

Schools Forum

Tuesday, 16 January 2018

2.00 pm

Kingston Centre, Fairway, Stafford ST16 3TW

John Tradewell
Director of Strategy, Governance and Change
8 January 2018

A G E N D A

Part One

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of the meeting held on 3 October 2017** (Pages 1 - 16)
4. **Matters arising and Decisions taken by the Chairman**
5. **Growth Fund 2018-19: Funding of New Schools** (Pages 17 - 20)
Report of the Deputy Chief Executive and Director for Families and Communities
6. **Update on Procurement Regulations** (Pages 21 - 24)
Report produced by Entrust on behalf of the Deputy Chief Executive and Director for Families and Communities
7. **Update to the Staffordshire Scheme for Financing of Schools** (Pages 25 - 32)
Report produced by Entrust on behalf of the Deputy Chief Executive and Director for Families and Communities



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

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

9. **High Needs Block 2017/18 Projected Outturn** (Pages 35 - 42)

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

10. **Work Programme (2018/19 Programme to be Tabled at the Meeting)** (Pages 43 - 46)

11. **Date of next meeting**

The next Schools Forum meeting is scheduled for Monday 26 March 2018, at 2.00 pm at the Kingston Centre, Stafford.

Please Note: The Calendar of Meetings has now been agreed, and future meetings are scheduled for the following dates, to be held at 2.00 pm (venues to be confirmed):

- Tuesday, 3 July 2018
- Thursday 18 October 2018
- Thursday 10 January 2019
- Thursday 28 March 2019

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'

Nil.

Membership

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

Local Authority Observers

Mark Sutton
Philip White

Core Officers

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

Minutes of the Schools Forum Meeting held on 3 October 2017

Present: Steve Barr (Chairman)

Attendance

Wendy Keeble	Kevin Allbutt
Richard Osborne	Steve Swatton
Wendy Whelan	Judy Wyman
Lesley Wells	Liz Threlkeld
Richard Redgate	Nicky Crookshank
Alison Gibson	Richard Lane
Stuart Jones	Lesley Morrey (Substitute)
Philip Tapp (Vice-Chairman)	Tim Hopkins (Substitute)
Wendy Holden	
Chris Wright	
Jonathan Jones	

Observers: Mark Sutton, Philip White and Richard Hinton

Also in attendance: Alison Barnes, Will Wilkes, Julie Roberts, Andrew Marsden, Tim Moss and Paul Senior

Apologies: Kirsty Rogers, Ally Harvey, Sara Bailey, Claire Evans and Matthew Baxter

PART ONE

69. Election of Chairman and Vice-Chairman

On nominations being requested, Mr Kevin Allbutt proposed and Ms Judy Wyman seconded that Mr Steve Barr be elected Chairman for the ensuing year and Mr Steve Barr proposed and Mr Chris Wright seconded that Mr Philip Tapp be elected as Vice Chairman for the same period.

There being no other nominations it was:

RESOLVED – That Mr Steve Barr and Mr Philip Tapp be elected as Chairman and Vice Chairman respectively for the ensuing year.

70. Declarations of Interest

The Chairman, Steve Barr, and Judy Wyman both declared an interest in minute 78 being in receipt of some Union Duties funding.

71. Minutes of the meeting held on 4 July 2017

RESOLVED – That the minutes of the Schools Forum meeting held on 4 July 2017 be confirmed and signed by the Chairman.

72. Matters arising and Decisions taken by the Chairman

With regard to redundancy arrangements, this issue had been put on hold and a letter had been circulated to schools from the Cabinet Member for Children and Young People and the Deputy Chief Executive and Director for Families and Communities.

Members were informed that a meeting of the Sub-Regional School Improvement Board had taken place and priorities for the Strategic School Improvement Grant had been agreed. Schools had received more detailed information via the E-bag.

[Ian Wilkie, Principal Business Partner, Entrust, in attendance for discussion on this item of “Matters Arising”]

Further to Forum’s request that compensation be sought from BT Openreach for the delay in transition to new broadband services, advice had now been received from Udata Infrastructure (part of Capita plc). Discussions had taken place with BT Wholesale, who were clear that they could only look at anything that was a direct failure of work that BT Wholesale were responsible for. As the project had involved multiple third parties it would be a very significant task to identify and provide evidence of a direct loss attributable to a single party. A copy of the letter would be circulated to members for information, and they would be kept informed of any further developments.

There had been limited response to the questionnaire in the Self-Assessment Toolkit in the EFA’s Revised Guidance on Schools Forum, but this had been overwhelmingly positive. In response to comments the following actions would be taken:

- a link would be included on the website to the four recently updated EFA documents;
- the website would be more clearly signposted;
- the category of schools which members represented would be included on their nameplate;
- the Constitution would be updated; and
- subject to members’ permission, email contact details would be included on the website.

73. My Finance

[Chris Finnegan, Programme Change Manager, Curium Solutions and Judith Billington, Entrust Project Manager in attendance for this item]

Forum received a presentation on the new system for managing finance in maintained schools. The planned launch date had now been put back to 6 November, due to system stability issues. More time was needed to fully test the system and ensure that it would be able to handle the volume of activity from Staffordshire County Council and schools. The two change freeze periods would also change and would be notified to schools the following week. The date for the Master Data Freeze would now be Monday

16 October, when there would be no changes to “master data” in SAP such as adding customers and new vendors from this point onwards. Requests for the set-up of new vendors in My Finance via the Accounts Payable Team would be possible from 6 November. The date for the Financial Transaction Freeze would be Monday 23 October, when it would not be possible to purchase/pay/take any action in SAP from this point onwards. Members were given advice on how to prepare for this period, and informed that for urgent purchases or payments during the freeze period they should use P-Cards, or for anything not covered by these to contact the Entrust Education Finance Services Helpdesk. Cash receipting would have to be completed before “Read Only” access began on 24 October. After this date cash could be banked, but a record would need to be kept to input this into the new system upon launch on 6 November.

Concern was expressed that communication over delays had been poor, however it was explained that communications had been sent at the earliest opportunity. Forum asked for and was given reassurance that schools would be given as much information as possible as soon as it was available.

Bursar training had been completed between 12 June and 21 July, overall feedback of courses was 4.2 out of 5, and approver training was completed between 11 and 21 September. Refresher training would be rescheduled in line with the “go live” date, currently ten sessions, planned to be 27 November to 1 December inclusive. Additional sessions would be added depending on support desk call volumes. Two staff would be on the telephone helpdesk, and this would be extended beyond the planned two months if required. There would also be details of Frequently Asked Questions on the Entrust portal and the SLN.

RESOLVED – That the arrangements and timescales for the launch of “My Finance” be noted.

74. Fairer Funding

Forum considered a briefing note on the new National Funding Formula (NFF), the impact this would have on Staffordshire schools, and the options available.

Since consultation 2 had taken place in January a number of high level changes had taken place. The Government had pledged an additional £1.3bn by 2019/20, with £416m being announced for 2018/19. There would be minimum funding of £4,600 and £3,300 per pupil for secondary and primary pupils in 2018/19, which would rise to £4,800 and £3,500 by 2019/20. All schools would be allocated a rise of 0.5% per pupil in 2018/19, rising to 1% per pupil in 2019/20, which would replace the funding floor. The differences from consultation 2 were that the additional money was to be included within the per pupil factor and an element of funding from FSM had also been moved to per pupil factors.

The impact on Staffordshire was that schools would receive a gain of £9.5m, or 2.1%, from the 2017/18 baseline position. Secondary schools were the biggest gainers (2.9% gain) due to the increase in per pupil allocations for KS3 pupils. Middle schools were the smallest winners (0.9% gain), due to the reduced lump sum for secondary schools and the effect of a lower per pupil funding rate for a primary pupil. This was counter acted by an increased KS3 per pupil rate. However at consultation stage 2 it had been

anticipated that 79% of the middle schools were due to be losers. The following is a breakdown across the phases:

Row Labels	Sum of 2017/18		Gain from new formula	% gain from new formula	Gainers				Total
	Baseline Position	Sum of 2018/19 NFF allocation			<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%

Members were informed that for 2018/19 and 2019/20 there was the option of the “soft landing”. In these years local authorities could still use their existing formula or transition to the new NFF. Under the existing Staffordshire formula, even with the injection of the extra money, some schools would continue to lose. Conversely, some gainers would gain more than their final NFF allocation, so would require a reduction in funding once the “hard” formula was put in place. After January’s consultation it had been anticipated that the existing Staffordshire formula would be kept in place. However, the latest announcement had no schools losing in funding terms under the new NFF, ie all budgets would increase, the smallest increase being 0.2%. It was therefore recommended that Staffordshire schools transition to the new formula.

“The Schools and Early Years Financial Regulations 2017” and “Schools Revenue Funding 2018 to 2019: Operational Guide” stipulates that schools (Maintained and Academies) and Schools Forum must be consulted on any changes in the formula and that these must be politically ratified. The timeline for this was therefore that consultation would be posted out to schools during the week commencing 16 October 2017, for a period of five weeks (to include half term). Following analysis of this consultation a proposed formula would be taken to an Extraordinary Meeting of Schools Forum, to be held in the first two weeks in December, then taken for political approval to the January meeting of the Cabinet. This would allow for the local authority to submit the APT to the EFSA by 19 January 2018. Members noted that the technical guidance had just been released by the DfE, and that the local authority was interpreting this lengthy and complex document to arrive at the DfE’s provisional allocations. Flexibilities would need to be applied within the formula in order to ensure that collectively the schools budgets did not exceed the overall allocation.

RESOLVED – That:

- a) Staffordshire Schools should transition to the new NFF;
- b) The timeline for consultation outlined above be approved; and
- c) The above recommendations be included with the consultation paperwork circulated to schools.

75. School attendance matters: Staffordshire's Education Welfare Team

[Paul Senior, Education Lead for Vulnerable Learners 0-25 and Karl Hobson, County Manager – Targeted Services in attendance for this item]

The Local Authority (LA) considered that school attendance and its improvement was an integral part of their raising achievement agenda. The LA was 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, the progress of all children could be tracked, 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 could also be an indicator that there were concerns at home.

In order to bring about significant educational improvement it was believed that good habits needed 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. The Service was committed to enabling all children and young people of school age to enjoy and benefit from the educational opportunities available to them.

Education Welfare Workers (EWWs) currently fulfilled 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
- Children missing from education
- Child employment
- Child entertainment
- Issuing licenses for chaperones

The team provided a specialist group of staff who were 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 advised schools and academies and alternative education providers, as well as parents/carers, other professionals and employers regarding legislation in these areas and supported them in fulfilling their legal responsibilities.

Forum considered the responsibilities of schools and academies around attendance, and the statutory role of the Council in relation to this. They then considered the EWW offer for 2018/19, which comprised of a Core Offer around statutory services and four additional options.

Statutory Services - The Core Offer (£480K) would be an entitlement to all local schools in response to a clearly defined need. EWWs would be responsible for delivering the statutory requirements of the LA for attendance, these included:

- 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 five 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 the Family Court for an Education Supervision Order and to then manage the Order
- Casework for children identified as Children Missing Education
- 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 licences for children to participate in entertainment performances
 - Administration and issuing of Licensing chaperones for children in entertainment
 - Undertaking venue checks for children in entertainment

The Core Offer Plus: Option 1 (£890k additional funding) would allow for the continued provision of the current service, which would seek to provide local schools with a range of additional services that went beyond the core/statutory offer. Based on assessed needs, schools would proportionate to investment to access a range of bespoke interventions from the EWW. Should this option be commissioned, each locality would 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 would be reported to the respective DIP. In the event that the demand for the school had the potential to exceed funded capacity, then the DIP would determine priorities for any remaining EWW resource to enable the allocation of EWW resource around locality priorities.

The Core Offer Plus: Option 2 (£695k additional funding) would provide a scaled down offer of Option 1 across the County for pre court case activity. Based on assessed needs, schools would 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.

The Core Offer Plus: Option 3 (£200k additional funding) would be to provide school attendance clinics across the County. The EWW would meet with the parent(s) in a formal setting within the school, to undertake a structured conversation in which the parent(s) would be challenged to explain their child's absence and supported to agree a plan to bring about immediate change. This would 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 would support the process by sending a list of students whose parents had been invited one week in advance of the attendance clinic, so background checks could be completed by the EWW. Clinics could last for half a day or be over a full day and each school would be able to book in advance 2 full days or equivalent half days over the academic year. This would have to be managed on a demand basis and planned across the whole year, with schools being prioritised on need and first response basis.

The Core Offer Plus: Option 4 was for No non-core offer service provision from the County Council. This would mean that schools would have to provide all case work and

support to parents who have not ensured that their children regularly attend school. Schools or school led consortia would be required 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 would be the Core Offer option as outlined under Statutory Services above.

Forum approved the Core Offer at a cost of £480k. In wide ranging discussion about the four other Options members were informed that de-delegation of the budget could have serious implications for some of the smaller schools. Costed per pupil, Option 1 was £17.77 per child, Option 2 was £13.88 and Option 3 was £3.99. However, members expressed a number of concerns over the quality and effectiveness of the service which had been provided thus far. It was acknowledged that there had been disquiet and concerns about the service in the past, and that outcomes had not been good in some instances. In response to these concerns a clear Quality Assurance Framework had now been put in place, there would be accountability in localities, there would also be greater rigor in how the service would be managed, and lessons had been learned from other authorities. Members expressed the view that the funding could be better and more effectively used through the schools themselves, particularly in the light of the increasing collaboration between large and small schools. In relation to Option 1 concern was also expressed that Primary schools were not well represented on DIPs and consequently would not have a voice in influencing how the funding was spent. There was also a view that a number of the preventative activities outlined in this Option were already being undertaken by schools themselves. It was suggested that Forum may wish to defer their decision for a further year in order to provide an opportunity for the improvements and reforms to make a difference. However members were of the view that they had given the service sufficient opportunity to raise standards.

Representatives of maintained schools were invited to vote on the four options, with the following outcome:

- Option 1 – 2 Votes**
- Option 2 – 0 Votes**
- Option 3 – 1 Vote**
- Option 4 – 8 Votes**

It was queried how performance on the Core Offer would be measured. Members were informed that this could be evidenced by the number of requests to proceed through court which were dealt with and also it would be possible to report on the issue of penalty notices. It was pointed out that the service would have minimal contact with schools, but that activity would all be measurable and could be reported back to Forum. It was agreed that this should be done on an annual basis.

RESOLVED – That:

- a) The Core Offer on Statutory Services, at a cost of £480k be approved;
- b) Option 4, as outlined above, be agreed; and
- c) The service report to Forum on an annual basis.

76. Feasibility Report

[Mick Harrison, Commissioner for Safety, Children and Families and Natasha Moody, Early Years Commissioning Manager in attendance for this item]

Members considered two options for the best use of the Dedicated Schools Grant (DSG) from April 2018. Option 1 was for schools to determine how they spend their allocation of the DSG independently to the County Council's support or guidance. Option 2 was for the County Council to act as a broker, offering earliest and early help provision through new commissioning arrangements based on needs in the district. For each of the options members considered an analysis of strengths, threats and further considerations.

The total DSG budget was £1.448m, the breakdown of this by district was as follows:

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

If the DSG was to be allocated to individual schools it would range from £63 - £12,146 for primary and £3,841 - £27,561 for secondary.

It was suggested that the Schools Forum consider Option 2 as the best way forward in ensuring that the funding is spent on the most appropriate resources available to children and families across a district. Through the Place Based Approach (PBA) it was intended to target support to reduce demand on the highest level of the system and use the resource to prevent children and families needing statutory services. PBA was 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. It was intended that existing quality assured commissioned providers would be utilised as well as the developing relationships with partners, together with shared locality budgets. It was suggested that this approach would provide a real opportunity for schools to shape provision for children and families across a district, it connected resources and would ensure added value whilst supporting the aims of schools so children could fulfil their potential and prosper. 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 was divided and if any other opportunities would be suitable. As an example, members were provided with a brief profile of Tamworth, together with a diagram which demonstrated how the DSG could add value to the wider PBA.

RESOLVED – That:

- a) Option 2, as outlined above, be agreed; and
- b) An update on progress be brought to the meeting of Schools Forum to be held in the Summer Term 2018.

77. School Quality Assurance and Intervention - Options for Devolving the Funding for School Improvement

At their meeting in October 2016 Schools Forum asked for options to be provided for devolving the funding for School Improvement. Three options were put forward for consideration, as follows:

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) that the local authority (LA) receives from the DfE (expected to be £350k, based on the number of maintained schools as at September 2017) is equivalent to £818k.

The LA would continue 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.

Should all members of the Schools Forum agree this option, there should be no direct impact on the levels of support and interventions schools currently received. The LA would 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 LAs Commissioning Managers would 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.

Option 2: All members of Schools Forum agree to devolve the funding to all schools. Maintained Schools Forum members agree to de-delegate approximately £400k for school improvement services. This was based on approximately £7.56 per pupil using October 2016 census figures. This funding and the LA SIG of £350k would 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 and secondary schools was possible with this option. The outcome of the vote was 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 2 would 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. The specific reduction of the level of support would need to be negotiated with Entrust to

reflect the reduced value. The LA would 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.

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 improvements services. Maintained schools would be required to commission school improvement support to address their own school improvement priorities or concerns identified. The LA would seek to use the SIG to commission Entrust to monitor the effectiveness of maintained schools.

With Option 3 the funding would 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 LA would have no funding to commission school improvement support on behalf of schools.

It was queried who was responsible for measuring the effectiveness of support from Entrust. Members were informed that this was done through Entrust's own quality assurance processes and also by the LA, and that it was possible to provide data on this through the school's categorisation process.

Members were invited to vote on the three options, with the following outcome:

Option 1 – 2 Votes

Option 2 – 0 Votes

Option 3 – 13 Votes

RESOLVED – That Option 3, as outlined above, be agreed.

78. Schools Budget 2018-19: De-delegation, Central Expenditure and Education Functions

The Schools Forum 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.

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 (LA) and previously funded by the ESG general duties rate.

For 2018-19 the allocations to LAs would be made using the new National Funding Formula (NFF). DSG allocations would not be known until December, and LAs needed to submit school budgets to the EFA by 19 January 2018. This timescale meant decisions on budget areas 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

Under the national funding arrangements the government wanted 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 were required to vote on behalf of the schools they represented to determine whether or not a range of costs currently met centrally would transfer to maintained schools for them to manage themselves. The budget for these costs would transfer to schools on a formula basis. Academies were not part of these arrangements since these responsibilities and the funding for them were automatically delegated to academies through the EFA use of the local funding formula.

The budgets de-delegated last year are set out in the table below. The values were 2017-18 budget levels for all primary and secondary schools (ie including academies) to provide the context of values involved. Actual figures for 2018-19 were not yet known and would be finalised over the next few months as the settlement and school census became available.

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

Having considered these areas, the voting Forum Members for each phase agreed that the decision taken last year for each phase and for each area should stand again for 2019-19, subject to clarification on the licence for "My Finance" and the figure for the Primary Behaviour Support Services.

Central Expenditure

There were some areas of central expenditure which needed 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 had not yet been issued, so in the event that these were different there could be changes.

Part 1 – Central Services

There were a number of headings within this part of the regulations to which the following rules applied:

- a) The level of expenditure could not be increased above 2017-18 levels
- b) The expenditure against these budgets must be as a result of arrangements that already existed before 1 April 2013 – historical commitment
- c) The Schools Forum must approve the amount of the budget set for each heading

The headings under which Staffordshire currently retained 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

Schools Forum approved the continued funding of these areas centrally at no higher than the indicative amounts, with final values to be confirmed at the March meeting. In consideration of the previous item, Forum had decided to devolve School Improvement funding and associated responsibilities to schools.

Part 2 – Central Schools Expenditure

Staffordshire did not retain significant amounts of funding under these headings, to which the following rules applied:

- 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 was 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

Schools Forum approved the continuing use of the pupil growth and class size funds at the indicative levels set out above.

Part 3 – Central Early Years Expenditure

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

Education Functions

Central Services to education were funded by a combination of council tax and DSG. The Teachers' Pension Added Years had been funded through Council Tax. This was an annual liability of circa £7.1m. The County Council would continue to fund this in 2018-19. Members considered the functions provided to all schools and previously funded by the retained duties ESG rate. Schools Forum approved the allocation in the central schools block for retained duties.

Members considered a list of the functions provided to maintained schools only and previously funded by the general duties ESG rate, along with the levy per pupil that would be required to fund each of these services. Maintained Schools Forum members agreed to the levies per pupil outlined to fund the costs of the associated services.

Schools Forum had considered options in an earlier item on the agenda in relation to non-statutory education welfare and maintained Schools Forum members had agreed to Option Four.

RESOLVED – That:

- a) The areas proposed for de-delegation 2018-19 be approved by maintained Schools Forum members, subject to clarification on the licence for "My Finance" and the figure for the Primary Behaviour Support Services;
- b) The indicative central expenditure budget amount set out above be approved;
- c) 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;
- d) The levy per pupil in 2018-19 to fund statutory duties performed by the Local Authority and previously funded by the ESG general duties rate be approved by maintained Schools Forum members; and
- e) A decision in principle on the above four issues be agreed for 2019-2020 in order to assist with budget and service planning.

79. Update to the Staffordshire Scheme for Financing of 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 amendments to section 4.10.2 – borrowing for the purpose of funding premature retirement and redundancy costs.

The authority offered a facility for schools which required 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 weakness);
- 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 above criteria, 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 five 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 issue of Section 188 notices.

In relation to point 2 above more clarity was requested regarding the interest rate to be determined.

[Note by Clerk: Clarification was provided after the meeting that the interest rate would be base plus 0.5%]

RESOLVED – That the revised Staffordshire Scheme for Financing Schools be approved.

80. Notices of Concern

Since the last Schools Forum meeting no new Notices of Concern had been issued.

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

Bishop Rawle Primary 01.09.17 Sponsored by Moorlands Primary Federation

RESOLVED – That the withdrawal of the Notice of concern to the school listed above be noted.

81. Work Programme

Forum members requested the following additions to their work programme:

- a) A progress report on the use of the Dedicated Schools Grant to be included for the Summer Term meeting; and

- b) An annual report on School Attendance Matters and Staffordshire's Education Welfare Team be requested.

82. Date of next meeting

RESOLVED – That:

- a) An Extraordinary Meeting of Schools Forum be held during the first two weeks of December 2017 to consider proposals for a new NFF; and
- b) The next ordinary meeting of Schools Forum be scheduled for Tuesday 16 January 2018, at 2.00 pm at the Kingston Centre, Stafford.

Chairman

SCHOOLS FORUM - 16 January 2018

Growth Fund 2018/19: Funding of New Schools

1. Recommendations

- 1.1. Schools Forum is asked to agree the revised criteria and increased allocations set out in this paper for the element of Growth Fund which provides funding for brand new primary free schools and academies.

2. Free Schools: Background

- 2.1. DfE advice on the [Free School Presumption](#) states that 'Local authorities are expected to work with selected proposers to agree a reasonable and mutually acceptable funding allocation for the local authority to cover pre- and post-opening costs'.
- 2.2. This is reflected also in the [Schools Revenue Funding 2017](#) operational guidance. On the basis of DfE guidance, advice from ESFA and concerns expressed by potential academy sponsors, the current level of Growth Funding for new free schools in Staffordshire is insufficient to support "reasonable" pre- and post-opening costs until a "school reaches full capacity". The proposed criteria and allocations and potential budgetary implications are shown below.
- 2.2 The number of new schools required in Staffordshire over the next 5 years is thirteen with a further thirteen needed post 2022 and the details can be found at [Potential New Free Schools](#).

3. Free schools: routes to open new schools

- 3.1. All new schools opening in Staffordshire will have to be free schools and there are currently two routes for this to happen
 - a) **DfE Free School "Wave" route** - where applications are administered by the DfE, and where start-up costs are funded by the Education and Skills Funding Agency (ESFA) for schools that are to open as 2 FE or greater.
 - b) **Local Authority Free School Presumption** – where the new free schools are needed to meet demand from new housing developments and are less than 2FE. These schools will be established in accordance with section 6A of the Education Act 2011 and the Authority will therefore be expected to provide funding for their pre and post opening revenue start-up costs, at least until 2019-20 when the proposed changes to the National Funding Formula may potentially come into effect.

4. Free schools: revenue start-up costs

- 4.1. Brand new schools have a range of revenue start-up costs of which the main elements are:

a) **Pre-Opening Start-Up Costs** prior to opening (e.g. the appointment of a head teacher/ principal and other key staff for a period prior to opening, so that they can prepare the school to open to pupils);

b) **Post-Opening Start-Up Costs** following the opening, in respect of resources and diseconomies:

- **Resources.**

A brand new school will need classroom materials and resources. (The cost of building and equipping the new school including IT and furniture and equipment would be met from the separate capital budget.)

- **Diseconomies** of scale and financial viability in the period after opening.

New free schools typically open with only one year group (eg, Reception or Year 7) and the number of year groups will increase annually. As some cohorts will be empty, the number of funded pupils will be low in the years after opening whilst the fixed costs of leadership, management, premises, etc., will be a disproportionately high proportion of a school's budget. Post-opening funding is, therefore, necessary to ensure that schools have a sufficient level of revenue funding to ensure viability.

4.2. **Eligibility criteria** for funding new schools - funding will be payable only for brand new free schools established under Section 6a of the Education Act 2011, where there have been no predecessor schools.

5. Free schools in Staffordshire: proposed revenue start-up costs

5.1. The following section sets out the proposed changes.

Proposed Pre-Opening Start-Up Costs

5.2. Allocation Formula - **A one-off allocation of £65,500 for any primary school** generally **paid up to two terms** before the opening of the new free school.

5.3. This figure has been set in light of guidance provided by the [DfE – A Guide to new mainstream free school revenue funding 2017 to 2018](#).

5.4. New schools would be able to use the allocation as they consider appropriate. The following examples provide illustrative costs:

Primary school - a head teacher and an office manager for two terms (8 months) before the school is due to open, (January for a school opening in September) and a caretaker for 1 month in advance of opening,

Headteacher (L12 x 8 months)	£45,000
Office Manager (H6 x 8 months)	£18,500
Caretaker (H3 x 1 month)	£2,000
Total	£65,500

Proposed Post-Opening Start-Up Costs: resources

- 5.5. Allocation formula - This would be calculated as £7,000 per 30 places created (excluding nursery). For example, a 1FE 210-place primary school would create 210 places and receive a **one-off allocation of £49,000** (and a 2-FE school would receive £98,000).
- 5.6. This funding would be **paid over the first three years** that the free school is open, proportionate to the build-up of pupil numbers.

Proposed Post-Opening Start-Up Costs: diseconomies and viability

- 5.7. In the years after opening, **an amount will be paid annually based on the number of “empty cohorts”** due to incremental year groups (cohorts) being admitted. The amount will depend on how many year groups with pupils aged 5–11, are empty as set out in the table below:

Table for 1 FE school (a 2-FE school would receive double).

Empty Cohorts	6	5	4	3	2	1	Total
1FE Primary	£40,250	£33,750	£27,000	£20,250	£13,500	£6,250	£141,500

Source: A guide to new mainstream free school revenue funding 2016 to 2017, DfE

6. Free schools in Staffordshire: budgetary implications

- 6.1. On [3 October 2017, Schools Forum](#) set a budget of £500,000 to support “Exceptional Pupil Growth/New school funding” and £95,000 for Infant Class Size funding.
- 6.2. Allocations from both categories of funding are administered by the School Organisation Team and the total budget of £595,000 has been underspent for the last two years.
- 6.3. Appendix 1 shows the estimated spend for the above. It shows a projected underspend for 2018/19 totalling £155,885. However, with the opening of seven new free schools in the next two financial years this would require Forum to agree, at a later date, an increase in the total budget.

Report Author: Andrew Marsden

Schools Forum – 16 January 2018**Update to the Procurement Regulations for Schools****Recommendation**

1. The Schools Forum approve the revised Procurement Regulations for Schools (PRFS) as attached as Appendix 2.

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

2. No decision required.

Reasons for recommendation

3. To align the schools purchasing limits with that of the County Council.

PART B**Background:**

4. The PRFS lays down the detailed regulations and procedures that schools must follow in order to demonstrate proper safeguards and controls for ensuring Best Value in purchasing decisions and to safeguard the governors and staff of the school when making purchasing decisions. The scheme was last updated in 2016 and a copy of the current version is available on the Staffordshire Learning Net (SLN) to be viewed by any interested party.
5. The Council's procurement regulations have recently been revised/published (September 2017). The limit for obtaining quotations has been increased from £15k to £25k. This needs to be matched within the Procurement Regulations for Schools.

Report author:

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

Ext. No: 07583 018216

List of background papers:**Appendix 1**

Council's Procurement Regulations -

<http://modern.gov.staffordshire.gov.uk/documents/s95772/100%20Procurement%20Regulations%2002.06.17.pdf>

Summary of Changes

Section E - Your discretion to enter into contracts valued below £25,000

- E1 You can decide how you obtain goods, work or services with a contract value below £25,000. However, you must document your arrangements within a written scheme of delegation that includes the:
- number of quotations or tenders you will be inviting;
 - method you will use for inviting quotations or tenders;
 - way you choose suppliers or contractors; and
 - staff authorised to accept tenders.
- E2 For low value items, you can show that you have achieved value for money by comparing prices across several suppliers using the SAP catalogue system or the internet. In order to demonstrate value for money on more significant purchases you may wish to get quotations in writing from at least three suppliers or contractors and also from any of our services or services from Entrust if we or Entrust offer the particular goods or services. You may also wish to consider tendering on some contacts valued below £25,000 where you feel this will give the best value for money.

Section F - When you must get tenders

- F1 You must follow a formal tendering procedure for all contracts valued at more than £25,000, unless any of the exemptions under section D apply. Where services were not included in the original OJEU notice of the setting up of Entrust then schools will need to go out to tender on these goods/services.
- F2 If the value of a contract is more than £40,000 you must use the full tendering procedure set out in paragraphs G1 to G5.
- F3 If the value of a contract is between £25,001 and £40,000 you must use either the full tendering procedure or the shortened tendering procedure set out in paragraph G6.
- F4 Each framework agreement (see C1 (f)) must not last for longer than three E2 For low value items, you can show that you have achieved value for money by comparing prices across several suppliers using the SAP catalogue system or the internet. In order to demonstrate value for money on more significant purchases you may wish to get quotations in writing from at least three suppliers or contractors and also from any of our services or services from Entrust if we or Entrust offer the particular goods or services. You may also wish to consider tendering on some contacts valued below £25,000 where you feel this will give the best value for money.

Full procedure

- G1 You can use the procedure set out in paragraphs G2 to G5 for all contracts (with the exception of EU contracts – see Section I). However, the procedure must be used if the value of a contract is more than £40,000 and when you choose not to use the

shortened procedure for contracts valued between £25,001 and £40,000. If you expect the total value of a contract to approach the £40,000 limit then you should follow the full procedure.

Section H - Accepting quotations and tenders

- H3 If you have delegated responsibility for accepting tenders to the head teacher, you must receive at your next meeting full details of any contract where other than the lowest quotation or tender was accepted, including the estimated extra cost. You may use your discretion so that head teachers only have to report cases under this paragraph where the contract value is more than £25,000. Under normal circumstances you must accept the lowest quotation or tender
- H5 If you have delegated the responsibility for negotiating to reduce a tender to the head teacher, they must report full details of the negotiation process (including the amount of any reduction they have achieved) to your next meeting. You may wish to exercise your discretion so that head teachers are only required to report in cases where the contract value is over £25,000.

Schools Forum – 16 January 2018

Update to the Staffordshire Scheme for Financing of Schools

Recommendation

1. The Schools Forum approves 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 – Removal of redundancy loan facility in line with EFA consultation**
4. **Section 4.9 (a) Change to wording for Licensed Deficit to match Department of Educations' statutory guidelines**

PART B

Background:

5. 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.
6. Section 4.10.2 The ESFA is currently consulting with schools regarding the provision of loans for the purpose of redundancy payments. It is likely that this scheme will be withdrawn. The date of withdrawal will be either the 1.4.18 or the date of publication of results of ESFA consultation, whichever is the earliest.
7. Section 4.9 (a) – Statutory guidelines state that the maximum length of loan should not exceed 3 years. We are proposing a change to wording to identify the 3 years as the normal period over which then loan should be paid, with additional years offered at the discretion of SCC.
8. 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:

<https://consult.education.gov.uk/local-authorities-and-funding-policy-team/school-loan-schemes-implementation-of-changes-1/>

<https://www.gov.uk/.../publications/schemes-for-financing-schools>

Appendix 1 – Summary of revisions

- (a) The statutory maximum period over which schools will be expected to make good any deficit is three financial years'. If necessary the LA may choose to approve extending this period on receipt of a supporting business case.

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 – 16 January 2018

Notices of Concern

Recommendation

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

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

PART A

Why is it coming here – what decision is required?

2. No decision required.

Reasons for recommendation

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

PART B

Background:

4. There have been two new Notice of Concerns issued since the last meeting.

Holy Rosary Catholic Primary have been issued with a Directive Academy Order
Chaselea Pru have been issued with a Directive Academy Order

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

Dosthill Primary School	01.01.18 sponsored by Fierte MAT
Perton Middle	24.11.17 Licensed Deficit Agreed

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 – 16th January 2018

High Needs Block 2017-18 Projected Outturn

Recommendation

1. That the Schools Forum notes this report.
2. The progress of the High Needs Recovery Strategy Group to be regularly reported to Schools Forum in 2018.

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 notify Schools Forum of the overspend within the High Needs service and the need for a combined strategic approach with all education providers to meet the financial challenges.
4. Failure to mitigate the high needs overspend in 2018/19 will mean that a 0.5% funding switch will be required from the Schools Block to the High Needs Block in 2019/20.

PART B

Background

5. The financial risk within the High Needs service has been previously notified to Schools Forum. The 2016/17 outturn was £2.5m over budget before planned use of reserves. This has mainly arisen from an increase in numbers and, as a consequence, costs relating to high needs top-up funding to pupils in both mainstream, known as Additional Education Needs (AEN), and special schools, known as Matrix funding.
6. The indicative allocations within the National Funding Formula (NFF) have identified that there will be an additional £2m added into the High Needs Block in 2018/19, rising to an additional £3.8m added in for 2019/20. These figures include the additional allocation as a net importer of SEND pupils in special schools.

7. The forecast overspend for 2017/18 is estimated to be £4.96m rising to between £4m - £7m in 2018-19 based on current trends. The Direct Schools Grant (DSG) balances currently stand at £8.4m, if these overspends are realised the DSG balances would then be in deficit. The effect of balances can be seen below.

DSG Balances – Without High Needs Recovery plan

	Scenario 1 High Needs forecast continues to grow at levels seen in 2017/18	Scenario 2 High Needs forecast grows at rates experienced in the last 3 years
	£m	£m
1st April 2017 Opening balance	8.35	8.35
High Needs Overspend	(4.96)	(4.96)
1st April 2018 Opening balance	3.39	3.39
High Needs Overspend	(7.11)	(4.16)
31st March 2019 Closing balance	(3.72)	(0.77)

High Needs Breakdown of spend

8. The 2017/18 overspend in the High Needs Block can be shown in the table below. **Appendix 1** breaks down the last 3 years outturn to budget for these service areas.

Service Area	Budget 2017/18	Forecast Outturn 2017/18	(Over) / underspend 2017/18
	£m	£m	£m
Staffordshire Special Schools and Academies	35.986	37.159	(1.173)
Staffordshire Pupil Referral Units & District Inclusion Partnerships	5.944	6.106	(0.162)
Special Units	0.318	0.318	0.000
Staffordshire Mainstream Schools	7.715	9.629	(1.914)
Pupils in other LA Special & Mainstream Schools & Academies	1.062	1.329	(0.267)
Early Years Inclusion Fund	0.222	0.255	(0.033)
Independent Schools Mainstream	0.319	0.425	(0.106)
Independent Schools Special	6.567	8.186	(1.619)
Tier 4 Education in Hospital Provision	0.323	0.295	0.028
Top Up Funding - Post 16 Academies and Independent	3.956	3.956	0.000
SEN Support Services			
Families First	4.725	4.436	0.289
Entrust	2.788	2.788	0.000
Grand Total	69.925	74.882	(4.957)

9. Supplementary information showing the change in pupil numbers is attached as Appendix 2

10. Some reasons for the forecast overspend are linked to:-

- a. The overall population within Staffordshire schools has increased by 1.9% but the greatest increase is highlighted below within the PRUs and Special Schools which are funded from the High Needs Block.

Number of Pupils on Roll in the January School Census

Excluding subsidiary registrations

Only includes statutory school age - NCY Reception to year 11

School Type	Jan 2012	Jan 2017	Percentage Increase
Primary	57,911	62,725	8.3%
Secondary	48,613	45,506	-6.4%
PRU	171	204	19.3%
Special	1,607	1,950	21.3%
Grand Total	108,302	110,385	1.9%

- b. The wider SEND population is significantly increasing. Since September 2014 there has been a marked increase (29%) in the overall number of EHC Plans/ Statements.

Year	Total Number of EHCP & Statements
Jan 15	3,400
Jan 16	3,631
Jan 17	3,933
current	4,381

- c. There has been a substantial increase in both the number of requests for EHC assessments (72%) and the number of assessments completed (92%). During the 2016-2017 academic year, of the 1,052 EHC applications received, 575 were from schools (54.657%).

Academic Year	Requests for EHC Assessments	EHC Assessments completed
14/15	609	321
15/16	889	541

16/17	1,052	617
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- d. Provisional data analysed in December indicates that 49% of pupils with Education, Health and Care Plans (EHCPs) are placed in specialist provision as compared to 28% in mainstream schools.

Type of Provision	No as at Dec 2017	%
Specialist Provision	1,945	49%
Mainstream Provision	1,119	28%
Education Other than at School	383	10%
Post 16 (FE & Specialist)	534	13%
Grand Total	3,981	

- e. The increased demand for places within specialist provision through parental requests and SEND Tribunal decisions has resulted in an increase in pupils being placed in the independent specialist school sector. See **Appendix 2** which demonstrates a 24% increase in this school population. The cost of an independent specialist placement can cost up to circa £200k per pupil.
- f. Numbers of pupils who have been permanently excluded for both primary and secondary are above the national average. In 2014-2015 academic year there were 130 permanent exclusions however in 2016-2017 this increased to 234 (48 of which were primary aged pupils). Early indications for 2017-2018 academic year predict in excess of 300+ pupils will be permanently excluded.
11. The immediate short term task is to identify a joined up strategy with education providers to reduce the overspend on the High Needs Block and by 2019/20 to bring the high needs expenditure to within the DSG allocation.
12. A High Needs Recovery Strategy Group is being established and meetings will commence in January.

Impacts of non-achievement of High Needs block recovery plan.

13. If the strategy is unsuccessful the DSG balances would be brought into deficit. The financial pressures within the County Council means the likelihood is there will be no funding available from the local authority.
14. This will mean that in 2019/20 we would need to switch 0.5% from the schools block to the High Needs block.

Report author:

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High Needs Block - 3 year analysis against budget allocated before use of reserves.

Service Area	Budget 2015/16	Budget 2016/17	Budget 2017/18	Outturn 2015/16	Outturn 2016/17	Forecast Outturn 2017/18	(Over) / underspend 2015/16	(Over) / underspend 2016/17	(Over) / underspend 2017/18
	£m	£m	£m	£m	£m	£m	£m	£m	£m
Staffordshire Special Schools and Academies	34.859	35.006	35.986	35.356	35.947	37.159	(0.497)	(0.941)	(1.173)
Staffordshire Pupil Referral Units & District Inclusion Partnerships	5.319	5.746	5.944	5.065	5.708	6.106	0.254	0.038	(0.162)
Special Units	0.330	0.330	0.318	0.330	0.330	0.318	0.000	0.000	0.000
Staffordshire Mainstream Schools	6.736	6.172	7.715	6.289	7.404	9.629	0.447	(1.232)	(1.914)
Pupils in other LA Special & Mainstream Schools & Academies	0.700	1.185	1.062	1.058	1.137	1.329	(0.358)	0.048	(0.267)
Early Years Inclusion Fund	0.230	0.230	0.222	0.224	0.255	0.255	0.006	(0.025)	(0.033)
Independent Schools Mainstream	0.200	0.330	0.319	0.299	0.291	0.425	(0.099)	0.039	(0.106)
Independent Schools Special	4.943	6.395	6.567	5.318	6.169	8.186	(0.375)	0.226	(1.619)
Tier 4 Education in Hospital Provision	0.225	0.422	0.323	0.440	0.295	0.295	(0.215)	0.127	0.028
Top Up Funding - Post 16 Academies and Independent	4.221	4.221	3.956	3.155	3.277	3.956	1.066	0.944	0.000
SEN Support Services									
Families First	4.809	4.899	4.725	4.928	4.922	4.436	(0.119)	(0.023)	0.289
Entrust	3.153	3.153	2.788	3.153	3.153	2.788	0.000	0.000	0.000
<i>Planned Use of Reserves</i>	0.000	(1.700)	0.000	0.000	0.000	0.000	0.000	(1.700)	0.000
Grand Total	65.725	66.389	69.925	65.615	68.888	74.882	0.110	(2.499)	(4.957)

Appendix 2

Service Area	2015/16	2016/17	2017/18	2017-18 pupil numbers estimate	Variance 2016-17 to 2015-16	Variance 2017-18 to 2016-17	Variance 2017-18 to 2015-16	% Variance 2017-18 to 2015-17	
Staffordshire Special Schools and Academies	2,254	2,355	2,308	at autumn half term	101	-47	54	2%	Staffs funded only
Staffordshire Pupil Referral Units & District Inclusion Partnerships	513	499	403	as at beginning November	-14	-96	-110	-21%	
Staffordshire Mainstream Schools	1,159	1,284	1,679	at autumn half term	125	395	520	45%	
Independent Schools Special	189	211	235	as at end of October	22	24	46	24%	
Independent Hospital Fees	29	20	10		-9	-10	-19	-66%	
Grand Total	4,144	4,369	4,635		225	266	491		

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
	Update to the Staffordshire Scheme for Financing of Schools	Item from Entrust
	Growth Fund 2018-19: Funding of New Schools	
	High Needs Block/2017-18 Projected Outturn/2018-19 Overspend/Recovery Plan	
	Notices of Concern	Standard item
Spring term 26 March 2018	Update to the Financial Regulations for Schools	Item from Entrust
	Schools Budget (forthcoming financial year)	Annual item
	Central Expenditure – Confirmation of Final Budget Values	

Meeting	Item	Details
	Fairer Funding	Standard item
	Notices of Concern	Standard item