant class size funding for 2019/20
<p>Baldwins Gate Primary is to expand as a result of a housing development (Baldwins Gate Farm) which will provide 109 dwellings within catchment. To date we have admitted 8 children from the new development.</p> <p>Work on the school's two classroom extension was due to start in June 2018 but has been delayed indefinitely as a result of an impasse between Lichfield Diocese and Staffordshire County Council.</p> <p>We have tried to be as flexible as possible during this period of uncertainty and predicted growth but there are budget implications. There are, and will be, difficulties during this period of transition as the school moves towards a one form entry establishment.</p> <p>There are 23 children on our admissions list for Reception in September 2019 who are either catchment or have a sibling attending (4 sibling non-catchment/19 catchment).</p>

In September 2019 our numbers will be as follows:

Class 1	Nursery	13	36
	Reception	23	
Class 2	Year 1	19	34
	Year 2	15	
Class 3	Year 3	25	43
	Year 4	18	
Class 4	Year 5	18	37
	Year 6	19	
Total	Total	150	150

Actions to address large numbers in September 2019:

Classes will be structured as follows:

1	Foundation Class	Nursery	13	36
		Reception	23	
2	Class Year 1	Year 1	19	19
3	Class Year 2	Year 2	15	15
4	Class Year 3	Year 3	25	25
5	Class Years 4 & 5	Years 4 & 5	18 + 18	36
6	Class Year 6	Year 6	19	19
	Total	Total	150	150

- The current Class 2 classroom is being divided with a partition to provide two teaching classrooms – one for Year 1 and the other for Year 2. A teacher will be required in each class. This will also support the individual learning needs of the children.
- We are splitting KS2 into three classes – Year 3, Years 4/5, Year 6. The Headteacher will teach .8 in KS2.

Appendix A: Infant Class Size legislation - Rushton CE (C) Primary School (Staffordshire Moorlands)

Application for Infant Class Size Funding 2019/20 Self-Declaration Form	School Name: RUSHTON CE PRIMARY SCHOOL
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Previous three financial years	* (a) Total revenue budget £ (incl. reserves)	* (b) Total expenditure/ actual spend £	%age between expenditure and budget (b/a)*100	Commentary on the size and use of balances in each year NB this is intended to allow schools to explain to Forum where balances are high
2018/19	£277,705.00	£268,672.00	96.75%	Everything minus DFC Budget.
2017/18	£255,261.00	255,217.85	99.98%	Everything minus DFC Budget, includes use of 21,641 revenue balances
2016/17	£257,180.00	£235,910.54	91.72%	Everything minus DFC Budget, includes use of 28,000 revenue balances
2016/17	1,234,567	1,111,111	90%	<i>Example</i>

* As the year end for academies is 31 August the most recent year end for an academy will be 2017/18.

** Where possible show the individual school budget and expenditure figures (but where necessary show pooled budget figures).

Commentary on the school's need for an allocation of infant class size funding for 2019/20
The funding is needed to enabled class sizes to be in line with government guidelines. Our budget allocation is not sufficient without additional funding.

Appendix A: Infant Class Size legislation - St. Leonard's CE(VA) First School, Ipstones (Staffordshire Moorlands)

Application for Infant Class Size Funding 2019/20 Self-Declaration Form	School Name St Leonard's CE(A) First School - 3490
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Previous three financial years	* (a) Total revenue budget £ (incl. reserves)	* (b) Total expenditure/ actual spend £	%age between expenditure and budget (b/a)*100	Commentary on the size and use of balances in each year NB this is intended to allow schools to explain to Forum where balances are high
2018/2019	£280,975	£284,403	101%	Includes revenue balance of £6486
2017/2018	£297,393	£297,326	99.98%	Includes use of revenue balance of £18,310
2016/2017	£258,140	£239,795	93.0%	Includes revenue balance of £10,630
<i>2016/17</i>	<i>1,234,567</i>	<i>1,111,111</i>	<i>90%</i>	<i>Example</i>

Page 30
As the year end for academies is 31 August the most recent year end for an academy will be 2017/18.
* Where possible show the individual school budget and expenditure figures (but where necessary show pooled budget figures).

Commentary on the school's need for an allocation of infant class size funding for 2019/20

We are currently in the "requires improvement" category from Ofsted. This is our second consecutive RI Ofsted rating. We have worked hard, employing new experienced staff, to raise standards in the school to achieve a "good" outcome. We have also employed a part time EYFS teacher to teach the Reception class which was part of the headteacher's role previously, in order that the Headteacher can concentrate on getting our school to "Good". We did have mixed age classes which Ofsted didn't score us well on, now we have separate classes which is working well, however we are very limited with our budget and concerned we cannot maintain the teaching staff we have in place who have already made a difference to our pupil progress. This we really need to sustain to get our school out of RI.

Appendix A: Infant Class Size legislation - The Meadows Primary School (Newcastle)

Year	Budget (inc use of reserves & DFC)	Actual Spend	% Diff	Carry Forward	Salary Cost	% of Budget
2018-19	£ 498,560	£ 501,882	100.6%	£ -3,322	£ 404,048	81.0%
2017-18*	£ 461,241	£ 438,015	95.0%	£ 23,225	£ 357,847	77.6%
2016-17	£ 494,340	£ 501,393	101%	£ 18,515	£ 385,344	78%
2015-16	£ 496,488	£ 465,728	94%	£ 30,759	£ 356,444	72%

*is a 11 month year due to date of conversion to academy.

Commentary on the school's need for an allocation of infant class size funding for 2019/20

Our PAN is 14. Our new intake for 2018 as listed on PRIME is 14, however I am aware that 1 of these are 2nd choices and are appealing at their first choice school.

It is not possible to organise Years R, Y1 and Y2 into a mixed class as this would total 35. The school has no alternative but to employ two full time teachers. If the class size legislation did not limit the class size to 30, then there would be flexibility in organisation. For example, in the afternoons, the classes could be combined, we would only require 1.5 FTE teachers with one TA. This would save a considerable amount of money.

Due to the unique physical restraints of the teaching space in the Reception class, a full-time teacher and part time TA will be employed for just 12 pupils. The space is divided into 3 small areas by a chimney breast and dividing wall. Visibility is very poor, and the toilets are not within this area. Children have to leave the classroom and walk down the corridor. For these reasons 2 members of staff are needed for the majority of the teaching time. As you will appreciate this is extremely costly and a disproportionate use of financial resources. We have consulted with the LA in the past and more recently the Trust Board regarding the suitability of the interior layout, but unfortunately, they have been unable to suggest an alternative or indeed support and adjustments to the building. We have also been informed that it is not possible to offer any nursery provision on site due to the building limitations.

I have included budget information which evidences the school's difficulties in setting a balanced budget. Currently our budget is being reduced by a reduction in pupil numbers. The Meadows is very unique as it is housed in a privately-owned building. We have a full repair lease and are charged £12,000 for rent and insurance per year. This is paid in full from the school's budget. Furthermore, the school does not have a hall so we have to hire the high school for PE and hire a coach each week to transport the children. This costs £5000 and is paid for directly from the school's budget. These various factors put additional financial pressures on the school, making our circumstances quite exceptional.

Appendix B: financial information for exceptional basic need growth funding applications 2019/20

Appendix B: Basic need growth - Bishop Lonsdale C of E (VC) Academy (Stafford)

Growth Fund Policy – 2019/20 Allocation Self-Declaration Form	School Name
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Previous three financial years	* (a) Total revenue budget £ (incl. reserves)	* (b) Total expenditure/ actual spend £	%age between expenditure and budget (b/a)*100	Commentary on the size and use of balances in each year NB this is intended to allow schools to explain to Forum where balances are high
2017/18	£1,104,665	£1,118,595	112%	Due to higher payroll costs in year.
2016/17	£934,392	£841,009	90%	£93,383 agreement of balances- premature retirement cost of £68,323.67 for JB (five payments remaining, subject to 0.5% interest above BOE Base rate). Replacement of 3G pitch provision required of £50,000 by 2027
2015/16	£927,430	£872,478	94%	£54,952 Balance
2014/15	1,234,567	1,111,111	90%	<i>Example</i>

* As the year end for academies is 31 August the most recent year end for an academy will be 2017/18.
 ** Where possible show the individual school budget and expenditure figures (but where necessary show pooled budget figures).

Commentary on the school's need for an allocation of Growth Fund for 2019/20
We have influx of pupils due to the three housing developments in close proximity to the school. We have had 41 admissions for our reception in September 2019 which is an increase from 29 September 2018. We are expecting this figure to increase coinciding with a potential increase in other classes.

Appendix B: Basic need growth - Penkridge Middle School (South Staffordshire)

Growth Fund Policy – 2019/20 Allocation Self-Declaration Form	School Name – Penkridge Middle School
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Previous three financial years	* (a) Total revenue budget £ (incl. reserves)	* (b) Total expenditure/ actual spend £	%age between expenditure and budget (b/a)*100	Commentary on the size and use of balances in each year NB this is intended to allow schools to explain to Forum where balances are high
2017-2018	1,998,035 + use of 39,056 reserves = 2,037,092	2,037,092	100%	Revenue balances were historically accrued to assist with the known future issue of large year groups moving through the school and the allocated budget funding needing to be supported.
2016-2017	1,795,303 + use of 192,636 reserves = 1,987,939	1,987,939	100%	Revenue balances were historically accrued to assist with the known future issue of large year groups moving through the school and the allocated budget funding needing to be supported.
2015-2016	1,745,185 + use of 3,305 reserves = 1,748,490	1,748,490	100%	Revenue balances were historically accrued to assist with the known future issue of large year groups moving through the school and the allocated budget funding needing to be supported.
2014/15	1,234,567	1,111,111	90%	<i>Example</i>

* As the year end for academies is 31 August the most recent year end for an academy will be 2017/18.

** Where possible show the individual school budget and expenditure figures (but where necessary show pooled budget figures).

Commentary on the school's need for an allocation of Growth Fund for 2019/20

Despite having a PAN of 100 we have agreed to take 125 students into Y5 (our entry point) and have five form entry rather than four form entry. If we hadn't made this decision, then several children at the local first schools would not have a place at the school. As we are due to grow in the very near future due to S106 funding we felt that this was the right decision. Due to the decision however, we need extra staffing to teach and support the extra group from September 2019.

Appendix B: Basic need growth - Walton Priory Middle School, Stone (Stafford)

Growth Fund Policy – 2019/20 Allocation Self-Declaration Form	School Name Walton Priory Middle School
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Previous three financial years	* (a) Total revenue budget £ (incl. reserves)	* (b) Total expenditure/ actual spend £	%age between expenditure and budget (b/a)*100	Commentary on the size and use of balances in each year NB this is intended to allow schools to explain to Forum where balances are high
2018/19	£1,948,830 (budget) + £156,368 (rev deposit & current at 31/03/18) £2,105,198	£1,959,250	93.06%	£65,285 used to set 18/19 budget. 6 classes in year 5 and 6 KS2. Some staffing savings made due to UPS replacement with NQT. Significant investment required in premises and site security
2017-18	£1,661,730 (budget) + £238,080 (rev deposit & current at 31/03/17) £1,899,810	£1,825,360	96.58%	£208,230 used to set 17/18 budget. Moving towards smaller class sizes at KS2 as part of RI strategy (6 classes in Yr 5 and 6).
2016/17	£1,521,330 (budget) + £330,352 (rev deposit & current at 31/3/16) £1,851,682	£1,700,182	91.82%	£223,660 of reserves were required to set 16/17 budget. An ICT investment plan is in place for implementation during the academic year 17/18 (summer 2017). Balances also required to address a staffing restructure following a RI Ofsted inspection. The School has also requested an advance under the deferred capital loan scheme
2014/15	1,234,567	1,111,111	90%	Example

* As the year end for academies is 31 August the most recent year end for an academy will be 2017/18.

** Where possible show the individual school budget and expenditure figures (but where necessary show pooled budget figures).

Commentary on the school's need for an allocation of Growth Fund for 2019/20
As well as requiring additional teaching to support the increased pupil numbers the school has invested in the appointment of two new teachers-one for science and one for girls' PE. There has been required spend from revenue budget to equip a new classroom with furniture and materials and to ensure that ICT facilities are available. The School has also had to change the times of the school day in order to accommodate lunches and PE.

Appendix B: Basic need growth - Sir Graham Balfour High School (Stafford)

Growth Fund Policy – 2019/20 Allocation Self-Declaration Form	School Name: Sir Graham Balfour High School
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Previous three financial years	* (a) Total revenue budget £ (incl. reserves)	* (b) Total expenditure/ actual spend £	%age between expenditure and budget (b/a)*100	Commentary on the size and use of balances in each year NB this is intended to allow schools to explain to Forum where balances are high
2017-18	5,183,251	4,430,254	86%	Reserves are budgeted to fall over next 2-3 years due to the impact of a low year group on funding (current Yr 11). Trustees have determined that Reserves are to be maintained at a level equivalent to 1 month's salary.
2016-17	5,099,554	4,481,537	88%	Revenue reserves transferred from LA = £486,225 (included in (a)). First year as Academy.
Add financial year				
<i>2014/15</i>	<i>1,234,567</i>	<i>1,111,111</i>	<i>90%</i>	<i>Example</i>

* As the year end for academies is 31 August the most recent year end for an academy will be 2017/18.

** Where possible show the individual school budget and expenditure figures (but where necessary show pooled budget figures).

Commentary on the school's need for an allocation of Growth Fund for 2019/20

By agreeing to accept an additional 30 students over PAN in Sept 2019, the school will move from a 6 form intake to a 7 form intake. The Growth Fund will contribute to additional staff costs, but the school will incur further costs to make physical adaptations required to accommodate the additional 30 students.

Appendix B: Basic need growth - Weston Road High School (Stafford)

Growth Fund Policy – 2019/20 Allocation Self-Declaration Form	School Name The Weston Road Academy
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Previous three financial years	* (a) Total revenue budget £ (incl. reserves)	* (b) Total expenditure/ actual spend £	%age between expenditure and budget (b/a)*100	Commentary on the size and use of balances in each year NB this is intended to allow schools to explain to Forum where balances are high
2017/18	£4,321,000	£4,283,000	99.12%	The academy maintains reserves in line with its reserves policy. Unrestricted reserves at 31 August 2018 were £186,000.
2016/17	£4,276,000	£4,196,000	98.13%	
2015/16	£4,151,000	£4,032,000	97.16%	
2014/15	1,234,567	1,111,111	90%	<i>Example</i>

As the year end for academies is 31 August the most recent year end for an academy will be 2017/18. Where possible show the individual school budget and expenditure figures (but where necessary show pooled budget figures).

Commentary on the school's need for an allocation of Growth Fund for 2019/20

The Weston Road Academy is growing in pupil numbers due to the number of additional houses being built in its catchment area. Each year the funding the academy receives is lagged by 12 months for growth in pupil numbers. The academy has employed additional teaching and support staff due to the increase in pupil numbers, which is also compounded by smaller year groups leaving the academy. No additional funding is available to Academies through the ESFA.

Appendix C: Estimated pre- and post-opening revenue start-up costs for new free schools 2019/20 to 2023/24

*Earliest Opening date	School/development name	School size/type	District/Borough	2019/20	2020/21	2021/22	2022/23	2023/24
2019	Streethay Primary School	1FE primary	Lichfield	£57,250	£49,750	£43,000	£20,250	£13,500
2019	Poppyfield Primary Academy	1FE primary	Cannock	£57,250	£49,750	£43,000	£20,250	£13,500
2021	Stafford North SDL	1FE primary	Stafford		£65,500	£57,250	£49,750	£43,000
2021	Land West of Uttoxeter	1FE first	East Staffs		£65,500	£39,000	£32,250	£24,500
2021	Anker Valley Primary	1FE primary	Tamworth		£65,500	£57,250	£49,750	£43,000
2021	** Branston Locks (DfE "wave" school)	2-3FE primary	East Staffs		£0	£0	£0	£0
2022	Deanslade Farm	1FE primary	Lichfield			£65,500	£57,250	£49,750
2022	Fradley Park (John Taylor MAT)	1FE primary	Lichfield			£65,500	£57,250	£49,750
2022	** South of Shortbutts Lane (DfE "wave" school)	2FE primary	Lichfield			£0	£0	£0
2023	Beamhill Road, Burton	1FE primary	East Staffs				£65,500	£57,250
2023	Watery Lane	1FE primary	Lichfield				£65,500	£57,250
2023	Dunstall Lane	1FE primary	Tamworth				£65,500	£57,250
Total costs for new free schools (2019/20-2023/24)				£114,500	£296,000	£370,500	£483,250	£408,750

* NB The opening dates (and estimated funding) are subject to change as they are based on estimated housing trajectories provided by the Local Planning Authorities in each district and borough council.

**These are schools of at least 2FE that would be opened under the DfE's free school "wave" programme, where the DfE funds the pre- and post-opening start-up costs.

Schools Forum – 4 July 2019
Revision of Schools Forum Constitution

Recommendations

1. That the Schools Forum:

- a) Note the revised Constitution; and
- b) Agree to replace the Annual Review of Membership with a meeting by meeting reassessment of numbers on roll, to ensure that their current membership remains broadly proportionate and in line with Regulations.

Report of the Director of Corporate Services

PART A

Why is it coming here – what decision is required?

2. To ensure that the Constitution is in line with the Schools Forum (England) Regulations 2012 and where necessary, the Education and Skills Funding Agency operational and good practice guide.

Reasons for recommendation

3. The Constitution has not been reviewed for a number of years, and needed to be updated to reflect several changes, most notably around membership and the need to respond to the rate of academy conversions. At its meeting of 9 July 2015, the Forum agreed to review its membership annually to ensure that it remained broadly proportionate.

PART B

Background

4. Several meetings have been held with colleagues from the Legal Services Team, who reviewed the Constitution and added some amendments to the document to ensure that the Constitution was in line with the Schools Forum (England) Regulations 2012 and where necessary having regard to the Education and Skills Funding Agency operational and good practice guide, copies of which are on the Schools Forum website.

5. In relation to school members it was advised that the term of office should not hinder the structure of the Forum, where maintained primary, maintained secondary and academies must be broadly proportionally represented on the Forum, having regard to the total number of pupils registered at them, which will be affected by the rate of academy conversions. Of the suggested considerations put forward, the following have been incorporated in the Constitution:

- Temporarily increasing the size of the Schools Forum in order to appoint additional academy representatives, then taking out maintained school representative vacancies when one arises;
- Where the school of a maintained school representative has converted to an academy, the Forum could consider appointing this member as an academies member until their current term of office ends.

6. These proposals are intended to preserve some continuity and experience in membership whilst maintaining broadly proportionate representation.

7. Good practice suggestions made by the Education and Skills Funding Agency include reviewing the membership of the Forum as a standing item for each meeting. In response to this, it is suggested that a calculation on pupil numbers on roll be made in advance of each meeting, rather than the existing Annual Review of Membership. A report will only be taken to Forum should this calculation indicate a need for a change in membership.

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Staffordshire

County Council

STAFFORDSHIRE COUNTY COUNCIL SCHOOLS FORUM

CONSTITUTION

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(Revised July 2019)

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**Appendix B – Membership Selection, Nomination
and Appointment Timetable**

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1 INTRODUCTION

- 1.1 The Education Act 2002, amended the School Standards and Framework Act 1998, to require each Local Authority (LA) to establish a Schools Forum, its function being to advise the LA on matters relating to their Schools Budget and to advise the LA or be a consultative body in relation to other prescribed matters. Currently, the Schools Forums (England) Regulations 2012 (as amended) regulate the composition, constitution and procedures of a Schools Forum.
- 1.2 Although made up mainly of representatives from maintained schools and academies, it can also include “non-school” members, representing relevant bodies.
- 1.3 Within Staffordshire County Council, such non-school representation includes Diocesan representatives, representatives from the Early Years PVI Sector, representatives from 16-19 Education, representatives from the authority’s School Consultative Groups and a Parent Governor representative from the Prosperous Staffordshire Select Committee.
- 1.4 As elected members attend these meetings as observers, the Schools Forum forms an important link back into political decision making processes.

2 ESTABLISHMENT OF THE SCHOOLS FORUM

- 2.1 Staffordshire County Council (“the Council”) has established and will maintain a Schools Forum (“the Forum”) in accordance with the requirements of section 47A of the School Standards and Framework Act 1998, and subsequent regulations as may be amended from time to time.

3 MEMBERSHIP

General

- 3.1 The Forum will usually have a maximum of thirty two (32) members, composed of those persons specified in Appendix A. However, in order to accommodate the rate of academy conversions, the size of the Forum may be temporarily increased in order to appoint additional academy representatives, then take out maintained school representative vacancies when one arises.
- 3.2 At least two-thirds of the total membership will consist of maintained school and academy representatives; the proportion of maintained and academy primary and maintained and academy secondary members being broadly comparable to the pupil numbers in each of these categories.

- 3.3 The Council shall maintain a record of the composition of the Forum, including:
- (a) The number of schools members and by which group or sub-group they were elected;
 - (b) The number of academies members; and
 - (c) The number of non-schools members, their terms of office, how they were chosen and whom they represent.

Term of Office

- 3.4 Schools members are appointed to the Forum for a term of 4 years in most cases unless agreement has been reached to the contrary. To ensure continuity of experience within the Forum membership, elections will be held every 2 years and, where appropriate, half of the representatives of each group will be appointed on each election date. The details of the election process is set out in Appendix B. However, where the school of a maintained school representative has converted to an academy, the Forum could consider appointing this member as an academies member until their current term of office ends.
- 3.5 A schools member will cease to be a member of the Forum:
- (a) if they resign from their position on the Forum by giving written notice to the Council;
 - (b) upon the expiry of their term of office;
 - (c) in the event of their death;
 - (d) if they cease to hold the office by virtue of which the member became eligible for election, selection or appointment to the Forum, except where the provisions of paragraph 3.4 apply; or
 - (e) if the Council terminates their appointment because it has been instructed to do so by the Secretary of State.
- 3.6 A non-schools member will cease to be a member of the Forum:
- (a) if they resign from their position on the Forum;
 - (b) when the relevant body makes a further nomination to replace him/her and the Council appoints him/her;
 - (c) in the event of their death;
 - (d) if they cease to hold the office by virtue of which the member became eligible for election, selection or appointment to the Forum;
 - (e) if the Council terminates their appointment because it has been instructed to do so by the Secretary of State; or
 - (f) where their term of office expires.
- 3.7 No person who is an executive member or relevant officer of the authority is eligible to be nominated as a non-schools member. A “relevant officer” refers to:

- a) the director of children's services of the authority,
- b) any officer employed or engaged to work under the management of the director of children's services, other than one who directly provides education to children or who manages such a person, or
- c) any officer whose work involves management of, or advice on, school funding.)

3.8 The Council will arrange for vacancies on the Forum to be filled using the election, nomination and appointment processes detailed below.

Schools Members – Nomination, Election and Appointment

3.9 The Council will appoint as schools representatives those persons duly elected and nominated via the following process (and outlined on the Schools Forum Website).

Maintained Schools Members:

3.10 School members must be elected to the Schools Forum by the members of the relevant group, or sub-group, in the Council's area. The groups are:

- (a) Representatives of nursery schools (where there are any such schools in the Council's area);
- (b) Representatives of primary schools other than nursery schools;
- (c) Representatives of secondary schools;
- (d) Representatives of special schools (where there are any such schools in the Council's area);
- (e) Representatives of pupil referral units (where there are any such schools in the Council's area).

Academies Members:

3.11 Academies members representing mainstream academies must be elected to the Schools Forum by the proprietors of mainstream academies in the Council's area.

- (a) Representatives of primary academies other than nursery schools;
- (b) Representatives of secondary academies;
- (c) Representatives of special academies (where there are any such schools in the Council's area);
- (d) Representatives of academy pupil referral units (where there are any such schools in the Council's area).

Election Procedure

3.12 For maintained schools, in the event that there is more than one candidate for a

vacant position or a position which is subject to election in that year within any of the groups set out in paragraph 3.10, the head teacher and chair of governors of every school within the relevant group will be invited to vote for one (1) candidate each. For each position, the candidate who receives the largest number of votes will, subject to paragraphs 3.17 and 3.18, be appointed to that position and the candidate who receives the second largest number of votes will be appointed, subject to paragraphs 3.19 and 3.20, as soon as possible in the event that the member for their group of schools resigns or if the candidate who receives the largest number of votes also receives the largest number of votes for another group in which they stood for election.

- 3.13 For academies, in the event that there is more than one candidate for a vacant position or a position which is subject to election in that year within any of the groups set out in paragraph 3.11, the proprietors of mainstream academies of every school within the relevant group will be invited to vote for one (1) candidate each. For each position, the candidate who receives the largest number of votes will, subject to paragraph 3.17 and 3.18, be appointed to that position and the candidate who receives the second largest number of votes will be appointed, subject to paragraphs 3.17 and 3.18, as soon as possible in the event that the member for their group of schools resigns or if the candidate who receives the largest number of votes also receives the largest number of votes for another group in which they stood for election.
- 3.14 In the event that two or more candidates for a position receive an equal number of votes or if for any reason an election for a position does not take place by the timescales set out in the election schedule set out on the Schools Forum website the Forum must appoint a member to the Forum instead.
- 3.15 In the event that there is only one candidate for a vacant position or a position which is subject to election in that year within any of the groups set out in paragraphs 3.10 and 3.11, it will not be necessary for members to vote, and that candidate will, subject to paragraphs 3.17 and 3.18, be appointed to the position.
- 3.16 In the event that there are no applications from any of the groups of schools subject to an election in that year, then the members who represent the relevant group which has the vacancy shall nominate the representative to be appointed.
- 3.17 It is not appropriate for a candidate to be elected to represent more than one group, however, they may stand for election from any group(s) but can only be appointed to represent one of the groups.
- 3.18 The Council reserves the right not to appoint any person duly entitled by the processes above, for any reason.

[**NOTE:** Proprietor in relation to an academy means the person or body of persons responsible for the management of the academy].

Non-schools Members – Nomination and Appointment

- 3.19 The Council will seek nominations for non-schools members from the relevant bodies identified in Appendix A and in accordance with the election schedule set out on the Schools Forum website.
- 3.20 Upon receipt of a nomination under paragraph 3.21, the Council will:
- (a) make an appointment pursuant to that nomination; or
 - (b) provide the relevant body with the grounds on which they determine not to make such an appointment.
- 3.21 Where the Council has proceeded under paragraph 3.22(b), it will seek a further nomination from the relevant body concerned.
- 3.22 If for any reason, an election of a member to represent 16 to 19 providers either does not take place by the timescale set out in the election schedule set out on the Schools Forum website or results in a tie between two or more candidates, the Council must appoint a member to represent 16 to 19 providers to the Forum instead.
- 3.23 Through publication on the Schools Form website the Council will inform all maintained schools and academies in its area of the name of the member appointed as a non-schools member and the name of the relevant body that that member represents, within one month of the appointment.

4 PROCEEDINGS OF SCHOOLS FORUM

Meetings

- 4.1 The Forum must:
- (a) hold a meeting at least four (4) times in each academic year;
 - (b) agree where meetings should take place and the time of its meetings;
 - (c) hold a meeting in response to a request from:
 - (i) one-third of its members; or
 - (ii) the Chair, provided that this does not conflict with any directions given by the Forum.
 - (d) hold meetings in public, but visitors should be asked to leave if confidential items are discussed, unless the Forum have asked them to take part in a specific discussion.
- 4.2 The Council shall agree the frequency and timing of meetings of the Forum in consultation with the Forum in advance of each academic year. Whilst setting out the

cycle of meetings, where possible, the Council will provide a clear overview of key consultative and decision-making points in the school funding cycle.

Substitutes

- 4.3 In the event that a member is unable to attend any meeting, that member may seek the Chair's permission no later than 48 hours prior to the meeting, subject to paragraph 4.4, to have a named substitute attending in their place, and such permission will not be unreasonably withheld.
- 4.4 The notice period referred to in paragraph 4.3 is waived where substitution is in respect of a meeting where levels of delegation are subject to a vote of the Schools Forum and no notice period should apply in these circumstances.
- 4.5 A named substitute will have the same rights as a member of the Forum.

Local Authority Officers, Observers & Visitors

- 4.6 The following persons shall be entitled to speak at such meetings even though they are not members of the Forum:
- (a) the Director responsible for education and children's services or their representative;
 - (b) the Section 151 Officer or their representative;
 - (c) any elected member of the authority who has primary responsibility for children's services or education in the authority;
 - (d) any elected member of the authority who has primary responsibility for the resources of the authority;
 - (e) any person who is invited by the forum to attend in order to provide financial or technical advice to the forum;
 - (f) an observer appointed by the Secretary of State; and
 - (g) any person presenting a paper or other item to the Forum that is on the meeting's agenda, but that person's right to speak shall be limited to matters related to the item that the person is presenting.

Quorum

- 4.7 The Forum will be quorate if at least forty percent (40%) of the total current membership in position is present at a meeting, except where paragraph 4.22 (d) applies.

Decisions

- 4.8 The Forum will unless otherwise stated within this document, arrive at its decisions by consensus.
- 4.9 However, if it is necessary to take a vote the following arrangements apply, subject

to paragraph 4.10:

- (a) every member of the Forum will have one (1) vote;
- (b) a resolution will be passed by simple majority, subject to the following provision; and
- (c) where there are an equal number of votes for and against a proposal, the Chair will have the casting vote.

4.10 Where the vote is in respect of arrangements where voting requirements are set by government regulations, those regulations shall apply. In these circumstances the authority will highlight the voting arrangements which will apply in the Schools Forum papers supporting the vote. Currently, such arrangements include but are not limited to the following:

- (a) Voting on the funding formula is limited to schools members, academies members and PVI representatives;
- (b) Voting on de-delegation is limited to the specific primary and secondary phase of maintained schools members; and
- (c) Voting on retaining funding for statutory duties relating to maintained schools only is limited to maintained primary, secondary, special and PRU group members.

4.11 Once a decision has been taken, all members will be bound by it, but any member can ask for their opinion to be recorded in the minutes.

Forum Sub-Groups

4.12 The Forum may establish sub-groups from their membership to consider in detail specific issues on their behalf and report their findings back to them.

Officers:

Chair and Vice Chair:

4.13 The Chair and Vice Chair must be members of the Forum and will be elected from all nominees at the first meeting of the school year

4.14 Any elected member of the Council or officer of the Council who is a member of the Schools Forum may not be elected as Chair or Vice Chair.

4.15 In the event that there is only one (1) candidate for each position, it will not be necessary for members to vote, and those candidates will be appointed to the positions.

4.16 If for any reason it is not possible to reach a decision regarding the persons to be appointed to the positions of Chair or Vice Chair, the matter will be considered at the next meeting of the Forum.

- 4.17 The Clerk to the Forum must act as Chair during the part of the meeting at which appointments to the posts of Chair or Vice Chair are considered.
- 4.18 The Chair and Vice Chair will hold office until a decision has been reached about their successors at any meeting or until they are no longer members of the Forum.
- 4.19 All candidates must comply with the paragraphs in this document on Conflicts of Interests and leave the meeting at which their suitability for either of these positions is to be discussed.
- 4.20 The Chair and Vice Chair may resign from their posts at any time by giving written notice to the Clerk and can be removed from the post with immediate effect in the event that a resolution to remove the Chair or Vice Chair has been passed at two consecutive meetings which have been convened in accordance with the following rules:
- (a) seven (7) clear days' notice of each meeting is given;
 - (b) removing the Chair or Vice Chair is a specific item on the agenda for both meetings;
 - (c) there are at least fourteen (14) days between the two meetings;
 - (d) there are at least two-thirds of the members (rounded up to a whole number) at both meetings, and before the vote at the second meeting, the member proposing the removal of the Chair or Vice Chair states reasons for the proposal, and the Chair or Vice Chair is given an opportunity to make a statement in reply.

Acting Chair:

- 4.21 If the Chair is unable to attend any meeting, or if the post is vacant, the Forum members will elect one of those members present to Chair that meeting only, normally being the Vice-Chair.

Clerk:

- 4.22 The Clerk to the Forum will be appointed by the appropriate Director responsible for education and children's services and will convene, direct, offer advice on procedure and minute meetings in accordance with directions given by the Forum.
- 4.23 The Clerk will not have either a vote or a casting vote when in the position of acting Chair in accordance with paragraph 4.17.

Administration

- 4.24 Every member of the Forum will be given at least seven (7) days' written notice of the date of a meeting with a copy of the agenda for that meeting. This is to enable members to consider the papers and if necessary obtain views from the group they are representing. The notice and agenda will be sent out by the Clerk to the Forum. A

copy of the paperwork will be sent to the Director responsible for education and children's services at the same time as to members of the Forum. Shorter notice can only be given if the Chair (or the vice-Chair if the Chair is absent or the position has not been filled) agrees that there is an urgent need for a meeting. Members can be contacted/consulted by email on matters of urgency. Meetings to consider the removal of the Chair or a co-opted governor must be convened with at least seven (7) clear days' notice. Papers are published on the Council's website to enable representations to be made to Forum members and to ensure that all interested groups are able to access the papers prior to a meeting.

- 4.25 The agenda will be agreed by the Chair of the Forum. The Forum will whenever necessary consider and revise an annual work programme for meetings.
- 4.26 Minutes of each Forum meeting must be taken by the person acting as Clerk. A copy of the draft minutes will be circulated to members within two (2) weeks of the meeting or as soon as possible thereafter, prior to their formal approval at the next meeting,
- 4.27 The Clerk must make sure that copies of the agenda, draft and approved minutes and any report, document or other paper considered at a meeting (not including confidential items) are made available at County Buildings for anyone to read. Agendas, reports and minutes should also be promptly posted on the Forum's website.

Confidentiality

- 4.28 The following information which may be presented, discussed and voted upon at any meetings of the Forum, must be kept confidential:
 - (a) the votes of individual members;
 - (b) opinions by members involving a named person which are in any way sensitive or critical;
 - (c) anything else which the Forum decides ought to be considered as such.
- 4.29 Confidential information will be recorded separately by the Clerk and will not be available for inspection by the general public.

Conflicts of Interest

- 4.30 In common with other aspects of working in public life, Forum members should, for reasons of probity, be aware of circumstances in which they should withdraw from meetings. The general principle is that no-one should be involved in a decision where his or her personal interests may conflict with those of the Forum.
- 4.31 Forum members should declare any personal interest as soon as a matter in which they have an interest is raised and withdraw from that meeting. However, Forum members need not withdraw because of an interest that is no greater than that of

other members of the Forum, e.g. primary school nominees should not withdraw from discussions on primary school funding.

Proceedings

- 4.32 The proceedings of the forum shall not be invalidated by:
- (a) any vacancy among their members;
 - (b) any defect in the election or appointment of any members; or
 - (c) any defect in the appointment of the Chair.

5 FUNCTIONS

Consultation with the Schools Forum on the school funding formula

- 5.1 The Council will consult the Forum on:-
- (a) any proposed changes in relation to the factors and criteria that were taken into account, or the methods, principles and rules that have been adopted, in their formula made in accordance with regulations made under section 47 of the School Standards and Framework Act 1998, and
 - (b) the financial effect of any such change.
- 5.2 Consultation under paragraph 5.1 will take place in sufficient time to allow the views expressed to be taken into account in the determination of the relevant authority's formula and in the initial determination of schools' budget shares before the beginning of the financial year.

Consultation on contracts

- 5.3 The Council will, at the meeting prior to the issue of invitations to tender (being at least one month prior to invitations to tender), consult the Forum on the terms of any proposed contract that is paid out or to be paid out of the schools budget for services or supplies to schools, where such a contract is to be let by the Council to a value equal to or exceeding the local government threshold which applies to that proposed contract pursuant to regulation 5 of the Public Contracts Regulations 2015.

Consultation on financial issues

- 5.4 The Council will consult the Forum annually in respect of functions relating to the schools budget, including:-
- (a) the arrangements to be made for the education of pupils with special educational needs, and in particular:
 - (i) the places to be commissioned by the Council in different schools and other institutions, and
 - (ii) the arrangements for paying top-up funding to schools and other institutions;
 - (b) arrangements for the use of pupil referral units and the education of children otherwise than at school, and in particular:

- (i) the places to be commissioned by the Council and by schools in pupil referral units and other providers of alternative provision, and
- (ii) the arrangements for paying top-up funding to pupil referral units and other providers of alternative provision;
- (c) arrangements for insurance;
- (d) prospective revisions to the scheme for the financing of schools;
- (e) administrative arrangements for the allocation of central government grants paid to schools via the Council;
- (f) arrangements for free school meals; and
- (g) arrangements for early years provision

5.5 The Council will consult the Forum on such other matters concerning the funding of schools as it sees fit and as required by government regulations.

Reports by the Forum

5.6 The Forum will, as soon as reasonably possible and in any event by any date specified by the Council, provide the Council with a report in writing in response to any consultation under this section 5.

Other functions

5.7 The Forum may commission and publish reports and research into school funding issues. The Forum may also commission or liaise with working groups on issues related to the function of the Forum.

Provision of account to schools

5.8 The Forum will, as soon as reasonably possible, inform the governing bodies of maintained schools of:

- (a) all consultations carried out under this section 5, and
- (b) any reports provided by the Forum under paragraph 5.7 above.

Consultation

5.9 It is a responsibility of the Council to ensure there is consultation with all schools on the following issues:

- (a) changes to the School Funding Formula;
- (b) changes to the Scheme for Financing Schools.

6 EXPENSES

Forum's Expenses

6.1 All expenses of the Forum will be met by the Council and charged to the schools budget.

6.2 The Annual Outturn Report will include as part of the overall figure:

- (a) the costs of servicing the Forum which have been charged to the schools budget

- for the preceding financial year;
- (b) the costs of additional work commissioned by the Forum which has been charged to the schools' budget for the preceding financial year.

Members' Expenses

- 6.3 The Council will reimburse the reasonable travel costs of members for attendance at the Forum's meetings, following receipt of a valid claim, at its current mileage rate for attendance at in-service training activities. Such expenses will be charged to the schools budget.

Staffordshire County Council's
Schools Forum Membership

1. The Forum will normally have a maximum of thirty two (32) members (subject to paragraph 3.1 of the Constitution):
 - (a) twenty three (23) schools members; and
 - (b) nine (9) non-schools members.
2. Maintained primary, maintained secondary and academies must be broadly proportionately represented on the Forum, having regard to the total number of pupils registered at them. The Council can determine the number of members representing schools in each of the categories set out below. These should be broadly proportionate to the total number of schools in that category when compared with the total number of schools.

The Forum's members will include the following: (a) School Members:

- o places for maintained primary schools representatives, who are either a governor, Headteacher or a senior member of staff;
- o places for maintained secondary schools representatives, who are either a governor, Headteacher or a senior member of staff;
- o places for primary and secondary academy representatives, elected from the proprietor bodies of academies within the Council's area;
- o one (1) place for a special academy representative, where there are any special academies in Staffordshire, elected from the proprietor bodies of special academies in the Council's area;
- o one (1) place for a maintained special school representative, where there are any maintained special schools in Staffordshire, who are either a governor, Headteacher or senior member of staff;
- o places for alternative provision academies representatives, where there are any alternative provision academies in Staffordshire, elected from the proprietor bodies of alternative provision academies in the Council's area;
- o one (1) place for a primary schools representative, elected from its membership by the Council's Primary Heads Forum;
- o one (1) place for a secondary schools representative, elected from its membership by the Council's Secondary Heads Forum;

- o one (1) place for a nursery school representative, who is either a governor, Headteacher or a senior member of staff;
- o one (1) place for a maintained pupil referral unit representative, who is either a governor, Headteacher or a senior member of staff; one (1) place for an academy pupil referral unit representative, elected from the proprietor bodies of academy pupil referral units within the Council's area.

Notes:

- (1) *A "senior member of staff" means a CEO, a principal, deputy headteacher, assistant headteacher, bursar or other person responsible for the financial management of the school.*
- (2) *Governors include interim executive members of an interim executive board.*
- (3) *At least one member must be a representative of the governing bodies of maintained schools and at least one member must be a representative of the headteachers of such schools.*
- (4) *Proprietor in relation to an academy means the person or body of persons responsible for the management of the academy.*
- (5) *Middle schools are included in the secondary category.*

(b) Non-school Members:

- o one (1) place for a member nominated by the Lichfield Diocesan Board of Education;
- o one (1) place for a member nominated by the Birmingham Diocesan Schools Commission;
- o one (1) place for a Parent Governor representative nominated by the Council's Prosperous Staffordshire Select Committee;
- o two (2) places for representatives of the Early Years PVI sector nominated by the Early Years sector;
- o two (2) places for members nominated by the 16-19 Education sector; and
- o two (2) places for representatives of the schools consultative groups nominated by the County Secretaries.

The number of places will be published and updated on the Schools Forum website.

Membership
Selection, Nomination and Appointment Timetable

The school membership will be reviewed following each meeting of the Schools Forum to confirm the proportions of maintained and academy school representatives to check that they are broadly comparable to the pupil numbers in each of these categories. Where a vacancy occurs due to paragraphs 3.5 or 3.6 of the Constitution the details of the selection process are set out below.

- Once a vacancy arises the Council will seek applications for school members via a notice to head teachers and chairs of governing bodies requesting that the matter be raised with staff and governing bodies within 4 school working weeks.
- Applications and nominations to be received within a further 4 school working weeks. In those groups where there is more than 1 application an election will be carried out, administered by Entrust on behalf of the Council.
- Membership of nominees to be confirmed by no later than a further 2 school working weeks.
- Where one application per position is received membership will be confirmed by no later than 2 school working weeks.
- Nominations for non-schools members will be sought from the relevant bodies within 1 calendar month of the vacancy occurring.

All members are appointed and attend their first meeting as soon as possible.

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 28 March 2019	Schools Budget (forthcoming financial year)	Annual item (this will confirm final values relating to historic commitments, as indicated at the meeting in October 2018)
	High Needs Block	Standard item
	SEND Local Area Inspection – Written Statement of Action	Requested at the meeting in February 2019
	Update to the Staffordshire Scheme for Financing of Schools	Requested at the meeting in February 2019
	Notices of Concern	Standard item

Meeting	Item	Details
Summer Term 4 July 2019	Early Help Dedicated Schools Grant Update	Requested at the meeting of the Forum on 3 July 2018
	High Needs Block	Standard item
	Growth Fund – Allocation of Funding 2019-20	Annual item
	Revised Constitution	Brought forward from the meeting in February 2019
	Notices of Concern	Standard item
Autumn Term 17 October 2019	Election of Chairman and Vice-Chairman	Annual item
	Schools Budget (last financial year): Final outturn and Dedicated Schools Grant (DSG) Settlement	Annual item
	High Needs Block	Standard item
	School Improvement Monitoring and Brokering Grant	Requested by the Chairman
	Schools Budget 2020–21: 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

Meeting	Item	Details
Spring Term 16 January 2020	High Needs Block	Standard item
	Notices of Concern	Standard item
Spring term 26 March 2020	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	Report on the Implementation of the proposals for savings on the High Needs Block	Requested at the meeting of the Forum on 18 October 2018
Date to be Confirmed	Early Years' Funding	Requested at the meeting of the Forum on 28 March 2019
Date to be Confirmed	Update on the Early Years and Redundancy Strategy	Requested at the meeting of the Forum on 28 March 2019

