

## **Schools Forum**

Tuesday, 4 July 2017

**2.00 pm**

Kingston Centre, Fairway, Stafford ST16 3TW

John Tradewell  
Director of Strategy, Governance and Change  
26 June 2017

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

### Part One

1. **Apologies**
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14. **Update on Notices of Concern Protocol** (Pages 57 - 58)  
Report produced by Entrust on behalf of the Deputy Chief Executive and Director for Families and Communities
15. **Notices of Concern** (Pages 59 - 60)  
Report produced by Entrust on behalf of the Deputy Chief Executive and Director for Families and Communities
16. **Work Programme** (Pages 61 - 64)
17. **Date of next meeting**

The next Schools Forum is scheduled for Tuesday 3 October 2017, 2.00 pm, Kingston Centre, Stafford.

Please note: A Working Group on Finance is to be held on Wednesday 13 September, 10.00 am, Kingston Centre, Stafford.

## **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**

Wendy Whelan	Chris Wright
Lesley Wells	Jonathan Jones
Philip Siddell	Steve Barr (Chairman)
Richard Redgate	Kevin Allbutt
Claire Shaw	Steve Swatton
Alison Gibson	Judy Wyman
Stuart Jones	Claire Evans
Philip Tapp (Vice-Chairman)	Richard Hinton (Observer)
Kirsty Rogers	Liz Threlkeld
Karen Dobson	Matthew Baxter
Wendy Horden	Nicky Crookshank
Ally Harvey	
Sara Bailey	
David Ellison	

### **Local Authority Observers**

Mark Sutton  
Philip White

### **Core Officers**

Sara Pitt	Julie Roberts
Alison Barnes	Andrew Marsden
Will Wilkes	Tim Moss
	Deborah Barnes



**Minutes of the Schools Forum Meeting held on 27 March 2017**

Present: Steve Barr (Chairman)

**Attendance**

Lesley Wells	David Ellison
Philip Siddell	Jonathan Jones
Alison Gibson	Kevin Allbutt
Stuart Jones	Steve Swatton
Philip Tapp (Vice-Chairman)	Judy Wyman
Karen Dobson	Claire Evans
Wendy Horden	
Ally Harvey	

**Observers:** Ben Adams, Richard Hinton, Richard Lane, Liz Threlkeld

**Also in attendance:** Alison Barnes, Will Wilkes, Andrew Marsden, Tim Moss, Matthew Biggs, Helen Phillips and Helen Riley

**Apologies:** Wendy Whelan, Richard Redgate, Claire Shaw, Sara Bailey, Chris Wright, Derek Watson and John Francis

**PART ONE**

**41. Declarations of Interest**

There were none at this meeting.

**42. Minutes of the Extraordinary Meeting held on 11 January 2017**

**RESOLVED** - That the minutes of the Extraordinary Schools Forum Meeting held on 11 January 2017 be confirmed and signed by the Chairman.

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

The Forum noted that there had been no further meetings on the spend review and redundancy issues. These issues were ongoing with no developments to report at present.

The Chairman updated Forum Members on membership, including current vacancies and the May elections.

The Forum had previously requested an item on School Improvement to be included on their work programme. Members now received details of the two grants from Central Government:

- £50m to Local Authorities (LAs) with allocation based on the number of maintained schools an LA remained responsible for as at the September 2017 figures; and
- £140m Strategic School Improvement Grant, allocated across the country to both maintained and academy schools, with allocation overseen by the Regional Schools Commission. Sub Regional School Improvement Boards had been developed, with Staffordshire identified as a sub group with Stoke-on-Trent and the two Cheshire LAs. Staffordshire will be attending the first sub-regional improvement board on 26 April 2017.

Members had previously requested details of the changes to payroll and the Forum were advised that a note had been circulated to all schools in the e-bag last week which addressed these changes.

The Chairman also informed Forum Members that, since their last meeting he had:

- in consultation with the Director of Finance and Resources and the Deputy Chief Executive and Director of Families and Communities, approved a reduced £35.70 per pupil Education Functions levy (this was due to Termination of Employment Costs being reviewed and reduced);
- written to his Member of Parliament (MP) lobbying for fairer funding, which he would follow-up; and
- agreed to a telephone conversation with Helen Snowdon from the Department for Education (DfE) later this month about the future of Schools Forum.

#### **44. Fairer Funding**

##### **a) Schools National Funding Formula (NFF) Government Consultation - Stage 2**

The second stage of the Schools National Funding Formula (NFF) Government consultation closed on 22 March 2017. Forum Members received details of the new formula and how the proposed changes would affect Staffordshire Schools.

Members noted the restrictions in movement between funding blocks of the Dedicated Schools Grant (DSG) under the new formula. The current “Schools Block” of the DSG would be split into a “Schools Block” and a “Central Block”, with the Central Block essentially being the cost of certain services provided by the LA to schools.

Members noted that Staffordshire schools would benefit from:

- greater basic per pupil funding for secondary schools at Key Stage (KS) 3;
- greater sparsity entitlement; and
- larger lump sum allocation for primary schools.

However, drawbacks for Staffordshire schools were around:

- greater allocation through deprivation entitlement;
- a reduced basic per pupil funding for primary schools;
- a reduced basic per pupil funding for secondary schools at KS4;
- a reduced lump sum for secondary schools;
- the Area Cost Adjustment (ACA); and
- the funding floor at 3%.

Members considered comparisons showing how the formula would impact on Staffordshire as compared to the West Midlands region and CIPFA nearest neighbours. Overall it was anticipated that the new formula would have the following impact on Staffordshire Schools:

- Primary Schools - 63% gain and 35% loss
- Secondary Schools – 86% gain and 14% loss
- Middle Schools – 21% gain and 79% loss

Forum Members requested a link to the DfE published data which detailed how the NFF would impact on each LA. The link to the DfE website is below:

[Schools national funding formula - stage 2 - Department for Education - Citizen Space](#)

(Please select the tab 'NFF all schools'.)

Members were urged to continue lobbying for fairer funding for Staffordshire.

**RESOLVED** – That:

- a) the report be noted; and
  - b) the DfE link to data showing the impact of NFF on all LAs be circulated to Forum Members (see above).
- b) High Needs National Funding Formula (NFF) Government Consultation - Stage 2

Responses to Stage 2 of the High Needs NFF consultation had to be returned to the DfE by 22 March 2017, with the results expected to be published in summer 2017. The new formula would restrict funding within the blocks, with any movement granted dependant on consultation with schools and the Schools Forum.

Stage 2 confirmed that: the High Needs Formula would comprise the 9 factors proposed at Stage 1; gave relative weighting of factors; and, summarised proposals for funding floors. If the NFF was fully implemented Staffordshire's gain would be 5.4%, however due to increases being limited, the Year 1 increase would be 3%. Staffordshire had gained on all the formula areas of proxy factors apart from deprivation. However there was some uncertainty as Staffordshire's full allocation would not be achieved until year 3 yet the level of increases had only been guaranteed until year 2, when funding would be reviewed.

Forum Members considered the formula factors, proposals for future adjustments and impact assessment on current budgets.

The Forum also received a copy of the draft response to the Stage 2 consultation.

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

#### **45. Schools Budget 2017/18**

At the 7 December 2016 Forum Members had considered the indicative level of planned central expenditure for 2017-18 and had given approval to the budget provision for a range of areas to enable the LA to meet the DfE timescale for submitting individual

schools budgets to the Education Funding Agency (EFA) in mid-January. The Forum now received details of the final figures used within that approval.

#### Central Services

	2016-17 £	Indicative 2017-18 £	Final 2017-18 £
Admissions & appeals	786,050	786,050	786,050
Maintenance and servicing of Schools Forum	11,780	11,780	11,780
CERA (capital expenditure from revenue)	2,340,470	2,340,470	-
Prudential borrowing	924,130	924,130	924,130
Termination of Employment Costs	1,400,000	1,400,000	-
Combined Services			
Families First - Local Support Teams	1,448,000	1,448,000	1,448,000
Entrust - School Improvement Services	818,280	818,280	818,280
SEN transport	250,140	250,140	250,140
	<b>7,978,850</b>	<b>7,978,850</b>	<b>4,238,380</b>

#### Central Schools Expenditure

	2016-17 £	Indicative 2017-18 £	Final 2017-18 £
Infant Class Size	95,000	95,000	95,000
Significant Pupil Growth / New school funding	750,000	500,000	500,000
Falling rolls fund	n/a	n/a	n/a
	<b>845,000</b>	<b>595,000</b>	<b>595,000</b>

De-delegated items remained unchanged following the 4 October 2016 Forum vote.

Individual schools budgets were the largest part of the funding for the majority of schools. Delegating the budgets for Termination of Employment Costs and CERA (Compliance Testing) had added £34.55 to the basic per pupil level of funding. At their 11 January Extraordinary Schools Forum meeting, maintained school members had agreed to a levy of £46.64 to fund services previously funded by the general duties element of the Education Services Grant (ESG), Termination of Employment Costs and CERA. However, since that meeting the budget for Termination of Employment Costs had been reviewed and reduced leading to a reduced levy of £35.70 per pupil. There had been no other significant changes introduced into the funding system this year, with the funding level overall remaining constant with a cash flat grant settlement.

The Forum noted that Transition funding for Education Services Grant (ESG) would cease in 2018/19. This would result in a considerable increase in the ESG levy in order for the LA to continue to provide the same level of services. It was also noted that in 2018/19 there might not be enough schools with gains per pupil to fund the MFG which would result in the basic per pupil funding being reduced to create headroom to fund the MFG.

The Government had introduced a new Early Year Funding Formula to replace the disparity in hourly rates paid to providers of three and four year old places by different LAs. The new formula allocated funding to LAs for the existing 15 hour entitlement for all three and four year olds and the additional 15 hours for three and four year olds of eligible working parents. The Forum received details of the minimum funding rate



allocated to Staffordshire. The LA was required to set a universal base rate for all providers by 2019-20.

A Disability Access Fund (DAF) in Early Years Funding equivalent to £615 per child per year was being introduced to support access to the free entitlements. The Early Years Pupil Premium (EYPP) would continue, with the Government reviewing its delivery mechanism alongside the DAF in future.

Following consultation on elements of the new formula over which the LA had discretion, there would be a £3.85 hourly rate from April 2015 for three and four year olds. This rate would also apply to the 30 hour entitlements from September 2017. The rate for two years olds had been set at £5 per hour per child. The Forum also received details of changes to the deprivation supplement rate.

An estimated 85.3% of providers would receive a higher rate with around 14.7% of providers (122 of 831) receiving a lower rate.

Concern was raised at the ability of Early Years providers to deliver the free place allocation based on the £3.85 which was below private provider costs. Larger nurseries may manage with the economies of scale and there was a need to consider types of delivery to manage places and the 30 hour allocation.

Members heard that the actual value of the 1% contingency fund to manage fluctuation from the census figures was £300,000, with this figure reviewed at the end of 2017/18. Members also queried the 3.85% contingency for two year olds with this figure again being reviewed and heard a contingency of this size was required to enable fluctuations to be managed, particularly as there were so many “unknowns” with the 30 hour allocation.

The Forum were reminded that the Government had set the terms and conditions for the 30 hour allocation, although there was some concern that these were not robust enough. Operational guidance was expected in April, however whilst waiting for this guidance Staffordshire was working to develop an agreement which ensured a balanced approach to the 30 hour allocation for both the provider and the parent.

Members also noted representation from David Ellison which highlighted his concerns around funding, place provision and changes resulting from academisation.

There had been no significant changes to funding arrangements for High Needs Funding. The number of High Needs places commissioned had previously been submitted to the EFA on an annual basis for their consideration against overall levels of funding available nationally. In 2015-16 the DfE had agreed to roll over the September 2014 places to September 2015, with authorities asked to submit bids where they could evidence exceptional growth. Out of the 148 places Staffordshire bid for, they received funding for 18.

In 2016-17 the EFA had not permitted bids for growth in maintained schools however Staffordshire had received an additional £1.354m from its share of the £92.5m national funding towards increased demand in top up funding caused by the increase in pupils

and pupils with needs. Bids for growth were not permitted for 2017-18, however the EFA allocated £1.4m population based uplift to Staffordshire.

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

#### **46. Changes to Staffordshire Public Sector Network**

*[Ian Turner, Head of Commercial, and Simon James, Entrust, in attendance for this item]*

In September 2015 Schools had been informed of changes to schools broadband services. The tariff changes sought to remove the historically agreed charges that were cross subsidised. This historic tariff had been based on pupil numbers and was designed to ensure small rural schools were not disadvantaged when accessing broadband services. However this effectively meant that the larger urban schools were subsidising smaller rural schools. Due to academisation and changes to the broadband market place it was now necessary for prices to reflect the true underlying costs of delivery.

The Council's PSN contract ended in March 2016. The new contract saw around 74% of schools either cost neutral or cost beneficial. However around 26% were disadvantaged with some primarily small rural schools seeing significant cost increases.

Entrust had hoped to complete migration of the 328 schools that committed to the new broadband offer by December 2016, prioritising schools most adversely affected by transition price increases. However in practice the migration had taken longer than anticipated in some schools and whilst the vast majority of schools had made significant budget savings as a result of the move, a number of schools had been adversely affected during the transition period. The Forum now considered proposed compensation options for those most adversely affected. These payments would be allocated from the DSG contingency fund.

The following four options were considered:

- Option 1 – to fund the increased costs to adversely affected schools beyond the 6 month transition period – costing £105k
- Option 2 – to fund 50% of the increased costs to adversely affected schools between a 3 and 6 month transitional period and full increased costs beyond 6 months – costing £157k
- Option 3 – to fund increased costs to adversely affected schools beyond a 3 month transitional period - £210k
- Option 4 – to fund the increased costs to adversely affected schools for the transitional period – costing £325k

Members noted that academies had a separate contract and that any decision to allocate DSG Contingency funding would be made to maintained schools only.

Whilst supporting the need to compensate those schools that had been unreasonably adversely affected by this transition Members queried whether this should come from DSG. In particular they felt BT Openreach should be approached for compensation as in the majority of cases the delay had been as a direct consequence of their actions.

Central Government had fined BT Openreach for failing to pay compensation for delays and for failings in the business market. They urged officers to pursue the possibility of compensation from BT Openreach. However there was currently no mechanism that allowed BT Openreach to be contractually held to account.

A number of schools had contacted either their Forum representative, the Clerk or the Chairman with their concerns and these concerns were shared with the Forum. In essence time delays had resulted in unanticipated and unreasonable costs which had a disproportionate impact on smaller school budgets. This issue could not have reasonably been foreseen and Forum Members therefore felt that using DSG contingency for compensation for the most disadvantaged was appropriate.

Members noted that those disproportionately affected schools who had more recently converted to academy would be entitled to consideration for compensation should they have converted between 2<sup>nd</sup> April – 31<sup>st</sup> August 2016 or 1<sup>st</sup> September to the end of the financial year 2016/17.

Members raised concerns at the limited time given to schools in which to decide their new broadband provider. In particular they felt this disadvantaged small schools where the headteacher had limited time and administrative support to research provider options. Forum Members asked in general if more time could be given in future, or where the timescale is beyond the control of the LA, that this be made clear to schools.

As the compensation was to be made to maintained schools from DSG contingency only maintained school representatives were eligible to vote on the four options. Members considered option 2 and 3 to be their preferred options, and following a vote option 3 was the preferred option. Members asked how this would be effectively communicated to all schools and it was agreed that the headline decision would be reported in next weeks e-bag with school specific details confirmed individually at a later date.

**RESOLVED** – That:

- a) the significant long term cost reduction to schools brought about by the implementation of a new broadband solution based on the new superfast broadband be noted;
- b) the higher than anticipated transitional costs for some small rural schools be noted and the Forum support assisting those schools most adversely affected by using contingency funding; and
- c) the Forum support Option 3.

**47. Updated Scheme for Financing Schools**

*[Deborah Fern, Entrust, in attendance for this item]*

The Staffordshire Scheme for Financing of Schools (SSFS) set out the financial relationship between the LA and each of the maintained schools in Staffordshire. The SSFS was last amended in 2016 and now required further updating to reflect the change to interest charged on loans as detailed in Section 4.10 and 4.10.2. The SSFS also included, at Annex A, a list of maintained schools to which the Scheme applied, which had also been updated to reflect recent changes. Finally Section 2.1.3, which

referred to the LA as a payroll provider, had been amended to exclude the payment of salaries.

Members were informed of an addition to the report in the agenda pack as follows: “Section 11.1 – item c has been removed as the local authority will not fund ongoing pension costs of staff who have been made redundant and the final sentence has been removed as it is out of date.”

Forum Members shared concerns at the lack of notice given for these changes, in particular with respect of the ongoing pension costs and interest on redundancy loans. Members felt that any redundancy being made this year would already have been budgeted and planned for without taking account of these changes and it was unreasonable to expect schools to make the necessary adjustments at this late stage. The Forum felt it would be more appropriate for these changes to be introduced in September 2017 at the start of the new academic year.

**RESOLVED** – That the amendments to the SSFS be approved in principle dependent on the implementation date being deferred to September 2017.

#### **48. Notices of Concern**

Since the last Forum meeting the County Council had issued the following Notices of Concern:

Dosthill Primary School	Directive academy order
King Edward VI High School, Stafford	Directive academy order
Brewood CofE Middle School	Directive academy order

**RESOLVED** – That the issue of Notices of Concern to the schools listed above be noted.

#### **49. National Apprenticeship Levy**

The Cabinet Member for Learning and Skills gave an oral report on the National Apprenticeship Levy. The Government had changed the way apprenticeships were funded, with employers being required to contribute to a new apprenticeship levy dependent on their size and number of employees. This would affect schools, with each school having to make an apprenticeship levy contribution. Consideration was currently being given to the most effective way to take advantage of the opportunities this presented and the Cabinet Member asked that schools share ideas for apprenticeship opportunities. In particular consideration could be given to “upskilling” staff and/or cross school participation in creating apprenticeships, with an example shared of a sports apprentice very successfully working across a number of Stafford Primary schools.

Forum Members were asked to share any ideas with Tim Moss and a report was requested for their summer term meeting to consider this issue in more detail.

**RESOLVED** – That the National Apprenticeship Levy be included on the Work Programme for the summer term meeting.

## **50. Work Programme**

Forum Members agreed that an item on the new apprenticeship levy be included on the work programme for the summer term meeting.

Members were also informed that consideration was being given to possible re-structuring of meeting dates to fit in with information anticipated from the DfE.

The Chairman requested that dates for future meetings be circulated to Forum Members.

**RESOLVED** – That the amendments to the work programme be noted.

## **51. Date of next meeting**

**RESOLVED** - That the next Forum meeting is scheduled for Tuesday 4 July 2017, 2.00pm, Kingston Centre, Stafford.

## **52. New Finance System**

*[Rob Salmon, Chief Accountant, Chris Finnegan, Senior Consultant, Curium Solutions, and Judith Billington, Entrust, in attendance for this item]*

At the conclusion of the meeting maintained school representatives were invited to a presentation on the new finance system. The presentation outlined the “go live” date of 24 July for the new system, the close down process for SAP and the free training dates and options available.

**Chairman**



## Schools Forum – 4 July 2017

### Recommendations:

1. That Schools Forum notes progress made by Families First in partnership with Head Teacher representatives, to explore the potential for schools and LSTs to co-design local early help provision drawing learning from the evolution of pilots across the County.

### PART A

### Reasons for recommendations:

2. On 31 March 2015 Schools Forum requested a review of the quality and impact of the work of Local Support Teams on outcomes for school-age children and young people. The outcome of the review informed Schools' Forum decision-making on the future allocation to the Local Authority from the Dedicated Schools Grant (DSG). Historically, this financial transfer was agreed at the point of the conclusion of the Extended Schools' programme in 2012, with the principle that it would facilitate the collective funding of 'family/parent support'. The annual transaction is for £1.44m, and has remained at this level since the grant was originally agreed. This contribution represents 15.8% of the total annual budget for LSTs of £9.1m: schools are consistently represented as circa 40% of the agencies that request support from Local Support Teams.
3. It is currently planned as agreed by Schools Forum that this sum of £1.44m reverts back to the DSG as from April 2018.
4. Schools Forum asked that a report be prepared for their summer 2017 meeting which would provide a further update on the work undertaken by the partnership group. This brief report places that work in the context of the wider programme to reshape the Children's System in Staffordshire, and updates on progress in exploring ways of working that can best meet the needs children, young people and their families, in partnership with schools.

### PART B

### Background

5. The report to Schools Forum in December 2016 noted that the Schools and Local Support Partnership Working Group has since expanded and reshaped its terms of reference to act as an advisory body to Families First for the continued improvement and performance management of local support teams.
6. Therefore the discussions within the group have been informed by:
  - School involvement in the piloting of new ways of working across the children's system, in each district
  - Examples of where district LST's and schools have started to explore different ways of working together
  - The extent to which schools reported the deployment of their own resources in creative ways to meet the welfare needs of children and families

- Data collated from the current LST provision across Staffordshire
  - Attendance at the group from Richard Hancock Deputy Director of Childrens Services and Vonni Gordon Strategic Lead for Early Help and Safeguarding.
7. The purpose of sharing the above data and examples was to explore how best to take forward the partnership between families first and schools, in the context of the wider reshaping of the children's system in Staffordshire.
  8. The discussions included consideration of how the ending of DSG funding currently allocated to the local support teams for the provision of Early Help could be managed across the County, so as to ensure that the needs of children young people and families could continue to be met at an early stage and avoid escalation where possible and appropriate to higher tier services. The group agreed that in order to reach and involve the wider school population that the Local Authority would facilitate meetings with Heads or their representatives on a district basis to discuss and explore the implications of the above.
  9. Schools Forum is asked to recognise that progress is being made following discussions within the Schools and Local Support Partnership Working Group, but that these discussions now need to be widened to ensure all schools have the opportunity to participate and contribute to any potential change to the provision of Early Help services within their District.

### **Current situation**

10. Meetings have now been arranged and begun to take place in each district for these discussions to take place and the schools forum is asked to encourage their peers to attend, in order to ensure an inclusive and informed conversation takes place.
11. At the time of writing, two district meetings have taken place, which have included a presentation on the "children system" transformation project, the development of the "place based" approach and a very constructive and engaged dialogue as to the role and contribution of schools to this local partnership approach to "earliest help".
12. This discussion has included positive exploration of how the transfer of monies, currently directly funding Early Help, back into the DSG could potentially continue to be used to support this agenda, via a district based partnership approach.
13. This itself has raised a number of questions as to how, if schools across a district were to agree earliest help as the focus for this resource, this could be organised. Local primary/secondary heads forum were suggested, along with a potential option of the Local Authority retaining the current £1.44m DSG top slice, on the agreement that it acted only to facilitate the pass-portioning of this monies (disaggregated on the agreed formula), though to each District as the "Place Based" partnership arrangements are rolled out. Therefore enabling local school representatives to bring a resource to the table in the development of the place based partnership, to be deployed in support of the "earliest help" agenda in a manner agreed locally as best able to meet the identified needs.



## **Conclusions**

14. Clearly there are a number of consultation events remaining (two more will have taken place by 4<sup>th</sup> July) from which other options may emerge, but Schools Forum is asked to note the current activity and to agree to a fuller report, including options for consideration, to be presented in October.
15. Whilst this work is developing, Families First will continue to engage with schools and implement the practice changes that have so far been identified.
16. Local Support Team District Leads have been tasked with raising the awareness of the discussions within their districts.

Karl Hobson, County Manager Families First  
June 2017



## **Schools Forum – 4 July 2017**

### **Schools Budget 2016-17: Final Outturn**

#### **Recommendations**

1. That the Schools Forum note the 2016-17 Schools Budget financial outturn and the intended application of the under spend.

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

##### **PART A**

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

2. To inform Schools Forum of the 2016-17 final outturn and to note the contents of the report.

#### **Reasons for recommendations**

3. To inform Schools Forum of the final outturn for 2016-17.

##### **PART B**

#### **Outturn on Schools' Budgets 2016-17**

4. The final outturn position for 2016-17 was a £1.334m under spend on planned expenditure across all services. Along with this under spend there has been an adjustment to the DSG settlement of £0.306m. The combination of these factors means that it was not necessary to apply all the planned use of reserves.
5. The Individual Schools Budget (ISB) shows an over spend of £0.050m (0.01 %) after a planned use of DSG reserves of c. £400k. This outturn relates to budgets allocated to individual schools through the funding formula, nursery funding in schools and other providers, and place funding in special schools and pupil referral units. The £400k that was planned to be spent on early year providers for an increase in rates for 2016-17 from one off resources has been replaced by the introduction of a contingency fund in 2017/18. This is financially more sustainable considering the many unknowns in this year of transformation to the National Funding Formula (NFF), the 30 hour free entitlement, and further increases in rates.
6. De-delegated items have underspent by £1.293m (-13.24 %). This has arisen mainly as a consequence of reductions in rates across the county and less call on the

contingency. In 2016-17 the rateable values (NNDR) have been adjusted nationally. This has led to a reduction in business rates for many of our schools and resulted in a one off saving of £768k. There has also been an underspend of £356k on insurances

7. The high needs budget which was initially set by utilising £1.7m of DSG reserves has overspent by £0.794m (1.16 %). This in effect relates to c.£2.5m over budget before planned use of reserves. This has mainly arisen from an increase in numbers and, as a consequence, costs relating to AEN and special schools. Whilst using reserves is manageable in the short term, this is not a long term solution and on-going reviews are underway to identify ways of managing costs while achieving optimum outcomes. In 2017-18 £1.1m has been planned as additional funding to support high needs, but as a consequence of the proposals following the introduction of the NFF there is still debate as to whether a mechanism will exist in the future to be able to support high needs in this way. This is because we will not be able to move funding between funding blocks in future without Schools Forum approval.
8. Early Years has overspent by £0.059m after using planned reserves of £200k for trajectory funding. Actions previously introduced following overspends in previous years have had an impact on the level of expenditure, however this needs to be kept under review to maintain sustainability.
9. Items within the central provision budgets, which cover both Central Services and Central Schools Expenditure, have underspent by £0.944m (-10.30%). Part of this underspend (£0.738m) is as a consequence of a reduction in demand in the budget for premature retirement costs. As a consequence of the trend over the last few years for this figure to be around the same level, and the proposed funding changes following the NFF consultation, the future year's budget has been reduced to c. £730k for maintained schools. The remainder of the underspend has arisen from variances across other headings in this Central Provision as a result of reduced demand on Class size contingency and pupil growth funds. This will be rolled forward from schools budgets in accordance with EFA guidelines in 2017/18.

### **Individual School Revenue Balances**

10. A summary of revenue balances is shown in the following table with detailed information on individual school's revenue balances attached at Appendix 2.

To enable a like for like comparison, balances at March 2016 have been adjusted to take into account in-year academy conversions. Overall school balances have decreased by £6.343m.

11. Where a school is giving cause for concern and has significant revenue balances, then a conversation is held between the school and the local authority as to how balances are being used to improve outcomes for learners.

## Overall movement in schools' balances

Sector	March 2016 Balances £m	Less Academy Conversions 2016-17 £m	Adjusted 2016 £m	March 2017 Balances £m	Increase / (decrease) £m
Nursery	(0.018)	0.00	(0.018)	(0.027)	(0.009)
Primary	23.739	2.782	20.957	17.499	(3.458)
Secondary	8.632	1.846	6.786	4.155	(2.631)
Special	2.724	0.548	2.176	1.912	(0.264)
PRUs	0.712	0.00	0.712	0.731	0.019
<b>Total Schools' Revenue Balances</b>	<b>35.789</b>	<b>5.176</b>	<b>30.613</b>	<b>24.270</b>	<b>(6.343)</b>
Less Outstanding loans	1.277		1.277	0.529	(0.748)
<b>Total Revenue Balances</b>	<b>34.512</b>		<b>29.336</b>	<b>23.741</b>	<b>(5.595)</b>
Earmarked Reserves	*6.373		6.373	4.968	(1.405)
<b>Overall School Reserves</b>	<b>40.885</b>		<b>35.709</b>	<b>28.709</b>	<b>(7.000)</b>

- Earmarked Reserves include balances for schools which converted to Academies at the end of 2016-17 financial year. Includes capital balances net of capital loans.

### Report author:

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**2016-17 Schools Budget  
Final Outturn**

	Budget* £000	Final Outturn £000	Variation (under) / over £000	% variance	Notes
<b>Planned Expenditure:</b>					
Individual Schools Budget / In-year allocations	484.015	484.065	0.050	0.01%	Note 1
De-Delegated Items	9.767	8.474	(1.293)	-13.24%	Note 2
High Needs Budget, excluding place funding included above	68.221	69.015	0.794	1.16%	Note 3
Early Years Budget - two year olds and central expenditure	9.441	9.500	0.059	0.62%	Note 4
Central Provision within Schools Budget	9.160	8.216	(0.944)	-10.31%	Note 5
<b>Total (A)</b>	<b>580.604</b>	<b>579.270</b>	<b>(1.334)</b>	<b>-0.23%</b>	

	Budget* £000	Final Outturn £000	Variation £000	% variance	Notes
<b>Funding for 2016-17 budget:</b>					
Use of carry forward of DSG	2.318	1.523	(0.795)	-34.29%	
2016-17 DSG settlement	551.686	551.992	(0.306)	-0.06%	Note 6
EFA Post 16 funding	26.600	26.600	0.000		
<b>Total (B)</b>	<b>580.604</b>	<b>580.115</b>	<b>(1.101)</b>	<b>-0.19%</b>	

**Overall variance on 2016-17 budget (A + B)** **(2.435)**

**DSG reserve**

Opening DSG reserve 1 April 2016	8.233	
Planned use of reserve	(2.318)	
Saving on 2016-17 budget	2.435	
<b>DSG reserve at 31 March 2017</b>	<b>8.350</b>	<b>1.44%</b>

**Anticipated use of reserves in 2017-18:**

General support of High Needs Block	1.100
Underspend on Significant Pupil Growth Fund and Infant Class Size Fund applied to ISB	0.100

**Anticipated DSG reserve at 31 March 2018** **7.150**

\* Please note all budget figures are pre-recoupment (DfE adjusts funding through recoupment for academy conversions)

**Note 1**

Includes delegated schools' budgets and initial budgets to Private, Voluntary and Independent Providers (PVI) of early years education, 'place' funding for high needs and the Pupil Premium.

**Note 2**

Those areas de-delegated for maintained mainstream schools through vote of Schools Forum, such as school specific contingencies, support to underperforming ethnic groups, insurances and maternity pay

**Note 3**

Includes top up funding for high needs pupils, SEN support services and inclusion

**Note 4**

Includes all central expenditure on children under 5 and trajectory and place funding for 2 year olds.

**Note 5**

Includes termination of employment costs for schools' staff, prudential borrowing costs and capital expenditure from revenue

**Note 6**

This variance represents the initial adjustment to DSG for the early years block in July 2016. The DSG settlement will be adjusted again to reflect the January 2017 census during the summer term 2017.





## Staffordshire School Balances as at 31 March 2017

## Appendix 2

	Mar-16	Academy Conversions 2016-17	Adjusted Mar16 (after 1617 conversions)	Mar-17	March 17 Balances as % of 17- 18 Budget (including Pupil Premium)	Increase / - decrease in balances (Maintained Schools)
	£	£	£	£		£
<b>Nursery Schools:</b>						
1022 Hednesford Nursery	-43,707.01	0.00	-43,707.01	-40,151.06	-24.01%	3,555.95
1028 Oaklands Nursery	25,319.63	0.00	25,319.63	13,195.30	6.68%	-12,124.33
	<b>-18,387.38</b>	<b>0.00</b>	<b>-18,387.38</b>	<b>-26,955.76</b>		<b>-8,568.38</b>
<b>Primary Schools:</b>						
2000 The Richard Heathcote Community Primary	46,351.71	0.00	46,351.71	31,343.19	4.76%	-15,008.52
2021 Dove First	53,148.48	0.00	53,148.48	73,251.09	16.98%	20,102.61
2123 Christchurch Infants	344,543.90	0.00	344,543.90	303,316.13	19.81%	-41,227.77
2124 Grange Community	128,814.58	0.00	128,814.58	105,552.17	12.52%	-23,262.41
2125 Horninglow Infants	-40,641.09	-40,641.09	0.00	0.00	0.00%	0.00
2126 Shobnall Primary	197,783.93	0.00	197,783.93	246,342.44	25.24%	48,558.51
2128 Lansdowne Infants	107,683.30	107,683.30	0.00	0.00	0.00%	0.00
2132 Victoria Community	188,677.99	0.00	188,677.99	101,351.26	6.06%	-87,326.73
2138 Edge Hill Junior	52,503.04	0.00	52,503.04	21,776.51	1.65%	-30,726.53
2140 Tower View Primary	86,591.56	0.00	86,591.56	62,685.31	4.14%	-23,906.25
2145 Eton Park Junior	91,888.05	91,888.05	0.00	0.00	0.00%	0.00
2150 The Richard Clarke First	107,838.32	0.00	107,838.32	82,656.17	16.78%	-25,182.15
2153 The Croft Primary, Armitage	138,562.96	0.00	138,562.96	133,448.50	18.14%	-5,114.46
2157 Ravensmead Community Primary	148,549.19	0.00	148,549.19	127,537.68	8.75%	-21,011.51
2158 Wood Lane Primary	4,242.23	0.00	4,242.23	-10,232.90	-2.03%	-14,475.13
2160 Thomas Russell Infants	54,854.88	54,854.88	0.00	0.00	0.00%	0.00
2161 Kingsfield First	116,571.58	0.00	116,571.58	95,802.94	9.06%	-20,768.64
2163 Knypersley First	263,313.01	0.00	263,313.01	175,801.30	15.00%	-87,511.71
2164 Moor First	40,920.08	0.00	40,920.08	36,888.48	8.33%	-4,031.60
2166 Squirrel Hayes First	65,092.69	0.00	65,092.69	36,087.94	5.14%	-29,004.75
2167 Rykneld Primary	129,921.85	0.00	129,921.85	71,943.53	4.02%	-57,978.32
2177 Bridgtown Primary	247,645.00	0.00	247,645.00	138,995.63	16.05%	-108,649.37
2178 Chadsmoor Community Infant and Nursery	109,747.18	0.00	109,747.18	79,042.52	8.88%	-30,704.66
2179 Hazel Slade Community Primary	22,720.77	0.00	22,720.77	12,652.33	2.38%	-10,068.44
2180 Five Ways Primary	60,736.28	0.00	60,736.28	11,472.30	0.51%	-49,263.98
2184 West Hill Primary	133,357.58	0.00	133,357.58	32,908.35	2.36%	-100,449.23
2185 Redhill Community Primary	-6,125.33	0.00	-6,125.33	-50,717.61	-5.05%	-44,592.28
2189 Longford Primary	316,067.95	0.00	316,067.95	313,019.77	19.95%	-3,048.18
2190 Werrington Primary	178,868.50	0.00	178,868.50	218,780.72	14.69%	39,912.22
2191 Cheadle Primary	142,555.19	0.00	142,555.19	170,000.66	10.28%	27,445.47
2195 Birches First	63,730.27	0.00	63,730.27	60,481.52	9.38%	-3,248.75
2198 Manor Primary	74,077.12	0.00	74,077.12	59,319.57	13.96%	-14,757.55
2203 Millfield Primary	149,927.38	0.00	149,927.38	184,535.49	12.75%	34,608.11
2207 St. Stephen's Primary	65,239.11	0.00	65,239.11	46,107.60	4.57%	-19,131.51
2208 Fulford Primary	45,136.79	0.00	45,136.79	36,345.41	7.78%	-8,791.38
2214 Thursfield Primary	263,744.99	263,744.99	0.00	0.00	0.00%	0.00
2216 Thomas Barnes County Primary	137,466.99	0.00	137,466.99	129,634.01	29.97%	-7,832.98
2217 Littleton Green Community	16,742.54	16,742.54	0.00	0.00	0.00%	0.00
2218 Dove Bank Primary	68,710.58	0.00	68,710.58	54,894.03	6.94%	-13,816.55
2219 Reginald Mitchell Primary	148,783.72	0.00	148,783.72	112,847.48	11.69%	-35,936.24
2222 Talbot First	34,464.93	0.00	34,464.93	28,628.42	12.09%	-5,836.51
2223 Brindley Heath Junior	169,860.77	0.00	169,860.77	194,146.74	21.93%	24,285.97
2224 Foley Infants	130,563.35	0.00	130,563.35	140,131.46	21.76%	9,568.11
2226 Springhead Community Primary	188,880.47	0.00	188,880.47	201,620.91	22.69%	12,740.44
2228 Leek First	77,189.97	0.00	77,189.97	33,230.15	5.25%	-43,959.82
2229 Westwood First	69,866.92	0.00	69,866.92	69,659.07	6.19%	-207.85
2234 Scotch Orchard Primary	146,765.23	0.00	146,765.23	98,108.46	12.40%	-48,656.77
2236 The Meadows Primary, Madeley Heath	45,807.78	0.00	45,807.78	19,581.15	4.85%	-26,226.63
2238 Henry Chadwick Community	39,953.65	0.00	39,953.65	51,296.70	12.17%	11,343.05
2239 Longwood Primary	172,691.48	0.00	172,691.48	215,224.14	30.27%	42,532.66
2240 Green Lea First	67,882.07	0.00	67,882.07	57,692.68	28.08%	-10,189.39
2247 Crackley Bank Primary	93,199.57	93,199.57	0.00	0.00	0.00%	0.00
2250 Friarswood Primary	75,312.95	0.00	75,312.95	88,513.95	11.84%	13,201.00
2251 Hassell Community Primary	89,619.88	0.00	89,619.88	93,880.80	7.91%	4,260.92
2252 Hempstalls Primary	53,240.46	53,240.46	0.00	0.00	0.00%	0.00
2256 May Bank Infants	159,891.69	0.00	159,891.69	162,999.72	25.29%	3,108.03
2263 Westlands Primary	129,852.65	0.00	129,852.65	127,341.64	15.97%	-2,511.01

2273 Western Springs Community Primary, Rugeley	-4,087.97	0.00	-4,087.97	6,026.69	1.09%	10,114.66
2276 Greysbrooke Primary	124,641.09	0.00	124,641.09	119,790.12	15.43%	-4,850.97
2277 Little Aston Primary	70,403.73	0.00	70,403.73	21,171.58	2.61%	-49,232.15
2293 Oakridge Primary	81,744.22	0.00	81,744.22	85,889.80	10.42%	4,145.58
2294 Manor Hill First	193,800.73	0.00	193,800.73	98,726.89	20.85%	-95,073.84
2296 William Shrewsbury Primary	95,210.60	0.00	95,210.60	65,569.39	2.86%	-29,641.21
2297 Coton Green Primary	170,353.75	0.00	170,353.75	212,400.55	18.44%	42,046.80
2305 Great Wood Community Primary	26,269.60	0.00	26,269.60	39,244.60	8.51%	12,975.00
2306 Bhylls Acre Primary	53,044.80	0.00	53,044.80	2,296.50	0.31%	-50,748.30
2309 Whittington Community Primary	99,188.00	0.00	99,188.00	54,133.11	4.79%	-45,054.89
2315 Springfields First	107,128.30	0.00	107,128.30	56,897.70	8.38%	-50,230.60
2316 Picknalls First	195,640.85	0.00	195,640.85	104,646.02	10.20%	-90,994.83
2320 Meir Heath Primary	118,490.49	118,490.49	0.00	0.00	0.00%	0.00
2321 Endon Hall Primary	113,659.11	0.00	113,659.11	143,130.00	18.21%	29,470.89
2322 Ashcroft Infant and Nursery	46,165.97	0.00	46,165.97	51,759.39	9.58%	5,593.42
2323 Marshbrook First	85,828.24	0.00	85,828.24	26,221.21	4.95%	-59,607.03
2325 Oxhey First	117,166.04	0.00	117,166.04	88,151.42	10.48%	-29,014.62
2326 Thomas Russell Junior	80,691.84	0.00	80,691.84	47,642.14	5.37%	-33,049.70
2327 Hayes Meadow Primary	84,454.69	0.00	84,454.69	74,855.43	9.77%	-9,599.26
2328 Woodcroft First	35,350.47	0.00	35,350.47	52,660.79	6.79%	17,310.32
2331 Dosthill Primary	136,622.78	0.00	136,622.78	124,253.40	5.82%	-12,369.38
2332 Florendine Primary	116,491.70	0.00	116,491.70	49,000.40	4.81%	-67,491.30
2333 Two Gates Community Primary	129,327.76	0.00	129,327.76	133,797.31	9.36%	4,469.55
2334 Wilnecote Junior	244,193.31	0.00	244,193.31	214,500.50	18.93%	-29,692.81
2335 Heathfields Infants	121,372.14	0.00	121,372.14	99,006.72	11.58%	-22,365.42
2336 Woodlands Community Primary	253,558.00	0.00	253,558.00	252,508.60	21.19%	-1,049.40
2337 Anker Moor Primary	29,062.75	29,062.75	0.00	0.00	0.00%	0.00
2340 Willows Primary	113,560.82	0.00	113,560.82	14,129.32	0.82%	-99,431.50
2342 Glenthorne Community Primary	140,653.39	0.00	140,653.39	162,461.74	16.94%	21,808.35
2344 Springcroft Primary	81,651.74	0.00	81,651.74	60,834.79	8.30%	-20,816.95
2345 Pirehill First	184,214.98	0.00	184,214.98	236,305.27	23.31%	52,090.29
2346 Hanbury's Farm Community Primary	67,225.20	0.00	67,225.20	60,391.56	7.07%	-6,833.64
2348 Oakhill Primary	166,797.64	0.00	166,797.64	208,476.72	22.51%	41,679.08
2352 Barnfields Primary	217,497.89	217,497.89	0.00	0.00	0.00%	0.00
2355 Chancel Primary	122,675.45	0.00	122,675.45	139,362.02	15.27%	16,686.57
2358 Chesterton Primary	23,889.62	23,889.62	0.00	0.00	0.00%	0.00
2359 Birds Bush Community Primary	65,649.18	0.00	65,649.18	81,700.09	7.00%	16,050.91
2360 The John Bamford Primary	222,850.00	0.00	222,850.00	134,567.59	11.33%	-88,282.41
2361 Lakeside Community Primary	129,696.34	0.00	129,696.34	43,807.33	4.45%	-85,889.01
2362 Princefield First	56,892.62	0.00	56,892.62	17,528.44	2.30%	-39,364.18
2368 Lane Green First	89,211.04	0.00	89,211.04	102,381.59	14.97%	13,170.55
2369 Jerome Community Primary	80,305.40	0.00	80,305.40	146,281.79	16.71%	65,976.39
2370 Amington Heath Community	104,186.05	0.00	104,186.05	56,562.67	7.64%	-47,623.38
2372 Perton First	228,162.42	0.00	228,162.42	256,489.14	22.47%	28,326.72
2374 Stoneydelph Primary	60,771.06	0.00	60,771.06	-20,815.41	-1.79%	-81,586.47
2386 Gorsemoor Primary	64,744.99	0.00	64,744.99	120,398.04	6.03%	55,653.05
2387 Perton Sandown First	181,335.00	181,335.00	0.00	0.00	0.00%	0.00
2388 Charnwood Primary	169,693.42	0.00	169,693.42	146,750.45	17.38%	-22,942.97
2392 Ellison Primary	113,895.08	113,895.08	0.00	0.00	0.00%	0.00
2393 Cheslyn Hay Community Primary	98,860.68	0.00	98,860.68	149,138.62	9.03%	50,277.94
2394 Landywood Primary	198,205.96	0.00	198,205.96	154,312.59	14.08%	-43,893.37
2395 Moat Hall Primary	31,539.04	0.00	31,539.04	47,362.50	3.19%	15,823.46
2396 Blakeley Heath Primary	95,614.13	0.00	95,614.13	54,153.93	5.54%	-41,460.20
2397 Westfield Community Primary	168,627.91	0.00	168,627.91	56,899.55	3.94%	-111,728.36
2399 Cooper Perry Primary	113,986.74	0.00	113,986.74	63,321.68	7.75%	-50,665.06
2400 Tillington Manor Primary	163,013.67	0.00	163,013.67	83,206.95	6.79%	-79,806.72
2401 Parkside Primary	83,931.08	83,931.08	0.00	0.00	0.00%	0.00
2403 St. Leonard's Primary, Stafford	3,258.00	0.00	3,258.00	61,577.56	7.90%	58,319.56
2404 Doxey Primary and Nursery, Stafford	153,540.73	0.00	153,540.73	185,037.23	19.75%	31,496.50
2406 Burton Manor Primary	22,031.59	0.00	22,031.59	36,168.39	3.13%	14,136.80
2407 Castlechurch Primary	32,921.34	0.00	32,921.34	16,888.78	1.13%	-16,032.56
2409 Flash Ley Primary	47,476.19	0.00	47,476.19	59,823.03	4.70%	12,346.84
2410 Boney Hay Community Primary	74,014.49	74,014.49	0.00	0.00	0.00%	0.00
2411 Chase Terrace Primary	188,159.87	0.00	188,159.87	91,562.56	7.61%	-96,597.31
2413 Fulfen Primary	29,881.60	0.00	29,881.60	-12,527.58	-0.88%	-42,409.18
2414 Gentleshaw Primary	34,260.59	0.00	34,260.59	9,329.64	1.87%	-24,930.95
2415 Highfields Primary	35,614.97	0.00	35,614.97	-774.72	-0.10%	-36,389.69
2416 Holly Grove Primary	47,476.39	0.00	47,476.39	43,568.14	3.73%	-3,908.25
2418 Ridgeway Primary	163,118.12	0.00	163,118.12	146,610.50	9.18%	-16,507.62
2422 John of Rolleston Primary	119,041.33	0.00	119,041.33	95,740.05	7.33%	-23,301.28
2423 William MacGregor Primary	125,446.29	0.00	125,446.29	110,662.54	12.63%	-14,783.75
2424 Moorhill Community Primary	339,632.63	0.00	339,632.63	176,196.41	9.88%	-163,436.22
3000 Forsbrook CE(VC) Primary, Blythe Bridge	78,050.38	78,050.38	0.00	40,539.87	4.95%	-37,510.51

3025 All Saints CE(VC) Primary, Alrewas	107,235.45	0.00	107,235.45	93,537.44	9.41%	-13,698.01
3026 Hugo Meynell CE(VC) Primary	83,595.84	0.00	83,595.84	126,148.44	14.32%	42,552.60
3027 Barlaston CE(VC) First	22,802.39	0.00	22,802.39	18,547.36	3.20%	-4,255.03
3028 Berkswich CE(VC) Primary, Stafford	59,234.57	0.00	59,234.57	46,895.25	5.94%	-12,339.32
3029 Betley CE(VC) Primary	18,096.70	0.00	18,096.70	24,533.97	5.75%	6,437.27
3030 St. John's CE(VC) First, Bishops Wood	50,934.17	0.00	50,934.17	5,348.47	1.71%	-45,585.70
3034 St. Mary & St. Chad's CE(VC) First, Brewood	11,515.56	0.00	11,515.56	10,431.90	1.77%	-1,083.66
3035 St. Anne's CE(VC) Primary, Brown Edge	15,338.90	0.00	15,338.90	22,312.54	2.73%	6,973.64
3040 Chadsmoor CE(VC) Junior	218,341.68	0.00	218,341.68	214,002.34	20.32%	-4,339.34
3042 St. Edward's CE(VC) First, Cheddleton	74,342.85	74,342.85	0.00	0.00	0.00%	0.00
3043 St. Andrew's Primary, Clifton Campville	-149.27	0.00	-149.27	0.00	0.00%	149.27
3044 St. Nicholas CE(VC) First, Codsall	231,617.56	231,617.56	0.00	0.00	0.00%	0.00
3046 St. Paul's CE(VC) First, Coven	26,334.14	0.00	26,334.14	38,076.96	7.37%	11,742.82
3048 All Saints CE(VC) First, Denstone	33,431.20	0.00	33,431.20	18,221.25	5.34%	-15,209.95
3049 St. Augustine's CE(C) First	44,108.31	0.00	44,108.31	23,966.25	9.82%	-20,142.06
3050 St. Leonard's CE(VC) First, Dunston	94,390.05	0.00	94,390.05	63,806.36	20.69%	-30,583.69
3051 Mary Howard CE(VC) Primary, Edingale	94,303.36	0.00	94,303.36	56,137.58	17.83%	-38,165.78
3053 St. Luke's CE(VC) Primary, Endon	123,072.79	0.00	123,072.79	111,919.40	14.65%	-11,153.39
3063 St. Peter's CE(C) Primary, Hednesford	129,054.23	0.00	129,054.23	257,428.55	16.38%	128,374.32
3067 Horton, St. Michael's CE(VC) First	25,808.32	0.00	25,808.32	30,588.48	8.20%	4,780.16
3069 St. John's CE(VC) Primary, Keele	124,685.20	0.00	124,685.20	82,256.47	11.42%	-42,428.73
3072 St. Saviour's CE(VC) Primary	57,350.32	0.00	57,350.32	35,729.51	4.41%	-21,620.81
3075 All Saints CE(VC) First	10,512.06	0.00	10,512.06	7,179.51	2.85%	-3,332.55
3076 Christ Church CE(VC) Primary, Lichfield	167,030.76	0.00	167,030.76	147,151.75	10.09%	-19,879.01
3079 St. Michael's CE(VC) Primary	59,134.33	0.00	59,134.33	40,134.18	2.66%	-19,000.15
3080 St. Chad's CE(VC) Primary, Lichfield	120,553.62	0.00	120,553.62	40,242.67	4.99%	-80,310.95
3081 St. James' CE(C) Primary, Longdon	58,827.85	58,827.85	0.00	0.00	0.00%	0.00
3082 St. Bartholomew's CE(VC) Primary, Longnor	60,271.22	0.00	60,271.22	24,874.36	15.70%	-35,396.86
3084 St. Peter's CE(VC) First	29,314.96	0.00	29,314.96	5,902.44	1.92%	-23,412.52
3086 The Henry Prince CE(C) First	16,659.05	0.00	16,659.05	-17,354.22	-7.37%	-34,013.27
3091 St. Chad's CE(VC) Primary, Newcastle	257,457.38	0.00	257,457.38	198,907.44	18.56%	-58,549.94
3093 St. Luke's CE(VC) Primary	76,165.79	0.00	76,165.79	104,230.57	11.06%	28,064.78
3094 St. Margaret's CE(VC) Junior	307,610.69	0.00	307,610.69	256,541.48	27.45%	-51,069.21
3098 St. Chad's CE(VC) Primary, Pattingham	58,821.37	0.00	58,821.37	31,273.95	5.67%	-27,547.42
3100 All Saints CE(C) Primary, Rangemore	85,041.46	0.00	85,041.46	88,282.82	20.18%	3,241.36
3102 Churchfield CE(VC) Primary, Rugeley	174,591.45	0.00	174,591.45	122,615.37	14.02%	-51,976.08
3103 Rushton CE(VC) Primary, Rushton Spencer	28,928.67	0.00	28,928.67	22,198.13	10.98%	-6,730.54
3110 All Saints CE(VC) First, Standon	55,114.34	0.00	55,114.34	35,633.85	12.95%	-19,480.49
3112 St. Michael's CE(VC) First, Stone	230,466.98	0.00	230,466.98	288,185.85	23.81%	57,718.87
3113 Oulton CE(VC) First	1,636.71	1,636.71	0.00	0.00	0.00%	0.00
3114 St. Peter's CE(VC) Primary, Stonnall	11,953.70	11,953.70	0.00	0.00	0.00%	0.00
3116 St. John's CE(VC) Primary, Swindon	10,470.43	0.00	10,470.43	-25,902.54	-6.23%	-36,372.97
3117 Tittensor CE(VC) First	61,090.28	0.00	61,090.28	26,120.45	7.27%	-34,969.83
3118 All Saints CE(VC) Primary, Trysull	68,746.99	0.00	68,746.99	111,186.10	24.09%	42,439.11
3119 Richard Wakefield CE(VC) Primary	97,932.81	0.00	97,932.81	90,637.38	9.97%	-7,295.43
3120 Tynsel Parkes CE(VC) First	70,556.19	70,556.19	0.00	0.00	0.00%	0.00
3128 St. John's CE(VC) Primary	76,430.88	0.00	76,430.88	49,514.09	6.82%	-26,916.79
3130 St. Mary's CE(VC) First, Wheaton Aston	31,705.70	0.00	31,705.70	65,235.52	15.76%	33,529.82
3132 Yoxall St Peter's CE(VC) Primary	105,045.00	105,045.00	0.00	0.00	0.00%	0.00
3134 Blackshaw Moor CE(VC) First	92,494.54	0.00	92,494.54	102,045.09	31.84%	9,550.55
3136 Sir John Offley CE(VC) Primary, Madeley	49,752.31	0.00	49,752.31	87,440.68	13.65%	37,688.37
3137 Baldwin's Gate CE(VC) Primary	59,576.05	0.00	59,576.05	47,160.63	9.38%	-12,415.42
3139 Hob Hill CE/Meth(VC) Primary	100,957.53	0.00	100,957.53	72,520.95	7.79%	-28,436.58
3141 Etching Hill CE(VC) Primary, Rugeley	78,105.52	0.00	78,105.52	72,381.74	4.99%	-5,723.78
3142 Christ Church CE(VC) First, Stone	145,837.30	145,837.30	0.00	0.00	0.00%	0.00
3144 Holy Trinity CE(C) Primary	30,267.99	0.00	30,267.99	36,302.81	5.49%	6,034.82
3146 Bishop Lonsdale CE(VC) Primary, Eccleshall	71,799.52	71,799.52	0.00	0.00	0.00%	0.00
3147 St. John's CE(C) Primary, Stafford	78,140.29	78,140.29	0.00	0.00	0.00%	0.00
3149 St. Paul's CE(VC) Primary, Stafford	22,899.01	0.00	22,899.01	-23,075.92	-4.86%	-45,974.93
3152 All Saints CE(VC) Infant, Ranton	27,747.00	0.00	27,747.00	-1,536.38	-0.53%	-29,283.38
3156 Waterhouses CE(VC) Primary	99,083.20	0.00	99,083.20	114,715.07	20.47%	15,631.87
3420 St. Modwen's Catholic Primary	76,390.25	0.00	76,390.25	25,892.94	1.93%	-50,497.31
3422 Holy Rosary Catholic Primary	7,218.06	0.00	7,218.06	2,535.84	0.26%	-4,682.22
3426 St. Peter's CE(A) First, Alton	36,119.73	0.00	36,119.73	27,089.48	10.23%	-9,030.25
3427 All Saints CE(VA) Primary, Bednall	58,107.17	0.00	58,107.17	50,463.75	14.27%	-7,643.42
3430 St. Peter's CE(VA) Primary, Caverswall	72,170.91	0.00	72,170.91	96,863.84	13.54%	24,692.93
3431 Bishop Rawle CE(VA) Primary	103,455.66	0.00	103,455.66	44,067.66	6.80%	-59,388.00
3432 Hutchinson Memorial CE(A) First	7,875.38	0.00	7,875.38	-13,950.30	-3.79%	-21,825.68
3433 Church Eaton Endowed (VA) Primary	36,632.07	0.00	36,632.07	13,976.37	4.40%	-22,655.70
3438 Ilam CE(VA) Primary	73,705.45	0.00	73,705.45	35,365.39	11.33%	-38,340.06
3442 Beresford Memorial CE(VA) First, Leek	142,753.78	0.00	142,753.78	69,205.77	8.96%	-73,548.01
3443 All Saints' CE(VA) First, Leek	101,744.16	0.00	101,744.16	98,259.64	11.63%	-3,484.52
3446 St. Mary's CE(VA) Primary, Muckleston	26,928.70	0.00	26,928.70	15,263.21	4.90%	-11,665.49

3447 St. Michael's CE(VA) First, Penkridge	127,610.72	0.00	127,610.72	133,381.84	22.48%	5,771.12
3449 St. Mary's CE(VA) First	70,606.42	0.00	70,606.42	26,170.60	3.71%	-44,435.82
3450 St. Leonard's CE(VA) Primary, Wigginton	70,392.81	0.00	70,392.81	13,565.22	2.80%	-56,827.59
3456 St. Mary's Catholic Primary, Cannock	115,172.15	0.00	115,172.15	65,058.97	7.26%	-50,113.18
3458 St. Joseph & St. Theresa Catholic Primary	42,274.88	0.00	42,274.88	4,740.07	0.63%	-37,534.81
3461 St. Joseph's Catholic Primary, Hednesford	80,364.25	0.00	80,364.25	98,254.74	12.07%	17,890.49
3464 St. Joseph's Catholic Primary, Lichfield	82,269.87	0.00	82,269.87	88,134.75	12.04%	5,864.88
3466 St. Wulstan's Catholic Primary	111,345.80	0.00	111,345.80	113,686.19	7.36%	2,340.39
3467 St. Joseph's Catholic Primary, Rugeley	101,053.58	0.00	101,053.58	118,839.06	14.83%	17,785.48
3476 Our Lady & St Werburgh's Catholic Primary	89,068.99	0.00	89,068.99	92,930.59	11.45%	3,861.60
3478 St. Elizabeth's Catholic Primary	138,706.14	0.00	138,706.14	91,526.15	11.14%	-47,179.99
3481 St. Bernadette's Catholic Primary	103,315.28	0.00	103,315.28	67,598.31	15.54%	-35,716.97
3482 St. Gabriel's Catholic Primary	144,952.47	0.00	144,952.47	150,060.52	10.08%	5,108.05
3483 St. Christopher's Catholic Primary	47,294.76	0.00	47,294.76	30,942.59	4.15%	-16,352.17
3484 St. Peter & St. Paul Catholic Primary	51,458.99	0.00	51,458.99	27,685.93	4.95%	-23,773.06
3485 St. Thomas More Catholic Primary	81,067.98	0.00	81,067.98	50,292.61	7.03%	-30,775.37
3486 Needwood CE(VA) Primary	85,545.83	0.00	85,545.83	83,650.65	21.22%	-1,895.18
3488 Anson CE(VA) Primary	89,761.75	0.00	89,761.75	-1,920.18	-0.43%	-91,681.93
3489 St. Thomas' CE(VA) Primary, Kidsgrove	76,064.38	0.00	76,064.38	88,441.30	10.33%	12,376.92
3490 St. Leonard's CE(VA) First, Ipstones	47,394.27	0.00	47,394.27	47,428.80	20.01%	34.53
3491 Knutton, St. Mary's CE(VC) Primary	236,875.13	236,875.13	0.00	0.00	0.00%	0.00
3492 St. Luke's CE(C) Primary, Cannock	104,527.37	0.00	104,527.37	109,862.22	6.88%	5,334.85
3493 Redbrook Hayes Community Primary	138,629.03	0.00	138,629.03	61,881.82	6.32%	-76,747.21
3494 Chase View Community Primary	34,184.10	0.00	34,184.10	45,209.91	5.15%	11,025.81
3495 Winshill Village Primary	220,119.07	0.00	220,119.07	174,620.97	17.54%	-45,498.10
3496 Seabridge Primary	228,546.55	0.00	228,546.55	258,952.69	16.38%	30,406.14
3497 The William Amory Primary	82,240.43	0.00	82,240.43	42,220.83	5.59%	-40,019.60
3498 Leasowes Primary	146,471.41	146,471.41	0.00	0.00	0.00%	0.00
3499 Langdale Primary	267,483.58	0.00	267,483.58	247,771.69	16.23%	-19,711.89
3500 River View Primary and Nursery	9,930.09	0.00	9,930.09	58,012.44	3.19%	48,082.35
3501 Outwoods Primary	456,604.07	0.00	456,604.07	365,695.34	19.45%	-90,908.73
5202 Corbett CE(VA) Primary, Bobbington	43,872.76	0.00	43,872.76	30,059.08	7.18%	-13,813.68
5203 St. Benedict Biscop CE Primary, Wombourne	66,150.70	66,150.70	0.00	0.00	0.00%	0.00
	<b>23,739,056.89</b>	<b>2,782,083.31</b>	<b>20,956,973.58</b>	<b>17,499,042.76</b>		<b>-3,457,930.82</b>

**Secondary Schools:**

4012 The Kings (CE)	118,401.48	0.00	118,401.48	-69,727.54	-3.18%	-188,129.02
4051 Paulet High	128,892.90	0.00	128,892.90	174,562.19	4.39%	45,669.29
4055 Paget High	526,447.20	0.00	526,447.20	553,508.51	11.28%	27,061.31
4060 Sir Thomas Boughey High	408,685.81	0.00	408,685.81	369,688.38	11.38%	-38,997.43
4066 Norton Canes High	285,333.89	0.00	285,333.89	84,707.84	3.66%	-200,626.05
4067 Blythe Bridge High School and College	30,753.82	0.00	30,753.82	-296,498.61	-6.47%	-327,252.43
4072 Moorside High	204,267.56	0.00	204,267.56	132,031.65	3.41%	-72,235.91
4075 Codsall Community High	39,981.33	0.00	39,981.33	59,915.76	1.32%	19,934.43
4077 Endon High	225,588.06	0.00	225,588.06	200,650.20	6.31%	-24,937.86
4079 Great Wyrley Performing Arts High	633,327.43	0.00	633,327.43	195,162.83	4.84%	-438,164.60
4085 Leek High Specialist Technology	303,817.03	303,817.03	0.00	0.00	0.00%	0.00
4086 Westwood College	168,978.01	168,978.01	0.00	0.00	0.00%	0.00
4087 King Edward VI, Lichfield	-40,459.25	0.00	-40,459.25	-112,728.08	-1.90%	-72,268.83
4089 Nether Stowe High	407,907.64	0.00	407,907.64	428,652.48	13.13%	20,744.84
4100 Wolgarston High - A Specialist Tech College	47,693.20	0.00	47,693.20	-154,135.33	-4.94%	-201,828.53
4111 Walton High	188,406.14	188,406.14	0.00	0.00	0.00%	0.00
4126 The Friary	124,998.18	0.00	124,998.18	141,751.40	2.60%	16,753.22
4128 Penkridge Middle	220,788.14	0.00	220,788.14	500.53	0.03%	-220,287.61
4133 Codsall Middle	191,529.78	191,529.78	0.00	0.00	0.00%	0.00
4140 Cheslyn Hay Sport and Community High	176,193.23	0.00	176,193.23	173,884.82	2.86%	-2,308.41
4142 Walton Priory Middle	330,351.77	0.00	330,351.77	238,079.33	14.33%	-92,272.44
4144 James Bateman Junior High	321,708.03	0.00	321,708.03	297,592.52	18.63%	-24,115.51
4145 Oldfields Hall Middle	163,928.06	0.00	163,928.06	258,273.54	12.52%	94,345.48
4146 Thomas Alleyne's High	537,745.91	0.00	537,745.91	498,412.77	13.41%	-39,333.14
4160 Churnet View Middle	305,392.97	305,392.97	0.00	0.00	0.00%	0.00
4170 Perton Middle	36,937.15	0.00	36,937.15	-70,965.16	-4.80%	-107,902.31
4178 Chase Terrace Technology College	34,037.16	34,037.16	0.00	0.00	0.00%	0.00
4180 Sir Graham Balfour High	653,883.54	653,883.54	0.00	0.00	0.00%	0.00
4181 King Edward VI High - A Language College	525,362.88	0.00	525,362.88	264,587.40	7.30%	-260,775.48
4500 Abbot Beyne	413,569.62	0.00	413,569.62	247,319.61	6.46%	-166,250.01
4511 Ryecroft CE(C) Middle	252,256.84	0.00	252,256.84	191,896.33	20.83%	-60,360.51
4512 Windsor Park CE Middle	142,320.41	0.00	142,320.41	71,123.70	4.74%	-71,196.71
4516 Brewwood CE(VC) Middle	29,546.38	0.00	29,546.38	25,189.32	1.43%	-4,357.06
4517 Bilbrook CE(VC) Middle, Codsall	149,195.54	0.00	149,195.54	124,205.52	15.25%	-24,990.02
4710 Blessed Robert Sutton Catholic Sports College	-18,108.08	0.00	-18,108.08	-63,834.64	-1.88%	-45,726.56
5402 Stafford Sports College	101,312.55	0.00	101,312.55	-41,431.27	-2.37%	-142,743.82
5403 Cardinal Griffin Catholic High	261,200.93	0.00	261,200.93	232,584.98	5.80%	-28,615.95
	<b>8,632,173.24</b>	<b>1,846,046.63</b>	<b>6,786,128.61</b>	<b>4,154,960.98</b>		<b>-2,631,167.63</b>

<b>Special Schools:</b>						
7000 Chasetown Community	78,655.81	0.00	78,655.81	37,609.24	3.41%	-41,046.57
7003 Horton Lodge Comm. Spec. & Key Learning Cent.	68,308.19	0.00	68,308.19	-60,595.33	-8.29%	-128,903.52
7015 The Fountains High	252,730.70	0.00	252,730.70	362,455.36	16.80%	109,724.66
7016 The Fountains Primary	136,652.35	0.00	136,652.35	195,327.32	12.89%	58,674.97
7023 Hednesford Valley High	191,068.91	0.00	191,068.91	172,744.88	9.19%	-18,324.03
7028 The Meadows, Biddulph	132,031.73	132,031.73	0.00	0.00	0.00%	0.00
7030 Two Rivers High	270,059.72	0.00	270,059.72	254,488.89	11.99%	-15,570.83
7032 Sherbrook Primary	170,864.95	0.00	170,864.95	174,779.10	10.27%	3,914.15
7033 Springfield Community Special	231,337.45	231,337.45	0.00	0.00	0.00%	0.00
7034 Cherry Trees	203,632.66	0.00	203,632.66	250,473.99	44.11%	46,841.33
7036 Rocklands	274,258.16	0.00	274,258.16	180,845.27	10.22%	-93,412.89
7037 Marshlands Special	4,189.18	0.00	4,189.18	-9,167.81	-0.85%	-13,356.99
7038 Merryfields	184,929.72	184,929.72	0.00	0.00	0.00%	0.00
7041 Queen's Croft Community	160,044.83	0.00	160,044.83	-21,431.11	-0.87%	-181,475.94
7042 Two Rivers Primary	236,539.74	0.00	236,539.74	241,365.52	15.37%	4,825.78
7043 Wightwick Hall	-36,236.55	0.00	-36,236.55	48,017.96	4.66%	84,254.51
7750 Greenhall Community	164,826.99	0.00	164,826.99	85,154.01	13.85%	-79,672.98
	<b>2,723,894.54</b>	<b>548,298.90</b>	<b>2,175,595.64</b>	<b>1,912,067.29</b>		<b>-263,528.35</b>
<b>Pupil Referral Units:</b>						
1105 Bridge Short Stay	60,804.10	0.00	60,804.10	-9,361.17	-1.61%	-70,165.27
1106 C.E.D.A.R.S.	307,585.33	0.00	307,585.33	310,817.36	33.20%	3,232.03
1109 Kettlebrook Short Stay	-14,233.75	0.00	-14,233.75	165,504.29	19.28%	179,738.04
1110 Chaselea Short Stay	167,005.43	0.00	167,005.43	146,270.30	24.13%	-20,735.13
1111 Burton Short Stay	64,008.04	0.00	64,008.04	42,156.77	6.04%	-21,851.27
1107 Hollies	127,188.53	0.00	127,188.53	75,532.23	10.55%	-51,656.30
	<b>712,357.68</b>	<b>0.00</b>	<b>712,357.68</b>	<b>730,919.78</b>		<b>18,562.10</b>
Total:	<b>35,789,094.97</b>	<b>5,176,426.84</b>	<b>30,612,668.13</b>	<b>24,270,035.05</b>		<b>-6,342,633.08</b>



**Schools Forum – 4<sup>th</sup> July 2017**

**Growth Fund - Allocation of Funding 2017/18**

**Recommendations**

- 1) That the Schools Forum notes the allocations of Growth Funding and, where appropriate, the schools' financial self-declarations as requested by Forum:
  - a. funding for Infant class size legislation: five primary schools;
  - b. funding for basic need growth: one primary school for exceptional growth; one middle school for exceptional growth; three secondary schools for exceptional growth

**Report of the Deputy Chief Executive and Director for People:**

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

- 2) In February 2013, Schools Forum agreed to establish Growth Fund criteria and members asked to be advised of all funding allocations.
- 3) On 23 March 2016, Forum requested that schools receiving funding should complete a short financial self-declaration (see Appendices.)
- 4) On 27 March 2017, Forum approved the 2017/18 Growth Fund budget of **£95,000** to support compliance with infant class size legislation and **£500,000** to support Basic Need growth in the population (with any underspend being returned to the ISB 2018/19).

**Reasons for recommendations:**

**Funding for Infant Class Size Legislation**

- 5) In accordance with the infant class size funding criteria, **£63,823** from the **£95,000** budget will be allocated to five schools on the basis of an agreed number of infant teachers (see Appendix A for the schools' self declarations).
  - a) Baldwin's Gate CE (C) Primary School (Newcastle borough)  
£1,557 towards the cost of a 2nd infant class teacher
  - b) The Meadows Primary School (Newcastle borough)  
£18,680 towards the cost of a 2nd infant class teacher
  - c) St Mary's CE (C) First School & Nursery (Wheaton Aston, South Staffordshire)  
£21,793 towards the cost of a 3rd infant class teacher
  - d) Ashcroft Infant and Nursery School (Tamworth)  
£6,227 towards the cost of a 5th infant class teacher

- e) Rushton CE (C) Primary School (Staffordshire Moorlands)  
£15,566 towards the cost of a 2nd infant class teacher

### **Funding for Basic Need Growth**

- 6) Funding for exceptional growth in primary: In accordance with the Growth Fund criteria, **£34,080** will be allocated to one school that have worked with the LA to create additional classes in response to Basic Need growth (see Appendix B for the schools' self-declarations).
  - a) Bishops Lonsdale CE (VC) Primary School (Stafford district)  
£34,080 for one additional infant class teacher
- 7) Funding for exceptional growth in secondary: in accordance with the new Growth Fund criteria for middle and secondary schools, **£136,320** will be allocated to four secondary schools (£34,080 each) that have worked with the LA to provide at least 5% of additional PAN places in response to Basic Need growth (see Appendix C for the schools' self-declarations).
  - a) Walton Priory Middle School (Stafford borough) - year 5 intake
  - b) Paulet High School & Sixth Form College (East Staffordshire) - year 7 intake
  - c) The Weston Road Academy (Stafford borough) year 7 intake
  - d) Abbot Beyne School (East Staffordshire) - year 7 intake
- 8) As noted at the December 2016 Forum: "Members also noted the Growth Fund principles for both academies and maintained schools; They noted that whilst fully equivalent and equitable, due to the differences in the timescales for receiving funding between schools types, the period over which this is profiled would vary between LA maintained schools and academies eligible to receive the growth fund. .There were no extra costs to the LA between schools types as the Education Funding Agency (EFA) distributed funding covering the extra five month period to the county council as part of the academy recoupment".

### **Total expenditure**

- 9) The allocation of **£170,400** for exceptional pupil is within the budget of £500,000. This represents an underspend of **£329,600**. This underspend, along with the **£31,177** underspend on infant class size will be returned to the ISB 2018/19.

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



## Appendix A: financial information for Infant Class Size applications 2017/18

<b>Application for Infant Class Size Funding 2017/18 Self-Declaration Form</b>	<b>School Name Ashcroft Infant and Nursery School</b>
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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	<b>Commentary on the size and use of balances in each year</b> NB this is intended to allow schools to explain to Forum where balances are high
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.
15/16	671,130.00	666,800.42	99%	Reserves are low for school. Several bids were applied for by the previous headteacher and governor run provision for afternoon nursery provision was set up to generate extra funding for school . An increase in children with additional needs has maintained a need for TA support.
14/15	666,810.00	643,601.00	97%	Numbers on roll have continued to decrease over the last few years. With this the decision was made to decrease classes in Key Stage One from 4 to 3. School PAN was set at 45 which meant there are two smaller classes in Reception. Key Stage One has been organised as a year 1 class, a year 2 class and a mixed year 1 and 2 class.
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 2015/16.

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

<b>Commentary on the school's need for an allocation of infant class size funding for 2017/18</b>
<p>The headteacher and governors have made decisions to enable a budget to be set each year. We have made restrictions in classes, staffing and made redundancies where possible. 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 122 with a further 26 pupils in Nursery. A total of 43 pupils have admitted to Reception meaning we will require two teachers for these classes. We will have a total of 79 pupils in KS1.</p>

<b>Application for Infant Class Size Funding 2017/18 Self-Declaration Form</b>	<b>School Name Baldwins Gate CE (VC) Primary School</b>
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<b>Previous three financial years</b>	<b>* (a) Total revenue budget £ (incl. reserves)</b>	<b>* (b) Total expenditure/ actual spend £</b>	<b>%age between expenditure and budget (b/a)*100</b>	<b>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</b>
2016/2017	£592,160 + £20,000 = £612,160	£565,585	92.39%	Carry forward from 2015/2016: £39,122 Budget set with anticipated AEN income which is then received throughout the year. Governor led extended provision in operation
2015/2016	£601,540 + £20,000 = £621,540	£562,517	90.5%	Carry forward from 2014/2015: £46,134 Budget set with anticipated AEN income which is then received throughout the year. Governor led extended provision in operation
2014/2015	£568,390 + £20,000 = £588,390	£519,761	113%	Carry forward from 2013/2014: £25,161 Budget set with anticipated AEN income which is then received throughout the year. Governor led extended provision introduced
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 2015/16.

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

<p><b>Commentary on the school's need for an allocation of infant class size funding for 2017/18</b></p> <p>Baldwins Gate Primary is to expand as a result of a housing development (Baldwins Gate Farm) which will provide 109 dwellings within catchment. Construction is underway. In addition, a further development (Meadow Way) is to go to planning and, if approved, will lead to a further 99 dwellings within our catchment area.</p> <p>As a result, the school is entering a period of uncertainty surrounding pupil numbers while we await final plans but we are working with the School Organisation Team and Entrust Property Services with regard to the school's expansion. We feel there is a need to be flexible as much as possible during this period of uncertainty and predicted growth and this does have 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>Governors have met with the School Organisation Team and staff have worked extensively with Karen Richards to discuss the school's PAN and predicted future numbers. The school received 20 applications for admission to Reception in September 2016 (19 of which were catchment or sibling) and due to the impending housing development and growth of school were advised to exceed the PAN if needed.</p> <p>In September 2017 those 20 reception pupils will transfer to Year 1 and join 15 pupils in Year 2 resulting in a total of 35 pupils in Class 2 thereby exceeding</p>
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infant class size legislation. The school has obviously had to take steps to ensure that teaching staff will be in place ready for September to cope with the class size. The additional staffing required has obviously had an impact on the budget and the school has had to withdraw £10,000 from the school's deposit account in order to set the budget for 2017/2018.

**Extract from minutes of governor meeting (29<sup>th</sup> November 2016)**

*Claire Lowe expressed her concern at the already large classes in Key Stage 2 and advised that she would not wish to teach classes in excess of 35 pupils. Any increase in pupil numbers would require careful management and the school would have to manage a flexible approach to classroom structure and staffing. Governors agreed that increasing the PAN to 20 before the development is finished could result in the school admitting children from out of catchment and not being in a position to provide places for children moving into catchment when required.*

*The School Organisation Team and School Admissions Department had been consulted with regard to the PAN for 2018/2019 and had advised that the best strategy would be to stick to a PAN of 15 and exceed if needed. Keeping the PAN at 15 would not have any negative impact on the plans for expanding the school.*

<b>Application for Infant Class Size Funding 2017/18 Self-Declaration Form</b>	<b>School Name Rushton Primary School</b>
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<b>Previous three financial years</b>	<b>* (a) Total revenue budget £ (incl. reserves)</b>	<b>* (b) Total expenditure/ actual spend £</b>	<b>%age between expenditure and budget (b/a)*100</b>	<b>Commentary on the size and use of balances in each year</b>
2016/17	£268,440	£252,819	94%	NB this is intended to allow schools to explain to Forum where balances are high £28,000 was taken from the Revenue balance in order to set/balance the budget.
2015/16	£273,810	£252,307	92%	£28,590 was taken from the Revenue balance in order to set/balance the budget.
2014/15	£254,390	£231,075	91%	£13,560 was taken from the Revenue balance in order to set/balance the budget.
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\* As the year end for academies is 31 August the most recent year end for an academy will be 2015/16.

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

<b>Commentary on the school's need for an allocation of infant class size funding for 2017/18</b>
The budget is unable to be balanced for 2017/2018. There is only £928 Revenue balance remaining, this is not enough to meet the shortfall in the budget.

<b>Application for Infant Class Size Funding 2017/18 Self-Declaration Form</b>	<b>School Name: St Mary's CE First School</b>
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<b>Previous three financial years</b>	<b>* (a) Total revenue budget £ (incl. reserves)</b>	<b>* (b) Total expenditure/ actual spend £</b>	<b>%age between expenditure and budget (b/a)*100</b>	<b>Commentary on the size and use of balances in each year</b> NB this is intended to allow schools to explain to Forum where balances are high
Add financial year 14/15	486,520 (15,420)	467,493	96.1%	All reserves, except £120, used to balance 14/15 budget Original budget allocation £387,500, extra funding includes NEF Funding Carry forward of £19,027 placed in reserves for future years
Add financial year 15/16	495,906 (10,150)	473,198	95.4%	Used £10,150 to balance 15/16 budget Original budget allocation £403,540, extra funding includes NEF Funding Carry forward of £22,708 placed in reserves for future years
Add financial year 16/17	498,980 (14,740)	450,710	90.3%	Used £14,740 to balance 16/17 budget Original budget allocation £416,390, extra funding includes NEF Funding Carry forward of £48,269 placed in reserves Needed £35,340 to balance 17/18 budget and will need remaining £29,894 to help balance 18/19 budget
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 2015/16.

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

<b>Commentary on the school's need for an allocation of infant class size funding for 2017/18</b>
Without the small school grant St Mary's CE First school will have to mix Reception with year 1 and year 1 with year 2. By allocating St Mary's this funding it will allow us to employ another teaching member of staff to reduce the amount of time classes are combined. Reception and year 1 would be combined for 2 days only not 5 as original budget suggests, this will lead to better outcomes for these pupils.

<b>Application for Infant Class Size Funding 2017/18 Self-Declaration Form</b>	<b>School Name: The Meadows School</b>
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<b>Previous three financial years</b>	<b>* (a) Total revenue budget £ (incl. reserves)</b>	<b>* (b) Total expenditure/ actual spend £</b>	<b>%age between expenditure and budget (b/a)*100</b>	<b>Commentary on the size and use of balances in each year</b> NB this is intended to allow schools to explain to Forum where balances are high
2016/17	£494,340	£501,393	101%	Salary costs - £385,344 (78% of budget) Carry forward from 2015/16 - £30,759
2015/16	£496,488	£465,728	94%	Salary costs - £356,444 (72% of budget) Carry forward from 2014/15 - £12,077
2014/15	£482,399	£470,321	97%	Salary costs - £362,617 (75% of budget) Carry forward from 2013/14 – 29,555
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 2015/16.

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

<b>Commentary on the school's need for an allocation of infant class size funding for 2017/18</b>
<p>Currently our budget is being reduced each year by 1.5% under the minimum funding guarantee. The Meadows is very unique as it is housed in a privately owned building. We have a full repair lease and are charged £9800 rent 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 community centre 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.</p> <p>These various factors put additional financial pressures on the school, making our circumstances quite exceptional.</p> <p>The above figures reflect the school's struggle to manage a decreasing budget with significantly increasing staffing costs since 2014. The acceptable level of salary costs v budget is 70% and as you will note this is becoming increasing more difficult to achieve. The following points should also be noted:</p> <ul style="list-style-type: none"> <li>• The school has sought financial support from SCC and Entrust. The senior school's accountant has visited the school recently and given advice on how the school may achieve a balanced budget.</li> <li>• Staffing costs are increasing for 2017-18 due to the introduction of the Apprenticeship Levy and the annual 1% increase.</li> </ul> <p>The school has also been unable to make any significant investment in its physical development, i.e. refurbish the library space, due its limited funding. The school has made significant efforts to further reduce expenditure; e.g. reduced cover for staff sickness insurance, minimal training provision, increase teaching commitment for the head teacher, cancelled library services from Entrust, reduced music provision.</p>

## Appendix B: financial information for exceptional growth funding applications 2017/18

Growth Fund Policy – 2017/18 Allocation Self-Declaration Form				School Name: Bishop Lonsdale CE Academy
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
2016/17	£934,392	£841,009	90%	£93,383 agreement of balances - Premature Retirement Cost of £68,323.67 for JB (5 payments remaining subject to 0.5% interest above BOE base rate). Replacement 3G pitch provision required of £50,000 by 2027
2015/16	£927,430	£872,478	94%	£54,952 balance
2014/15	£800,932	£757,567	95%	£43,365 balance

\* As the year end for academies is 31 August the most recent year end for an academy will be 2015/16.

\*\* 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 2017/18

We have an influx of pupils due to the 2 housing developments in close proximity to the school, we are extending the academy to include 3 additional classrooms and a mobile in the interim to address the increase in admissions. We had 51 applications for our reception intake in September 2017 and have currently accepted 38 to date, Year 1 has 31, Year 2 has 22, Year 3 has 32, Year 4 has 32, Year 5 has 38, and Year 6 has 31. As you can see we are oversubscribed in all years apart from Year 2, technically we are still only a 1 Form Entry school and are therefore 22 pupils oversubscribed.

<b>Growth Fund Policy – 2017/18 Allocation Self-Declaration Form</b>	<b>School Name: Walton Priory Middle School</b>
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<b>Previous three financial years</b>	<b>* (a) Total revenue budget £ (incl. reserves)</b>	<b>* (b) Total expenditure/ actual spend £</b>	<b>%age between expenditure and budget (b/a)*100</b>	<b>Commentary on the size and use of balances in each year</b> NB this is intended to allow schools to explain to Forum where balances are high
2016/17	£1,521,330 (budget) + £330,352 (rev deposit + c/f at 31/3/16) <b>£1,851,682</b>	£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 and has had initial discussions with Property Services about a SALIX loan.
2015/16	£1,453,370 (budget) + £344,090 (rev deposit +c/f at 31/3/15) <b>£1,797,460</b>	£1,512,369	84.14%	£253,340 of reserves were required to set 15/16 budget. Change to Leadership and Governing Body. Balances retained to contribute to a significant investment required in ICT and premises following years of under investment.
2014/15	£1,446,800 (budget) + £369,660 (rev deposit + c/f at 31/3/14) <b>£1,816,460</b>	£1,490,850	82.07%	£179,940 of reserves were required to set 14/15 budget. Change to leadership. Leadership reluctant to commit expenditure at that time due to uncertainty.
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 2015/16.

\*\* 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 2017/18**

As well as requiring additional teaching to support the increased pupil numbers the school has invested in the creation of new teaching and ICT space/facilities. 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.



<b>Growth Fund Policy – 2017/18 Allocation Self-Declaration Form</b>	<b>School Name: Paulet High School &amp; 6<sup>th</sup> Form College</b>
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<b>Previous three financial years</b>	<b>* (a) Total revenue budget £ (incl. reserves)</b>	<b>* (b) Total expenditure/ actual spend £</b>	<b>%age between expenditure and budget (b/a)*100</b>	<b>Commentary on the size and use of balances in each year</b> NB this is intended to allow schools to explain to Forum where balances are high
2016/17	4,090,150	3,982,595	97	Whilst we have identified a small contingent sum in our 2017/18 budget (0.6% of total budgeted spend), we anticipate that our remaining revenue reserve will be all but exhausted by March 2018 as we increase staffing to meet the needs of our growing cohort. For Sept 2016 we anticipate a Y7 cohort of 164 against 144 in Y7 currently and a current Y11 of 115. Our total cohort is expected increase by 10% in Sept 17 from 793 to 873.
2015/16	4,186,923	4,058,031	97	
2014/15	4,175,063	3,832,659	92	
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 2015/16.

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

<b>Commentary on the school's need for an allocation of Growth Fund for 2017/18</b>
See above comment re revenue reserve leaving us with very little by way of contingency in our revenue budget.

<b>Growth Fund Policy – 2017/18 Allocation Self-Declaration Form</b>	<b>School Name :The Weston Road Academy</b>
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<b>Previous three financial years</b>	<b>* (a) Total revenue budget £ (incl. reserves)</b>	<b>* (b) Total expenditure/ actual spend £</b>	<b>%age between expenditure and budget (b/a)*100</b>	<b>Commentary on the size and use of balances in each year</b> NB this is intended to allow schools to explain to Forum where balances are high
2015/16	£4,151,000	£4,033,000	97.16%	The Weston Road Academy maintains minimal reserves in line with its reserves policy. Over the three financial years shown reserve levels have varied between £70,000 and £119,000.
2014/15	£4,264,000	£4,194,000	98.36%	
2013/14	£4,442,000	£4,351,000	97.95%	

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\* As the year end for academies is 31 August the most recent year end for an academy will be 2015/16.

\*\* 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 2017/18**

The Weston Road Academy is growing in pupil numbers due to the number of additional houses being built in its catchment area, which includes the Stafford MOD families. Each year the funding the academy receives is lagged by 12 months for the growth in numbers. During 2017/18, the academy has taken on an additional 3 fte teachers. The need for additional teachers is compounded by the fact we have smaller year groups leaving. No additional funding is available to academies through the EFA.

<b>Growth Fund Policy - 2017/18 Allocation Self Declaration Form</b>	<b>School Name: ABBOT BEYNE SCHOOL</b>
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<b>Previous three financial years</b>	<b>* (a) Total revenue budget £ (incl. reserves)</b>	<b>* (b) Total expenditure/ actual spend £</b>	<b>%age between expenditure and budget (b/a)*100</b>	<b>Commentary on the size and use of balances in each year</b> NB this is intended to allow schools to explain to Forum where balances are high
2016/17	4,108,259	3,861,675	94%	Reserves have been used to smooth out the impact of <ul style="list-style-type: none"> <li>a) Falling Roll</li> <li>b) Changes in the funding formula for Post 16 and Main Grant</li> </ul> The school and governors have been very proactive in reducing costs whilst having to fund the running of a split site school with the duplication of costs that this entails. The following steps have been undertaken: <ul style="list-style-type: none"> <li>a) Staff Redundancies</li> <li>b) Restructured Teaching Establishment – removal of several TLR positions</li> <li>c) Restructured Support Staff Establishment – several staff moved to term time only contracts</li> <li>d) Cost cutting in non-staff costs</li> <li>e) Limited capital investment</li> <li>f) Exploring the possibility of moving to 1 site</li> </ul> The projected figures for 2017/18 are Revenue (inc. reserves) £ 4,025,499 expenditure £3,778,916 equals 94% and for 2018/19 Revenue (inc. reserves) £4,092,228, expenditure £4,084,734 equals 99%
2015/16	4,326,016	3,915,346	91%	
2014/15	4,367,662	3,752,346	86%	
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 2014/15.

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

<b>Commentary on the school's need for an allocation of Growth Fund for 2017/18</b>
Abbot Beyne School has been asked by the authority to increase its PAN to meet the needs of the Pupil Place Plan in Burton and have accordingly put in place a staffing structure to meet this increased need. An additional class has been scheduled and staff recruited for September 2017. Without the request from SCC we would have kept our admissions at 150 and scheduled 5 rather than 6 classes.



## **Schools Forum – 4 July 2017**

### **Update to the Financial Regulations for Schools**

#### **Recommendation**

1. That Schools Forum approve the revised Financial Regulations for Schools (FRFS), see Appendix 1, which has been updated to reflect the increased value for equipment that needs to be recorded on the inventory and is already reflected in the Scheme for Financing Schools.

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

##### **PART A**

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

2. Any amendments to the FRFS require approval from Schools Forum.

#### **Reasons for recommendation**

3. The limit for recording equipment on the schools' inventory needs to be increased from £250 to £1000 in order to match the value included in the Staffordshire Scheme for Financing Schools.

##### **PART B**

#### **Background:**

The FRFS sets out the financial relationship between the authority and each of the maintained schools in Staffordshire. The scheme was last updated in 2012 and a copy of the current version is available on the Staffordshire Learning Net (SLN) to be viewed by any interested party.

#### **Report author:**

Author's Name: Deborah Fern, Senior Education Accountant, Entrust Support Services Ltd

Ext. No.: 07583 018216

**List of background papers:**

Financial Regulations for Schools 2012

**Appendix 1**                      Summary of revisions

Inventory

**H6**    You must keep inventories of fixed plant, machinery, furniture, equipment, hardware and software, including items leased or on loan from other schools or from other sources, which have a cost price or a market value exceeding £1,000. You may wish to keep an inventory of cheaper items of IT equipment which are portable and desirable. You should maintain details of all software licences owned by the school regardless of value.

## **Schools Forum – 4 July 2017**

### **Update to the Staffordshire Scheme for Financing of Schools**

#### **Recommendation**

1. The Schools Forum approve the revised Staffordshire Scheme for Financing Schools (SSFS), see Appendix 1.

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

##### **PART A**

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

2. Any amendments to the SSFS require approval from Schools Forum.

#### **Reasons for recommendation**

3. Section 2.1.3 – Changes required as Staffordshire Council is no longer a payroll provider.
4. Section 2.15 – The reasons for the issue of a Notice of Concern have been extended.
5. Section 2.16 - Amendment as EFA guidance
6. Section 3.6 - Salix Loans are not currently identified as a EFA approved loan.
7. Sections 4.10 and 4.10.2 - The current scheme allows for interest to be paid on revenue balances but does not charge interest on capital loans of less than £100,000 or redundancy loans of any value.
8. Section 4.10.2 - Redundancy loans are currently automatically given. Future requests will be subject to approval and evaluated based on a school's individual circumstances.
9. Section 11.10 – Criteria added to support the approval of redundancy loans.

##### **PART B**

#### **Background:**

10. The SSFS sets out the financial relationship between the authority and each of the maintained schools in Staffordshire. The scheme was last updated in 2016 and a copy of the current version is available on the Staffordshire Learning Net (SLN) to be viewed by any interested party.

11. Section 2.1.3 refers to the Local Authority as a payroll provider. The section has been amended to exclude payment of salaries.
12. Section 2.15 – Details have been added to identify the reasons why a Notice of Concern is issued.
13. Section 2.16 – Schools with an Academy Notice do not have to submit a SFVS.
14. Section 3.6 has been updated to identify the Salix Loan Scheme as an approved scheme not requiring the permission of the Secretary of State.
15. The scheme needs to be updated due to reflect the change to interest charged on loans as detailed in Section 4.10 and 4.10.2 with implementation from the 1.9.17.
16. Section 11.10 – Has been revised to identify the criteria for deciding to grant a redundancy loan and Item c has been amended as the local authority will no longer fund ongoing pension costs of staff who have been made redundant and the final sentence has been removed as it is out of date.
17. The SSFS includes, as annex A, a list of maintained schools to which the SSFS applies. Over the years, schools open, close, become academies or change names. This list has been updated to reflect the schools maintained by the authority as at 1 April 2017. It is planned to update this annex to the SSFS annually from now on.

**Report author:**

Author's Name: Deborah Fern, Senior Education Accountant, Entrust Support Services Ltd

Ext. No.: 07583 018216

**List of background papers:**

**Appendix 1**                      Summary of revisions



## Appendix 1 – Summary of revisions

### Section 2.1.3 - Payment of Bills

The procedures for this will vary according to the choices schools make about the holding of bank accounts and the buying back of the authority's creditor payment facilities.

### 2.15 - Notice of concern

The authority may issue a notice of concern to the governing body of any school it maintains where, in the opinion of the Director of Finance and Resources and the Director for People and Deputy Chief Executive, the school has failed to comply with any provisions of the scheme, or where actions need to be taken to safeguard the financial position of the authority or the school.

Foreseeable Situations where the Notice of Concern may be issued are:-

- Revenue deficits where there is no recovery plan
- An internal audit report which assesses the school financial procedures as giving only limited assurance
- When a school is scheduled for closure, amalgamation or to become a sponsored academy
- Breach of Procurement Regulations for Schools.
- When a school is judged to be Special Measures by Ofsted
- When a school is judged to be Requiring Improvement (RI) by Ofsted and there is a genuine financial concern
- Failure to comply with provisions of the scheme
- Licensed deficit in excess of £200k

### 2.16 – Schools Financial Value Standard

All authority maintained schools (including nursery schools and Pupil Referral Units (PRUs) that have a delegated budget) must demonstrate compliance with the Schools Financial Value Standard (SFVS) and complete the assessment form on an annual basis. It is for the school to determine at what time in the year they wish to complete the form.

Governors must demonstrate compliance through the submission of the SFVS assessment form signed by the Chair of Governors. This form must include a summary of remedial actions with a clear timetable, ensuring that each action has a specified deadline and an agreed owner. Governors must monitor the progress of these actions to ensure that all actions are cleared within specified deadlines.

All maintained schools with a delegated budget must submit the form to the local authority before 31<sup>st</sup> March each year.

The only exception being those maintained schools who are in receipt of an Academy Order who are not required to submit this form.

### 3.6 – Borrowing by Schools

Governing bodies may only borrow money only (including finance leases) with the written permission of the Secretary of State, however the scheme allows schools to use any scheme that the Secretary of State has said is available to schools without specific approval, currently including the Salix scheme, which is designed to support energy saving. This provision does not apply to loan schemes run by the authority (see section 4.10).

#### Section 4.10 (e) - Deferred capital payments scheme

e. Interest will be charged on the amount of any advance. Interest will be charged at the same rate as that used to calculate the interest on collective balances at the financial year-end. All interest payments must be met from revenue funding.

#### Section 4.10.2 (2 & 3) – Borrowing for the purpose of funding premature retirement and redundancy costs

2. The loan shall be interest bearing and the rate shall be determined by the Director of Finance and Resources.

3. Schools will not be required to submit an application but will be required to indicate their intention to take out a loan and its repayment period upon the issuing of Section 188 notices. Requests will be subject to approval and evaluated based on schools' individual circumstances.

#### Section 11.10 - Redundancy/Early Retirement Costs

Section 37 of the Education Act 2002 states:  
In sub-section 4:

Costs incurred by the local education authority in respect of any premature retirement of a member of the staff of a maintained school shall be met from the school's budget share for one or more financial years except in so far as the authority agree with the governing body in writing (whether before or after the retirement occurs) that they shall not be so met.

In other words pension related costs should be paid by schools unless otherwise agreed.

For redundancy costs the local authority deems the following to be good reasons for charging costs to the school's budget share:

- Where there is sufficient funding in the individual school's budget for redundancy costs to be paid without the school experiencing financial difficulties
- Where there is uncommitted DSG carried forward (originating from previous years' unused contingency funds) available.
- Where a school has decided to offer more generous terms than the local authority's policy.
- Where a school is otherwise acting outside the local authority's policy

- Where a school is making a change to staffing which the local authority does not believe is necessary to either set a balanced budget or to meet the conditions of a licenced deficit.
- Where the school has excess surplus balances and no agreed plan to use these.
- Fixed term contracts – where a school has direct control over the circumstances leading to the redundancy requirement. For example the decision to appoint an employee on a fixed term contract and the contract ends for reasons other than immediate financial deficit. Also the school budget shall meet the cost of termination where the school has allowed the fixed term contract to become permanent.

As the revenue savings achieved by termination of employment are equal to or greater than the costs incurred, the following cost sharing arrangements are in place for maintained schools (academies have fully delegated funding) where redundancies are made in a school that remains open:

- a. Schools are charged with 70% of the one-off costs of severance
- b. 30% of the one-off costs of severance are charged to a central budget within the Schools Budget
- c. All ongoing costs will be met by the school.

## **Annex A Applicable Schools**

Updated to those schools of maintained status as at 31<sup>st</sup> March 2017.



## **Schools Forum – 4 July 2017**

### **Schools Forum Membership Review**

#### **Recommendations**

1. That the Schools Forum:
  - a) Note the content of the report;
  - b) Consider whether changes to their membership are required to ensure it remains broadly proportionate;
  - c) Consider whether it is still necessary to include age differentiation in relation to secondary school representation;
  - d) Consider nominations for the vacancies which remain following the 2017 Elections.

#### **Report of the Director of Strategy, Governance and Change**

##### **PART A**

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

2. To ensure that representation on the Schools Forum remains proportionate and in line with The Schools Forums Regulations 2012.

#### **Reasons for recommendation**

3. The Schools Forum Regulations 2012 set out changes to the Forum Membership and required that schools and academies should have a broadly proportionate representation according to pupil numbers in each category (regulation 4 (6)). At its meeting of 9 July 2015 the Forum agreed to review its membership annually to ensure it remained broadly proportionate.

##### **PART B**

#### **Background**

4. At their meetings of 28 May and 16 July 2012, and 11 February 2013 the Schools Forum reviewed its membership and representation. Changes included ensuring that the membership was proportionate to the number of pupils in different types of school, defined as maintained primary, maintained secondary, and academies.
5. Membership was changed to reflect the number of pupils in academies and to ensure different school types were represented, whilst maintaining geographical links where possible.
6. Prior to the 2012 membership changes, representation had been on a district basis making it easier for schools to know their Schools Forum representative. Following the move away from district representation schools were advised of the new membership approach.

7. Members need to ensure that their current membership remains broadly proportionate and in line with Regulations. The table below gives current pupil numbers (taken from the Schools Census January 2016) and the split between academy and maintained schools.

<b>Phase</b>	<b>No. Pupils</b>	<b>Maintained/Academy Split</b>
Nursery	78 pupils	100% maintained
Primary	66,474 pupils	68.2% maintained : 31.8% academies (45,327 pupils : 21,147 pupils)
Secondary (including Middle)	51,507 pupils	35.9% maintained : 64.1% academies (18,498 students : 33,009 students)
Special	2,427 pupils	62.1% maintained : 37.9% academies (1,506 pupils: 921 pupils)

8. The Regulations require representation from nursery schools, primary schools other than nursery schools, secondary schools, special schools and pupil referral units, as well as broadly proportional representation between academies and maintained schools. The table below gives the current pupil number on roll (NOR), the proportional membership and current membership for the required school categories in Staffordshire's maintained and academy schools.

<b>Sector</b>	<b>Pupil NOR</b>		<b>Proportional Membership</b>		<b>Current Membership</b>	
	<b>Academy (A)</b>	<b>Maintained (M)</b>	<b>A</b>	<b>M</b>	<b>A</b>	<b>M</b>
Nursery	0	78	0	1	0	1
Primary	21,147	45,327	3	6	2	7
Secondary	33,009	18,498	4	3	3	4
Special	921	1,506	1	1	1	1
PRU	0	204	0	1	0	1
<b>Total</b>	<b>55,077</b>	<b>65,613</b>	<b>8</b>	<b>12</b>	<b>5</b>	<b>15</b>

*Primary and Secondary Heads Forum representatives are not included in this table.  
The 13-18 secondary representative is counted in the maintained blocks here.*

9. Following their membership review the Staffordshire Schools Forum had agreed to include representation of different school types as far as possible, including infant, first, junior and primary schools within the primary allocation and 11-16, 11-18, 13-18 and middle schools within the secondary allocation. Appendix 1 gives the current membership
10. At their meeting of 31 March 2015 Members agreed that as there are only a small number of 13-18 schools, nominations should be sought from all 13-18 schools, both maintained and academy, when a vacancy occurs or an election is due. The current

13-18 school representative is Mr Philip Tapp, Headteacher, Wolgarston High School. However, it is now becoming too difficult to sub-divide secondary when there is a need to keep the correct balance between maintained and academy representation. The Regulations state that representation should be broadly proportionate between maintained secondary and academy, but don't specify any age differentiation in this representation. Forum therefore needs to consider whether this age differentiation is still necessary.

11. The Middle School representative is nominated by the Middle Schools Forum, and although the current representative is from an academy, their Forum agreed his nomination as a representative of all middle schools.
12. The Primary Heads Forum is represented by their Chairman and therefore their representation tends to change more frequently than the four year term of office.
13. Prior to the advent of academies both primary and secondary school representation had linked with the 8 districts. Whilst this link had initially been maintained it has become increasingly difficult to continue on this basis, and consequently the district link is no longer feasible.
14. The Forum also has a number of non-school members. A vacancy has been held since 2013 for the Birmingham Diocesan Schools Commission. The Clerk contacts the Commission each year reminding the Commission of their vacancy and seeking their nomination. The Commission were last contacted in February 2017.
15. Current membership is also available on the County Council web site.
16. The 2017 elections have taken place, following the timetable for the election process set out in the Constitution (Appendix 2). Governor Support Entrust colleagues administered the election process on the Forum's behalf. Following the elections, 3 vacancies remain unfilled: maintained infants, maintained junior and maintained secondary. According to the Constitution, under these circumstances:

"In the event that there are no applications from any of the Council's groups of schools subject to an election in that year, then the members who represent the relevant phase of schools which has the vacancy shall nominate the representative to be appointed. Where there are no representatives of the relevant phase, all schools members shall nominate the representative to fill the vacancy. Any person appointed under this rule shall not hold any other membership of the forum, either at the time of appointment or any time during their term of office."

Schools members are therefore invited to nominate representatives to fill the vacancies in the three categories outline above.

**Report author:**

Author's Name: Julie Roberts, Scrutiny and Support Officer

Ext. No.: 276136

**List of background papers:**

Schools Forum Regulations 2012

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/283814/Schools\\_Forum\\_Regulations\\_2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/283814/Schools_Forum_Regulations_2012.pdf)

Schools Forums Regulations 2012: departmental advice

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/283814/Schools\\_Forum\\_Regulations\\_2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/283814/Schools_Forum_Regulations_2012.pdf)

Staffordshire County Council Schools Forum Constitution

<http://moderngov.staffordshire.gov.uk/documents/s48367/Schools%20Forum%20Constitution.pdf>



Appendix 1

Schools Forum Membership

Member Category	Forum Member	Representing		Term of office
		School type	Area	
Maintained primary	Sara Bailey (Oaklands Nursery, Newcastle)	Nursery schools	All maintained nursery schools	2021
	<b>VACANCY</b>	Infants	All maintained infants schools	2021
	Kevin Allbutt (Head teacher – Leek First School)	First	All maintained first school	2021
	<b>VACANCY</b>	Junior	All maintained junior schools	2021
	Lesley Wells (Head teacher – Outwoods Primary School)	Primary	All maintained primary	2021
	Wendy Horden (Headteacher – Scotch Orchard Primary School)	Primary	All maintained primary	2019
	Steve Swatton (Chair of Governors)	Primary	All maintained primary	2019
	Jonathan Jones (Head Teacher – Castlechurch Primary School)	Primary	All maintained primary	2019
	Claire Evans (Head teacher- St Chad’s Primary School, Lichfield)	Primary Heads Forum	n/a	n/a
Maintained secondary	<b>VACANCY</b>	11-18 Secondary	All maintained secondary	2019
	Nicky Crookshank (Headteacher – Cheslyn Hay Sport and Community High School)	11-18 Secondary	All maintained secondary	2021
	Alison Gibson (Head Teacher – Endon High School)	Secondary Heads Forum	n/a	n/a
Special	Awaiting Nomination	Special	All maintained special schools	2021
	Richard Redgate (Headteacher – Loxley Hall School)	Special	All academy special schools	2019
All 13-18 secondary	Philip Tapp (Headteacher –	13-18 Secondary	All 13-18 schools	2019

<b>schools</b>	Wolgarston High School)			
<b>All Middle Schools</b>	Chris Wright ( Head Teacher – Christchurch Academy)	Middle	All middle schools	2019
<b>PRU</b>	Kirsty Roger (Head Teacher – Kettlebrook PRU)	PRUs	All PRUs	2021
<b>Academies</b>	Liz Threlkeld (Principal – Perton Primary Academy)	Primary academy	All primary academies	2021
	Matthew Baxter (Headteacher – The Mosley Academy)	Primary academy	All primary academies	2021
	Ally Harvey (Business Manager – Wolstanton High School)	11-16 secondary academies	All 11-16 academies	2021
	Stuart Jones (Headteacher – Chase Terrace Technology College)	11-16 secondary academies	All secondary academies	2019
	Wendy Whelan (CEO – South Newcastle Trust MAT)	11-18 secondary academy	All secondary academies	2021
<b>Non- schools members</b>	Claire Shaw	Lichfield Diocesan Board of Education		2021
	Vacancy	Birmingham Diocesan Schools Commission		
	Vacancy	Parent Governor Representative		n/a
	David Ellison	Early Years		2017
	Philip Siddell (Humpty Dumpty Day Nursery Ltd, Lichfield)	Early Years		2021
	Karen Dobson (Principal - Newcastle College)	16-19 Education		2021
	vacant	16-19 Education		
	Judy Wyman	Schools Consultative Groups		2019
Steve Barr	Schools Consultative Groups		2021	

### County Councillor Observers

Mark Sutton, Cabinet Member for Children and Young People and Philip White, Support Cabinet Member for Learning and Employability.

## Membership Selection, Nomination and Appointment Timetable

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During an election year, the Council will, where possible, arrange for vacancies on the Forum to be filled in accordance with this Constitution and by the dates indicated below:

### Spring term

- seek applications for schools members via a notice to head teachers and chairs of governing bodies requesting that the matter be raised with staff and governing bodies by no later than second week of spring term;
- seek nominations for non-schools members from the relevant bodies to be received by no later than the end of term;
- applications and nominations to be received by the end of the term.

### Summer term

- confirm membership of nominees by no later than second week of summer term;
- confirm membership where one application per position received by no later than second week of summer term;
- carry out election in those groups where there is more than 1 application by no later than half-term break .

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

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## Schools Forum – 4 July 2017

### Notices of Concern Protocol

#### Recommendation

1. Members note the amendment to the Notices of Concern protocol.

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

##### PART A

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

2. Any amendments to the Notice of Concern protocol should be approved by Schools Forum.

#### Reasons for recommendation

3. To reduce risk and provide additional control, members should consider reviewing the protocol to include the issuing of a notice of concern to schools who require a Licensed Deficit for values over the existing maximum amount of £200k or 10% of budget value.

##### PART B

#### Background:

4. School budgets for large schools are of a value that the current limits do not enable them to plan a realistic achievable repayment plan.
5. Such schools will be reviewed by the commissioner on a case by case basis to ensure that their business case and repayment plan is reasonable and sustainable.
6. If approved, it is suggested that a Notice of Concern remains in place until the balance remaining falls below £200k or 10% of their budget. For values below £200k the NOC will be withdrawn once a repayment plan has been approved.
7. A notice of concern is not able to guarantee repayments but is designed to minimise the risk of a deficit occurring.

#### Report author:

Author's Name: Deborah Fern, Senior Education Accountant, Entrust Support Services Ltd

Ext. No.: 07921 277630

#### List of background papers:

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



## Schools Forum – 4 July 2017

### Notices of Concern

#### Recommendation

- Members note the issue of a Notice of Concern to the schools identified below.

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

#### PART A

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

- No decision required.

#### Reasons for recommendation

- 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:

- Since the last meeting of the Schools Forum the County Council has issued the following Notice of Concern for the reason given:

Henry Prince First School	Revenue Deficit no plan to recover
Perton Middle School	Revenue Deficit no plan to recover
Blessed Robert Sutton School	Revenue Deficit no plan to recover

- Since the last meeting of the Schools Forum the County Council has withdrawn the following Notices of Concern:-

Horninglow	1.5.17	sponsored by De Ferrars
Gentleshaw	1.6.17	sponsored by Future Generation
Picknalls	1.4.17	sponsored by Uttoxeter Pyramid
St Benedict Bishop	1.12.16	sponsored by St Bartholomews
Thursfield	1.11.16	sponsored by the Creative Learning Partnership

#### Report author:

Author's Name: Deborah Fern, Senior Education Accountant, Entrust Support Services Ltd

Ext. No.: 07921 277630

#### List of background papers:

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





### Schools Forum Work Programme

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

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

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

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

NB: There are two standard items that appear on each agenda, these being Notices of Concern and Fairer Funding Update.

Meeting	Item	Details
Spring term 27 March 2017	Schools Budget (last financial year) : provisional outturn	Annual item
	Schools Budget (forthcoming financial year)	Annual item
	The New Finance System which is to replace SAP	Offered at the meeting of the Forum held on 7 December 2016
	Changes to Staffordshire Public Sector Network	Item requested by the Cabinet Member for Learning and Skills
	Updated Scheme for Financing Schools	
	National Apprenticeship Levy	
	Fairer Funding	Standard item
Summer term 4 July 2017	Notices of Concern	Standard item
	Self-Assessment Toolkit in the EFA Revised Guidance on Schools Forums	This item was requested by the Chairman at the meeting of the Forum

Meeting	Item	Details
		on 7 December 2016.
	Schools Budget (last financial year) : Final outturn and Dedicated Schools Grant (DSG) Settlement	Annual item
	Growth Fund – Allocation of Funding 2017/18	Annual item
	Schools Forum Membership – annual review	At its meeting of 9 July 2015 the Forum agreed to review its membership annually to ensure it remained broadly proportionate.
	Update on the progress made by LSTs in developing proposals to work more effectively with schools in the secondary sector.	This update was agreed at the meeting of the Forum on 7 December 2016.
	National Apprenticeship Levy	Requested at the meeting of the Forum on 27 March 2017 <b>Note:</b> A presentation is now to be made to all schools on 4 July 2017
	Update on the Financial Regulations	Item from Entrust
	Update on the Staffordshire Scheme for Financing Schools	Item from Entrust
	Fairer Funding – Oral Update	Standard item
	Notices of Concern	Standard item
WORKING GROUP 13 September 2017	<ul style="list-style-type: none"> <li>Update on schools budget 2018/19</li> <li>Consideration of responses to Self - Assessment Toolkit</li> </ul>	
Autumn term 3 October 2017	Election of Chairman and Vice-Chairman	Annual item
	Alternative models for devolving the funding for School Improvement	This item was raised at the meeting of the Forum on 4 October 2016.
	De-delegation Vote	Annual item
	Schools Budget, Central Expenditure	Annual item (Previously taken to the

Meeting	Item	Details
		December meeting)
	Education Functions	First taken in January 2017, report called "Budget Approval for Central Services to Education Previously funded by Education Services Grant (ESG)"
	Fairer Funding - Oral Update	Standard item
	Notices of Concern	Standard item
Spring term 16 January 2018		
	Fairer Funding – Oral Update	Standard item
	Notices of Concern	Standard item
Spring term 26 March 2018	Schools Budget (last financial year): Provisional Outturn	Annual item
	Schools Budget (forthcoming financial year)	Annual item
	Fairer Funding	Standard item
	Notices of Concern	Standard item

