

Schools Forum

Tuesday, 3 July 2018

2.00 pm

Kingston Centre, Fairway, Stafford ST16 3TW

John Tradewell
Director of Strategy, Governance and Change
25 June 2018

A G E N D A

Part One

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of the meeting held on 26 March 2018** (Pages 1 - 6)
4. **Matters Arising and Decisions taken by the Chairman**
5. **Schools Budget 2017-18: Final Outturn** (Pages 7 - 10)
Report of the Director of Finance and Resources
6. **Update to the Scheme for Financing Schools** (Pages 11 - 12)
Report produced by Entrust on behalf of the Deputy Chief Executive and Director for Families and Communities
7. **Notices of Concern** (Pages 13 - 14)
Report produced by Entrust on behalf of the Deputy Chief Executive and Director for Families and Communities



8. **Growth Fund - Allocation of Funding 2018/19** (Pages 15 - 24)
Report of the Deputy Chief Executive and Director for Families and Communities
9. **Schools Information Management System** (Pages 25 - 28)
Report of the Deputy Chief Executive and Director for Families and Communities
10. **Early Help Dedicated Schools Grant Update** (Pages 29 - 34)
Report of the Deputy Chief Executive and Director for Families and Communities
11. **Annual Review of Schools Forum Membership** (Pages 35 - 40)
Report of the Director for Strategy, Governance and Change
12. **Work Programme** (Pages 41 - 44)
13. **Date of next meeting**
The next Schools Forum is scheduled for Thursday 18 October, 2.00 pm, venue to be confirmed.

Exclusion of the Public

The Chairman to move:

'That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraph of Part 1 of schedule 12A of the Local Government Act 1972 indicated below'

PART TWO

(reports in this section are exempt)

14. **Update on High Needs Block** (Pages 45 - 48)
Report of the Deputy Chief Executive and Director for Families and Communities
(Exemption paragraph 4)

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	Liz Threlkeld
Stuart Jones	Matthew Baxter
Philip Tapp (Vice-Chairman)	Nicky Crookshank
Kirsty Rogers	Richard Lane
Karen Dobson	Anita Rattan
Wendy Horden	
Ally Harvey	
Sara Bailey	

Local Authority Observers

Mark Sutton
Philip White

Core Officers

Sara Pitt	Tim Moss
Alison Barnes	Michelle Williams
Will Wilkes	Richard Hancock
Julie Roberts	Graham Pirt
Andrew Marsden	

Minutes of the Schools Forum Meeting held on 26 March 2018

Present: Steve Barr (Chairman)

Attendance

Wendy Keeble	Sara Bailey
Richard Osborne	Jonathan Jones
Wendy Whelan	Kevin Allbutt
Lesley Wells	Steve Swatton
Philip Siddell	Judy Wyman
Richard Redgate	Liz Threlkeld
Alison Gibson	Richard Lane
Stuart Jones	Anita Rattan
Philip Tapp (Vice-Chairman)	
Karen Dobson	

Observers: Mark Sutton and Philip White

Also in attendance: Alison Barnes, Julie Roberts, Andrew Marsden, Michelle Williams and Graham Pirt

Apologies: Claire Shaw, Ally Harvey, Chris Wright, Claire Evans and Matthew Baxter

PART ONE

93. Declarations of Interest

There were none at this meeting.

94. Minutes of the meeting held on 16 January 2018

RESOLVED – That the minutes of the Schools Forum meeting held on 16 January 2018 be confirmed and signed by the Chairman.

95. Matters arising and Decisions taken by the Chairman

The Chairman reported that he had attended the first meeting of the Staffordshire Education and Skills Strategy 2018-22 Group in February. The second meeting was to be held at the end of April and the Vice-Chairman would be attending this on behalf of the Schools Forum. In response to a question, officers advised that engagement with Forum would be considered as part of a communications strategy.

There was a lengthy update in the schools e-bag on “My Finance”, and as part of addressing the issue of making this more effective there was a short survey for schools to complete.

Other follow-up action included:

- a meeting had been arranged early in April for officers to consider the Constitution; and
- a message had been included in the schools e-bag containing a link to the Forum webpage and giving dates of meetings up to 2019.

It was suggested that proposals for the NJC Green Book Pay Award Offer for 2019/20 should be included on the Work Programme.

The Chairman informed members that Geoff Crockett, County Manager for Education, was to take early retirement. He wished to record his appreciation for everything that Geoff had done, in a variety of roles over a number of years in the Education Service.

96. Schools Budget 2018/19

[Jo Galt, Accountant from Finance and Resources, in attendance for this item]

At the 3 October 2017 Forum Members had considered the indicative level of planned central expenditure for 2018-19 and had given approval to the budget provision for a range of areas to enable the local authority to meet the DfE timescale for submitting individual school budgets to ESFA in mid-January.

De-delegated items remained unchanged following the 3 October 2017 vote. The Forum also considered Central Expenditure Budgets, and Members agreed to delegate the School Improvement Budget of £818,250. The following tables include the 2017-18 budgeted value, the indicative value discussed at the October meeting and the final value used to set school budgets.

	2017-18 £	Indicative 2018-19 £	Final 2018-19 £
Admissions & appeals	786,050	786,050	786,050
Maintenance and servicing of Schools Forum	11,780	11,780	11,780
Prudential borrowing	924,130	924,130	924,130
Combined Services			
Families First - Local Support Teams	1,448,000	1,448,000	1,448,000
Entrust - School Improvement Services	818,280	818,280	-
SEN transport	250,140	250,140	250,140
	4,238,380	4,238,380	3,420,100

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

In October the Forum had agreed that the amount included in the Central Schools Block to fund Education Functions (services previously funded by the Education Services

Grant (ESG) retained duties rate) be retained centrally for this purpose. The amount retained for 2018-19 was £1.768m.

Individual schools budgets were the largest part of the funding for the majority of schools. Formula Budgets were now based on the National Funding Formula (NFF), as approved by Schools Forum in December 2017 and Cabinet in January 2018. As part of the new arrangements the Schools Block of the Dedicated Schools Grant (DSG) was now ring-fenced. However, local authorities had limited flexibility to transfer schools funding to other areas, such as High Needs. These transfers were limited to 0.5% of the Schools Block and could only be made with the agreement of Schools Forum. Given the current forecast overspend on the High Needs Block it was likely that this transfer of funding would be necessary in 2019-20.

The NFF included two transitional protections: a minimum per pupil funding level, and 0.5% per pupil uplift, these protections replaced the Minimum Funding Guarantee. In order to ensure that individual school budgets are affordable within the Schools Block DSG, gains had been capped at 3.05% or 20% of formula gains, whichever was greater. This ensured that very small schools did not receive very small cash increases.

At the October Schools Forum meeting, Maintained School members agreed to a levy of £52.95 to fund services previously funded by the general duties element of ESC, with the exception of non-statutory education welfare. This was higher than in 2017-18 due to the transitional grant ending. The actual levy per pupil for 2018-19 had been set at £48.73. This was lower than anticipated in October due to a higher number of pupils on roll at maintained schools.

The PVI (Early Years) representative raised a number of questions regarding funding for early years funding, as follows:

- a) At a recent meeting of the National Day Nurseries Association, Staffordshire members had asked why providers were not receiving £4.00 per hour?
- b) Why has the £5.00 rate for 2 year olds not increased in line with increased costs?
- c) In relation to the contingency fund: has any of this been spent; why do we need it; what is it for; why is it higher for 2 year olds?

[Note by Clerk: Subsequent to the meeting, the following responses were provided:

- a) Staffordshire has been allocated £4.30 in a unit rate by central government for 2018-19. The County Council is allowed to centrally retain 5%, which equates to 0.22p. This means that £4.08 is the pass out rate to providers. The reason that all providers do not receive £4.00 per hour is because 1% (0.04p) is retained for contingency and 2.5% is channelled into deprivation (0.11p). The range of rates for Staffordshire providers in 2018-19 are:
 - £3.93 Universal Base Rate for all providers
 - £4.13 Universal Base Rate + deprivation band 1
 - £4.23 Universal Base Rate + deprivation band 2.

It should be noted that the deprivation element of the formula is also designed to ensure that providers who do not take many “fee paying” parents benefit from this additional funding to support their sustainability.

- b) The rate for 2 year olds will not increase further until we can assess variance between yearly census points. In 2016-17, due to the way funding is generated by yearly census points, we had to use DSG reserves of £600K to prop up the

budget. Clearly, this is unsustainable in the long term and therefore we have set a contingency budget in order to ensure that we are covered. Following analysis later this year, if we have overset the contingency figure we will be able to increase early years rates in the future.

- c) A contingency fund had also been set up to manage fluctuations in census figures from year to year of 1% for 3 and 4 year olds and 3.85% for 2 year olds. The contingency figure is higher for 2 year olds because it is not a universal entitlement and is criterion driven. This means that we see more fluctuation in take up term on term and it is this budget that has proven to be more difficult to forecast in previous years. With 30 hour childcare introduced as a new entitlement in September 2017, we had similar concerns with regard to take up and fluctuation and therefore have set a contingency budget to ensure that we are covered.]

The Schools Forum has a consultative role in the financial arrangements for pupils with Special Education Needs (SEN). As in previous years the ESFA had not permitted bids for growth in planned place numbers. However, the new NFF for high needs was beginning to recognise the challenges related to growth in pupil numbers by including a population factor in determining DSG allocations.

The budget had needed to deal with pressure on independent school fees. This cost was anticipated to be around £1.3m in 2018-19. This was as a result of sustained growth of about 20% (55% over the last 2 financial years) in independent special school places, with an average cost of approximately £46,500 per placement. A contributing factor to this growth was SEND tribunal rulings which were placing children at these schools, and also an overall strain on the authority's provision. The post-16 high needs budget for colleges and independent providers remained at the same level as in previous years. However, there did remain a risk that there could be further pressure on this budget due to the impact of the SEND reforms which meant that young people up to the age of twenty five were now able to access education. This could increase the number of required places.

Staffordshire currently had 2 primary schools which had speech and language centres attached to their schools and received a devolved budget to manage the costs. The funding was based on an agreed number of places at £10,000 per place. There was no top-up funding available. Although places for 2018-19 remained the same as in previous years at Victoria Community School (23 places), provision at Flash Ley (10 places) was to be decommissioned from September 2018. It was confirmed that this was due to fewer children being referred.

Due to the pressures on High Needs, a contribution from the DSG balances continued to support the overall budget. A Task Force Group was currently reviewing how funding could be managed in future years, as unless Staffordshire received higher funding from a new fairer funding system the situation was not sustainable in the long term.

RESOLVED – That Schools Forum note the update on the Schools Budget for 2018-19.

97. Update on the High Needs Block Recovery Plan

The Forum was informed of the work which was being undertaken to remove the overspend within the High Needs Block, and of the need for a combined strategic approach with all education providers to meet the financial challenges which this presented. Failure to mitigate the High Needs overspend in 2018-19 would mean that a 0.5% funding switch would be required from the Schools Block to the High Needs Block in 2019-20. This would amount to £2.4m based on the 2018-19 Direct Schools Grant (DSG) allocation.

A High Needs Recovery Task Force had been convened and had now met 4 times and explored a range of options available for recovery of the High Needs Block overspend. Discussions had explored the benefits and risks attached to the withdrawal or reduction of a number of areas of funding. These included options for distribution of the Additional Educational Needs (AEN) funding, reduction in the overspend for out of authority Special School placements and options for addressing the overspend in alternative provision. Further work would be done on these areas as well as a number of other areas including top-up funding for post-16 independent provision.

The current High Needs forecast overspend was driving a number of discussions around potential options to manage the funding within the financial envelope available. There were already Transformation Projects taking place to pilot alternative ways of working and it was becoming apparent that there were ideas within these that would link directly with the High Needs Recovery Plan, including the Transformation Prototype in Leek, the new Prototype in South Staffordshire and the planned Early Years Prototype. The function of the prototypes was to consider a more localised approach to SEND provision leading to early intervention for pupils identified with SEND. The plan was that, because of the early intervention, there would be less recourse to requests for Education, Health and Care Plans (EHCPs). No financial modelling had yet taken place to quantify the financial implications of these. However when this has been done, and the impact evaluated, this may influence future decision making or further conversations around other ideas going forward, such as locality control of additional educational needs funding to reduce the requests for EHCP assessments. These had grown over the past 3 years from 609 in 2014-15 to 1,052 in 2016-17.

It was planned that the Prototypes would lead to a reduction in the requests for EHCPs and consequent Special School pressures resulting in the large percentage growth in Special School placements compared to the growth in primary population and the reduction in secondary school population. A panel had also been introduced to review permanent exclusions, in order to reduce alternative provision costs where demand for places had grown, greater than the growth in primary and secondary. Discussions were also taking place around reducing costs on independent Special School placements, through a planned joint social care, health and education review panel. Discussions had also commenced with Staffordshire Maintained and Academy Special Schools to review the funding of Special Schools in order to seek to reduce the pressure on Exceptional Needs funding.

The indicative allocations within the National Funding Formula had identified that there would be an additional £2m added into the High Needs Block in 2018-19, rising to an additional £3.8m added in for 2019-20. The forecast overspend for 2017-18 was

estimated to be £4.96m rising to between £4m - £7m in 2018-19 based on current trends. The DSG balances currently stood at £8.4m, if these overspends were realised the DSG balances would then be in deficit. Members were informed that the financial pressures within the County Council meant that the likelihood was that there would be no funding available from the local authority. Forum members raised objections to the fact that the cost of all of the overspend would have to be borne through the schools budget, given that a lot of the costs did not relate to children of school age and also that the decisions leading to this situation had been made by local authority officers. Concern was also expressed over how long it may take to bring this situation under control, and members requested that the update to the next meeting should provide an indication of the direction of travel, projections of expenditure and more detail on options.

RESOLVED – That the progress of the High Needs Recovery Strategy Group be noted.

98. Notices of Concern

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

Winshill Village Primary and Nursery School Directive Academy Order

RESOLVED – That the issue of a Notice of Concern to the school above be noted.

99. Work Programme

Forum members agreed that an item on the NJC Green Book Pay Award offer for 2019/20 should be included on the Work Programme, with a note to say that the date that this will be considered will be confirmed.

RESOLVED – That this addition to the Work Programme be noted.

100. Date of next meeting

RESOLVED – That the next Schools Forum meeting be scheduled for Tuesday 3 July 2018, at 2.00 pm at the Kingston Centre, Stafford.

101. My Finance Update

[**Note by Clerk:** Forum was informed that a feedback group had been set up on “My Finance”, and Wendy Keeble invited members to let her have any comments, queries or concerns which she would feed back to the group on their behalf. Email:

W.Keeble@blythebridge.staffs.sch.uk]

Chairman

Schools Forum – 3 July 2018

Schools Budget 2017-18: Final Outturn

Recommendations

1. That the Schools Forum note the 2017-18 Schools Budget financial outturn.

Report of the Director of Finance and Resources

PART A

Why is it coming here – what decision is required?

2. To inform Schools Forum of the 2017-18 final outturn and to note the contents of the report.

Reasons for recommendations

3. To inform Schools Forum of the Dedicated Schools Budget outturn for 2017-18.

PART B

Outturn on Schools' Budgets 2017-18

4. The outturn position for 2017-18 was a £3.298m variance over spend on planned expenditure across all services, which includes £1.2m use of reserves in setting the budgets. A summary of balances is shown in Appendix 1. As a consequence of the overspend, as shown in Appendix 1, DSG reserves are now showing a balance at the end of March 2018 of £5.053m, with available reserves in 2018-19 at a level of £4.726m. This does not include Early Years adjustment for late claims.
5. The Individual Schools Budget (ISB) shows an over spend of £0.090m (0.02 %). This outturn relates to budgets allocated to individual schools through the funding formula.
6. The high needs block budget included £1.2m of DSG reserve. However it overspent by £4.049m (5.69%) therefore utilising £5.249m of reserves. Numbers accessing the high needs service have continued to rise, and pressures have arisen as a consequence of this, mainly relating to top up funding and also in alternative provision.
7. There is a continued forecast overspend on the high needs block in 2018-19. This will result in a drawdown of reserves of between £5m - £7m (based on current trend) taking the reserve balance into a negative position at March 2019. A recovery plan is being proposed, which is the subject of a recovery plan paper at this Forum.
8. Early Years has underspent by £1.083m (-2.67%). This is not the full and final outturn for Early Years as the DSG is amended in July for the previous January's census. This could result in a deduction for 2018-19 which would relate to 2017-18. Also due to the process of claiming 30 hours there could be late claims and therefore the possibility that claims will still be paid in 2018-19 which relate to 2017-18.

9. Central and de-delegated items have underspent by £0.863m (-4.37 %). This has arisen mainly as a result of there being less call on the contingency, an underspend on growth fund and also on CERA related costs.
10. Where a school is giving cause for concern and has significant revenue balances, then a conversation is held between the school and the local authority as to how balances are being used to improve outcomes for learners.
11. There a number of approved licenced deficits (9 schools, with a value of £1.241m). The funding of these is met from school balances until such time as the school repays the deficit. With balances decreasing for example due to academisation, the growth in number and in value of licenced deficits is of concern.

Report author:

Author's Name: Alison Barnes
Ext. No.: 01785 85489

**2017-18 Schools Budget
Final Outturn**

	Budget	Final Outturn	Variation (under) / over	% variance	Notes
	£'000	£'000	£'000		
Planned Expenditure:					
Individual Schools	464.380	464.470	0.090	0.02%	Note 1
High Needs, excluding place funding included above	71.134	75.183	4.049	5.69%	Note 2
Early Years (subject to July adjustment per Note)	40.542	39.459	(1.083)	-2.67%	Note 3
Central and De-Delegated Items	19.757	18.894	(0.863)	-4.37%	Note 4
Total (A)	<u>595.813</u>	<u>598.006</u>	<u>2.193</u>	0.37%	

	Budget	Final Outturn	Variation (under) / over	% variance	Notes
	£'000	£'000	£'000		
Funding for 2017-18 budget:					
Use of carry forward of DSG	(1.200)	(1.200)	0.000	0.00%	
2017-18 DSG settlement	(568.013)	(566.909)	1.105	-0.19%	
ESFA Post 16 funding	(26.600)	(26.600)	0.000		
Total (B)	<u>(595.813)</u>	<u>(594.709)</u>	<u>1.105</u>	-0.19%	

Overall variance on 2017-18 budget (A + B) **£'000**
3.298

DSG reserve

	£'000
Opening DSG reserve 1 April 2017	8.351
Use of reserve	3.298
DSG reserve at 31 March 2018	<u>5.053</u>
Committed use of reserves in 2018-19:	£'000
Underspend on Significant Pupil Growth Fund and Infant Class Size Fund applied to ISB	0.326
Early Years late claims	N/A
Revised DSG reserve (still awaiting Early Years settlement)	<u>4.726</u>

NB. Anticipated High Needs outturn for 2018-19 will utilise DSG reserve.

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

Note 1

Includes delegated schools' budgets, 'place' funding for high needs and the Pupil Premium.

Note 2

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

Note 3

Process of claiming 30 hours has led to delayed claims. It is likely that claims will still be paid in 2018-19 which relate to 2017-18. The DSG is amended in July for the previous Januarys census. This could result in a deduction for 2018-19 which would relate to 2017-18.

Note 4

Those areas relating to central and de-delegated expenditure items through vote of Schools Forum, such as school specific contingencies, support to underperforming ethnic groups, insurances, maternity pay, termination of employment costs for schools' staff, prudential borrowing costs and capital expenditure from revenue

Schools Forum – 3 July 2018

Update to the Staffordshire Scheme for Financing of Schools

Recommendation

1. The Schools Forum approves the revised Staffordshire Scheme for Financing Schools (SSFS).

Report of the Deputy Chief Executive and Director for People:

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. Sections 2.3.1 – Removal as regulations no longer allow local authorities to issue budget shares for a multi-year period.
4. Section 4.8 Balances of closing and replacement schools
5. Section 4.10.2 – Borrowing for the purpose of funding premature retirement and redundancy cost. Removal of this paragraph
6. Section 6.2.15 Adjustment to this paragraph – “statements of SEN” to be replaced with “Education Health and Care Plan (EHCP).

PART B

Background:

7. The SSFS sets out the financial relationship between the authority and each of the maintained schools in Staffordshire. The SSFS is based on the DfE Statutory guidance for the scheme for financing schools. The scheme was last presented for updates in January 2018 and a copy is available on the Staffordshire Learning Net (SLN) to be viewed by any interested party.
8. Section 4.8. this section has been replaced with: “Where in the funding period, a school has been established or is subject to a prescribed alteration as a result of the closure of a school, a local authority may add an amount to the budget share of the new or enlarged school to reflect all or part of the unspent budget share (including any surplus carried over from previous funding periods) of the closing school for the funding period in which it closes.
9. Section 4.10.2. Following changes to the statutory guidance loans must only be used to assist schools in spreading the cost over more than one year of large one-off individual items of a capital nature that have a benefit to the school lasting more than one financial or academic year. Loans must not be used as a means of funding a deficit that has arisen because a school’s recurrent costs exceed its current income.

10. 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 is due to be updated to reflect the schools maintained by the authority as at 1 September 2018.

Report author:

Author's Name: Michelle Williams, Head of Education Finance, Entrust Support Services Ltd

Ext. No.: 07523507032

Annex A Applicable Schools

To be updated 30th September 2018.

ANNEX A

Total 248 Maintained Schools as at 30.9.17

Schools Forum – 3 July 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 People:**PART A****Why is it coming here – what decision is required?**

2. No decision required.

Reasons for recommendation

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

PART B**Background:**

4. There have been 2 new Notice of Concerns issued since the last meeting:

All Saints, Bednall & Two Gates have been issued with a Directive Academy Order.
5. Since the last meeting of the Schools Forum the County Council has withdrawn 1 existing Notices of Concern for Blythe Bridge school.

Report author:

Author's Name: Michelle Williams, Head of Education Finance, Entrust Support Services Ltd

Ext. No.: 07523507032

List of background papers:

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

Schools Forum – 3rd July 2018

Growth Fund - Allocation of Funding 2017/18

Recommendations

- 1) That the Schools Forum notes the allocations of Growth Funding (which includes infant class size legislation) and, where appropriate, the schools' financial self-declarations as requested by Forum.
 - a. Funding for Infant Class Size Legislation:
5 primary schools.
 - b. Funding for Basic Need Growth: exceptional growth:
2 primary schools; 0 middle schools; 0 secondary schools.
 - c. Funding for Basic Need Growth: revenue start-up costs for free schools:
2 new primary free schools due to open in 2019/20.

Report of the Deputy Chief Executive and Director for People:

Why is it coming here – what decision is required?

- 2) On 11 February 2013, Schools Forum agreed a Growth Fund policy and members asked to be advised of all funding allocations.
- 3) On 23 March 2016, Forum requested that schools receiving funding should complete a short financial self-declaration (see Appendices.).
- 4) On 3 October 2017, Forum approved the 2018/19 Growth Fund budget of **£95,000** to support compliance with infant class size legislation and **£500,000** to support Basic Need growth in the population (with any underspend being returned to the ISB 2019/20).

:

Reasons for recommendations:

Funding for Infant Class Size Legislation

- 5) Funding for infant class size legislation: in accordance with Forum's approved criteria, **£65,799** from the **£95,000** budget will be allocated to 5 schools on the basis of an agreed number of infant teachers (see Appendix A for the schools' self declarations).
 - a) Ashcroft Infant and Nursery School (Tamworth)
£3,210 towards the cost of a 5th infant class teacher
 - b) Rushton CE (C) Primary School (Staffordshire Moorlands)
£11,234 towards the cost of 1 infant class teacher

- c) St. Leonard's CE(VA) First School, Ipstones (Staffordshire Moorlands)
£17,653 towards the cost of 1 infant class teacher
- d) The Henry Prince CE (C) First School (East Staffordshire)
£14,444 towards the cost of 1 infant class teacher
- e) The Meadows Primary School (Newcastle)
£19,258 towards the cost of a 2nd infant class teacher

Funding for Basic Need Growth: exceptional growth

- 6) Funding for exceptional growth in primary: in accordance with Forum's approved Growth Fund criteria, **£69,900** will be allocated to two primary schools that have worked with the LA to create additional classes in response to Basic Need growth (see Appendix B for the schools' self-declarations).
 - a) Bishop Lonsdale CE Academy (Stafford Borough)
£34,950 for 1 additional infant class teacher
 - b) Thomas Russell Infants School (East Staffordshire)
£34,950 for 1 additional infant class teacher
- 7) Funding for exceptional growth in middle and secondary: in accordance with Forum's approved Growth Fund criteria, **£0** will be allocated to 0 middle and 0 secondary schools that have worked with the LA to provide at least 5% of additional PAN places in response to Basic Need growth.

Funding for Basic Need Growth: revenue start-up costs for new free schools

- 8) Funding for revenue start-up costs for new free schools: in accordance with Forum's approved Growth Fund criteria, **£131,000** will be allocated to Streethay Free School in Lichfield and Pye Green Free school in Cannock towards pre- and post-opening start-up costs. (See Appendix C for an estimate of revenue start-up costs for new free schools opening by September 2022.)

Total expenditure

- 9) The allocation of **£200,900** for exceptional pupil growth is within the budget of £500,000, which represents an underspend of **£299,100**. This underspend, along with the **£29,201** underspend on infant class size legislation, will be returned to the ISB 2019/20.

Report author: Andrew Marsden, County Commissioner for Access to Learning
Tel. N°: 01785 278787

Appendix A: financial information for Infant Class Size applications 2018/19

Ashcroft Infant and Nursery School

Application for Infant Class Size Funding 2018/19 Self-Declaration Form	School Name Ashcroft Infant and Nursery School
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Previous three financial years	* (a) Total revenue budget £ (incl. reserves)	* (b) Total expenditure/ actual spend £	%age between expenditure and budget (b/a)*100	Commentary on the size and use of balances in each year NB this is intended to allow schools to explain to Forum where balances are high
17/18	659,390.00	627,428.00	95%	School budget has continued to be low as we are a small school with low levels of pupil premium. Staff illness has had an impact on reserves and the need to buy-in services has further stretched our already small budget. High need pupils continue to need full time support which is not funded.
16/17	683,670.00	638,306.58	94%	School budget has continued to be low as we are a small school with low levels of pupil premium pupils. We have seen a further increase in pupils with additional needs, maintaining a need for TA support.
15/16	671,130.00	666,800.42	99%	Reserves are low for school. Several bids were applied for by the previous headteacher and governor run provision for afternoon nursery provision was set up to generate extra funding for school . An increase in children with additional needs has maintained a need for TA support.
2014/15	1,234,567	1,111,111	90%	<i>Example</i>

Commentary on the school's need for an allocation of infant class size funding for 2017/18

The headteacher and governors have made decisions to enable a budget to be set each year. We have made restrictions in classes, staffing and made redundancies where possible. We continue to have increased high-needs pupils who do not receive any/enough additional funding for their needs. The funding application has been put forward to ensure we can meet the required staffing costs. Numbers on roll in September will be 123 with a further 30 pupils in Nursery. A total of 37 pupils have admitted to Reception meaning we will require two teachers for these classes. We will have a total of 86 pupils in KS1.

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Rushton CE (C) Primary School (Staffordshire Moorlands)

Application for Infant Class Size Funding 2018/19 Self-Declaration Form	School Name Rushton First School 3103
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Previous three financial years	* (a) Total revenue budget £ (incl. reserves)	* (b) Total expenditure/ actual spend £	%age between expenditure and budget (b/a)*100	Commentary on the size and use of balances in each year NB this is intended to allow schools to explain to Forum where balances are high
2017/2018	£255,261.00	£255,217.85	99.98%	Everything minus DFC. Budget Includes use of £21,641 revenue balances.
2016/2017	£257,180.00	£235,910.54	91.72%	Everything minus DFC. Budget Includes use of £28,000 revenue balances.
2015/2016	£261,410.00	£241,030.43	91.72%	Everything minus DFC. Budget Includes use of £28,590 revenue balances.
2016/17	1,234,567	1,111,111	90%	<i>Example</i>

* As the year end for academies is 31 August the most recent year end for an academy will be 2016/17.

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

Commentary on the school's need for an allocation of infant class size funding for 2018/19
As we are such a small school, the funding is required to enable the correct staffing ratios to be in place for all pupils. We aim to avoid teaching more than 2 year groups together in one class as this can be detrimental to teaching standards.

St. Leonard's CE (VA) First School, Ipstones (Staffordshire Moorlands)

Application for Infant Class Size Funding 2018/19 Self-Declaration Form	School Name: St Leonards Ipstones - 3490
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Previous three financial years	* (a) Total revenue budget £ (incl. reserves)	* (b) Total expenditure/ actual spend £	%age between expenditure and budget (b/a)*100	Commentary on the size and use of balances in each year NB this is intended to allow schools to explain to Forum where balances are high
2017-2018	£297,393	£297,326	99.98%	Includes use of revenue balances £31,703.
2016-2017	£258,140	£239,795	93%	Includes use of revenue balances £18,310.
2015-2016	£252,550	£233,781	93%	Includes use of revenue balances £10,630.
<i>2016/17</i>	<i>1,234,567</i>	<i>1,111,111</i>	<i>90%</i>	<i>Example</i>

* As the year end for academies is 31 August the most recent year end for an academy will be 2016/17.

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

Commentary on the school's need for an allocation of infant class size funding for 2018/19

We are a small village school, with 38 pupils.
 We are currently in the "requires improvement" category from Ofsted.
 We have worked hard, employing new experienced staff, to raise standards in the school to achieve a "good" outcome.
 We did have mixed age classes which Ofsted didn't score us well on, now we have separate classes which is working well, however we are very limited with our budget and concerned we cannot maintain the teaching staff we have in place who have already made a difference to our pupil progress. This we really need to sustain to get our school out of RI.

The Henry Prince C.E. (C) First School & Nursery

Application for Infant Class Size Funding 2018/19 Self-Declaration Form	School Name The Henry Prince C.E. (C) First School & Nursery
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Previous three financial years	* (a) Total revenue budget £ (incl. reserves)	* (b) Total expenditure/ actual spend £	%age between expenditure and budget (b/a)*100	Commentary on the size and use of balances in each year NB this is intended to allow schools to explain to Forum where balances are high
2017-2018	£235,480	£314,628	133%	Agreed business plan with SCC
2016-2017	£238,980	£256,334	107%	Needs a further £17,354 to set a budget
Page 20 2015-2016	£287,987 (Incl £16,037 carried forward)	£287,987	100%	Carried forward £16,037 from previous year as had predicted a fall in income based on pupil numbers.
2016/17	1,234,567	1,111,111	90%	<i>Example</i>

* As the year end for academies is 31 August the most recent year end for an academy will be 2016/17.

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

Commentary on the school's need for an allocation of infant class size funding for 2018/19
Our school has suffered a significant fall in numbers on roll. We already teach in mixed year groups. These additional costs are to cover the costs of teaching staff.

The Meadows Primary School – this school submitted the financial information as part of their application, which is why the format is different.

I have included budget information below which evidences the school's difficulties in setting a balanced budget. Currently our budget is being reduced by a reduction in pupil numbers. The Meadows is very unique as it is housed in a privately owned building. We have a full repair lease and are charged £11,850 for rent and insurance per year. This is paid in full from the school's budget. Furthermore the school does not have a hall so we have to hire the community centre for PE and hire a coach each week to transport the children. This costs £5000 and is paid for directly from the school's budget. These various factors put additional financial pressures on the school, making our circumstances quite exceptional.

NOTE: Our school converted to become part of a multi-academy trust in October 2017, therefore, the projected figures below for 2017-18 are from 1st October 17 – 31st August 2018, all other years are actual figures for April-March.

Financial Figures

Year	Budget (incl use of reserves & DFC)	Actual Spend	% Diff	Carry Forward	Salary Cost	% of Budget
2017-18*	£455,010	£449,730	98.8%	£5,280	£347,149	76.3%
2016-17	£494,340	£501,393	101%	£18,515	£385,344	78%
2015-16	£496,488	£465,728	94%	£30,759	£356,444	72%
2014-15	£482,399	£470,321	97%	£12,077	£362,617	75%

***- please note that these totals are for a 11 month period not a full year.**

Appendix B: financial information for Basic Need Growth: Exceptional Growth applications 2018/19

Bishop Lonsdale CE Academy, Stafford

Previous three financial years	* (a) Total revenue budget £ (incl. reserves)	* (b) Total expenditure/ actual spend £	%age between expenditure and budget (b/a)*100	Commentary on the size and use of balances in each year NB this is intended to allow schools to explain to Forum where balances are high
2017/18	£1,039,884	£978,083	94%	£61,801 balance, premature retirement cost of £54,658 for 4 years for JB (plus 0.5% interest above BOE base rate. Replacement 3G pitch provision required of £50,000 by 2027. Asbestos hall roof provision required.
2016/17	£934,392	£841,009	90%	£93,383 agreement of balances - Premature Retirement Cost of £68,323.67 for JB (5 payments remaining subject to 0.5% interest above BOE base rate). Replacement 3G pitch provision required of £50,000 by 2027
2015/16	£927,430	£872,478	94%	£54,952 balance
2014/15	£800,932	£757,567	95%	£43,365 balance

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

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

Commentary on the school's need for an allocation of Growth Fund for 2018/19

We have an influx of pupils due to the 3 housing developments in close proximity to the school, we are extending the academy to include 3 additional classrooms and a mobile in the interim to address the increase in admissions. We currently have 36 pupils in Reception, Year 1 has 31, Year 2 has 27, Year 3 has 32, Year 4 has 31, Year 5 has 39, and Year 6 has 28. As you can see we are oversubscribed in many year groups, technically we are still only a 1 Form Entry school and are likely to be that for academic year 2018/19 due to technicalities with our planned expansion and are therefore 14 pupils oversubscribed at present and anticipating more applications during the summer period due to families relocating to the new developments.

Thomas Russell Infants School, Burton

Growth Fund Policy – 2018/19 Allocation Self-Declaration Form			School Name - Thomas Russell Infants' School	
Previous three financial years	* (a) Total revenue budget £ (incl. reserves)	* (b) Total expenditure/ actual spend £	%age between expenditure and budget (b/a)*100	Commentary on the size and use of balances in each year NB this is intended to allow schools to explain to Forum where balances are high
Apr2015-Mar 2016	762,670	737,902	3.3%	Carry-forward of £24,200 brought forward from financial year Apr 2014-Mar 2015. £15k used from reserves in Apr 15-Mar 16. There was a carry-forward of £28,255 at the end of this financial year going into 16-17.
Apr-Aug 16	326,588	328,603	-0.6%	£2015 deficit recorded at end of partial financial year (Aug 16)
Sept 2016-Aug 2017	821,762 (reserves now absorbed into communal MAT 'pot')	806,105	2%	£15,657 surplus recorded at end of financial year (Aug 17)
Sept 2017-May 2018 (most current position available)	587,239 – actual income (reserves as above)	595,605		Budget set with deficit of -£17,361, which would come from MAT reserves. Currently forecast deficit of -£13,387.

* As the year end for academies is 31 August the most recent year end for an academy will be 2016/17.

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

Commentary on the school's need for an allocation of Growth Fund for 2018/19

Budget allocation figures are taken from Staffs CC Total Resources Allocation Sheets and from EFA Annual Letters of Funding. Added to these are AEN funding estimates, sports premium figures and other non-capital funding. Total income figures taken from archived SAP reports (when a maintained school) and PS Financial (since becoming an academy). Carry-forward figure taken from annual Staffs CC Statement of Interest form.
(If you need any clarification on figures, copies of official allocation sheets or budgets, please let us know.)

This funding is needed due to the County Council requesting an expansion to accommodate rising numbers in the village and that therefore requires us to employ a further member of staff in order to accommodate the extra children we have admitted.

If we are not allocated the growth fund here applied for, we will have to set a deficit budget of over £45,000. This would be an intolerable burden for the school to bear and would have repercussions for the entire MAT. We have always been extremely prudent with our available finances and until the last couple of years always managed to end the financial year within our allocated budget. Over the past year or so, this has proved impossible with rising staffing and occupation costs out-pacing budget allocations in real terms. We want to provide the best possible education for all our pupils, but we have grave concerns over the implications to our financial position if we are not given this extra funding

Appendix C: Estimated revenue start-up costs for new free schools expected to open by September 2022

Opening date	Site location	School Type	District	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
2019	Streethay	1 FE Primary	Lichfield	£65,500	£57,250	£49,750	£43,000	£20,250	£13,500	£6,250
2019	Pye Green	1 FE Primary	Cannock Chase	£65,500	£57,250	£49,750	£43,000	£20,250	£13,500	£6,250
2020	Fradley Park	1 FE Primary	Lichfield		£65,500	£57,250	£49,750	£43,000	£20,250	£13,500
2020	Stafford North SDL	1 FE Primary	Stafford Borough		£65,500	£57,250	£49,750	£43,000	£20,250	£13,500
2020	Anker Valley	1 FE Primary	Tamworth		£65,500	£57,250	£49,750	£43,000	£20,250	£13,500
2021	Beamhill	1 FE Primary	East Staffordshire			£65,500	£57,250	£49,750	£43,000	£20,250
2022	Deanslade Farm	1 FE Primary	Lichfield				£65,500	£57,250	£49,750	£43,000
2022	Rugeley (location tbc)	1 FE Primary	Cannock Chase				£65,500	£57,250	£49,750	£43,000
2022	Land West of Uttoxeter	1 FE First	East Staffordshire				£65,500	£39,000	£32,250	£24,500
TOTALS				£131,000	£311,000	£336,750	£489,000	£372,750	£262,500	£183,750

Schools Forum – 3 July 2018

School Information Management System (SIMS) Contract – options

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 provide Schools Forum with options regarding the SIMS contract ahead of the vote that takes place during October each year.

Reasons for recommendations

3. The existing SIMS contract between Staffordshire County Council (SCC) and Capita has the option to terminate in 2019 or to extend for 5 years (until 31/03/2024). Staffordshire County Council, who procures SIMS on behalf of maintained schools, has considered the benefits and risks of extending the contract and has concluded that there are two options as follows (further details are outlined within Part B of the report):

Option 1 – SCC to extend the existing SIMS contract for 5 years, subject to agreement by Schools Forum that maintained schools will accept payment of any future breakage charges as a result of early termination (i.e. terminating the contract prior to the 31/03/2024). In order to negate breakage charges, 18 months' notice from the October Schools Forum will be required.

Option 2 – SCC to negotiate an annual rolling contract / extension to the existing SIMS contract and provide information to School Forum for the October 2018 meeting.

PART B

Background

4. SCC entered into a 20 year contract with Capita for the provision of SIMS for Staffordshire maintained schools. The contract commenced in 2009 and has the option to terminate at 10 years (31/3/2019). However, the contract also has an option to extend for 5 years (until 31/3/2024), and a further 5 years (until 31/3/2029).
5. Schools Forum vote each year on whether or not to de-delegate Dedicated Schools Grant (DSG) to SCC for this contract (the annual vote is in relation to 'licences and subscriptions').
6. A breakage charge is incorporated into the SIMS contract; should Schools Forum vote not to de-delegate DSG to SCC for this contract SCC would then need to terminate the contract early and SCC would be liable for the breakage charge. SCC must give a minimum of 1 year and 1 day's notice of termination. Including additional modules

purchased by maintained schools via SCC the cost of termination to SCC would be £183k (as at the 18th May 2018). This figure is likely to reduce each year due to academisation, however it is also affected by the number / price of additional modules purchased by maintained schools under this contract.

7. Details regarding Option 1 and 2, as summarised in Part A above, are as follows:

	Advantages	Disadvantages
Option 1 - extend existing contract for 5 years, subject to Schools Forum agreement to pay any future breakage charges	<ul style="list-style-type: none"> Maintained schools continue to benefit from the charges set over 10 years ago for this contract. No work required by maintained schools to procure a new MI system until nearer the next break point (2024), and possibly not until nearer 2029 - subject to a future decision regarding the last 5 year extension period). 	<ul style="list-style-type: none"> Maintained schools to pay any breakage charges for early termination (prior to 31/3/2024).
Option 2 – negotiate a 1 year rolling contract / extension	<ul style="list-style-type: none"> No breakage charges (however, as a result annual charges are likely to increase). Ability to review the service received before deciding whether to renew for another year. 	<ul style="list-style-type: none"> Capita are likely to want to mitigate the loss of guaranteed revenue. This will likely result in increased charges to maintained schools (although this is to be confirmed).

8. Further details regarding ‘**indicative**’ charges to schools (for **directly contracting with Capita for SIMS**) can be found below. SCC have not yet been provided with charges should Schools Forum wish SCC to negotiate a 1 year rolling contract / extension, but can request this from Capita if this is the preferred option, ahead of October’s Schools Forum.

Type of school	*Qty	Licence price <u>per school</u> (ONE OFF charge – 2019-20)	Total (ONE OFF charge – 2019-20)	***Qty of pupils	ANNUAL CHARGE	
					NEW pupil rate <u>per school</u> (2019-20)	CURRENT pupil rate <u>per school</u> (2018-19)
High School	27	£2,995	£80,865 (27 x £2,995)	995	£1,932	£1,784.05
Primary – Large	75	£2,495	£187,125 (75 x £2,495)	424	£1,397	£966.34
Primary	130	£995	£129,350 (130 x £995)	50	£1,146	£643.20
TOTAL			**£397,340		**£305,919	

*Number of Staffordshire maintained schools (May 2018)

**Estimated total charge for 2019-20 is c.£700k (£397,340 + £305,919). The existing charge to schools (2018-19) is £177,353.60.

***Prices have been provided by Capita based on the number of pupils on roll within a school (i.e. 995 pupils per school, 424 pupils per school, 50 pupils per school).

Type of school:	2018-19 charge:	2019-20 charge:			*Annual charge (from 1/4/2020) - based on number of pupils:
		(a) One-off charge (2019-20):	(b) Annual charge (2019-20) - based on number of pupils:	(a+b) <u>TOTAL charge</u> (2019-20)	
High School	£1,784.05	£2,995	£1,932	£4,927	£1,932
Large Primary School	£966.34	£2,495	£1,397	£3,892	£1,397
Primary School	£643.20	£995	£1,146	£2,141	£1,146

*Future charges may be subject to inflation and/or other price increases from Capita.
There would be no one-off charge from 1/4/2020.

Report author/s:

Name/s: Karen Coker / Tim Moss / Stewart Cottiss

Contact No.: 07581 025413 / 01785 277963 / 01785 278094

Schools Forum –3 July 2018

Early Help Dedicated Schools Grant Update

1. Recommendations

1.1 The School Forum agrees that this funding continues to be allocated for a further 12 months on a district footprint covering all phases

1.2 The School Forum recommends that for a further 12 months the funding continue to fund family support using the current contractual arrangements

PART A

2. Why is it coming here – what decision is required?

2.1 Schools forum are required to make an annual decision on the use of the DSG funding. This decision was due to be in October however from a commissioning perspective this creates tight timelines to work with providers and ensure staff are in place. Therefore an early decision will help in any planning for the coming year.

3. Reasons for recommendation

3.1 The new arrangements came into place in April 2018 and even at this early stage are starting to show positive ways of working between schools, the new providers and wider partnership. In some districts this is starting to lead to join up between the development of the SEND prototype work and the DIPs. This has taken considerable capacity from all engaged and therefore we are keen to continue to develop this model for the coming year.

PART B

4. Background

4.1 It was agreed that the Dedicated School Grant for Early Help (£1.44m) previously top sliced at a county level to partly fund LSTs to deliver tier 2 family support be used differently in the financial year 2018/19.

4.2 The Schools Forum agreed that the County Council act as a broker, working with schools in each district to commission the provision of support to children and families in the district requiring early help.

5. Commissioning Decisions

5.1 The County council had a 6 month period to work with schools on a district footprint to enable schools to make a decision on the most appropriate use of resource for each district. To help schools with the decision process meetings were held in each district with primary, middle and secondary schools using a variety of forums. Advice was sought from some members of the Forum as to the best way to work with schools at a district level.

5.2 To enable effective decision making we shared; District level data and information, mapping of resources available at district level across the whole system, procurement guidance based on funding thresholds, identification of pre-existing contracts available to schools to buy additional capacity, governance arrangements for collective decision making

6. Outcome of locality conversations

6.1 Across all districts schools agreed to fund additional family support to compliment the existing funding available from Staffordshire County Council from both Building Resilient Families and Communities and Children's Centre's who both commission the Family Support Service to a value of £1.4 million. Seven out of 8 districts have purchased additional activity from the County Council's Family Support contract and one district, Tamworth, extend an existing pilot project

that had been developed with local schools that focused on providing support and interventions to families at tier 2 level .

- 6.2 The remaining districts purchased Family Support, this delivers early help to families in Staffordshire with a child aged 0-19. The support varies depending on the needs of families, but is predominantly home visiting to provide early help which may include the use of evidence based parenting programs.

7. What is Family Support?

- 7.1 Tier two means the family are dealing with additional needs that are unable to be resolved without support. We do not prescribe what this looks like as the needs of families are varied but families are likely to be trying new solutions and willing to change but need help to find the right solutions to improve their family's lives. So for example a family have been turning up for school late, the attendance is sporadic, dad is trying to get the child there but does not understand what boundaries and routines need to be instilled to help lead to a positive outcome such as earlier bedtimes, positive parenting and enforcing boundaries etc.
- 7.2 The service will integrate support around the families, having one person focusing on the family (one worker), ensuring that their needs are treated within the context of the whole family. Therefore each individual will have their own needs dealt with, within their family context (one family) and ensure that services working with the family understand and deliver appropriate support to the family (one plan).
- 7.3 The service is in place are using the new Early Help Assessment.

8. How much money has been allocated to this service?

- 8.1 This allocation is part of a much bigger contract. The total investment to this service is now £2,595,097.
- 8.2 As such we have worked with the providers to ensure that any referrals that come into this service are screened and that they use the total allocation to best effect. This means that if a referral is received from a school then the provider checks first if there is a child under 5 within the household or if they meet the BRFC criteria. If either criterion applies the provider uses the SCC allocation first to maximize the schools based allocation.
- 8.3 The district allocations and volume expected is outlined below;

District	Provider	How many families can this support?	Maximum Budget Allocation
Cannock	Family Support by SCTSP	144	£180,000
East Staffordshire	Harvey Girls	200	£220,000
Lichfield	Family Support by SCTSP	105	£136,500
Newcastle	Home-Start Newcastle Borough	168	£226,296
South Staffordshire	Family Support by SCTSP	112	£143,920
Stafford	Family Support by SCTSP	133	£166,250
Staffordshire Moorlands	Home-Start Staffordshire Moorlands	114	£154,677
Tamworth	Malachi	240	£170,677
Total allocation to this service		976	£1,195,097

9. How do the providers get paid?

- 9.1 We have introduced a payment by results mechanism for all providers and therefore they get paid based on two major points; upon engagement and upon successful completion.
- 9.2 For an example of what determines payment please see **appendix A**.

10. Monitoring

- 10.1 The fully populated monitoring reports are submitted to Staffordshire County Council in July 2018, October 2018, January 2019 and April 2019.
- 10.2 We are holding regular forums with the Family Support Providers to enable an opportunity to share good practise, discuss any issues or concerns and provide feedback to them that we may receive from schools and localities.
- 10.3 District Commissioning Officers are liaising with schools at a local level providing feedback on performance and will also support links between schools and place based working.

11. What have we learned working with schools to deliver this?

- 11.1 There is not a single mechanism for making local decisions and so in two districts the decisions were not made until 1st April and therefore this caused a delay to the actual commencement of services which we tried hard to mitigate by talking well in advance with providers.
- 11.2 Through delivering this service we have established that there is a real difference between individual schools; some want to participate, be actively involved and want to understand detail, whilst at the other extreme some schools just need assurance it is being delivered and therefore pitching the communication has been difficult to get this right for everyone.
- 11.3 We have worked with the local officers based in the districts to try and ensure that any communication sent to schools is reflective of local work however this hasn't always been effective and so in some cases we have started to work in new ways for example in South Staffs any communication sent to schools is sent via the SEND prototype steering group.
- 11.4 We have worked with the Providers to ensure that they are aware of the importance of communicating well with schools and are hopeful that this will lead to good communication from the Providers themselves as they are a key point of contact for schools within their areas.
- 11.5 We have started to receive referrals from schools for children outside of the County and whilst we have tried to work with all cases, this does present a challenge for Providers as this will require additional travel, working with neighbouring authorities' systems and there is in some districts a duplication with the services provided for these children within their own resident local authority.
- 11.6 We are looking to establish a task and finish group from across schools to promote best practice. We want this group to consider what a good referral look like and what would we expect a school to do before making a referral to this service. Any nominees to take part in this work should be sent to natasha.moody@staffordshire.gov.uk
- 11.7 There are still several areas that need joining up to ensure that the conversation is clear from a schools perspective as to the wider links for example with the SEND Transformation, the developing locality governance arrangements including Placed Based Approach and we will continue to ensure that this is developed over the coming months.

12. Earned Autonomy

- 12.1 On the 1st April 2018, Staffordshire County Council were formally granted 'Earned Autonomy' status from the Ministry of Housing, Communities and Local Government's (MHCLG).
- 12.2 Achieving Earned Autonomy removes the Payment by Results (PBR) Model from BRFC and enables Staffordshire to benefit from the full allocated BRFC grant. Earned Autonomy generates significant additional investment in Staffordshire and enables our partnership to accelerate our Earliest and Early Help Transformation including the development of District Investment Plans and Effective Practice Leads.
- 12.3 The Earned Autonomy investment will complement and enhance the Early Help Offer in districts and will align its self with the Family Support Service and the wider education partnership.

Report author: Natasha Moody

FAMILY SUPPORT SERVICE

What Determines Payments

What do providers have to do to get the engagement fee;

As stated in the specification a provider will need to:

- Upon receipt of a family being referred directly to the provider the service will ensure a copy of the completed referral is sent to the BRFC administrator to assess their eligibility for BRFC
- Once a completed profile is returned to the Provider, they will make contact with the family
- The Provider will ensure there is regular contact with the person who referred the family for support to ensure that they are kept up to date
- The referrals may not be pursued without the family's consent
- The initial needs assessment will be conducted with the family within 6 weeks of commencing work
- Use the Referral, Outcome Star and Early Help Assessment with referred families to agree their short, medium and long term goals that are identified in the Family Plan.
- These should be monitored regularly and reviewed every 6 weeks following the initial visit

Therefore to gain a successful engagement payment the provider will need to evidence:

- Completed referral form with consent
- Complete the Early Help Assessment reflecting the needs identified in the referral and the Outcome Star
- Complete a Family Plan identifying the short, medium and long term actions required to achieve the desired progress
- Weekly visits recorded on the Plan for a period of 12 weeks that demonstrate that actions have been taken to improve the families situation

We will audit 100% of families submitted for this payment.

What constitutes a payment for successful outcomes:

All of the above criteria to be fulfilled with the additional requirements:

For BRFC

- All families should have achieved all of the outcomes identified as requiring support (aligned to the outcomes plan e.g. return to work, attendance at school etc.)
- All the appropriate evidence of the outcomes being achieved
- All families identify themselves in all areas of the outcome star as a 7 or 8 or above.
- Families feedback reporting whether they have the resilience and skills to deal with future concerns within their support networks and their community
- A completed sustainability plan
- Compliance with FPD and NIS requirements
- Completed closure feedback form

For Early Help Families

- To achieve outcomes, all families identify themselves on all areas of Outcome Star to be 8 or above along with the required evidence to make a claim
- Families feedback reporting whether they have the resilience and skills to deal with future concerns within their support networks and their community and Families confidence to support their child's learning at home
- A completed sustainability plan

FAMILY SUPPORT SERVICE

- Completed closure feedback form

For DSG Families

- Same as the Early Help requirements
- A completed sustainability plan with agreement from schools to close the case as they report the outcomes have improved

For Pro-Active Home Visits

What is required to make a visit a successful engagement:

- Where the worker has been invited into the family home to share information, advice and guidance
- The worker will complete with the family a children's centre membership form and if eligible, a free pass card application form to enable families to access local activities via their local children's centre(s)
- Where a family is referred on for family support, the family is NOT counted towards the PAHV engagement target and is only paid for family support once engaged. The PAHV fee is not paid

For Think 2 Visits

- Child is taking up the place
- Application completed
- Interested but not now
- Not interested and reasons why?
- No eligible 2 year old at the address
- Other

Engagement is NOT:

- Posting information
- Family not allowing the worker into the home
- Telephone contact

For BookStart:

What is required to make the intervention successful:

- The family completes the full 4 week programme
- If BookStart is delivered as part of the family support intervention, then a separate BookStart payment is NOT paid
- If BookStart is delivered as a separate stand-alone intervention, it is paid

Exemptions or areas that may need to be considered on a case by case basis:

- Moved out of area
- Withdrawal of consent
- Critical illness/death of child/parent/carer
- Step up to Children's Social Care (if outcomes met)
- Malicious referral by ex partner resulting in no action

Schools Forum – 3 July 2018

Schools Forum Membership Review

Recommendations

1. That the Schools Forum:
 - a) Note the content of the report;
 - b) Consider whether changes to their membership are required to ensure it remains broadly proportionate; and
 - c) That schools are reminded annually of the Schools Forum membership via the schools e-bag.

Report of the Director of Strategy, Governance and Change

PART A

Why is it coming here – what decision is required?

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

Reasons for recommendation

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

PART B

Background

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

7. Members need to ensure that their current membership remains broadly proportionate and in line with Regulations. The table below gives current pupil numbers (as at 1 April 2018) and the split between academy and maintained schools.

Phase	No. Pupils	Maintained/Academy Split
Nursery	63 pupils	100% maintained
Primary	63,615 pupils	59% maintained : 41% academies (37,514 pupils : 26,101 pupils)
Secondary (including Middle)	51,577 pupils	31.3% maintained : 68.7% academies (16,154 students : 35,423 students)
Special	2,496 pupils	52.3% maintained : 47.7% academies (1,305 pupils: 1,191 pupils)

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

Sector	Pupil NOR		Proportional Membership		Current Membership	
	Academy (A)	Maintained (M)	A	M	A	M
Nursery	0	63	0	1	0	1
Primary	26,101	37,514	4	5	3	6
Secondary	35,423	16,154	5	2	4	3
Special	1,191	1,305	1	1	1	1
PRU	0	218	0	1	0	1
Total	55,077	65,613	10	10	8	12

Primary and Secondary Heads Forum representatives are not included in this table.

9. Following their membership review the Staffordshire Schools Forum had agreed to include representation of different school types as far as possible, including infant, first, junior and primary schools within the primary allocation and 11-16, 11-18, 13-18 and middle schools within the secondary allocation. Appendix 1 gives the current membership
10. At their meeting of 31 March 2015 Members agreed that as there are only a small number of 13-18 schools, nominations should be sought from all 13-18 schools, both maintained and academy, when a vacancy occurs or an election is due. The current 13-18 school representative was Mr Philip Tapp, Headteacher, Wolgarston High School. However, it was becoming too difficult to sub-divide secondary when there was a need to keep the correct balance between maintained and academy

representation. The Regulations state that representation should be broadly proportionate between maintained secondary and academy, but don't specify any age differentiation in this representation. Forum therefore agreed at their meeting in July 2017 that age differentiation in relation to secondary school representation was no longer necessary.

11. The Middle School representative is nominated by the Middle Schools Forum, and although the current representative is from an academy, their Forum agreed his nomination as a representative of all middle schools.
12. The Primary Heads Forum is represented by their Chairman and therefore their representation tends to change more frequently than the four year term of office.
13. Prior to the advent of academies both primary and secondary school representation had linked with the 8 districts. Whilst this link had initially been maintained it has become increasingly difficult to continue on this basis, and consequently the district link is no longer feasible.
14. The Forum also has a number of non-school members. A vacancy has been held since 2013 for the Birmingham Diocesan Schools Commission. The Clerk contacts the Commission each year reminding the Commission of their vacancy and seeking their nomination. The Commission were last contacted in May 2018.
15. Current membership is also available on the County Council web site.
16. Entrust are currently addressing the need to adjust the proportional membership for the required school categories in Staffordshire's maintained and academy schools.

Report author:

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List of background papers:

Schools Forum Regulations 2012

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/283814/Schools_Forum_Regulations_2012.pdf

Schools Forums Regulations 2012: departmental advice

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/283814/Schools_Forum_Regulations_2012.pdf

Staffordshire County Council Schools Forum Constitution

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

Appendix 1

Schools Forum Membership

Member Category	Forum Member	Representing		Term of office
		School type	Area	
Maintained primary	Sara Bailey (Oaklands Nursery, Newcastle)	Nursery schools	All maintained nursery schools	2021
	Kevin Allbutt (Head teacher – Leek First School)	First	All maintained first school	2021
	Richard Osborne (Head teacher – Coton Green Primary School)	Primary	All maintained primary schools	2021
	Lesley Wells (Head teacher – Outwoods Primary School)	Primary	All maintained primary	2021
	Wendy Horden (Head teacher – Scotch Orchard Primary School)	Primary	All maintained primary	2019
	Steve Swatton (Chair of Governors)	Primary	All maintained primary	2019
	Jonathan Jones (Head teacher – Castlechurch Primary School)	Primary	All maintained primary	2019
	Claire Evans (Head teacher - Gorsemoor Primary School, Heath Hayes)	Primary Heads Forum	n/a	n/a
Maintained secondary	Wendy Keeble (Business Manager – Blythe Bridge High School)	11-18 Secondary	All maintained secondary	2021
	Nicky Crookshank (Head teacher – Cheslyn Hay Sport and Community High School)	11-18 Secondary	All maintained secondary	2021
	Philip Tapp (Head teacher – Wolgarston High School)	11-18 Secondary	All maintained secondary	2019
	Alison Gibson (Head teacher – Endon High School)	Secondary Heads Forum	n/a	n/a
Special	Anita Rattan (Head teacher – Hednesford Valley High School)	Special	All maintained special schools	2021
	Richard Redgate (Head teacher – Loxley Hall School)	Special	All academy special schools	2019

All Middle Schools	Chris Wright (Head teacher – Christchurch Academy)	Middle	All middle schools	2019
PRU	Kirsty Roger (Head teacher – Kettlebrook PRU)	PRUs	All PRUs	2021
Academies	Liz Threlkeld (Principal – Perton Primary Academy)	Primary academy	All primary academies	2021
	Matthew Baxter (Head teacher – The Mosley Academy)	Primary academy	All primary academies	2021
	Richard Lane (Head teacher – Flax Hill Junior Academy)	Primary academy	All primary academies	2021
	Ally Harvey (Business Manager – Wolstanton High School)	11-16 secondary academies	All 11-16 academies	2021
	Stuart Jones (Executive Director, Stephen Sutton Multi- Academy Trust)	11-18 secondary academies	All secondary academies	2019
	Wendy Whelan (CEO – United Endeavour Trust MAT)	11-18 secondary academy	All secondary academies	2021
Non- schools members	Claire Shaw	Lichfield Diocesan Board of Education		2021
	Vacancy	Birmingham Diocesan Schools Commission		
	Vacancy	Parent Governor Representative		n/a
	Vacancy	Early Years		2017
	Philip Siddell (Humpty Dumpty Day Nursery Ltd, Lichfield)	Early Years		2021
	Karen Dobson (Principal - Newcastle College)	16-19 Education		2021
	vacant	16-19 Education		
	Judy Wyman	Schools Consultative Groups		2019
	Steve Barr	Schools Consultative Groups		2021

County Councillor Observers

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

Appendix 2

Membership **Selection, Nomination and Appointment Timetable**

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

Spring term

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

Summer term

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

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

Schools Forum Work Programme

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

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

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

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

Meeting	Item	Details
Spring Term 26 March 2018	Schools Budget (forthcoming financial year) – this will Provide Confirmation of Final Budget Values, as agreed at the meeting of the Forum on 3 October 2017	Annual item
	Update on High Needs Block Recovery Plan	Standard item
	Notices of Concern	Standard item
Summer Term 3 July 2018	Schools Budget (last financial year) : Final outturn and Dedicated Schools Grant (DSG) Settlement	Annual item
	High Needs Block	Standard item
	Early Help Dedicated Schools Grant	Requested at the meeting of the Forum on 3 October 2017

Meeting	Item	Details
	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 to the Scheme for Financing Schools	Requested at the briefing on 11 June
	Growth Fund – Allocation of Funding 2018-19	Annual item
	Notices of Concern	Standard item
Autumn Term 18 October 2018	Election of Chairman and Vice-Chairman	Annual item
	High Needs Block	Standard item
	Schools Budget 2019–20: De-delegation, Central Expenditure and Education Functions	Annual item
	Report on School Attendance Matters and Staffordshire’s Education Welfare Team	Annual Item, requested at the meeting of the Forum on 3 October 2017
	Notices of Concern	Standard item
Spring Term 19 January 2019	Growth Fund 2019-20: Funding of New Schools	Annual item
	High Needs Block	Standard item
	Notices of Concern	Standard item

Meeting	Item	Details
Spring term 28 March 2019	Schools Budget (forthcoming financial year)	Annual item
	High Needs Block	Standard item
	Notices of Concern	Standard item
Date To be Confirmed	Review of Early Years Rate 2019/20	Item requested by the Chairman
Date to be Confirmed	NJC Green Book Pay Award offer 2019/20	Requested at the meeting of the Forum on 26 March 2018

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of Part 1 of Schedule 12A
of the Local Government Act 1972

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