

Schools Forum

Tuesday, 3 October 2017

2.00 pm

Kingston Centre, Fairway, Stafford ST16 3TW

John Tradewell
Director of Strategy, Governance and Change
25 September 2017

A G E N D A

Part One

1. **Election of Chairman and Vice-Chairman**
2. **Apologies**
3. **Minutes of the meeting held on 4 July 2017** (Pages 1 - 10)
4. **Matters arising and Decisions taken by the Chairman**
5. **My Finance** (Pages 11 - 12)

Report produced by Curium Solutions on behalf of the Director of Finance and Resources
6. **School attendance matters: Staffordshire's Education Welfare Team** (Pages 13 - 18)

Report of the Deputy Chief Executive and Director for Families and Communities
7. **Feasibility Report** (Pages 19 - 24)

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



8. **School Quality Assurance and Intervention - Options for Devolving the Funding for School Improvement** (Pages 25 - 34)
Report of the Deputy Chief Executive and Director for Families and Communities
9. **Schools Budget 2018-19: De-delegation, Central Expenditure and Education Functions** (Pages 35 - 48)
Report of the Director of Finance and Resources
10. **Update to the Staffordshire Scheme for Financing of Schools** (Pages 49 - 56)
Report produced by Entrust on behalf of the Deputy Chief Executive and Director for Families and Communities
11. **Notices of Concern** (Pages 57 - 58)
Report produced by Entrust on behalf of the Deputy Chief Executive and Director for Families and Communities
12. **Work Programme** (Pages 59 - 62)
13. **Fairer Funding** (Pages 63 - 68)
A briefing note outlining the Staffordshire implications of the introduction of the NFF will be tabled at the Forum
14. **Date of next meeting**
The next Schools Forum meeting is scheduled for Tuesday 16 January 2018, at 2.00 pm at the 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 Keeble	David Ellison
Richard Osborne	Chris Wright
Wendy Whelan	Jonathan Jones
Lesley Wells	Steve Barr (Chairman)
Philip Siddell	Kevin Allbutt
Richard Redgate	Steve Swatton
Claire Shaw	Judy Wyman

Alison Gibson
Stuart Jones
Philip Tapp (Vice-Chairman)
Kirsty Rogers
Karen Dobson
Wendy Horden
Ally Harvey
Sara Bailey

Claire Evans
Richard Hinton (Observer)
Liz Threlkeld
Matthew Baxter
Nicky Crookshank
Richard Lane

Local Authority Observers

Mark Sutton
Philip White

Core Officers

Sara Pitt
Alison Barnes
Will Wilkes
Julie Roberts

Andrew Marsden
Tim Moss
Paul Senior

Minutes of the Schools Forum Meeting held on 4 July 2017

Present: Steve Barr (Chairman)

Attendance

Wendy Whelan	Sara Bailey
Lesley Wells	Chris Wright
Philip Siddell	Steve Swatton
Richard Redgate	Judy Wyman
Alison Gibson	Matthew Baxter
Philip Tapp (Vice-Chairman)	
Wendy Horden	

Observers: Mark Sutton, Richard Hinton, Wendy Keeble and Richard Osborne

Also in attendance: Sara Pitt, Alison Barnes, Andrew Marsden, Tim Moss and Julie Roberts

Apologies: Claire Shaw, Stuart Jones, Karen Dobson, Ally Harvey, Kevin Allbutt, Claire Evans, Philip White and Nicky Crookshank

PART ONE

53. Declarations of Interest

There were none at this meeting.

54. Minutes of the meeting held on 27 March 2017

RESOLVED – That the minutes of the Schools Forum meeting held on 27 March 2017 be confirmed and signed by the Chairman.

55. Matters arising and Decisions taken by the Chairman

The Chairman had agreed to changes to the dates of meetings of the Forum to fit with information anticipated from the DfE, and stressed the importance of the Working Group on Finance in September 2017. He had also agreed that the item on the Provisional Outturn on the Schools Budget for the March 2018 meeting could be taken off the Work Programme.

With regard to the spend review and redundancy issues no further meetings had taken place. Members agreed that this was a pressing concern and that there was a real need for better communication with schools, and that an item should be included on the Work Programme for the next meeting in October.

Forum were advised that the meeting of the Sub-Regional School Improvement Board had been postponed to 27th June and consequently had missed the first round of bidding for the Strategic School Improvement Grant. The deadline for the second round was the first half of the Autumn Term.

As requested at the last meeting, a letter had been sent to BT Openreach regarding compensation for the delay in transition to new broadband services. Their response had been to refer Entrust to Ofcom. However Entrust intended to go back to BT Openreach to seek a definitive answer.

Forum members expressed concern that they had not received any communication about the new finance system and were assured that this would be addressed as a matter of urgency.

The Chairman informed Forum that he had received an invitation to join The Schools Forum Association. The Deputy Chief Executive and Director for Families and Communities supported the opportunity to work with other Schools Forums and members also agreed. The Chairman would respond and accept the invitation to join.

56. LST Review Progress

[Richard Hancock, Head of Families First and Deputy Director of Children's Services and Karl Hobson, County Manager – Targeted Services in attendance for this item.]

On 31 March 2015 the Forum requested a review of the quality and impact of the work of Local Support Teams (LSTs) on outcomes for school-age children and young people. The outcome of the review informed Forum's decision-making on the future allocation to the local authority from the DSG. The annual transaction was for £1.44m, and had remained at this level since the grant was originally agreed. It was currently planned as agreed by Schools Forum that this sum of £1.44m would revert back to the DSG as from April 2018.

A report to Forum in December 2016 had noted that the Schools and Local Support Partnership Working Group had 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 LSTs. Discussions within this group had 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 LSTs and schools had 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 collected from the current LST provision across Staffordshire.
- Attendance at the group by Richard Hancock, Deputy Director of Children's Services and Vonni Gordon, Strategic Lead for Early Help and Safeguarding.

The purpose of the discussions 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. They also included consideration of how the ending of DSG

funding currently allocated to the LSTs 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 this. These discussions now needed to be widened to ensure that all schools had the opportunity to participate and contribute to any potential change to the provision of Early Help Services within their district. Consequently meetings had now been arranged and begun to take place in each district, and Forum members were asked to encourage their peers to attend these, in order to ensure an inclusive and informed conversation takes place. At the district meetings which had so far taken place they had included a presentation on the “children system” transformation project, the development of the “place based” approach, and constructive and engaged dialogue as to the role and contribution of schools to this local partnership approach to “earliest help”. The discussion had also 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.

A number of questions had been raised as to how, if schools across a district were to agree earliest help as a 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. This would be on the agreement that it acted only to facilitate the pass-portioning of this funding (disaggregated on the agreed formula), through to each district as the “place based” partnership arrangements were rolled out. This would enable 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.

Whilst this work was developing Families First would continue to engage with schools and implement the practice changes that had so far been identified. A fuller report, including options for consideration, would be brought to the meeting of Forum on 3 October 2017.

RESOLVED – That the progress made by Families First, in partnership with Headteacher representatives, to explore the potential for schools and LSTs to co-design local early help provision be noted.

57. Schools Budget: Final Outturn and DSG Settlement

Members were informed that 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 had been an adjustment to the DSG settlement of £0.306m. The combination of these factors meant that it was not necessary to apply all the planned use of reserves.

The Individual Schools Budget showed an over spend of £0.050m (0.01%) after a planned use of DSG reserves of c £400k. This outturn related 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 had been replaced by the introduction of a contingency fund in 2017-18. This was 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.

De-delegated items had underspent by £1.293m (-13.24%). This had arisen mainly as a consequence of reductions in rates across the county and less call on the contingency. In 2016-17 the rateable values had been adjusted nationally. This had led to a reduction in business rates for many of our schools and resulted in a one off saving of £768k. There had also been an under spend of £356k on insurances.

The high needs budget which was initially set by utilising £1.7m of DSG reserves had over spent by £0.794m (1.16%). This in effect related to c £2.5m over budget before planned use of reserves. This had mainly arisen from an increase in numbers and, as a consequence, costs relating to additional educational needs and special schools. Whilst using reserves was manageable in the short term, this was not a long term solution and on-going reviews were underway to identify ways of managing costs while achieving optimum outcomes. In 2017-18 £1.1m had been planned as additional funding to support high needs, but as a consequence of the proposals following the introduction of the NFF there was still debate as to whether a mechanism would exist in the future to be able to support high needs in this way. This was because it would not be possible to move funding between funding block in future without Schools Forum approval.

Early Years had over spent by £0.059m after using planned reserves of £200k for trajectory funding. Actions previously introduced following overspends in previous years had had an impact on the level of expenditure, however this needed to be kept under review to maintain sustainability.

Items within the central provision budgets, which covered both Central Services and Central Schools Expenditure, had underspent by £0.944m (-10.30%). Part of this underspend (£0.738m) was 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 had been reduced to c £730k for maintained schools. The remainder of the under spend had 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 would be rolled forward from schools budgets in accordance with EFA guidelines in 2017-18.

Forum considered a summary of revenue balances, together with detailed information on individual school's revenue balances. To enable a like for like comparison, balances at March 2016 had been adjusted to take into account in-year academy conversions. Overall school balances had decreased by £6.343m. Where a school was giving cause for concern had had significant revenue balances, then a conversation would be held between the school and the local authority as to how balances were being used to improve outcomes for learners.

RESOLVED – That the 2016-17 Schools Budget financial outturn and the intended application of the under spend be noted.

58. Growth Fund - Allocation of Funding 2017/18

The Growth Fund was established in February 2013, with the agreement of the Forum. At this time the Forum requested they be advised of all funding allocations. At their meeting in March 2016 the Forum requested that schools receiving funding should complete a short financial self-declaration. In March 2017 the Forum agreed 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.

Members now received details of growth fund allocations and financial self-declarations as follow:

- a) In accordance with the infant class size criteria, £63,823 from the £95,000 budget would be allocated to five schools on the basis of an agreed number of infant teachers;
 - Baldwin's Gate CE (C) Primary School, Newcastle, £1,557 towards the cost of a second infant class teacher
 - The Meadows Primary School, Newcastle, £18,680 towards the cost of a second infant class teacher
 - St Mary's CE (C) First School and Nursery, Wheaton Aston, £21,793 towards the cost of a third infant class teacher
 - Ashcroft Infant and Nursery School, Tamworth, £6,227 towards the cost of a fifth infant class teacher
 - Rushton CE (C) Primary School, Staffordshire Moorlands, £15,566 towards the cost of a second infant class teacher

- b) In accordance with the Growth Fund criteria, £34,080 would be allocated to one school that worked with the Local Authority (LA) to create additional classes in response to Basic Need Growth;
 - Bishop Lonsdale CE (C) Primary School, Eccleshall, £34,080 for one additional infant class teacher

- c) In accordance with the new Growth Fund criteria for middle and secondary schools, £136,320 would be allocated to four secondary schools (£34,080 each) that had worked with the LA to provide at least 5% of additional PAN places in response to Basic Need Growth;
 - Walton Priory Middle School
 - Paulet High School and Sixth Form College
 - The Weston Road Academy
 - Abbot Beyne School

These allocations would leave an under spend of £329,600. This under spend, along with the £31,177 under spend on infant class size funding, would be carried forward for use in the Schools Budget 1019/19.

RESOLVED – That the allocations of Growth Funding listed above, and the schools' financial self-declarations be noted.

59. Self-Assessment Toolkit in the EFA Revised Guidance on Schools Forums

The Chairman suggested that in terms of accountability and measuring effectiveness it would be helpful to review Forum's performance. The Self-Assessment Toolkit in the Education Funding Agency's (EFA) Revised Guidance on Schools Forum provided a questionnaire comprised of 21 questions. It was proposed that the Clerk circulate the questionnaire to Forum members, senior officers and the two County Councillor observers, requesting responses by the end of term. The responses could then be considered at the Working Group on 13 September and reported back to the meeting of Forum on 3 October 2017.

RESOLVED – That members utilise the questionnaire in the Self-Assessment Toolkit in the EFA Revised Guidance on Schools Forum in order to evaluate the performance of Staffordshire Schools Forum.

60. Update on the Financial Regulations

[Deborah Fern and David Gumsley, Entrust, in attendance for this item]

Any amendments to the Financial Regulations for Schools (FRFS) require the approval of Schools Forum. Members were informed that the limit for recording equipment on the schools inventory needed to be increased from £250 to £1,000 in order to match the value included in the Staffordshire Scheme for Financing Schools.

RESOLVED – That the increase in the limit for recording equipment on the schools inventory be approved.

61. National Apprenticeship Levy

[Jason Woodruff, Deputy Head of Human Resources in attendance for this item.]

Forum received a presentation on the National Apprenticeship Levy. Employers with a pay bill of more than £3m would be required to pay a levy which equated to 0.5% of the annual pay bill. Community and Voluntary Controlled schools where the County Council was the employer were within scope. 0.5% of the pay bill equated to c £500k for core council and c £720k for schools per annum. All public sector organisations with 250 plus staff were required to meet a quota of 2.3% of the workforce to be on an apprenticeship, which equates to 110 apprentices for core council and 273 for schools. Five PAYE references had been linked to the digital account, which had received the first levy payments, and a legal agreement had been signed with the Skills Funding Agency. There would be no restrictions initially on access to levy funds, but this would be monitored.

The County Council had agreed that the preferred managing agent for schools would be Entrust, who would provide a full apprenticeship offering which the County Council had examined via a series of meetings. They would provide training directly, develop additional apprenticeships and look to partners across their provider network which was being established from the Staffordshire Provider Association. Schools would need to

make local decisions and take advice as appropriate from their HR provider regarding vacancies in the first instance. Should schools wish to engage with other training providers it was important that they liaise with Entrust to ensure that funds were drawn down. More guidance would be issued to schools and managers over the Summer.

The delivery of the apprenticeship will be based on 80% on the job and 20% off the job training. There would be two types of apprenticeships, Entry Level and Professional Development. Entry level would typically be school/college leavers and would be paid in line with the national rates as agreed by SLT. In relation to Professional Development, members were informed that in order to maximise the Levy there was a need to ensure that there were opportunities for existing colleagues in substantive roles to gain formal qualifications linked to their job/professional area. The level of apprenticeship would be set by the duties of the job.

For maintained schools the local authority was the employer, and each local authority would have an annual allowance of £15,000. There was currently no requirement for local authorities to ring fence each school's funding. For voluntary-aided schools, foundation schools and academies the governing body was the employer, each governing body would be entitled to an allowance of £15,000. Multi-academy trusts would get a single annual allowance of £15,000.

It was queried what would happen to an apprenticeship/levy if a maintained school converted part way through it. Simon James from Entrust undertook to provide a definitive reply to this after the meeting. It was also queried why Entrust had been appointed as the Managing Agent. Members were informed that this did not require a procurement process and consequently this had been considered the most cost effective arrangement.

RESOLVED That:

- a) the content of the presentation be noted; and
- b) the presentation slides be circulated to Forum Members for information.

62. Update on the Staffordshire Scheme for Financing Schools

[Deborah Fern and David Gumsley, Entrust, in attendance for this item]

Any amendments to the Staffordshire Scheme for Financing Schools require the approval of Schools Forum. Members considered a summary of proposed revisions, as follows:

- a) Section 2.1.3 - Refers to the Local Authority as a payroll provider. This section had been amended to exclude payment of salaries.
- b) Section 2.15 - Details had been added to identify the reasons why a Notice of Concern is issued.
- c) Section 2.16 - Schools with an Academy Notice do not have to submit a Schools Financial Value Standard.
- d) 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.

- e) 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. Interest would now be charged on the amount of any advance.
- f) Section 4.10.2 – Redundancy loans are currently automatically given. Future requests would be subject to approval and evaluated based on a school's individual circumstances.
- g) Section 11.10 – Criteria added to support the approval of redundancy loans.

Members agreed to approve the proposed revisions (a) – (e) above. However, given the current uncertainty over redundancy issues they did not feel that it was appropriate to be making any changes relating to redundancy arrangements until the situation had been clarified, and consequently asked that proposals (f) and (g) be removed.

RESOLVED – That the proposed revisions to the Staffordshire Scheme for Financing Schools be approved, subject to the removal of the two proposals relating to redundancy arrangements.

63. Schools Forum Membership Annual Review

At their meeting of 9 July 2015 the Forum had agreed to review its membership annually to ensure it remained broadly proportionate in its representation of maintained and academy schools according to pupil numbers in each category (regulation 4 (6)).

The 2017 elections had taken place, following the timetable for the election process set out in the Constitution. Governor Support Entrust colleagues had administered the election process on the Forum's behalf. Following the elections, three vacancies remained unfilled: maintained infants, maintained junior and maintained secondary. In accordance with the Constitution Forum should now be asked to put forward nominations. In considering these vacancies members were informed that the Regulations required representation from nursery schools, primary schools other than nursery school, secondary schools, special schools and pupil referral units. There was no requirement to sub divide primary schools into infant, first and junior or to include age differentiation in relation to secondary schools.

On review there was a need for two extra academy representatives, one primary and one secondary academy. The additional secondary academy had been addressed by the fact that Chase Terrace Technology College had converted to an academy and therefore Stuart Jones could now represent academy schools. There remained, however, a need for one extra primary academy representative, and one less primary maintained representative. It was therefore suggested that one of the maintained primary vacancies could be changed to a primary academy vacancy, which would then achieve the broadly proportionate representation required.

The following nominations were put forward and agreed:

- Primary Academy – Richard Lane, Headteacher, Flax Hill Junior Academy
- Maintained Primary – Richard Osborne, Headteacher, Coton Green Primary
- Maintained Secondary - Wendy Keeble, Business Manager, Blythe Bridge High

RESOLVED – That:

- a) the content of the report be noted;

- b) the above changes to the membership be agreed to ensure it remains broadly proportionate;
- c) the age differentiation in relation to secondary school representation be removed; and
- d) Richard Lane, Richard Osborne and Wendy Keeble be appointed to the vacancies on Schools Forum.

64. Fairer Funding

Nothing to report this time.

65. Update on Notices of Concern Protocol

Any amendments to the Notices of Concern Protocol require the approval of Schools Forum.

Forum considered a proposal that, to reduce risk and provide additional control, the protocol should include to issuing of a Notice of Concern (NOC) to schools which require a Licensed Deficit for values over the existing maximum amount of £200k or 10% of budget value. School budgets for large schools are of a value that the current limits do not enable them to plan a realistic achievable repayment plan. Such schools would be reviewed by the Commissioner on a case by case basis to ensure that their business case and repayment plan was reasonable and sustainable. It was suggested that a NOC would remain in place until the balance remaining fell below £200k or 10% of their budget. For values below £200k the NOC would be withdrawn once a repayment plan had been approved. A NOC was not able to guarantee repayments, but was designed to minimise the risk of a deficit occurring.

RESOLVED – That the amendment to the Notices of Concern Protocol, as outline above, be approved.

66. Notices of Concern

Since the last Forum meeting the County Council had issued the following Notices 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 Forum meeting the County Council has withdrawn the following Notices of Concern for the reason given:

Horninglow	01.05.17	Sponsored by De Ferrers
Gentleshaw	01.06.17	Sponsored by Future Generation
Picknalls	01.04.17	Sponsored by Uttoxeter Pyramid
St Benedicts Bishop	01.12.16	Sponsored by St Bartholomews
Thursfield	01.11.16	Sponsored by Creative Learning Partnership

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

67. Work Programme

Forum members requested the following additions/amendments to their work programme:

- a) An Update on the Families First/LST Review to be included for the October meeting; and
- b) A report on Redundancy Arrangements to be included for the October meeting.

RESOLVED – That the additions to the work programme be noted.

68. Date of next meeting

RESOLVED – That the next Schools Forum meeting be scheduled for Tuesday 3 October 2017, at 2.00 pm at The Kingston Centre, Stafford.

Please note: A Working Group on Finance is to be held on Wednesday 13 September 2017, at 10.00 am at The Kingston Centre, Stafford.

Chairman

My Finance

The go live date for My Finance is being moved back by approximately 1 month, due to system stability issues. We need to give more time to fully test the system and ensure that it will be able to handle the volume of activity from SCC and schools.

The date that we are working towards now is the **6th November**, and reflects our need to land this safely with a tried and tested solution. However, we will not implement unless we meet the essential criteria of:

1. System is stable
2. Both SCC and schools ready to implement My Finance (currently the change champions in SCC who are training the new system to end users are fully occupied with the implementation of another major project My HR, and cannot fully turn their attention to implementing My Finance)

The two change freeze periods will now also change in line with the new go live date (this has not yet formally been communicated to schools but will be done next week):

Monday 16th October Master Data Freeze: There will be no changes to 'master data' in SAP such as **adding customers** and **new vendors** from this point onwards. You will be able to request the set-up of new vendors in My Finance via the Accounts Payable team from the 6th November. This process will assist with data migration as we will have a 'fixed' master data set for longer.

Monday 23rd October Financial Transaction Freeze: you won't be able to purchase / pay / take any action in SAP from this point onwards. To prepare for this, please ensure the following is adhered to:

- Plan responsibly to ensure you have enough additional goods / services to see you through the financial freeze period
- Purchase orders / Invoices: please ensure that these are completed and approved before **23rd October 2017**. Please also be aware that open orders will not be migrated to the new system
- Approvers should check their SAP in-box regularly in the period up to **23rd October 2017** and ensure no items remain outstanding at that cut-off date
- Finance inputters should check their workflow and prompt approvers if necessary
- If appropriate, **set-up substitutes for holiday absences** to ensure that Purchase Orders and other actions can be authorised in your absence

If you need to urgently undertake purchases or make payments in the freeze period of **24th October 2017 to 6th November 2017:**

- Use P-Cards
- If anything can't be covered with P-Cards, simply contact the Entrust Education Finance Services helpdesk on 0333 300 0050.

Cash

Cash receipting must be completed before Read Only access begins on the **24th October 2017**. As long as you complete cash receipting in SAP, you can take the physical cash to the bank at a later date. For any cash after the **24th October 2017**, continue to bank it as usual, but you must keep records of this so that you can input the activity into the new system upon launch on the **6th November 2017**.

Schools Training

- Bursar training completed between 12th June and 21st July – overall feedback on courses was 4.2 out of 5
- Approver training completed between 11th and 21st September. Very well received. I will be analysing feedback this week so we can include these stats.
- Refresher training rescheduled in line with go live date – currently planned to be 27th November to 1st December inclusive (10 sessions). Additional sessions will be added depending on support desk call volumes.
- Bursar Consultation Group meetings in July and September – updating and requesting feedback on all aspects of training and communications from School Bursar representatives.

Report title	School attendance matters: Staffordshire's Education Welfare Worker Team
Audience	Schools Forum
Date	3 October 2017
Author	Karl Hobson and Paul Senior

1. Introduction

The local authority (LA) considers that school attendance and its improvement, is an integral part of our raising achievement agenda. The LA is committed to providing an ongoing programme of support aimed at working in partnership with schools, children, young people, parents and a wide range of partner agencies to achieve improved attendance levels across the County, therefore enabling children and young people to have the best chance to fulfil their potential, irrespective of gender, race, creed or religion.

Through school attendance, we can track the progress of all children, including vulnerable groups, such as children in care and those subject to a Child Protection Plan and children missing education, as well as other groups at significant risk of slipping through the net. Children not attending school regularly can also be an indicator that there are concerns at home.

We believe that in order to bring about significant educational improvement, good habits need to be formed at an early age. Robust arrangements should be in place to support children and young people at all transitional stages. Parents and carers, whose own experience of school may have been less than positive, must be encouraged to actively engage in ensuring their child attends school on a regular basis. We are committed to enabling all children and young people of school age to enjoy and benefit from the educational opportunities available to them.

2. Staffordshire's Education Welfare Worker Team

Education Welfare Workers (EWWs) currently fulfil both statutory and non-statutory functions in relation to compulsory school aged children and young people, addressing issues related to:

- attendance registration
- school attendance and absence
- elective home education (EHE)
- children missing from education (CME)
- child employment
- child entertainment
- issuing licenses for chaperones

The team provides a specialist group of staff who are qualified and experienced in working with schools to develop systems, procedures and interventions, and work in

partnership with organisations to improve attendance and reduce persistent absence. The team advises schools and academies, alternative education providers, as well as parents/carers, other professionals and employers regarding legislation in these areas and supports them in fulfilling their legal responsibilities.

3. Attendance: Responsibilities of schools and academies

- Implement effective systems and procedures for encouraging regular school attendance and investigate the underlying causes of poor attendance; these should be clearly specified within the school/academy Attendance Policy.
- Ensure there is a clear escalation of staged interventions within the school/academy, which are clearly understood by all teaching and non-teaching staff, pupils and parents.
- Set annual attendance targets.
- Identify a senior appropriate member of staff with overall responsibility for attendance within the school/academy: attendance leader.
- Comply with statutory regulations regarding admissions and attendance registration, and relevant legislation, including the need to maintain accurate attendance and admission registers in accordance with The Education (Pupil Registration - England) Regulations 2006.
- Complete and send request for support to LST's in relation to every pupil who has '20+ sessions continuous unauthorised and unexplained absence'
- Pupils missing out on education data collection. (Pupils who are on a school roll who are on a reduced provision). All schools and academies must complete the pupils missing out half termly returns. This is an Ofsted requirement (report published November 2013) this should include all children who are on any form of reduced timetable.
- Complete and return attendance information to the Virtual School for looked after children.
- Devise a system for relevant staff to identify, share information, and address attendance concerns at individual pupil level.
- Undertake regular analysis of attendance patterns (individual, year group and whole school) to identify potential persistent absentees.
- To follow the local authority's Children Missing from Education Policy and complete and return CME forms to the CME officer immediately on awareness of a pupil leaving the school/academy, area, county or country, having obtained detailed information about their destination and address from the parent or carer.

- Undertake a written agreement with other schools/academies and alternative education providers specifying clear roles and responsibilities regarding registration, sharing attendance and absence information and following up absence for Dual Registration.
- To follow the local authority's policy regarding elective home education, provide immediate information to the local authority EHE officer regarding parental or carers' intention to electively home educate.
- Liaise with and respond to the designated EWW regarding information about child employment and children in entertainment.

4. Attendance: Statutory role of the council

The Staffordshire Education Welfare Worker (EWW) Team provides a statutory service where school attendance levels are a concern in line with the Education Act 1996. The statutory service (otherwise known as the core offer) will be provided to local schools for a dedicated funding allocation of £480k for the 2018/19 academic year period.

- Through the work of schools and education providers to ensure that children of compulsory school age are receiving a suitable education either by regular attendance or otherwise.
- To enforce school attendance under Sections 444, 444A and 444ZA of the Education Act 1996.
- To undertake enforcement proceedings under Section 103 of the Education and Inspections Act 2006.
- To consider applying for an Education Supervision Order (ESO) before commencing legal proceedings against parents and/or carers and delivering directions.
- To undertake the council's statutory duty under the Education Act 1996, the School Standards and Framework Act 1998, and Education (Pupil Registration) Regulations 2006 in relation to school attendance, children missing from education and elective home education.
- To fulfil the local authority's statutory duties in relation to child employment under the Children and Young Persons Act 1933 (as amended), the Children (Protection at Work) Regulations 2000, Staffordshire County Council Employment Of Children Byelaws and Children in Entertainment and Licensing of Chaperones under relevant legislation.
- To ensure schools/academies are compliant with the Education (Pupil Registration - England) Regulations 2006 and Section 434 and 551 of the Education Act 1996.

- To assist in fulfilling the obligations placed on the local authority under the Children Act 1989 in relation to Child Protection, the Children in Need Assessment Framework, Education Supervision Orders and looked after children.
- To ensure that vulnerable children and young people, identified by schools/ academies, parents or carers, self, or other agencies are supported to access their education where there are issues relating to attendance.
- To ensure that schools and academies comply with section 157/175 of the Education Act 2002 regarding their safeguarding responsibilities.

5. Staffordshire's Education Welfare Worker Offer 2018/19

1. Statutory Services (the core offer)
2. Core Offer Plus – Option 1 current service
3. Core Offer Plus – Option 2
4. Core Offer Plus – Option 3
5. No Core Offer Plus – Schools/ School Led consortia commission and provide all non- statutory/ core offer related EWW activity

1. Statutory Services (£480k core offer)

The Core EWW offer will be an entitlement to all local schools in response to a clearly defined need. Education Welfare Workers (EWWs) are responsible for delivering the statutory requirements of the Local Authority for attendance, these include:

- Reviewing and processing cases for prosecution for irregular attendance under section 444 (1) and (1A)
- Issuing Penalty Notices for:
 - Unauthorised leave in term time
 - Persistent absence and lateness
 - Being in a public place during the first 5 days of exclusion.
- Undertaking police and criminal evidence interviews for S444(1A) prosecutions
- Initiating and processing School Attendance Orders for pupils not on a school roll
- Undertaking Parenting Orders and assessments requested by magistrates
- Preparing papers to put before Family Court for an Education Supervision Order and to then manage the order.
- Casework for children identified as Children Missing Education (CME)
- Annual Register inspections (maintained schools only)
- Child Employment and Licensing which involves:
 - Administration and issuing of work permits and visits to workplaces
 - Administration and issuing of licenses for children to participate in entertainment performances

- Administration and issuing of Licensing chaperones for children in entertainment
- Undertaking venue checks for children in entertainment

Core Offer Plus: Option 1 (£890k additional funding)

For an additional funding allocation of £890k for the 2018/19 academic year, the service will seek to provide local schools with a range of additional services that go beyond the core/ statutory offer.

Based on assessed needs, schools will proportionate to investment be able to access a range of bespoke interventions from the EWW. Should this option be commissioned, each locality will be provided an allocation of time proportionate to the investment made in the service from the locality and this information and progress on school utilisation of the allocation in each locality will be reported to the respective DIP. In the event that the demand for the school in respective locality has the potential to exceed funded capacity, then the DIP will determine priorities for any remaining EWW resource to enable the allocation of EWW resource around locality priorities.

It is imperative that the locality EWW resource in response to school bespoke needs will be allocated with an approach that will be seen as fair, equitable, transparent and evidence based. Whilst all schools will be able to draw down on elements of the proposed offer below in response to needs, this will need to be proportionate to ensure all schools have equitable access to EWW resource in respective localities, whilst operating within agreed financial parameters.

- Access to a trained officer with knowledge of local schools, community, services and professional networks to support schools case work.
- Investigating reasons for absence and undertaking an agreed action plan with school
- Information, advice and guidance on the use of register codes to remain compliant with legislation
- Support and advice in relation to school strategies to address specific periods or types of absence
- Attending professionals meetings (including child protection conferences) as and when required on behalf of the school
- Chairing parent attendance clinics for students with irregular attendance
- Participation at whole school assemblies and parents' evenings
- Late gate' checks to address punctuality problems
- Enforcement: undertaking casework and managing cases that have been referred for prosecution under section 444 (1) and (1A)
- Enforcement: undertaking casework and processing of all fixed penalty notices for persistent absence and lateness.
- Link meetings

Core Offer Plus: Option 2. Provide a scaled down offer of option 1 across the county for pre court case activity (£695K additional funding)

Based on assessed needs, schools will be able to access a range of bespoke interventions proportionate to investment from the EWW, following the schools undertaking tier two interventions with the pupil and family.

- Access to a trained officer with knowledge of local schools, community, services and professional networks to undertake enforcement case work.
- Chairing parent attendance clinics for students with irregular attendance. Offering a one day clinic or two half days to each school.
- Enforcement: undertaking casework and managing cases that have been referred for prosecution under section 444 (1) and (1A)
- Enforcement: undertaking casework and processing of all fixed penalty notices for persistent absence and lateness.

Core Offer Plus: Option 3 Provide school attendance clinics across the county (£200K additional funding)

Parental Attendance/ lateness Clinics for pupils with irregular attendance.

The EWW will meet with the parent(s) in a formal setting within the school, to undertake a structured conversation in which the parent(s) will be challenged to explain their child's absence and supported to agree a plan to bring about immediate change. This will require the school to undertake the administration of the clinic, using the letter template provided by the EWW and to provide a suitable room.

The school will support the process by sending a list of students whose parents have been invited one week in advance of the attendance clinic, so back ground checks can be completed by the EWW.

Clinics can last for half a day or be over a full day.

Each school will be able to book in advance 2 full days or equivalent half days over the academic year. This will have to be managed on a demand basis and planned across the whole year, with schools being prioritised on need and first response basis.

Option 4. No non- core offer service provision from SCC

Schools to provide all case work and support to parents who have not ensured their children regularly attend school

Schools or school led consortia to lead on providing and/ or commissioning directly any required education welfare activity not provided by the core offer from the service in discharging all statutory and special duties.

The LA Education welfare offer will be the core offer option in table 1.

Feasibility Report to Schools Forum – Tuesday 3rd October 2017

Presented by: Mick Harrison, Commissioner for Safety, Children and Families

Aim: To provide a recommendation to schools forum on the best use of the Dedicated Schools Grant (DSG) from April 2018. This report outlines a framework of options which is believed will ensure the money is spent on the most appropriate resources available to children and families across a district. In order for this framework to be most current Tamworth district is used as an example.

Context: The relationship between schools and Local Authorities is changing. Schools have become more autonomous in their delivery and Staffordshire County Council have seen a reduction in funding which has meant we have needed to prioritise resource towards those who need it most which often means the most vulnerable. The Children's System Transformation strives to make better use of our resources and work more with partners to recognise and reduce demand by tackling root causes. We are starting to understand future demand and as a result utilise resources more effectively across the partnership. Through the Place Based Approach (PBA) we hope to target support through earliest and early help to reduce demand on the highest level of the system. We understand the need to ensure resource is used to prevent children and families needing statutory services, we realise there needs to be some investment to keep children entering the system which then reduces there opportunity to achieve positive outcomes compared to their peers who do not enter a system. PBA is a collaborative approach using the right resources (multi-skilled teams, universal services, voluntary sector, communities etc.) at the right time to improve outcomes for children, young people, families, vulnerable people and communities in an identified locality. As the forum will be aware at the last meeting on the 13th September a high level options paper was tabled with two options for consideration. Please find that previous paper included as an appendix. We were asked by the forum to scope out the second option in greater detail for this meeting.

SCC Offer: It is suggested that we have the understanding, knowledge and ability to broker the DSG funding in a district in the areas that need early help most. We will utilise existing quality assured commissioned providers, our developing relationships with partners, our shared locality budgets (i.e. grants/BRFC PBR) and ensure the money is spent effectively. The DSG would complement other SCC statutory delivery in terms of LST and safeguarding intervention and contracts commissioned across the earliest and early help agenda; 0-19 (school nurse and health visitors), BRFC Accredited Framework and family support services, circa £30m annually. In addition we will be able to provide governance and assurance through our commissioning structure, performance management and value for money.

Budget overview: The total allocation is £1.448m. The formula is made up of an amount for each pupil (basic entitlement) and then additional needs such as prior attainment and deprivation factors are included and this is how the figure is calculated. Once the formula is added the district profile is highlighted below:

Sum of LST funding per FSM (Ever 6)	
District2	Total
Cannock Chase District	199,718
East Staffordshire Borough	229,091
Lichfield District	136,535
Newcastle Borough	234,522
South Staffordshire	144,463
Stafford Borough	167,317
Staffordshire Moorlands	154,677
Tamworth Borough	181,677
Grand Total	1,448,000

The allocation by school ranges significantly. With some schools receiving £63 – £200 and larger schools receiving £20,000 - £27,000.

What might this look like in Tamworth?

There are 16,900 children and young people under 18 living in Tamworth. We know that out of every 100 children 10 are diagnosed with a mental health condition, 12 are living in single parent households, 18 are living in low income, 5 are living with unemployed adults and 4 are likely to become teenage parents before they are 18. Compared to the county wide data set, predictive analysis is informing us that some children might be more likely to live in a household with domestic abuse, be at risk of CSE or go missing, be excluded, in alternative provision or become NEET.

Tamworth has an allocation of £181,677. In order to respond to the above it is suggested that a number of options could be used to address issues and prevent escalation. Please see the below diagram that demonstrates how the DSG could add value to the wider Place Based Approach:



Family Support – SCC are commissioning a family support service which will offer early help to families in need. The support will co-ordinate whole family assessment and delivery and can cost a maximum of £1400 per family intervention. Those children living in worklessness households may also experience issues of poor attendance and low attainment. It is suggested that this support could be further utilised in the higher prevalent areas in the district.

Emotional Health and Well-being – a number of providers are working in the district to provide children and young people with support to improve mental health. £50 would buy one session with a provider for counselling. It is known that more children and young people are dealing with issues affecting emotional well-being and suggest that lower level interventions are most effective when preventing escalating needs and CAMHS interventions.

Early and Earliest Help Activities – through the development of the PBA in Tamworth gaps in provision for children and young people will emerge. To ensure no duplication and to add value to existing provision the DSG can be used to support interventions where needed.

Analysis:

<i>Strengths</i>	<i>Threats</i>	<i>Further considerations</i>
<ul style="list-style-type: none"> • Opportunity to pump prime the market where there might be local gaps • Would add value to the place based local offer as delivery would be focused around core outcomes • Ensures the DSG is spent on children who need it most • Emotional well-being and family support commissioning arrangements are in place with tight and robust performance monitoring therefore providing assurance around quality of provision. • Contribute to the connectivity of resources to ensure services are better aligned and less disjointed. 	<ul style="list-style-type: none"> • There may not be sufficient capacity to meet the demands even through partnership pooling of resources. • Some schools may feel they do not receive benefit • No guarantees – could create a mixed economy of provision especially if some schools do not contribute. 	<ul style="list-style-type: none"> • SCC would prioritise delivery against the most vulnerable • Bespoke interventions for specific clusters/MAT's • Utilise existing district intelligence and relationships with schools • The wider delivery arrangements in the districts • Meeting needs across large, diverse districts • Providers capacity on tier 2 emotional well-being framework • Wider consultation with schools

Summary: We believe this is a real opportunity for schools to shape provision for children and families across a district, it connects resources and will ensure added value whilst supporting the aim of schools so children fulfil their potential and prosper. It is suggested that the Schools Forum consider the above as a suitable option for the DSG allocation. If approved further analysis and agreement would need to be completed in each district with the PBA implementation, this would determine how the district allocation is divided and if any other opportunities would be suitable.

Appendix 1**Dedicated School Grant (DSG) Options Paper**

To provide options as a starting point for a briefing paper for schools forum which could offer suggestions as to how the DGS may be spent from April 2018. The Total DSG budget is £1.448 million, the breakdown by district is outlined below and further information is available per school if required.

Sum of LST funding per FSM (Ever 6)	
District2	Total
Cannock Chase District	199,718
East Staffordshire Borough	229,091
Lichfield District	136,535
Newcastle Borough	234,522
South Staffordshire	144,463
Stafford Borough	167,317
Staffordshire Moorlands	154,677
Tamworth Borough	181,677
Grand Total	1,448,000

Throughout June and July a number of engagements session were conducted with Headteachers. These Headteachers represented 63 primary and middle, 28 secondary and 15 special schools both maintained and academies. 27% of schools were represented and some districts were better attended than others. The presentation used was then sent to all Headteachers present. There was mixed feedback from schools, ranging from understanding the change needed and feeling that schools had a role as part of that to concern over resources and lack of provision to enable the success of place based approach.

The below options have been suggested by the Development Manager, Head of P&D, a District Commissioning Lead (Tamworth) and a TSU Project Manager to F&C SLT.

Option 1			
<i>Schools determine how they spend their allocation of the DSG independently to SCC support or guidance.</i>			
Strengths	Threats	Further considerations	What might this look like in a district?
<ul style="list-style-type: none"> This could be pooled across a district, locality or MAT to ensure maximum benefit 	<ul style="list-style-type: none"> Budget is not used in a way that would directly benefit individual children There is a potential for some schools act as individual organisations and do not invest in holistic support for children 	<ul style="list-style-type: none"> This option completely withdraws SCC from any relationship with schools re DSG Might be perceived as too soon and send schools messages they are not ready to hear Does not give any transition time for schools to get used to new relationship with SCC 	<p>It the DSG is to be allocated to individual schools it would range from £63 - £12,146 for primary and £3,841 - £27,561 for secondary.</p> <p>Alternatively schools may decide to pool their budget across clusters/MAT's within the district however the organising and then spending could be resource intensive.</p>

Option 2			
<i>SCC could act as a broker offering earliest and early help provision through new commissioning arrangements based on needs in the district.</i>			
Strengths	Threats	Further considerations	
<ul style="list-style-type: none"> • Could pump prime the market where there might be local gaps • Would add value to the place based local offer as delivery would be focused around core outcomes • Ensures the DSG is spent on children who need it most • Emotional Well-being and family support commissioning arrangements are in place with tight and robust performance monitoring 	<ul style="list-style-type: none"> • Some similarities with current LST arrangements • Some schools may feel they do not receive benefit • No guarantees – could create a mixed economy of provision 	<ul style="list-style-type: none"> • The adaption of the family support specification within the timescales • The wider delivery arrangements in the districts • Meeting needs across large, diverse districts • Providers capacity on tier 2 emotional well-being framework 	<ul style="list-style-type: none"> • SCC would prioritise delivery against the most vulnerable • Bespoke interventions for specific clusters/MAT's • Utilise existing district intelligence and relationships with schools

Schools Forum – 3 October 2017

School Quality Assurance and Intervention – options for devolving the funding for school improvement

Recommendations

1. That the Schools Forum notes the content of this report.
2. That all members of Schools Forum make a decision as to which of the options should be taken to devolve the schools contribution for school improvement services for the 2018/19 financial year and thereafter.

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

PART A

Why is it coming here – what decision is required?

3. To inform Schools Forum of the historic funding elements for school improvement
4. To provide Schools Forum with options for devolving the funding for school improvement for the 2018/19 financial year and thereafter.

Option 1: All members of Schools Forum agree to devolve the funding for school improvement from Central Expenditure at a reduced level (expected to be @£450k) so that the contribution from Central Expenditure and the school improvement grant (SIG) the local authority receives from the DfE (expected to be @£350k, based on the number of maintained schools as at September 2018) is equivalent to £818k.

The local authority continues to commission Entrust to provide the school improvement to maintained schools based on a school category of concern.

Once a decision to reduce the Central Expenditure element of school funding has been made, this cannot be increased in subsequent years.

Option 2: All members of Schools Forum agree to devolve the funding to all schools. Maintained Schools Forum members agree to de-delegate @£400k for school improvement services. This is based on @£7.56 per pupil using October 2016 census figures.

This funding and the local authority SIG @£350k will provide a total value of @£750k to be used to commission Entrust to provide school improvement support to maintained schools based on a school category of concern.

Through de-delegation, the maintained schools' members vote by phase on any areas proposed for de-delegation. Therefore a different decision for maintained primary schools and secondary schools is possible with this option. The outcome of the vote is binding for all maintained schools within the phase

Once a decision to remove the school improvement element from the Central Expenditure has been made, this cannot be reversed in subsequent years.

Option 3: All members of Schools Forum agree to devolve the funding to all schools. Maintained Schools Forum members do not agree to de-delegate funding for school improvement services.

Maintained schools will be required to commission school improvement support to address their own school improvement priorities or concerns identified. The local authority will seek to use the SIG to commission Entrust to monitor the effectiveness of maintained schools.

Reasons for recommendations

5. At the meeting of the Schools Forum in October 2016, a request was made to provide options for devolving the funding for School Improvement.
6. To advise Schools Forum on the options for devolving the funding for School Improvement.

PART B

Background

7. Staffordshire County Council retains the duty (under the School Standards and Framework Act, 1998) to ensure that all pupils in our area have the opportunity to attend schools that are good or better. The county council has powers to intervene where we have concerns about standards in maintained schools (and liaise with the regional schools commissioner (RSC) where we have concerns about an academy school).
8. The powers of intervention are set out in Section 60 of the Education and Inspections Act 2006 and referred to in the document 'Schools causing concern – Statutory guidance for local authorities', published by the Department for Education, which can be found at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/640916/SCC_guidance.pdf
9. The Staffordshire school categorisation process reported at the meeting of the Schools Forum 4 October 2016 sets out how, working together with all mainstream schools, we aim to identify, support and challenge schools about which we have concerns. This is included in appendix A and appendix B.
10. The support and challenge for category 2 (some concern) and category 3 (high concern) includes school reviews and access to bespoke support provided by Entrust. Local authority commissioning managers undertake quality assurance activity to evaluate the impact on outcomes for learners and where necessary escalate or deescalate levels of concern and associated intervention.
11. Staffordshire's schools continue to improve, this is reflected in the positive direction of travel in terms of the percentage of schools judged as good or outstanding. At the end of August 2017 89% of schools were judged to be good or outstanding, this is an

increase of 3 percentage points since August 2016 and 10 percentage points since August 2014.

12. There have also been a number of significant changes to the educational system in recent years. These include the expansion of the academies and free schools programme; the creation of university technical colleges and studio schools; the development of school to school support, including Teaching Schools, National, Local and Specialist Leaders of Education and National Leaders of Governance.
13. These changes are developing an increasingly autonomous and diverse school system and a changed role for the Local Authority. This reflects the county council's education policy. To respond to the changes and to reflect school autonomy, the local authority created the joint venture company (JVCo) Entrust with Capita to provide a range of services to schools including school improvement.
14. The county council has entered into a service delivery agreement with Entrust as the provider of school improvement activity commissioned by the local authority.
15. The removal of the Education Services Grant (ESG) has reduced the funding available to the county council to directly commission improvement support for schools. To reflect this reduction in funding and any impact on the levy to schools through the retained and general duties, the county council reduced the central costs of the school improvement team by £405k from 2017/2018.
16. The county council has also reviewed the support services it commissions from Entrust and has re-negotiated the amount of and cost for these services in line with changing demand and to ensure the contract provides value for money. In 2017/ 2018 the reduction for school intervention and support is from £1.192m to £0.865m an overall reduction of £327k.
17. Therefore the overall reduction to the funding for school improvement services in 2017/ 2018 was £0.732m. This was previously funded from the Education Services Grant. This has not been levied to schools through the retained and general duties in 2017/2018.
18. From 2017/ 2018 there are three funding streams the county council is using to provide school improvement services. The first funding stream is provided through the retained duties, this funds the county council to undertake the strategic school quality assurance and planning for the education service as a whole. The second funding stream is the central expenditure budget which funds the school intervention and support commissioned by the county council and delivered through Entrust. The third funding stream is the new School Improvement Grant (SIG) provided to each local authority by the DfE to continue to monitor and broker school improvement provision for maintained schools.
19. Schools Forum has historically approved a central expenditure of £818,280 to fund school improvement activity now delivered by Entrust. This is equivalent to approximately £7.56 per pupil. This is equivalent to @£1,500 for a one form entry primary school at full capacity and @£5,600 for a 5 form entry secondary school at full capacity. The county council has been requested to provide options for devolving this funding for school improvement. These options are included in Part A above.

20. Option 1: Should all members of the Schools Forum agree this option, there should be no direct impact on the current levels of support and intervention schools currently receive. The local authority will continue to use the funding to commission from Entrust the support and challenge for the different categories of maintained schools, including school reviews and access to bespoke support. The local authority's Commissioning Managers will continue to undertake quality assurance activity to evaluate the impact on outcomes for learners and where necessary escalate or deescalate levels of concern and associated intervention.
21. Option 2 will result in a reduced value of funding from @£818k to @£750k. Maintained Schools Forum members would need to approve the value of the de-delegated amount. Through de-delegation, the maintained schools' members vote by phase. Therefore primary schools and secondary schools are able to take different decisions. However the outcome of a vote is binding for all maintained schools within the phase.
22. With option 2 the specific reduction of the level of support would need to be negotiated with Entrust to reflect the reduced value. The local authority will continue to use this funding to commission from Entrust the support and challenge for the different category of maintained schools as in option 1 but at a reduced level.
23. If the decision of the Schools Forum is option 3, then the funding will be devolved to schools via the current agreed formulae. Schools would then be required to commission their own support to address areas for improvement or aspects of concern. The local authority would have no funding to commission school improvement support on behalf of schools.
24. With option 3 the county council would seek to commission Entrust to undertake monitoring visits to evaluate the effectiveness of maintained schools. The outcome of the visits would be used, where necessary, to escalate or deescalate levels of concern and associated interventions available to the county council. This would be funded using the SIG available to the local authority.
25. Once a decision to reduce or remove the funding from within the Central Expenditure is taken, the funding regulations stipulate that this cannot be increased in subsequent years.

Report author:

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

Ext. No.: 01785 277963

Room No.: Number 1, Staffordshire Place

List of background papers:

Appendix A – School quality assurance and intervention – school categorisation
Report of the Deputy Chief Executive and Director for Families and Communities, Schools Forum 4th October 2016

Appendix B - School categorisation process 2017/2018

Schools Forum – 4 October 2016

School quality assurance and intervention – school categorisation

Recommendations

1. That the Schools Forum notes the content of this report.

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

PART A

Why is it coming here – what decision is required?

2. To inform Schools Forum of the process for school categorisation and to note the contents of the report.

Reasons for recommendations

3. Following the meeting of the forum in July, a request was made to inform Schools Forum of the revised process for school categorisation in regard to the approach set out within the report.

PART B

Background

4. Staffordshire County Council is committed to improving educational outcomes for all pupils in Staffordshire. At present, we retain the duty (under the School Standards and Framework Act, 1998) to ensure that all pupils in our area have the opportunity to attend schools that are good or better, and the local authority has powers to intervene where we have concerns about standards in maintained schools (and liaise with the regional schools commissioner (RSC) where we have concerns about an academy school).
5. Staffordshire's schools continue to improve, this is reflected in the positive direction of travel in terms of the percentage of schools judged as good or outstanding. At the end of August 2016 86% of schools were judged to be good or outstanding, this is an increase of 5 percentage points since September 2015 and 21 percentage points since September 2012.
6. The proportion of Staffordshire schools that have become academies, therefore no longer accountable to the local authority for performance and standards, is increasing. As at 1 August 2016, 29% of schools were academies compared with 27% nationally. In Staffordshire this has increased to 31% of schools in September 2016.
7. In communication with schools in May 2016, the local authority set out the future policy direction for the organisation. This includes the movement away from the direct involvement in the governance and accountability of schools. There is a commitment to maintaining an appropriate infrastructure for remaining local authority maintained schools, however the local authority is fully supportive of proposals for all schools to become academies.

8. Following changes to the service, the local authority is developing strategies with the joint venture company Entrust to utilise available funding within the current service delivery agreement (SDA) to continue to support, challenge and intervene in schools through our categorisation process.
9. The categorisation process sets out how, working together with all mainstream schools, we aim to identify, support and challenge schools about which we have concerns.
10. In order to maintain the integrity of the categorisation we will maintain current school categories until the unvalidated RAISEonline reports containing the 2016 KS2 and KS4 results have been released due to the changes to end of key stage assessments and associated national comparisons..
11. The details of the support and challenge for the different categories are being confirmed with Entrust and will include school reviews, access to bespoke support. Local authority commissioning managers will undertake quality assurance activity to evaluate the impact on outcomes for learners and where necessary escalate or deescalate levels of concern and associated intervention.
12. The categorisation process was communicated with all mainstream schools in July 2016 and a copy of this is contained in appendix 1

Report author:

Author's Name: Tim Moss
Ext. No.: 01785 277963

Staffordshire local authority categorisation 2017-18

In 2017-18 the local authority will continue to undertake the school categorisation process. The information below provides the rationale and process along with the support that will be provided for a maintained school.

1 Rationale

- 1.1 Staffordshire County Council (the LA) is committed to improving educational outcomes for all pupils here. At present, we retain the duty (under the School Standards and Framework Act, 1998) to ensure that all pupils in our area have the opportunity to attend schools that are good or better, and the LA has powers to intervene where we have concerns about standards in maintained schools (and liaise with the regional schools commissioner (RSC) where we have concerns about an academy school). This categorisation process sets out how, working together with all mainstream schools, we aim to identify, support and challenge schools about which we have concerns.
- 1.2 A key strand of the quality assurance process is the categorisation of schools. The latest DfE *schools causing concern* guidance which is available using the following link, https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/510080/schools-causing-concern-guidance.pdf, includes intervention powers in respect of 'coasting schools' giving powers to RSCs, and requires the LA to consider its process and criteria for categorisation.
- 1.3 At the same time, we recognise that decisions cannot reliably be made until national comparisons are available. So we will maintain current school categories until the unvalidated Analyse School Performance (ASP) (this is the replacement service for RAISEonline) containing the 2017 ks2 and ks4 results have been released. It is expected that schools will receive a letter indicating the 2017-18 category towards the end of the 2017 autumn term.
- 1.5 As in 2016-17, during the interim period between the start of the new school year and the release of ASP reports, a CMI will make contact with schools where there have been significant changes in performance, as identified in provisional data (which is available to the local authority prior to the publication of the unvalidated ASP reports).

2 Categorisation process 2017-18

2.1 The process will result in every school being placed in one of three categories:

- Category 1 - No concern;
- Category 2 – Some concern;
- Category 3 - High concern.

2.2 In making decisions about categorisation of a school, the LA will consider the performance indicators available.

Indicators may include the following, but are not a checklist.

Category 1 - No concern:

- published achievement information over time is at least in line with national averages;
- the educational performance data of pupils with particular characteristics is at least in line with national averages;
- proven leadership capacity, including of governors, demonstrated by sustained high standards or a trajectory of rapid improvement;
- other data about the school such as changes in pupil cohort size, attendance and mobility of pupils provide no concern; and / or
- effective safeguarding procedures in place.

Category 2 – Some concern:

- published achievement information over time is not consistently in line with or above the national average;
- meets the DfE criteria for a coasting school (This will be based on unvalidated data in the first instance but will be confirmed when validated data is published early in 2018);
- the education performance data of pupils with particular characteristics is inconsistent or below national averages;
- no proven leadership capacity, including that of governors, demonstrated by inconsistent outcomes; and
- other data about the school such as changes in pupil cohort size, attendance and mobility of pupils causes concern; and / or
- concerns about safeguarding procedures.

Category 3 - High concern:

- outcomes are below the floor standard (this will be based on unvalidated data in the first instance but will be confirmed when validated data is published early in 2017);
- meets the DfE criteria for a coasting school (this will be based on unvalidated data in the first instance but will be confirmed when validated data is published early in 2017);
- published achievement information over time is significantly below national average in one or more key aspects;
- education performance data of pupils with particular characteristics is below national average;
- lack of leadership capacity, including of governors, has resulted in decline in standards or a lack of improvement;
- other data about the school such as changes in pupil cohort size, attendance and mobility of pupils causes significant concern; and / or
- concerns about safeguarding procedures.

- 2.3 Categorisation will be reviewed on at least an annual basis, but the LA may review and amend a school's category at any point within the year, should additional information warrant this. The proposed actions for schools in each category are set out in annex 1.

3 Assessment of school safeguarding policies and procedures

- 3.1 The following intelligence will be used to assess the resilience of each school's policies and procedures:
- the self-evaluation audit (see <https://education.staffordshire.gov.uk/Pupil-Support/Families-First-in-School/Education-safeguarding-support/175157-Audit.aspx> for information and advice about the survey and links to safeguarding advice and guidance documents) – we will use the most recent return, which should have been submitted to the LA in June 2017;
 - the outcome of any investigation(s) following complaints to Ofsted about safeguarding issues at a school; and
 - any concerns raised by Staffordshire CC officers – for example, social workers, education welfare officers and CMIs (which will be fully disclosed and discussed with the school's head teacher and safeguarding lead).

4 Support for maintained schools

- 4.1 Where a maintained school receives notification of a section 5 or section 8 inspection, the school should contact the school improvement administration on 01785 276208 or school.improvement@staffordshire.gov.uk who will arrange for a member of the team to contact the Headteacher to make arrangements for the local authority discussion with the lead inspector.
- 4.2 **Category 1 schools** will not routinely be visited, however a sample of schools will be randomly selected to quality assure the 2017-18 local authority categorisation process.
- 4.3 **Category 2 schools** will typically receive two review visits from Entrust, the focus of which will be to evaluate the impact of leadership on improving the quality of teaching and learning and therefore pupil outcomes. Review visits will include discussion with senior leaders and paired monitoring activities with leaders to validate their judgements and evaluate the progress that is being made against the key priorities for the school. Each school will also be entitled to commissioned support tailored to their needs with regard to the development of leadership in improving quality of teaching and pupil outcomes.
- 4.3 **Category 3 schools** will typically receive review visits each half-term from Entrust, the focus of which will be to evaluate the impact of leadership on improving the quality of teaching and learning and therefore pupil outcomes. Each school will also be entitled to commissioned support tailored to their needs with regard to the development of leadership in improving quality of teaching and pupil outcome.

Schools Forum – 3rd October 2017

School Budget 2018-19: De-delegation, Central Expenditure & Education Functions

Recommendation

1. Maintained schools members vote on each de-delegated budget heading on behalf of the schools they represent.
2. That the Schools Forum approve the indicative central expenditure budget amounts set out below.
3. That the Schools Forum approve the amount included in the Central Schools block to fund services previously funded by the ESG retained duties rate be retained centrally for this purpose.
4. That the Schools Forum members from maintained schools only, approve a levy per pupil in 2018-19 to fund statutory duties performed by the Local Authority and previously funded by the ESG general duties rate.
5. A decision in principle on these four issues is agreed for 2019-20 in order to assist with budget and service planning.

Report of the Director of Finance and Resources

PART A

Why is it coming here – what decision is required?

6. The Schools Forum has oversight of the Schools Budget and is required by the Finance Regulations to annually approve:
 - Central Expenditure budgets
 - The amount of funding to be retained centrally to fund services previously funded by the ESG retained duties.
7. Maintained school members only are required annually to:
 - Vote on each de-delegated budget heading by phase
 - Approve a levy per pupil to fund duties performed by the Local Authority and previously funded by the ESG general duties rate.
8. If the Local Authority and Schools Forum are unable to reach consensus on the amount to be retained by the Local Authority for services previously

funded by the ESG general duties rate, the matter will need to be referred to the Secretary of State.

PART B

Background

9. For 2018-19 DSG allocations to Local Authorities will be made using the new National Funding Formula. DSG allocations will not be known until December, and Local Authorities need to submit school budgets to the EFA by 19 January. This timescale means decisions on the budget areas in this report need to be made at this time to enable schools and services time to plan for their budgets and responsibilities for 2018-19.

De-delegation

10. Under the national funding arrangements the government wants schools to have the opportunity to have as much funding and responsibility delegated to them as possible. Each year the Schools Forum representatives for maintained primary and secondary schools are required to vote on behalf of the schools they represent to determine whether or not a range of costs currently met centrally will transfer to maintained schools for them to manage themselves. The budget for these costs would also transfer to schools on a formula basis.
11. The maintained schools' members vote by phase on any areas proposed for de-delegation by the local authority and the outcome of that vote is binding for all maintained schools within the phase.
12. Academies are not part of these arrangements since these responsibilities and the funding for them are automatically delegated to academies through the EFA use of the local funding formula.
13. The budgets de-delegated last year following the equivalent vote are set out in the table below. The values are 2017-18 budget levels for all primary and secondary schools (i.e. including academies) to provide the context of values involved. Actual figures for 2018-19 are not yet known and will be finalised over the next few months as the settlement and school census become available. Supplementary information on the impact of delegation of each area is included in Appendix 1. The authority proposes that these areas are subject to the de-delegated vote for 2018-19.

Areas proposed for de-delegation for 2018-19

Budget Area	Primary	Secondary (including middle)
	£m	£m
Insurances (mainly premises related)	1.834	2.479
Staff costs (Maternity Pay)	1.189	1.010
Staff costs (Union Duties)	0.142	0.060
School Specific Contingency	0.390	0.185
Support for ethnic minority pupils or under-achieving groups	0.877	0.319
Licences and Subscriptions	0.505	0.205
Behaviour Support Services	0.529	Delegated
FSM eligibility	0.028	0.016

14. The possibility of de-delegating School Improvement Funding is included in the previous report and summarised at paragraph 18 below.

Do maintained Forum members agree for these budget areas to be de-delegated for 2018-19?

Central Expenditure

15. There are some areas of central expenditure which need to be considered by the Schools Forum and the draft Finance Regulations set out the requirements for approvals/consultation. It should be noted that final regulations have not yet been issued, so in the event that final regulations are different, the content of this report may need to change as a result.

Part 1- Central Services

16. There are a number of headings within this part of the regulations to which the following rules apply:
- The level of expenditure cannot be increased above 2017-18 levels
 - The expenditure against these budgets must be as a result of arrangements that already existed before 1 April 2013 – Historical commitment
 - The Schools Forum must approve the amount of the budget set for each heading

17. The headings under which Staffordshire currently retains funding to spend centrally are set out in the table below, together with indicative 2018-19 budget levels.

	2017-18	2018-19 indicative £
Admissions & appeals	786,050	786,050
Maintenance and servicing of Schools Forum	11,780	11,780
Prudential borrowing	924,130	924,130
Combined Services		
Families First - Targeted Services (LST)	1,448,000	1,448,000
Entrust - – Contribution to School Improvement Division Service Delivery Agreement.	818,250	discussed separately
SEN transport	250,140	250,140
	4,238,350	3,420,100

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

18. The options for funding school improvement have been discussed in the previous agenda item. The options are:

Option 1 – Reduce central expenditure for Schools Improvement to circa £400,000

Option 2- Devolve School Improvement funding and maintained schools de-delegate this budget to the Authority at approx. £7.56 per pupil

Option 3 - Devolve School Improvement funding and associated responsibilities to schools

19. The decision taken by Forum members will affect the amount of funding retained under central expenditure and the amount of funding de-delegated presented in the tables above.

Does the Schools Forum approve Option 1, 2 or 3 from the list above?

Part 2 – Central Schools Expenditure

20. Staffordshire does not retain significant amounts of funding under these headings, to which the following rules apply:

- a. The Schools Forum must approve the amounts of funding to be retained centrally

- b. For the pupil growth fund and infant class size funding any underspend from the previous year must be added to the ISB
- c. For the pupil growth fund, falling roll fund and new school fund the Schools Forum must approve the criteria used and be consulted before expenditure is incurred

	2017-18 £	2018-19 indicative £
Infant Class Size	95,000	95,000
Significant Pupil Growth / New school funding	500,000	500,000
Falling rolls fund	n/a	n/a
	595,000	595,000

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

Part 3 – Central Early Years Expenditure

- 21. The requirement here is for the Schools Forum to approve the central expenditure. **This is not the expenditure provided to settings for their running costs in providing the free entitlement for two, three and four year olds but is in respect of support services for providers of early years education.**
- 22. The 2017-18 central early years expenditure was limited to 7% following the introduction of the Early Years Funding Formula. The requirement is for central overheads to be limited to 5% of the Early Years Block Funding in 2018-19. The 5% is anticipated to be £2,055,964, a reduction of c. £500k, or 20% from 2017/18's central allocation.

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

Education Functions

- 23. Central Services to education are funded by a combination of council tax and DSG. The Teachers Pensions Added Years has been funded through Council Tax. This is an annual liability of c.£7.1m. The County Council will continue to fund this in 2018-19.
- 24. The functions provided to all schools and previously funded by the retained duties ESG rate are listed in the table in Appendix 2, along with an estimate of the total funding to be added into the central schools block for retained duties.

Do Schools Forum members approve the allocation in the central schools block for retained duties be used to fund these services?

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

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

27. Three options are presented for non statutory education welfare. These have been discussed in a previous agenda item.

Do maintained Schools Forum members agree to option 1, 2, 3 or 4?

Report author:

Author's Name: Will Wilkes
Ext. No.: 01785 278157
Room No.: Staffordshire Place 2, Floor 2

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

Maintained Primary and Secondary Schools Only

Background

1. The arrangements set out in this note apply to **maintained primary and secondary schools only**.
2. Under the national funding arrangements the government want schools to have the opportunity to have as much funding and responsibility delegated to them as possible. Each year Schools Forum representative is required to vote to determine whether or not a range of costs currently met centrally will transfer to schools for you to manage yourselves. The budget for these costs would also transfer to schools on a formula basis.
3. The vote is taken by maintained schools representatives only, as academies automatically have the funding and responsibilities for these areas. The vote is binding by phase – so for example if primary school representatives voted for the budget for one of the headings to be delegated then it must be delegated for all primary schools.
4. This note sets out some further information on the affected areas. Budget values are indicative and represent the total for primary and secondary schools, including academies at 2017-18 levels.

Insurance (£4.313m)

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

longer periods would mean that for most schools a full tender procedure would have to be carried out in order to be compliant with schools procurement regulations. The County Council's current policy runs until the end of April 2018, and therefore, if schools opt for delegation they would need to commence a procurement exercise in good time to ensure that cover was in place by 1st May 2018.

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

Maternity pay (£2.199m)

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

Union duties (£0.202m)

17. Following the report to Schools Forum in October 2015, from 2017/18 80% of the fund will cover the following five professional teaching associations:
 - a. Association of School and College Leaders (ASCL)
 - b. Association of Teachers and Lecturers (ATL)
 - c. National Association of Head teachers (NAHT)
 - d. National Union of Teachers (NUT)
 - e. National Association of Schoolmasters Union of Women Teachers (NASUWT)
 - f. ??

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

18. The budget provides funding to enable association representatives to work with the Local Authority on developing policy and related matters. It also provides for

Association representatives to support individual colleagues in disputes or other employee related matters.

School Specific Contingencies (£0.575m)

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

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

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

Licences and Subscriptions (£0.710m)

25. A number of licences are currently funded centrally on behalf of schools. These include:
 - a. Consortium of Local Education Authorities for the Provision of Science Equipment (CLEAPSS) Subscription
 - b. SAP licences
 - c. SIMS annual maintenance charge

26. The County Council currently benefits from bulk-purchasing and real costs for individual schools are likely to be higher because of the additional administrative burden placed on both the licensing agency and schools.
27. Schools could incur penalties directly if they failed to renew their licences.

Behaviour Support Services (BSS) (Primary phase schools only, £0.507m, already delegated for secondary schools including middles)

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

Assessment of eligibility for Free School Meals (£0.044m)

33. Under delegation schools would either have to carry out all free school meals entitlement checking tasks themselves at a greater administrative burden, or buy into a Service Level Agreement with the Staffordshire Free School Meals Entitlement Checking Service.
34. Schools who do not buy into the SLA no longer have access for their parents to make applications through our online process which gives an instant yes or no response. Schools would need to confirm initial and ongoing entitlement either by checking paper proof or by buying into an external service, and manage all contact with parents to resolve any issues. For schools who buy into the service all such queries and contact are handling by the FSM Entitlement Checking Service, and schools have access to reports regarding live claims, claims added or claims ended at a time to suit them, via a web based reporting system.
35. We have recently introduced a new report which identifies which pupils due to start in Reception year have received early years pupil premium. Schools can then target those pupils to encourage parents to sign up for income assessed free school meals

(as they are likely to meet the entitlement criteria) and so help to raise pupil premium rates. We are also developing our online application system to automatically recheck for a period of time those returned as 'not entitled' to see if they become entitled, to help increase the free school meal claim numbers and so the pupil premium rates. This additional function should be available by the spring term of 2018.

ESG Duties

Appendix 2

Responsibilities Local Authorities hold for all schools

	2017/18 Amount (£)	2018/19 Amount (£)
Statutory & Regulatory Duties		
Director of Children's Services and personal staff for Director (Sch 1, 20a)	99,470	99,470
Planning for the education service as a whole (Sch 1, 20b)	318,077	318,077
Revenue budget preparation , preparation o information on income & expenditure relating to education, and external audit relating to education (sch1, 20d)		
Administration of grants (sch 1, 20e)	420,018	420,018
Authorisation and monitoring of expenditure not met from schools' budget shares (sch1, 20fi)		
Formulation and review of local authority schools funding formula (sch 1, 20g)		
Internal Audit and other tasks related to the authority's chief finance officer's responsibilities under section 151 of LGA 1972 except duties specifically related to maintained schools (Sch1, 2i)	50,000	50,000
Standing Advisory Committees for Religious Education (SACREs) (Sch 1, 24)	9,000	9,000
Total Statutory & Regulatory Duties	896,564	896,564

Education Welfare		
Statutory Education Welfare activities	486,500	486,500
Total Education Welfare	486,500	486,500

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

Overheads

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

Total Retained Duties	1,775,085	1,775,085
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Total amount included within Central Schools Block for ESG retained duties	1,768,917	1,768,917
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Responsibilities Local Authorities hold for Maintained Schools

	2018/19 Amount (£)	Amount per pupil based on Oct 16 Census (£)
Regulatory Duties		
Functions related to local government pensions and administration of teacher's pensions in relation to staff working at maintained schools under the direct management of the head teacher or governing body (Sch 1, 20m) Transaction costs of administering compensation benefits	45,000	0.90
Compliance with duties under Health & Safety at Work Act (Sch 1, 20s)	35,880	0.72
Establish and maintaining computer systems including data storage (Sch1, 22)	200,000	3.99
Appointment of governors (Sch1, 26)	50,000	1.00
Total Regulatory	330,880	6.61

Asset Management		
Management of the LA's capital programme including preparation and review of an asset management plan, and negotiation and management of private finance transactions (Sch1, 10a)	146,896	2.93

Monitoring national curriculum assessment		
Statutory Monitoring of national curriculum assessments (Sch 1, 23)	196,144	3.92

Asset Management		
Statutory landlord duties for all maintained schools (Sch 1, 10a (section 542 (2) Education Act 1996; School Premises Regulations 2012) including compliance testing for water, gas, electricity and asbestos. This budget was previously held centrally but was delegated to schools at December 2016 Schools Forum	1,307,989	26.12

Premature retirement and redundancy		
Dismissal or premature retirement when costs cannot be charged to maintained schools (Sch1, 25) This budget was previously held centrally to meet 30% of redundancy costs but was delegated to schools at the December 2016 Schools Forum	670,000	13.38

Total General Duties excluding education welfare	2,651,909	52.95
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Education Welfare - non-statutory		
Option 1	890,000	17.77
Option 2	695,000	13.88
Option 3	200,000	3.99

Schools Forum – 3 October 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 4.10.2 - Redundancy loans are currently automatically given. Future requests will be evaluated against a specified criteria.

PART B

Background:

4. The SSFS sets out the financial relationship between the authority and each of the maintained schools in Staffordshire. The scheme was last updated in July 2017 and a copy of the current version is available on the Staffordshire Learning Net (SLN) to be viewed by any interested party.
5. Section 4.10.2 The scheme needs to be updated to reflect the financial risk associated with maintained schools being forced to convert as a sponsored academy and to set a minimum amount for consideration for values that could be repaid from school budget in one lump sum.
6. 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 September 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 4: THE TREATMENT OF SURPLUS AND DEFICIT BALANCES ARISING IN RELATION TO BUDGET SHARES

4.10.2 - Borrowing for the purpose of funding premature retirement and redundancy costs

The authority offers a facility for schools which require a loan to fund premature retirement and redundancy costs attributable to the school subject to the following criteria:

- The school is not in an Ofsted category of concern (special measures / serious weaknesses);
- The school is not eligible for intervention;
- The school is not subject to an academy order through sponsorship
- The required loan is not less than £5,000;

Where the loan request **does not** meet any of the criteria above, the loan will be at the discretion of the Deputy Chief Executive and Director for Families and Communities.

Loans that do meet the above criteria are offered on the following basis:

1. The maximum period over which schools can repay any loan is 5 years.
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.

Annex A Applicable Schools

Updated to those schools of maintained status as at 30th September 2017.

ANNEX A*APPLICABLE SCHOOLS*

4500	Abbot Beyne School, Burton
3100	All Saints CE(C) Primary School, Rangemore
3443	All Saints' CE(VA) First School, Leek
3427	All Saints CE(VA) Primary School, Bednall
3075	All Saints CE(VC) First School, Church Leigh
3048	All Saints CE(VC) First School, Denstone
3110	All Saints CE(VC) First School, Standon
3152	All Saints CE(VC) Infant School, Ranton
3025	All Saints CE(VC) Primary School, Alrewas
3118	All Saints CE(VC) Primary School, Trysull
2370	Amington Heath Primary School and Nursery, Tamworth
3488	Anson CE(VA) Primary School, Great Haywood
2322	Ashcroft Infant and Nursery School, Tamworth
3137	Baldwin's Gate CE(VC) Primary School, Newcastle
3027	Barlaston CE(VC) First School
3442	Beresford Memorial CE(VA) First School, Leek
3028	Berkswich CE(VC) Primary School, Stafford
3029	Betley CE(VC) Primary School, nr Newcastle
2306	Bhylls Acre Primary School, nr Wolverhampton
4517	Bilbrook CE(VC) Middle School, Codsall
2195	Birches First School, Codsall
2359	Birds Bush Community Primary School, Tamworth
3431	Bishop Rawle CE(VA) Primary School, Cheadle
3134	Blackshaw Moor CE(VC) First School, Leek
2396	Blakeley Heath Primary School, Wombourne
4710	Blessed Robert Sutton Catholic Sports College, BoT
4067	Blythe Bridge High School and Sixth Form
4516	Brewood CE(VC) Middle School
1105	Bridge Short Stay School, Lichfield
2177	Bridgtown Primary School, Cannock
2223	Brindley Heath Junior School, Kinver
2406	Burton Manor Primary School, Stafford
1111	Burton Short Stay School
1106	C.E.D.A.R.S.
5403	Cardinal Griffin Catholic High School
2407	Castlechurch Primary School, Stafford
3040	Chadsmoor CE(VC) Junior School
2178	Chadsmoor Community Infant and Nursery School
2355	Chancel Primary School
2388	Charnwood Primary School, Lichfield

2411	Chase Terrace Primary School
3494	Chase View Community Primary School
1110	Chaselea Short Stay School
7000	Chasetown Community School
2191	Cheadle Primary School
2393	Cheslyn Hay Community Primary School
4140	Cheslyn Hay Sport and Community High School
3076	Christ Church CE(VC) Primary School, Lichfield
2123	Christ Church Primary School
3433	Church Eaton Endowed (VA) Primary School
4012	The Kings C of E Kidsgove
4075	Codsall Community High School - A Specialist Maths and Computing College
2399	Cooper Perry Primary School
5202	Corbett (VA) CE Primary School, Bobbington
2297	Coton Green Primary School
2331	Dosthill Primary
2218	Dove Bank Primary School
2266	Dove First School
2404	Doxey Primary School
2138	Edge Hill Junior School
2321	Endon Hall Primary School, Endon
4077	Endon High School
3141	Etching Hill CE(VC) Primary School, Rugeley
2180	Five Ways Primary School
2409	Flash Ley Primary School, Stafford
2332	Florendine Primary School
2224	Foley Infant School
3000	Forsbrook CE(VC) Primary School, Blythe Bridge
2250	Friarswood Primary School
2413	Fulfen Primary School, Burntwood
2208	Fulford Primary School
2342	Glenthorne Community Primary School
2386	Gorsemoor Primary School
2124	Grange Community School
2305	Great Wood Primary School, Tean
4079	Great Wyrley Performing Arts High School
2240	Green Lea First School
7750	Greenhall Nursery
2276	Greysbrooke Primary School
2346	Hanbury's Farm Primary School
2251	Hassell Community Primary School
2327	Hayes Meadow Primary School
2179	Hazel Slade Community Primary School
2335	Heathfields Infants School
1022	Hednesford Nursery School
7023	Hednesford Valley High School
2238	Henry Chadwick Community School
2415	Highfields Primary School

3139	Hob Hill CE/Meth(VC) Primary School
1107	Hollies School
2416	Holly Grove Primary School
3422	Holy Rosary Catholic Primary School, Burton-on-Trent
3144	Holy Trinity CE(C) Primary School
7003	Horton Lodge Community Special School and Key Learning Centre
3067	Horton, St. Michael's CE(VC) First School
3026	Hugo Meynell CE(VC) Primary School
3432	Hutchinson Memorial CE(A) First School
3438	Ilam CE(VA) Primary School
4144	James Bateman Junior High School
2369	Jerome Community Primary School
2422	John of Rolleston Primary School
1109	Kettlebrook Short Stay School
4181	King Edward VI High School - A Language College, Stafford
4087	King Edward VI School, Lichfield
2161	Kingsfield First School, Biddulph
2163	Knypersley First School, Biddulph
2361	Lakeside Community Primary School
2394	Landywood Primary School
2368	Lane Green First School
3499	Langdale Primary School
2228	Leek First School
2277	Little Aston Primary School
2189	Longford Primary School
2239	Longwood Primary School
2294	Manor Hill First School, Stone
2198	Manor Primary School
2323	Marshbrook First School
7037	Marshlands Special School
3051	Mary Howard CE(VC) Primary School, Edingale
2256	May Bank Infants School
2203	Millfield Primary School, Fazeley
2395	Moat Hall Primary
2164	Moor First School, Biddulph Moor
2424	Moorhill Community Primary School
4072	Moorside High School
3486	Needwood CE(VA) Primary School
4089	Nether Stowe School, A Specialist Mathematics and Computing College

4066	Norton Canes High School
2348	Oakhill Primary School
1028	Oaklands Nursery & Children's Centre
2293	Oakridge Primary School, Stafford
4145	Oldfields Hall Middle School
3476	Our Lady & St. Werburgh's Catholic Primary School
3501	Outwoods Primary School
2325	Oxhey First School, Biddulph
4055	Paget High School

4051	Paulet High School
4128	Penkridge Middle School
2372	Perton First School
4170	Perton Middle School
2345	Pirehill First School
2362	Princefield First School
7041	Queen's Croft High School
2157	Ravensmead Primary School
3493	Redbrook Hayes Community Primary School
2185	Redhill Community Primary
2219	Reginald Mitchell Primary School, Butt Lane
3119	Richard Wakefield CE(VC) Primary School
2418	Ridgeway Primary School
3500	River View Primary and Nursery School
7036	Rocklands School
3103	Rushton CE(VC) Primary School, Rushton Spencer
4511	Ryecroft CE(C) Middle School
2167	Rykneld Primary School
2234	Scotch Orchard Primary School, Lichfield
7032	Sherbrook Primary School
2126	Shobnall Primary School
3136	Sir John Offley CE(VC) Primary School, Madeley
4060	Sir Thomas Boughey High School
2344	Springcroft Primary School, Blythe Bridge
2315	Springfields First School, Yarnfield
2226	Springhead Community Primary School
2166	Squirrel Hayes First School, Biddulph
3484	SS Peter & Paul Catholic Primary School
3043	St Andrews, Tamworth
3035	St. Anne's CE(VC) Primary School, Brown Edge
3049	St. Augustine's CE(C) First School
3082	St. Bartholomew's CE(VC) Primary School, Longnor
3481	St. Bernadette's Catholic Primary School, Wombourne
3098	St. Chad's CE(VC) First School, Pattingham

3080	St. Chad's CE(VC) Primary School, Lichfield
3091	St. Chad's CE(VC) Primary School, Newcastle
3483	St. Christopher's Catholic Primary School
3478	St. Elizabeth's Catholic Primary School
3482	St. Gabriel's Catholic Primary School
3030	St. John's CE(VC) First School, Bishops Wood
3128	St. John's CE(VC) Primary School
3069	St. John's CE(VC) Primary School, Keele
3116	St. John's CE(VC) Primary School, Swindon
3458	St. Joseph & St. Theresa Catholic Primary School
3461	St. Joseph's Catholic Primary School, Hednesford
3464	St. Joseph's Catholic Primary School, Lichfield
3467	St. Joseph's Catholic Primary School, Rugeley
3490	St. Leonard's CE(VA) First School, Ipstones
3450	St. Leonard's CE(VA) Primary School, Wigginton

3050	St. Leonard's CE(VC) First School, Dunston
2403	St. Leonard's Primary School, Stafford
3492	St. Luke's CE(C) Primary School, Cannock
3093	St. Luke's CE(VC) Primary School
3053	St. Luke's CE(VC) Primary School, Endon
3094	St. Margaret's CE(VC) Junior School
3034	St. Mary and St. Chad's CE(VC) First School, Brewood
3456	St. Mary's Catholic Primary School, Cannock
3449	St. Mary's CE(VA) First School, Uttoxeter
3446	St. Mary's CE(VA) Primary School, Mucklestone
3130	St. Mary's CE(VC) First School, Wheaton Aston
3447	St. Michael's CE(VA) First School, Penkridge
3112	St. Michael's CE(VC) First School, Stone
3079	St. Michael's CE(VC) Primary School, Lichfield
3420	St. Modwen's Catholic Primary School
3046	St. Paul's CE(VC) First School, Coven
3149	St. Paul's CE(VC) Primary School, Stafford
3426	St. Peter's CE(A) First School, Alton
3063	St. Peter's CE(C) Primary School
3430	St. Peter's CE(VA) Primary School, Caverswall
3084	St. Peter's CE(VC) First School, Marchington
2207	St. Stephen's Primary School, Fradley
3489	St. Thomas' CE(VA) Primary School, Kidsgrove
3485	St. Thomas More Catholic Primary School
3466	St. Wulstan's Catholic Primary School
5402	Stafford Manor High School
2374	Stoneydelph Primary School, Tamworth
2222	Talbot First School Kingstone

2153	The Croft Primary School, Armitage
7015	The Fountains High School
7016	The Fountains Primary School
4126	The Friary School, Lichfield
3086	The Henry Prince CE(C) First School
2360	The John Bamford Primary School
2236	The Meadows Primary School, Madeley Heath
2150	The Richard Clarke First School
2000	The Richard Heathcote Community Primary School
3497	The William Amory Primary School
2216	Thomas Barnes County Primary School
2326	Thomas Russell Junior School
2400	Tillington Manor Primary School, Stafford
3117	Tittensor CE(VC) First School
2140	Tower View Primary School
2333	Two Gates Community Primary School
7030	Two Rivers High School
7042	Two Rivers Primary School
2132	Victoria Community School
4142	Walton Priory Middle School
2190	Werrington Primary School

2184	West Hill Primary
2273	Western Springs Community Primary School, Rugeley
2397	Westfield Community Primary School
2263	Westlands Primary School
2229	Westwood First School, Leek
2309	Whittington Community Primary School
2423	William MacGregor Primary School
2296	William Shrewsbury Primary School
2340	Willows Primary School, Lichfield
2334	Wilnecote Junior School
3495	Winshill Village Primary and Nursery School
4100	Wolgarston High School - A Specialist Technology College
2158	Wood Lane Primary School
2328	Woodcroft First School, Leek
2336	Woodlands Primary

Total 248 Maintained Schools as at 30.9.17

Schools Forum – 3 October 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:

- There have been no new Notice of Concerns issued since the last meeting.
- Since the last meeting of the Schools Forum the County Council has withdrawn the following Notices of Concern:-

Bishop Rawle Primary 1.9.17 sponsored by Moorlands Primary Federation

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
	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 Note: 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
	Notices of Concern	Standard item
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 December meeting)
	Families First/LST Review	Requested at the March 2017 meeting
	Redundancy Arrangements	Report requested at the March 2017 meeting

Meeting	Item	Details
	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	Update on Procurement Regulations	Item from Entrust
	Fairer Funding – Oral Update	Standard item
	Notices of Concern	Standard item
Spring term 26 March 2018		
	Schools Budget (forthcoming financial year)	Annual item
	Fairer Funding	Standard item
	Notices of Concern	Standard item

National Funding Formula (NFF)

Staffordshire Schools Impact and Options

Briefing note

3rd October 2017

Recommendations

1. Staffordshire schools transition to the new NFF.
2. The timeline outlined in the consultation section of the note is approved by Schools Forum.

High level changes since consultation 2

Government pledges

- Justine Greening announced an addition £1.3bn by 19/20, with £416m being announced for 18/19.
- Minimum funding of £4,600 and £3,300 per pupil for secondary and primary pupils in 2018-19. This will rise to £4,800 and £3,500 by 2019-20.
- All schools will be allocated a rise of 0.5% per pupil in 18/19 rising to 1% per pupil in 19/20 this will replace the funding floor.

Differences from consultation 2.

- The additional cash is to be included within the per pupil factor.
- An element of funding from FSM has also been moved to per pupil factors.

Staffordshire Impact

- Our schools will receive a gain of £9.5m, or 2.1%, from 2017/18 baseline position.
- Our secondary schools are the biggest gainers (2.9% gain) due to the increase in per pupil allocations for KS3 pupils.
- Our middle schools are the smallest winners (0.9% gain), due to the reduced lump sum for secondary schools and the affect of a lower per pupil funding rate for a primary pupil. This is counter acted by an increased KS3 per pupil rate. However at consultation stage 2, it was anticipated that 79% of the middle schools were due to be losers.
- The breakdown is shown below across the phases.



Row Labels	Sum of 2017/18 Baseline Position	Sum of 2018/19 NFF allocation	Gain from new formula	% gain from new formula	Gainers				Total
					<1%	<2%	<3%	>3%	
Middle	23,981,000.00	24,191,000.00	210,000.00	0.9%	10	3	1	-	14
Primary	240,692,000.00	244,493,000.00	3,801,000.00	1.6%	105	73	117	-	295
Secondary	191,241,000.00	196,756,000.00	5,515,000.00	2.9%	5	3	47	-	55
Grand Total	455,914,000.00	465,440,000.00	9,526,000.00	2.1%	120	79	165	-	364
					33%	22%	45%		100%

Options

- For 2018/19 and 2019/20 there is the 'soft landing'. In these years local authorities can still use their existing formula or transition to the new NFF.
- Under the existing Staffordshire formula, even with the injection of the extra cash, some schools will continue to lose. Conversely, some gainers will gain more than their final NFF allocation so will require a reduction in funding once the 'hard' formula is in place.
- After January's consultation it was anticipated to keep with the existing Staffordshire's formula. However the latest announcement has no schools losing in cash terms under the new NFF, i.e. all cash budgets will increase, the smallest increase being 0.2%.

Recommended option

- It is recommended that Staffordshire schools transition to the new formula.

Consultation

- 'The Schools and Early Years Financial Regulations 2017' and 'Schools revenue funding 2018 to 2019: Operational Guide' stipulate that schools (maintained and academies) and schools forum must be consulted on any changes in the formula and these must be politically ratified.

Proposed timeline

- Consultation to be posted out to schools by the week commencing 16th October.
- A 4 week consultation with schools. However, due to half term being taken into account the overall length of consultation will actually be 5 weeks.
- After analysis of this consultation a proposed formula to be taken to an extraordinary Schools Forum in one of the first 2 weeks in December.
- Political approval at January's Cabinet.
- Allowing for the LA to submit the APT to the EFSA by 19th January 2017.

Difficulties

- The technical guidance has just been released by the DfE, and the authority is interpreting this lengthy and complex document to arrive at the DfEs provisional allocations. Flexibilities will need to be applied within the formula in order to ensure that collectively the schools budgets do not exceed the overall allocation.

Allocations

- **Appendix 1** shows the unit rates the Government propose to use with the NFF. This is compared to the rates proposed in consultation 2 and the existing 2017-18 Staffordshire rates. **Appendix 2** shows what the impact of the new funding rates would be to Staffordshire.
- Once the rates have been applied the Government cap any gains to 3% per pupil gain and ensure each school receives a 0.5% per pupil gain.
- A minimum of £3,300 (Primary) and £4,600 (Secondary) per pupil is applied.
- The Government then limits gains to the greater of 20% of the total gain or 3% gain.



Appendix 1

National Funding Formula

Funding Factors	Staffordshire Funding Rates 2017-18 (£)	Consultation 2 Funding Rates (£)	Final NFF Funding Rates (£)	Total National Funding (£m)	Proportion of Total
Basic per pupil funding				24,183	72.90%
Primary AWPU	2,976	2,712	2,747	12,595	38.0%
KS3 AWPU	3,772	3,797	3,863	6,668	20.1%
KS4 AWPU	4,407	4,312	4,386	4,734	14.3%
Minimum per pupil funding levels				185	0.6%
Additional Needs				5,906	17.80%
Deprivation				3,022	9.1%
Current FSM Primary	-	980	440	291	0.9%
Current FSM Secondary	-	1,225	440	173	0.5%
FSM Ever 6 Primary	1,253	540	540	626	1.9%
FSM Ever 6 Secondary	1,221	785	785	641	1.9%
IDACI band F Primary	47	200	200	94	0.3%
IDACI band F Secondary	47	290	290	80	0.2%
IDACI band E Primary	52	240	240	101	0.3%
IDACI band E Secondary	52	390	390	95	0.3%
IDACI band D Primary	121	360	360	131	0.4%
IDACI band D Secondary	121	515	515	108	0.3%
IDACI band C Primary	121	360	390	123	0.4%
IDACI band C Secondary	121	515	560	102	0.3%
IDACI band B Primary	157	420	420	165	0.5%
IDACI band B Secondary	157	600	600	135	0.4%
IDACI band A Primary	429	575	575	88	0.3%
IDACI band A Secondary	429	810	810	69	0.2%
Low Prior Attainment				2,458	7.4%
Low prior attainment Primary	903	1,050	1,050	1,531	4.6%
Low prior attainment Secondary	588	1,550	1,550	928	2.8%
EAL				405	1.2%
EAL Primary	299	515	515	299	0.9%
EAL Secondary	711	1,385	1,385	106	0.3%
School Led Funding				3,077	9.30%
Lump Sum				2,267	6.8%
Primary	96,400	110,000	110,000	1,892	5.7%
Secondary	175,000	110,000	110,000	375	1.1%
Middle	135,700	110,000	110,000		
Sparsity				26	0.1%
Primary					
Max Amount	26,000	25,000	25,000	21	0.1%
Average year group less than	21	21	21		
Average distance at least	2	2	2		
Middle					
Max Amount	26,000	65,000	65,000		
Average year group less than	69	69	69		
Average distance at least	2	2	2		
Secondary					
Max Amount	26,000	65,000	65,000	5	0.0%
Average year group less than	120	120	120		
Average distance at least	3	3	3		
Premises				610	1.8%
Explicit Growth				174	0.5%
0.5% per pupil uplift				624	

Appendix 2

National Funding Formula

Funding Factors	Final NFF Funding Rates (£)	Total Funding (£m)	Proportion of Total	Staffordshire Total Funding (£)	Staffordshire proportion of total
Basic per pupil funding		24,183	72.90%	354,076,194	75.9%
Primary AWPU	2,747	12,595	38.0%	179,671,216	38.6%
KS3 AWPU	3,863	6,668	20.1%	100,735,451	21.6%
KS4 AWPU	4,386	4,734	14.3%	72,833,916	15.7%
Minimum per pupil funding levels		185	0.6%	835,611	0.2%
Additional Needs		5,906	17.80%	67,164,152	
Deprivation		3,022	9.1%	30,602,657	6.6%
Current FSM Primary	440	291	0.9%	2,980,552	0.6%
Current FSM Secondary	440	173	0.5%	1,883,640	0.4%
FSM Ever 6 Primary	540	626	1.9%	6,791,015	1.5%
FSM Ever 6 Secondary	785	641	1.9%	7,551,030	1.6%
IDACI band F Primary	200	94	0.3%	1,391,945	0.3%
IDACI band F Secondary	290	80	0.2%	1,225,075	0.3%
IDACI band E Primary	240	101	0.3%	1,231,777	0.3%
IDACI band E Secondary	390	95	0.3%	1,213,353	0.3%
IDACI band D Primary	360	131	0.4%	1,446,468	0.3%
IDACI band D Secondary	515	108	0.3%	1,229,260	0.3%
IDACI band C Primary	390	123	0.4%	876,118	0.2%
IDACI band C Secondary	560	102	0.3%	806,045	0.2%
IDACI band B Primary	420	165	0.5%	661,241	0.1%
IDACI band B Secondary	600	135	0.4%	682,756	0.1%
IDACI band A Primary	575	88	0.3%	264,307	0.1%
IDACI band A Secondary	810	69	0.2%	368,075	0.1%
Low Prior Attainment		2,458	7.4%	32,849,990	7.1%
Low prior attainment Primary	1,050	1,531	4.6%	15,256,547	3.3%
Low prior attainment Secondary	1,550	928	2.8%	17,593,443	3.8%
EAL		405	1.2%	3,711,505	0.8%
EAL Primary	515	299	0.9%	3,024,695	0.7%
EAL Secondary	1,385	106	0.3%	686,811	0.1%
School Led Funding		3,077	9.30%	46,586,183	
Lump Sum		2,267	6.8%	40,040,000	8.6%
Primary	110,000	1,892	5.7%	32,450,000	7.0%
Secondary	110,000	375	1.1%	6,050,000	1.3%
Middle	110,000			1,540,000	0.3%
Sparsity		26	0.1%	315,970	
Primary					
Max Amount	25,000	21	0.1%	246,929	0.1%
Average year group less than	21				
Average distance at least	2				
Middle					
Max Amount	65,000			16,861	0.0%
Average year group less than	69				
Average distance at least	2				
Secondary					
Max Amount	65,000	5	0.0%	52,181	0.0%
Average year group less than	120				
Average distance at least	3				
Premises		610	1.8%	5,635,212	1.2%
Explicit Growth		174	0.5%	595,000	
0.5% per pupil uplift		624		4,483,707	1.0%
Cap				- 7,116,403	-1.5%
20% of remaining gains				107,228	0.0%
Total Funding through Formula				465,301,060	100%
Provisional DSG Schools Block Allocation				465,440,000	
(over)/under allocation				138,940	

