

## **Schools Forum**

Thursday 13 January 2022

**14:00**

Meeting to be conducted using Microsoft Teams - Microsoft Teams

John Tradewell  
Director of Corporate Services  
5 January 2022

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

### **Part One**

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of the meeting held on 8 November 2021** (Pages 1 - 10)
4. **Decisions taken by the Chairman under delegated powers**
5. **Notices of Concern and Licensed Deficit Agreements** (Pages 11 - 12)
6. **Growth Fund - Submission of Financial Self Declaration** (Pages 13 - 14)
7. **High Needs Block (inc Banding Tool update)** (Pages 15 - 22)
8. **Date of next meeting and Work Programme** (Pages 23 - 28)

### **Part Two**

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 paragraph of Part 1 of schedule 12A of the Local Government Act 1972 indicated below’



### **Membership**

Richard Sutton	Julie Rudge
Steve Swatton	Anne Tapp
Kim Prince Anson	Alison Parr
Jane Rutherford	Abigail Rourke
Philip Siddell	Kelly Mitchell
Richard Redgate (Chair)	Mark Boughey
Claire Shaw	Nadine Key
Kirsty Rogers	Carolyn Trowbridge
Chris Wright	Sarah Clark
Steve Barr (Vice-Chair)	Helen Baron
Kevin Allbutt	Jessica Roden
Judy Wyman	Sadie Jones
Claire Evans	Karen Dobson
Jennie Westley	Emily Verow
Vicki Lewis	

### **Local Authority Observers**

Jonathan Price (Observer)	Mark Sutton (Observer)
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**Minutes of the Schools Forum Meeting held on 8 November 2021**

Present: Richard Redgate (Chair)

**Attendance**

Richard Sutton	Julie Rudge
Steve Swatton	Anne Tapp
Philip Siddell	Alison Parr
Claire Shaw	Abigail Rourke
Kirsty Rogers	Andrew Shaw
Chris Wright	Nadine Key
Steve Barr (Vice-Chairman)	Helen Baron
Kevin Allbutt	Jessica Roden
Judy Wyman	Sadie Jones
Claire Evans	Karen Dobson
Mark Sutton (Observer)	Emily Verow
Vicki Lewis	Mr Lycett (Sub for C Trowbridge)

**Observers:** Alun Harding and Steve Breeze.

**Also in attendance:** Lesley Calverley, Tim Moss, William Wilkes, Melanie Scott, Joanne Galt, Antony Humpherys, Cathryn Plant and Mandy Pattinson.

**Apologies:** Kim Prince Anson, Jane Rutherford, Jennie Westley, Jonathan Price, Kelly Mitchell, Mark Boughey and Sarah Clark (Work Commitment).

**NOTED:** The apologies and reasons for absence were formally accepted.

**PART ONE**

**45. Membership Update**

It was reported that Mr Richard Sutton (Primary Academies) and Mr Stephen Swatton (Maintained Primary) had been elected to serve on the Forum until May 2025.

A complete membership list was provided for information.

**RESOLVED:** That the updated membership be noted.

#### **46. Declarations of Interest**

Steve Barr and Judy Wyman declared interest in report 9 'School Budgets 2022-23: de-delegation, Central Expenditure and Education Functions'. The Forum agreed that they would be allowed to remain in the meeting and speak on the item.

#### **47. Minutes of the meeting held on 15 July 2021**

**RESOLVED:** That the minutes of the meeting held on the 15 July 2021 be confirmed as a correct record and signed by the Chair.

#### **The forum had the following discussion over items in the minutes:**

- A request was made that the current consultation on the abolition of the School Improvement Grant be publicised to schools and governors through the school bag.
- In relation to minute 39 - growth fund and schools not being asked to submit financial self declarations post Covid, it was asked if this could be added to the work programme so that it wasn't missed.
- It was requested that future minutes of the Education Banding working group be circulated to the Forum and that it be added to the work programme.
- Under Minute 40, a member had been contacted and relayed a request that Officers contact Sir Graham Balfour school to review their PFI calculation.

#### **48. Decisions taken by the Chairman under delegated powers**

The Chair reported that he had drafted a letter to the Secretary of State for Education, Nadhim Zahawi, concerning school funding. A copy had been circulated to members of the forum for information. He reported that following communication with Philip Siddell, the letter would be amended to include early years funding.

**RESOLVED:** That the action taken by the Chair be noted.

#### **49. Notices of Concern and Licensed Deficit Agreements**

It was reported that there had not been any new notices of concern or licensed deficits issued since the last meeting.

**RESOLVED:** That the report be noted.

#### **50. Primary Behaviour Support Services - 2020-21 Financial Year**

The Behaviour Support Service for primary schools had been a centrally retained service until 2012/13, when it became a de-delegated service under Exception 1 of the Funding Reform requirements. Maintained primary schools

had voted annually to retain this as a centrally provided service. The service was managed by Entrust Education Services, Staffordshire County Council's joint venture partner.

It was confirmed that the de-delegation figure had stayed the same as in 2020/21.

Maintained primary school representatives were entitled to vote on whether they wished this service to remain a de-delegated service. Having voted on this issue it was:

**RESOLVED:**

- a) That the de-delegated funding from the maintained primary schools delegated budget for 2022-23 financial year be agreed.
- b) That the continued improvements and development of service and proposals for next year be noted.

**51. Minority Ethnic Achievement Service (MEAS) 2020-21 Financial Year**

The Minority Ethnic Achievement Service (MEAS) had become a de-delegated service under Exception 1 of the Funding Reform requirements and another service that the Forum had voted annually to retain central provision. The MEAS was available to primary and secondary maintained schools on a pupil by pupil basis or as a combined package of Inclusion Support and other services.

The Forum received details of the Service offer, referral numbers from maintained schools and the Service impact.

It was noted that the report referred to Afghanistan refugees and this should have been 'evacuees'.

A request was made that meetings with schools be held face to face wherever possible and not all virtual.

All phases of maintained mainstream school representatives were entitled to vote on whether the MEAS should remain a de-delegated service. Following the vote it was:

**RESOLVED:**

- a) That the Minority Ethnic Achievement Service continue to be de-delegated for 2022-23.
- b) That the continued improvements and development of the service over the previous year and the proposals for next year be noted.

## 52. Schools Budget 2022-23: De-delegation, Central Expenditure and Education Functions

The Forum received the School Budget 2022-23 de-delegation, central expenditure and education functions report. The report sought approval from the Forum for the Local Authority to retain Dedicated School Grant (DSG) funding to deliver services on behalf of schools and Early Years. Members noted that the budget areas proposed for de-delegation in 2022-23 were the same as those in the previous years. It was also noted that funding for historic commitments had been reduced by a further 20% from 2021-22.

<b>Budget Area</b>	<b>Primary £m</b>	<b>Secondary (including middle) £m</b>
Insurances (mainly premises related provided by RPA)	1.200	0.932
Staff costs (Maternity Pay)	1.189	1.010
Staff costs (Union Duties)	0.142	0.060
School Specific Contingency	0.390	0.185
Support for ethnic minority pupils or under-achieving groups	0.877	0.319
Licences and Subscriptions	0.505	0.205
Behaviour Support Services	0.529	Delegated
FSM eligibility	0.061	0.032

Forum members representing all mainstream maintained schools considered the budget areas listed in the table above and voted to **de-delegate these areas for 2022-23**.

Funding in the Central Schools Service Block (CSSB) was split into historic commitments and ongoing functions. Funding for historic commitments had been reduced by a further 20% from 2021/22. The provisional allocation for historic commitments for 2022-23 was £1.633m.

The only heading under which Staffordshire retained funding for historic commitments was prudential borrowing. The indicative budget for 2022-23 was £924,130. Any remaining historical commitment funding would be delegated to schools.

Forum approval was also sought for SEN transport budget of £250,140 which was to be funded from the High Needs Block.

All Forum Members gave consideration to the areas of retained historic commitment funding and ongoing functions within the CSSB be retained centrally for this purpose. **On being put to the vote, this was approved.**

Ongoing Education Functions were funded by a combination of council tax and DSG. There is an annual liability for Teachers Pensions Added Years of c£7.3m which was funded by council tax. The estimated cost for other ongoing education functions for 2022-23 was £3.9m, funded by DSG through the CSSB. Any underspend on CSSB would be transferred into DSG balances.

It was explained that the above inflationary increase cost for the Strategic Asset Management Team was due to the increased number of academies, correspondingly there is a reduction in costs for maintained schools reflected in Appendix 3.

All Forum Members voted to **approve the ongoing functions allocation in the CSSB.**

As in previous years it was proposed that the growth funding allocation be used to fund pupil growth in the National Funding Formula (approx. £2m in 2021-22), and allocations as per the Growth Fund and Infant Class Size policies (approx. £600k). Any underspend would contribute to DSG balances.

All Forum Members voted to **approve the continuing use of the Growth Funding allocation as set out above.**

The LA was asking for £1.9m (4.2%) of Early Years funding to be retained centrally. This expenditure funded the Entrust SDA contract, along with back office administration and overheads, with Members receiving a breakdown of these costs in the report.

There was concern that although this was similar to previous years, it was in a year of increased wage and National insurance contributions. Support in forming joint working arrangements, as in previous years, was requested as this had helped the early years sector previously. This was agreed.

All Schools Forum Members agreed to **approve the proposed level of central support services for early years provision.**

The LA asked for provisional approval of a levy of £50.56 per pupil from maintained schools to fund Education Functions previously funded by the Education Services Grant.

All mainstream maintained Schools Forum Members **agreed to approve the levies per pupil** (set out in Appendix 3 of the report) to fund the costs of the associated services.

**RESOLVED** – That:

- a) the outcome of the maintained school vote on de-delegation, as listed in the table above be approved;
- b) the indicative allocations for both historic commitments and ongoing functions within the Central School Services Block be approved and retained centrally for this purpose;
- c) the continued use of the formula driven Growth Funding allocation be approved;
- d) the retention of £1.9m of Early Years funding centrally be approved; and,
- e) the levy per pupil in 2022-23 to fund statutory duties performed by the LA and previously funded by the ESG general duties be approved.

**53. High Needs Block**

It was reported that the forecast outturn for the 2021/22 High Needs Block was £7.5m overspend. At the end of the last financial year the DSG reserve went into deficit by c £2m and it was expected that this would deepen given the expected overspend in 2021/22.

There had been significant additional Government funding allocated for next year, which would see Staffordshire's High Needs Budget increase to £110m (c 9%). However, this was insufficient to close the gap and it was likely that a further overspend would arise in 2022/23.

The transformation and implementation of the revised SEND operating model, supported by the new SEND strategy, was expected to provide a more sustainable model. However, this would take time to impact.

A 'deficit recovery' was previously approved by Schools Forum earmarking surplus Growth Fund money to contribute to the DSG reserve; it was agreed this should be reviewed annually and further action taken if necessary. It was explained that this was the single largest financial risk to the Local Authority.

Consultation had been conducted with schools but only 10.5% replying. Of these 6 were in favour of the transfer and 33 were against the 0.5% transfer.

Given the continuing SEND demand, and growing deficit, schools forum was asked to approve the transfer of 0.5% funding from school's block for high needs in 2022/23.

Whilst the Forum understood the Councils dilemma, it was felt that Members had to vote for the schools they represented and that while funding was needed for the HNB it was felt that this should not be at the expense of the Schools Block of the DSG. Members also shared concerns at the cost of independent school placements.

Upon being put to the vote the **proposal to transfer 0.5% from the Schools Block of the DSG to the High Needs Block in 2022/23 was lost.**

The vote was unanimous, with 100% of attendees voting against (23 members with voting rights were at the Forum).

**RESOLVED:**

- a) the High Needs Block budget 2021/22 and latest forecast outcome be noted;
- b) the latest budget assumptions 2022/23 and going forward be noted;
- c) that the outcomes of the council's consultation with schools regarding the 0.5% funding switch be noted.
- d) That the Chairs letter to the Secretary of State (minute 48 above), be strengthened to emphasise the high needs issue in the County.

**54. Education Banding Toolkit update**

The Forum were informed that Education Banding Tool Implementation Group had consulted on its recommendations on the Education Banding Tool which was to support 'fair, equitable and consistent' funding mechanisms across the education providers and localities. The consultation had ran from 4 October to 29<sup>th</sup> October. Only 22 responses had been received. The results of the consultation would be shared with education providers in late November.

It was explained that the modelling had been done on current expenditure levels and that it would inevitably lead to some 'winners and some losers' but a fairer system and this would not have an immediate impact on any education providers due to the agreed phased implementation approach.

**RESOLVED:** That the progress to date on Education Banding Tool implementation and consultation be noted.

**55. Work Programme**

**RESOLVED:** That the Work Programme and future meeting dates be noted.

**Chair**



## SCHOOLS FORUM – 8 November 2021

### ACTIONS ARISING FROM THE MINUTES

**NOTE: The following action required is in addition to any recommendations made in the reports agreed at the meeting.**

Agenda Item	Action Required	By Whom	Outcome
Minutes - 8 November 2021	A request was made that the current consultation on the abolition of the School Improvement Grant be publicised to schools and governors through the school bag.	Tim Moss	Complete – In school bag on 22 November 2021.
Minute 47 and 39 - 8 November 2021	In relation to minute 39 - Growth fund and schools not being asked to submit financial self declarations post Covid. It was asked if this could be added to the work programme so that it wasn't missed.	Mandy Pattinson	Complete – added to work Programme – pending items
Minute 47 - 8 November 2021	Education Banding working group minutes/notes be added to the work programme	Mandy Pattinson	Complete – added to work Programme
Minute 53 - 8 November 2021	That the Chairs letter to the Secretary of State (minute 48 above), be strengthened to emphasise the high needs issue in the County.	Chair/ Tim Moss	Complete - Response emailed to members for information.



## **Schools Forum – 13<sup>th</sup> January 2022**

### **Notices of Concern**

#### **Recommendation**

1. Members note the issue and withdrawal of Notice of Concerns to schools.

#### **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. Since last Forum, no new Notice of Concerns have been issued or withdrawn.
5. The Entrust Schools Finance team continue to work with all schools who have existing Notice of Concern or Licensed Deficit agreement.

#### **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 28<sup>th</sup> March 2019 – Item 39 Update to the Staffordshire Scheme for  
Financing of Schools



**Schools Forum 13 January 2022**

**Growth Fund – withdrawal of financial self-declarations**

**Recommendation**

- 1) That Schools Forum ends the requirement for schools that are eligible for growth funding to submit a financial self-declaration, from 2022/23

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

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

- 2) In the light of concern about schools with excessive balances, Schools Forum introduced a requirement for schools eligible for growth funding from 2016/17 onwards to submit a financial self-declaration for the three previous financial years.
- 3) This requirement was suspended for 2020/21 and 2021/22 to reduce the administrative burden on schools during the COVID-19 pandemic.
- 4) Schools Forum is asked to consider ending the requirement for financial self-declarations.

**Reasons for recommendations:**

- 5) The recommendation is made on the basis that the financial self-declarations:
  - a) are an unnecessary administrative burden on schools;
  - b) are inconsistent: unlike LA-maintained schools, academy budgets are pooled at trust level, operate over different financial years and under different accounting rules. (As of December 2021, out of 402 schools in Staffordshire, 240 (or 65%) were academies.)
  - c) They do not provide Schools Forum with a reliable basis for understanding school balances.

**Background**

- 6) On 11 February 2013, Schools Forum agreed to establish Growth Fund criteria and members asked to be advised of funding allocations.
- 7) On 9 December 2015, Schools Forum “asked for further consideration to be given to the Growth Fund Policy allowing for the non-funding of schools holding excessive balances”.
- 8) On 23 March 2016, Schools Forum noted that “it was not practicable” to apply a fair or consistent mechanism to withhold growth funding from some schools but

agreed to require “schools being considered for Growth Fund [to complete] a self-declaration of financial information with commentary”.

- 9) On 5 July 2016, Schools Forum received the first self-declarations with information from the three previous financial years: [Schools Forum – 5 July 2016 \(staffordshire.gov.uk\)](https://www.staffordshire.gov.uk/schoolsforum/2016).
- 10) During 2020/21 and 2021/22, the requirement to provide self-declarations was suspended to reduce the administrative burden on schools during the COVID-19 pandemic.
- 11) On 15 July 2021, School Forum agreed to reconsider the necessity for schools to complete financial self-declarations at a future meeting.

**Report author:** Andrew Marsden, Head of Access to Learning, Inclusion and Improvement  
Tel. No: 01785 278787

## Schools Forum – 13<sup>th</sup> January 2022

### High Needs Block update

#### Executive Summary:

- The forecast outturn for the 2021/22 High Needs Block is £8.2m overspend.
- At the end of the last financial year the DSG reserve went into deficit by c £2m and will deepen given the expected overspend in 2021/22.
- Significant additional Government funding next year will see Staffordshire's High Needs Budget increase to £115m (c 14%). However this is insufficient to close the gap and it is likely that a further overspend will arise in 2022/23.
- Work to implement of the new Education Banding Tool continues in line with the original implementation plan. However to ensure the successful implementation of the EBT, it has been agreed to delay the start date until April 2022.

#### Recommendations:

That Schools Forum notes:

1. the High Needs Block budget update 2021/22 and latest forecast outturn
2. the update on the latest DSG government settlement
3. the latest update on the development and roll out of a new Education Banding Tool

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

#### Background

4. 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 been reported regularly. Pressures on the High Needs block are on going due to the continued 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 independent placements and costs,
  - Increase in Matrix funding for special schools,
  - The funding of increased numbers of pupils educated 'other than at school'.
- Budget 2021/22 and Forecast
5. For Staffordshire the High Needs budget 2021/22 is £101.0m; an increase of £11.6m compared with 2020/21 (13%). There has been no transfer of funding from the Schools Block this year to supplement the SEND budget.

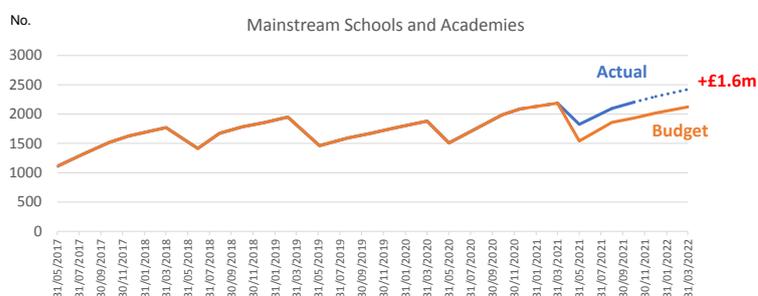
6. Whilst the additional Government funding is recognised, rises will only keep pace with rises in cost / demand and this is insufficient to close the gap. Last year was severely impacted by the development and resolution of the backlog in EHCP assessments and we are now only this year seeing the full year impact of those additional EHCPs – accordingly the forecast overspend this year is circa £8.2m (a more detailed overview of the High Needs Block budget is provided within Appendix 1):

<b>High Needs Budget</b>	Budget 21/22 £m	Outturn £m	Over / (Under) spend £m
Planned Places	32.0	32.0	0.0
Top Up Budgets	35.9	39.2	3.3
<b>Non Top Up Budgets</b>			
Independent Schools (Mainstream & Special)	18.2	24.2	6.0
Alternative provision (inc Hubs)	3.4	2.5	(0.9)
Post 16	4.4	4.4	0.0
Other	7.1	7.0	(0.1)
<b>Total Net Spend</b>	<b>101.0</b>	<b>109.3</b>	<b>8.3</b>
<b>Total Funding</b>	<b>(101.0)</b>	<b>(101.1)</b>	<b>(0.1)</b>
<b>Net Outturn</b>	<b>0.0</b>	<b>8.2</b>	<b>8.2</b>

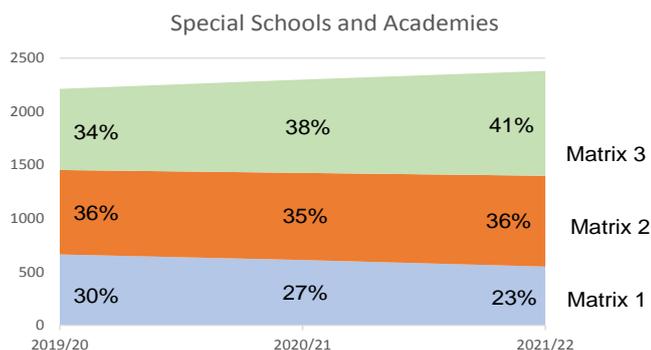
7. Key variances arising

i) An overspend of c £3.3m against the school ‘top up’ budgets including:

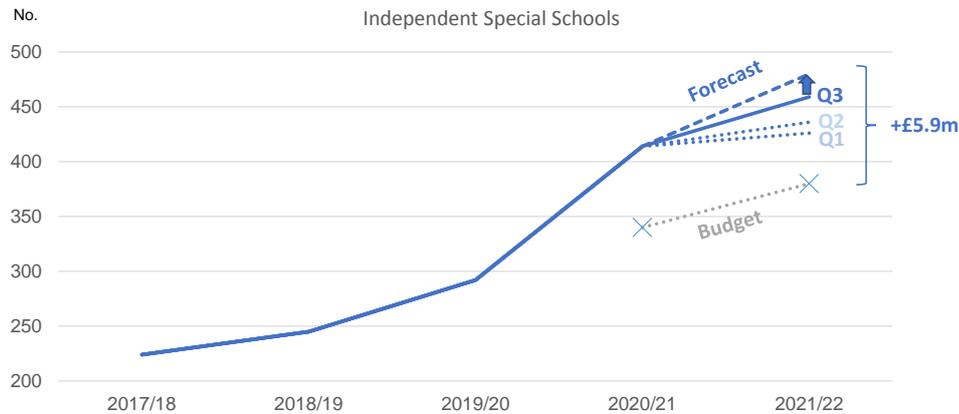
- a rise in the number of children with EHCP/AEN support in Mainstream Schools and Academies leading to a £1.6m overspend:



- An overspend of £2.3m in special schools and academies, arising as a result of both an increase in demand and a rise in the proportion of children with higher needs.



ii) An overspend of c £5.9m in Independent Special Schools



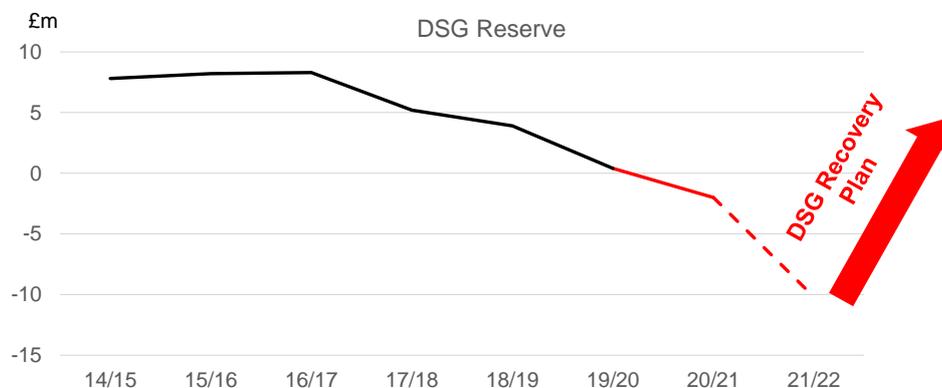
Note: the High Needs Block does not include the following costs:

- SEND home to school/college transport; this is funded from the Council's general fund resources. The budget in 2021/22 is £15.6m and the latest forecast is that this budget will overspend by up to £1.2m this year.

The main issues driving up the cost of this budget are the increase in demand, the placement of children and young people in independent out of county special schools, an increase in the average cost per pupil which includes both transport and escort costs and an increase in single occupancy journeys.

- prudential borrowing; a further amount of £0.924m is funded from the Central Block for historical but on going debt charges as a result of borrowing previously taken out to finance historical capital investment in our Special Schools.

8. As a result of the on-going overspend in the HNB, over the last few years the DSG reserve has been fully depleted and at the end of last year went into deficit by c £2m. Given the latest forecast overspend 2021/22 that deficit is likely to increase this year to c £10m (before other transfers).



## School Funding Settlement 2022/23 (DSG and supplementary funding)

### - **Schools**

9. In July 2021, the then Minister of State for Schools informed Parliament of the publication of primary and secondary units of funding for the schools block of the DSG.
10. In addition to the DSG, mainstream schools will receive a supplementary grant in 2022/23 worth £1.2 billion (£17m for Staffordshire mainstream schools). For primary and secondary provision, the grant is being provided in respect of both the Health and Social Care Levy and other cost pressures. Overall, taking the DSG allocations and the supplementary funding together there is an increase in mainstream school funding, for the 5-16 age group, of £2.5 billion (£37m for Staffordshire). Nationally this is equivalent to a 5.8% cash increase in funding per pupil on average.

### - **Early Years**

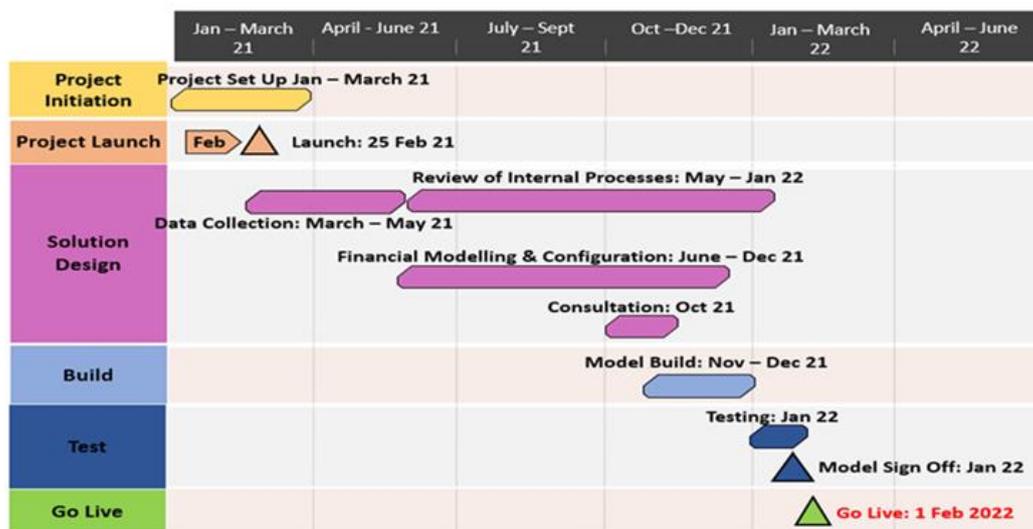
11. Staffordshire rates received from Government have been increased as follows:
  - 3 and 4 year old hourly rate per child has increased to £4.61 in 22/23 (an increase of 17p or 3.8%)
  - 2 year old hourly rate per child has increased to £5.57 in 22/23 (an increase of 21p or 3.9%)
12. Staffordshire is currently considering how this increase in allocation will be passed out to providers and this will be communicated as soon as possible and brought forward to Schools Forum for information at its meeting in March. An Early Years workshop with partners scheduled for 27 January will help inform that decision.

### - **High Needs**

13. Nationally, high needs funding, including a top up to the DSG allocations announced in July (£4m for Staffordshire), is increasing by over £1 billion. For Staffordshire the High Needs Block allocation 2022/23 will be £115m – a rise of £14m (13.8%) compared to 2021/22.
14. This following many years of government underfunding that has led to a severe crisis in this area nationally, where funding levels have failed to keep pace with costs and demand. Staffordshire, along with other councils across the sector, have been lobbying for additional resource. Whilst the additional funding is significant this reflects the increasing pressures within the sector - including the impact of the Health and Social Care (NI) Levy – and will not close the existing funding gap.

## Education Banding Tool Update

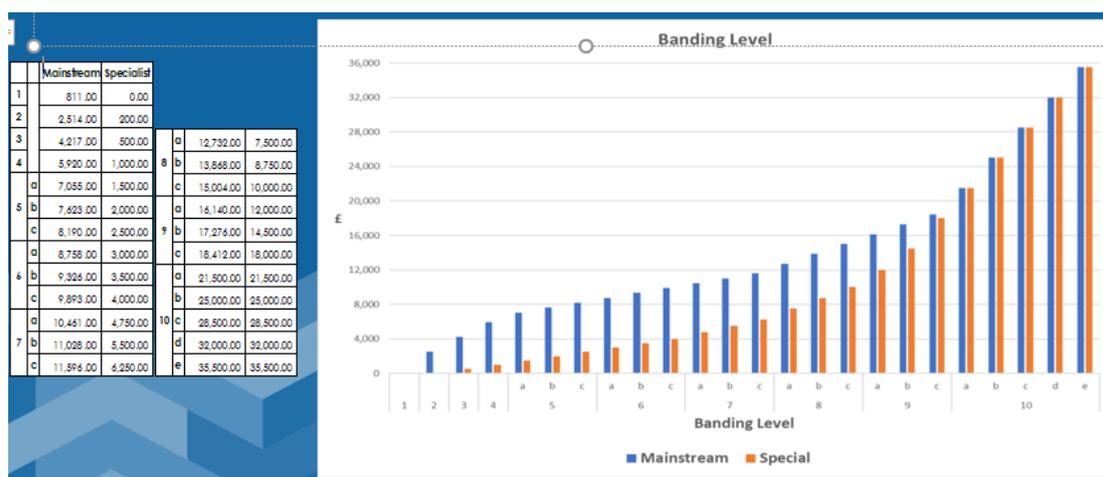
15. Progress on the implementation of the Education Banding Tool has continued as per the agreed high level implementation plan (see below).



16. 22 consultation responses were received and analysed from Education Providers in respect of their views on the Key Decisions, Band Levels and Budget Modelling. The outcome of the consultation has been shared with the EBT Implementation Project Team Group and Education Providers and agreed actions based on the responses were to:

- Re-consider using the sub levels in the lower bands
- An overview of the training and quality assurance process which will be undertaken by the SEND Team will be detailed on the Local Offer
- A revised process/pathway for ENCHNA to have in place joint meeting with parent/carer, education provider & SEND

17. Following the consultation, additional sub-levels have been introduced from Band Level 5 and above and below are the revised levels and associated financial values for a mainstream and specialist provider.



18. An additional two parent/carer virtual workshops have been held with the aim to provide them with information on the EBT in respect of:

- What it is
- How it was developed

- It's features and benefits
  - How it calculates the band level
  - How it will be implemented and work in Staffordshire
  - What training and support will be provided
19. The FE implementation is to be postponed until June 2022. As an update, a further 55 EBT Pupil Needs Assessment have been completed to support further financial modelling, with the aim to have a bespoke meeting with our FE Providers to share the analysis and agree next steps.
20. A detailed training plan has been developed for Children's and Families to support them with their understanding and applying the Banding Tool and the revised process and pathways. In addition, work is continuing on the development of the quality assurance process.
21. Key risks and issues continue to be monitored, managed and made visible to key stakeholders, who are actively engaged on a regular basis and notes and slides from the Implementation Reference Group and Steering Group meetings continue to be published on our [Local Offer](#).
22. In light of the Children's and Families Transformation, we are starting to embed our new ways of working across the system and therefore to ensure the successful implementation of the EBT, it has been agreed to delay the start date until April 2022. This will ensure that adequate time is given to ensure staff successfully complete the training required to undertake a Pupil Needs Assessment as part of the EBT and the Quality Assurance Framework is in operation.
23. The SEND Service and Finance remain critical to ensuring we implement the EBT for mainstream and special schools in April 2022 and FE in June 2022.

**Report author:**

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Appendix 1 - Forecast Outturn 2021/22 (as at Quarter 3)

<b>2021-2022 HIGH NEEDS BUDGET (as at Quarter 3)</b>	<b>Latest Budget</b>	<b>Forecast Outturn</b>	<b>Over/(Under) spend</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
<b>Planned Places</b>	<b>32.0</b>	<b>32.0</b>	<b>0.0</b>
<b>Top Up Budgets</b>	<b>35.9</b>	<b>39.2</b>	<b>3.3</b>
Staffordshire Special Schools and Academies	17.7	20.0	2.3
Staffordshire Mainstream Schools	13.1	14.7	1.6
Pupils in other LA Special & Mainstream Schools & Academies	2.1	2.2	0.1
Pupil Referral Units	3.0	2.3	(0.7)
<b>Non Top Up Budgets</b>	<b>33.1</b>	<b>38.1</b>	<b>5.0</b>
Independent Schools Mainstream	1.5	1.6	0.1
Independent Schools Special	16.7	22.6	5.9
Independent Hospital Fees	0.2	0.2	0.0
Early Years PVIs	0.1	0.2	0.1
Alternative provision (inc Hubs)	3.0	2.0	(1.0)
Education Other Than At School (EOTAS)	0.4	0.5	0.1
SEN Support Services	6.8	6.6	(0.2)
Post-16 FE Placements & Top-ups for ISPs	4.4	4.4	0.0
<b>GRAND TOTAL</b>	<b>101.0</b>	<b>109.3</b>	<b>8.3</b>
<b>Funding</b>	<b>(101.0)</b>	<b>(101.1)</b>	<b>(0.1)</b>
High Needs Allocation from Government	(101.0)	(101.1)	(0.1)
Transfers from other Blocks	0.0	0.0	0.0
<b>NET FORECAST OUTTURN</b>	<b>0.0</b>	<b>8.2</b>	<b>8.2</b>



### 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 13 January 2022	High Needs Block (inc. Education Banding Tool update)	Standard item
	Notices of Concern and Licensed Deficit Agreements	Standard item
	Update to the Staffordshire Scheme for Financing Schools & Procurement Regulations	General update if required
	Growth Fund: Submission of Financial Self declaration	As required
Spring Term 24 March 2022	Notices of Concern and Licensed Deficit Agreements	Standard item
	High Needs Block	Standard item

<b>Meeting</b>	<b>Item</b>	<b>Details</b>
	Education Banding Tool update – including working group minutes	As required
	Schools Budget Update	Standard item
Summer term 14 July 2022	High Needs Block	Standard item
	Notices of Concern and Licensed Deficit Agreements	Standard item
	Growth Fund	Standard item
	Schools Budget 2020/21 Final Outturn	Annual item
	Update to the Staffordshire Scheme for Financing Schools & Procurement Regulations	General update if required
	Education Banding Tool update – including working group minutes	As required
Autumn Term 20 October 2022	High Needs Block	Standard item
	Notices of Concern and Licensed Deficit Agreements	Standard item

<b>Meeting</b>	<b>Item</b>	<b>Details</b>
	Primary Behaviour Support Services – 2020-21 Financial Year	Annual item
	Minority Ethnic Achievement Service (MEAS) 2020-21 Financial Year	Annual item
	Update to the Staffordshire Scheme for Financing Schools & Procurement Regulations	General update if required
	Schools Budget 2022-23: De-delegation, Central Expenditure and Education Functions	Annual item
	Education Banding Tool update	As required
Spring Term 12 January 2023	High Needs Block	Standard item
	Notices of Concern and Licensed Deficit Agreements	Standard item
	Update to the Staffordshire Scheme for Financing Schools & Procurement Regulations	General update if required
	Education Banding Tool update	As required
Spring Term 23 March 2023	Notices of Concern and Licensed Deficit Agreements	Standard item

Meeting	Item	Details
	High Needs Block	Standard item
	Schools Budget Update	Standard item
Summer Term 13 July 2023	High Needs Block	Standard item
	Notices of Concern and Licensed Deficit Agreements	Standard item
	Growth Fund	Standard item
	Schools Budget 2020/21 Final Outturn	Annual item
	Update to the Staffordshire Scheme for Financing Schools & Procurement Regulations	General update if required
	Appointment of Chair and Vice Chair	Every two years

County Council Redundancy Policy	When there is something to report
Appointment of Chair and Vice Chair	Next due in July 2023 (every two years)

In relation to minute 39 (150721) growth fund and schools not being asked to submit financial self declarations post Covid.	It was asked if this could be added to the work programme so that it wasn't missed.

