## SLOUGH SCHOOLS FORUM

## SCHOOLS GROUP:

Maggie Waller (Chair)Julia Shepard (Vice-Chair), Barbara Clark, Gillian Coffey, John Constable, Harry Duffy, Martin Davis, Helen Huntley, Maureen Mallinson, Paul McAteer, Charlie McGeachie, Christine Mountford, Kevin O'Driscoll, Jon Reekie, Mary Sparrow, Maggie Stacey, Jo Rockall, Kate Webb, Virginia Barrett, Jean Cameron, Jo Matthews, Nicky Willis, Philip Gregory

## OBSERVERS:

Lynda Bussley

## ATTENDEES

Ruth Bagley, Sue Binfield, Angela Mellish
LOCAL EDUCATION AUTHORITY
Robin Crofts, Michelle Perkins, Roger Edwardson and Steve Elson
DATE \& TIME: WEDNESDAY, 14TH NOVEMBER, 2012 AT 8.00 FOR 8:15 AM BEECHWOOD RESEARCH AND CONFERENCE CENTRE, LONG READINGS LANE, SLOUGH, BERKSHIRE, SL2 1QE

## AGENDA

Please note the start time of the meeting is $8: 00$ for $8: 15 \mathrm{am}$
Page

1. Apologies
2. Declarations of Interest
3. Minutes of last meeting and matters arising
4. Review of Closing Balances as at 31st March 2012
5. Academies - update
6. $2012 / 13$ Work Programme and Key Decisions Log
7. Services to Schools Review - Update

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## Slough Schools Forum

> Minutes of meeting held on Wednesday, 24 ${ }^{\text {th }}$ October 2012 at Beechwood Research and Conference Centre, Slough SL2 1QE

Members present: Maggie Waller (Chair), Julia Shepard (Vice Chair), Paul McAteer, John Constable, Jo Rockall, Helen Huntley, Jon Reekie, Barbara Clark, Mary Sparrow, Jean Cameron, Jo Matthews, Nicky Willis, Charlie McGeachie, Martin Davis, Father Kevin O'Driscoll, Harry Duffy

## Observers: Lynda Bussley

Other attendees: Chief Executive, Ruth Bagley, Angela Mellish, Mercedes Hernández Estrada, Roger Thomas

Officers: Robin Crofts, Wendy Sagar, Roger Edwardson, Michelle Perkins (clerk)

## 1. Apologies for absence

Apologies were received from Maggie Stacey, St Anthony's Primary, Virginia Barrett, East Berkshire College, Christine Mountford, First Steps Day Nursery, Philip Gregory, Slough Centre Nursery and Maureen Mallinson, Westgate Academy.

## 2. Declarations of interest

None.

## 3. Minutes of previous meeting and matters arising

Robin Crofts has been in contact with the three free schools and clarified that the majority of their pupils will be from Slough and that the site would not have an impact on intake, even if some may be in South Buckinghamshire. Schools Forum agreed to the money being held and kept under review.

Invitations have been sent for a Task \& Finish Group for notional early years and a date is being fixed for the first meeting, likely to be $20^{\text {th }}$ November.

Robin Crofts provided statistics regarding eligibility of free school meals: primary 17\%; secondary $13 \%$ and special schools $36 \%$.

It was confirmed that the $£ 70,000$ for Littledown School was formally approved at the last SSEF meeting.

The minutes of the meeting were agreed as an accurate record.

## 4. Implementation of DfE Funding Reform - update on progress (verbal)

Wendy Sagar provided a verbal update on progress as follows:
Information was received from the DfE on block baselines.
A letter has been received from the DfE confirming that a Minimum Funding Guarantee (MFG) will continue but a percentage has not been given yet.

Officers have asked the DfE whether the implementation of the two year old element of the notional early years block can be deferred from April to September 2013 but no response has been received as yet.

High needs numbers have been confirmed including 55 for Haybrook. More work is to be done in phase 2 on resource units.

Maggie Waller has contacted the DfE to ask about local flexibility with moving around weightings within the factors. Maggie reported that the DfE's response was that it was unlikely they would want to freeze local formulae for 2014/15.

## 5. Proposed arrangements for Schools Block 2013/14 including formula

Wendy Sagar took members through the recommendations in the report
Chief Executive, Ruth Bagley reported that the decision lies with Cabinet and they have delegated this to the Chief Executive and Leader. The decision as to which factors will go into the formula needs to be made by $31^{\text {st }}$ October and weightings need to be decided by mid January. The Task \& Finish group has been working on this and will continue its work. Schools Forum noted this feedback as per recommendation 2.1.

Recommendations $2.2-2.8$ were endorsed as follows (for ease of reference, numbers in brackets refer to the relevant paragraph within the report):

## Paragraph 5.10-5.14

Schools Forum noted the allowable factors in paragraph 5.10.
Schools Forum agreed not to include the factor for looked after children or English as an additional language as the DfE datasets do not target the real need in Slough appropriately and recommended that all the other relevant factors be included in the Slough formula. See paragraph 5.12-5.14.

## Paragraph 5.15 and 5.16

Julia Shepard noted that The Task and Finish group had been tasked to look at the impact of the funding changes and minimising turbulence. Appendix F and G were noted as representative of the conclusions of the group to date. These still leave some schools as significant winners and losers but members proposed Appendix F and G as options for consideration. Appendix G moves 1\% of funding to basic entitlement from low attainment. Discussion took place about longer term concerns post MFG. It was agreed that the secondary Headteachers would give feedback to officers by Friday $26^{\text {th }}$ October regarding option 2 - Appendix $G$ which has the effect of smoothing the distribution across non-selective
and selective schools to the benefit of the selective schools. There was concern raised about significant losses for some primary schools and the Task and Finish group will explore this further.

There was discussion around the primary / secondary ratio of funding distribution - see paragraph $5.38-5.41$ ). Officers are concerned that the DfE will come back to SBC on this.

It was agreed that the Task and Finish group would meet again in November to consider
$>$ data for other LAs regarding primary and secondary ratio
$>$ what lies behind the primary / secondary differences in the Slough formula based on need
$>$ models which show the reasons why individual school's losses are as they are.
Ruth Bagley emphasised the need to seek to influence discussions regarding any national funding formula in terms of the unique diversity within Slough.

## Paragraph 5.22

The Task and Finish group's recommendation to distribute deprivation funding using 51\% free school meals (FSM) and 49\% IDACI was endorsed by Schools Forum. It was noted that the FSM was Ever6 FSM.

## Paragraph 5.28

Schools Forum noted the different unit values allocated to primary and secondary school pupils for low cost high incidence SEN. Discussion took place around flawed datasets that sit behind these.

Paragraph 5.29
Schools Forum agreed the recommended model for pupil mobility which maps the current turbulence factor to the compliant mobility factor.

## Paragraph 5.30

Schools Forum agreed the standard lump sum factor.
Paragraph 5.31
Schools Forum agreed the split site factor - the final unit value is to be confirmed by January.

## Paragraph 5.32

Schools Forum agreed the factor for rates and PFI - current formula factors are replicated in the recommended model.

## Paragraph 5.33

Schools Forum noted regulations regarding requesting additional factors to be included and that there are no relevant issues here for Slough.

## Paragraph 5.34

Schools Forum noted the briefing note in Appendix E which explains the new arrangements for funding pupils with SEN.

## Paragraph 5.35

Schools Forum noted the recommendation that budget adjustments relating to the year would be made in the following year's budget rather than altering the existing one.

## Paragraph 5.36

Schools Forum noted that a 5\% cap on gains forms part of the MFG calculation.
Paragraph 5.44-5.46
Wendy Sagar confirmed that de delegation is an annual decision.
Recommendation 2.5 regarding de delegation of outreach (former behaviour support) was agreed by maintained schools and academies members present also stated their support for the service. Schools Forum recommended that Academies enter into a similar commitment to the maintained schools through a Memorandum of Understanding. Jo Matthews indicated that a Memorandum of Understanding will be circulated to schools in November.

Recommendation 2.6 regarding Trade Union staff costs was agreed. Kevin Gordon, Assistant Director Professional Services at SBC can provide information regarding the current arrangements.

## Paragraph 5.49

Recommendation 2.4 regarding retaining centrally relevant funding for significant pupil growth was agreed by Schools Forum. The Task and Finish group need to agree clear criteria and bring it back to Schools Forum.

## Conclusion and Next Steps

Wendy Sagar agreed to provide a list of issues and tasks that the Task and Finish group needs to consider when it next meets.

Michelle Perkins to arrange next Task and Finish Group meeting for November.

## 6. Schools Forum Regulations

Schools Forum noted the new regulations and good practice guide. Maggie Waller reported that the Schools Forum constitution will be updated in line with these although we are largely compliant already. There will also be a review of pupil numbers in academies once the October census is verified to ensure that the balance of membership is right.

## 7. Academies Update

Robin Crofts provided Schools Forum with an update on Academies as follows:
16 academies are in place and 6 schools are going over to academy status in the next 6 months.

Willow Primary School is formally going through the process and will be a sponsored academy from $1^{\text {st }}$ February 2013.

No other formal arrangements are in place.

## 8. Updated Work Programme, Key Decisions Log and date of next meeting

Schools Forum noted the work programme, key decisions log and date of next meeting which is $14^{\text {th }}$ November 2012.

Sincere thanks was given to Wendy Sagar for all the work she has carried out regarding schools finance and Schools Forum wished her well for the future.

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## SLOUGH SCHOOLS' FORUM

# Schools' Balances 2011-12 (Director of Education \& Children's Services) 

## 1 PURPOSE OF REPORT

1.1 To inform Schools' Forum of the balances brought forward by schools from the financial year 2011-12 and of their plans to spend the balances.

## 2 RECOMMENDATIONS

2.1 That Schools' Forum notes the figures in the attached appendix.

## 3 REASONS FOR RECOMMENDATIONS

3.1 It is appropriate for the Schools' Forum to be aware of the carry forwards for Slough schools from 2011-12 and of plans to spend them.

4 ALTERNATIVE OPTIONS CONSIDERED
4.1 Not applicable.

## 5 SUPPORTING INFORMATION

5.1 The Slough Scheme for Financing Schools contains the following regarding balances:

The revenue balance will be calculated as a percentage of the current year's budget share. The Balance Control Mechanism threshold is set at $5 \%$ for secondary schools and $8 \%$ for primary and special schools. For any school exceeding the threshold, local authority officers will review the school's return on Planned Use of Balances. Amounts not fully supported by evidence will be considered as potentially subject to clawback.

The attached Appendix A shows the balances for each school, a broad explanation of the submitted plans to spend the balances and, where appropriate, the amount that any school is above the limit described above.
5.2 The appendix includes schools maintained at 31/03/2012 but a number have since converted to academy status. It should be noted that the new DfE Academies Handbook has removed the balance control mechanism for academies from September 2012.
5.3 Appendix 2 breaks down the planned expenditure of their 2011-12
balance reported by schools, across a number of broad areas.

## 6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

## Borough Solicitor

6.1 The relevant legal provisions are contained within the main body of this report.

## Section 151 Officer - Strategic Director of Resources

6.2 The financial implications of the report are outlined in the supporting information.

## Access Implications

6.3 There are no access implications.

7 CONSULTATION
Principal Groups Consulted
7.1 None.

Method of Consultation
7.2 Not applicable.

Representations Received
7.3 Not applicable.

Background Papers
Appendix A - Summary of School Balances brought forward from 2011-12.

Appendix B - A breakdown of planned expenditure of 2011-12 balances.

Contact for further information
Steve Elson, Interim Finance (Education \& Children's Services)
(01753 477209) steve.elson@slough.gov.uk



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Western House Primary School
Cippenham Infant School
Willow Primary School Godolphin Infant Sch School Godolphin Junior School Parlaunt Park Primary School Wexham Court Primary School Penn Wood Primary and Nu Claycots School

Montem Primary School
St Mary's Church of England Primary School
Colnbrook Church of England Primary School
Our Lady of Peace Catholic Infant and Nursery School Our Lady of Peace Catholic Junior School
St Ethelbert's Catholic Primary School St Ethelbert's Catholic Primary School Marish Primary School Khalsa Primary School
Iqra Slough Islamic Primary School Cippenham Primary School

Priory School
Holy Family Catholic Primary School Castleview Primary School

Ryvers Primary School

Beechwood School $\begin{array}{ll}\text { Beechwood School } & 5,364,889 \\ \text { Wexham School } & 5,119,819 \\ \text { St Bernard's Catholic Grammar School } & 3,058,120\end{array}$ St Joseph's Catholic High School $\quad 3,770,435$ St Joseph's Catholic High School
The Westgate School
Littledown School
Arbour Vale School
Haybrook College

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| Capital Works | Other Premises | Curric. Staffing |  |  | Expendit Specific Continge ncy | Cluster Funding | School Expansion | Balance Budget | Other |
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| 287,447 |  |  |  |  |  |  |  |  |  |
| 99,300 |  | 10,000 | 10,000 |  |  |  |  |  |  |
| 104,500 | 4,464 |  |  |  |  | 30,440 |  |  | 37,816 |
|  | 10,000 | 49,705 |  |  |  |  |  |  |  |
| 491,247 | 14,464 | 59,705 | 10,000 | - |  |  |  |  | 37,816 |
| 167,351 | 63,532 | 121,398 |  |  |  |  |  |  |  |
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|  | 8,000 | 40,000 |  | 25,000 | 58,614 |  |  |  |  |
|  |  |  | 1,708 |  |  |  |  |  |  |
| 268,500 |  |  |  |  |  |  |  |  |  |
| - |  | 120,483 | 7,730 | 11,590 |  |  |  |  | 3,294 |
| 149,156 | 153,490 |  | 13,262 |  |  |  |  |  | 242,152 |
|  |  |  |  |  |  | 128,831 | 292,428 |  | 2,960 |
| 82,463 | 22,864 |  |  |  |  |  |  |  |  |
| 203,282 | 49,000 | 60,000 |  | 12,000 |  |  |  |  |  |
|  | 33,000 |  |  | 24,000 |  |  |  |  |  |
|  | 159,684 | 64,500 | 25,586 |  |  |  |  |  | 27,500 |
|  | 183,000 |  | 3,000 |  |  |  |  |  |  |
| 385,415 24,178 |  |  |  |  |  |  |  |  |  |
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|  |  | 113,206 |  |  |  |  |  |  |  |
|  | 38,196 | 26,269 |  | 1,673 |  |  |  | 78,078 |  |
|  |  | 18,084 | 7,550 | 2,000 |  |  |  | 17,793 |  |
| 24,950 |  | 10,000 | 7,500 | 2,000 |  |  |  |  |  |
| 1,525,855 | 710,766 | 573,940 | 90,513 | 78,263 | 58,614 | 128,831 | 292,428 | 95,871 | 275,905 |
|  | 140,000 | 362,424 | 168,000 |  |  |  |  |  | 30,000 |
|  |  | 469,646 | 225,000 | 35,000 |  | 139,164 |  |  | 60,000 |
|  |  |  |  |  |  |  |  | 235,800 | 29,813 |
| - | 140,000 | 832,070 | 393,000 | 35,000 | - | 139,164 | - | 235,800 | 119,813 |
| 20,451 | 3,752 | 59,041 | 2,173 | 61,693 |  |  |  |  |  |
|  |  |  |  | 127,899 |  |  | 202,100 |  |  |
| 20,451 | 3,752 | 59,041 | 2,173 | 189,592 | - | - | 202,100 | - | - |
| 2,037,553 | 868,982 | 1,524,756 | 495,686 | 302,855 | 58,614 | 267,995 | 494,528 | 331,671 | 433,534 |

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## Slough Schools Forum - 2012/13 Work Programme

Wednesday 14 November 2012

- Review of Closing Balances as at 31 March 2012
- Services to Schools - update on progress
- Academies update
- 2012/13 Work Programme and Key Decisions Log

Wednesday 12 December 2012

- Implementation of DfE Funding Reform - update on progress
- Implementation of DfE Funding Reform - High Needs Post 16
- Draft Statutory Schools Budget 2013-14
- Indicative School Budget Share 2013-14 (including indicative budgets 2013-14 based on October census)
- Quarter 2 Budget Monitoring 2011-12
- Review of Scheme for Financing Schools
- Academies update
- 2012/13 Work Programme and Key Decisions Log

Wednesday 23 January 2013

- Final Statutory Schools Budget 2013-14
- Review of Accountability for Central Budgets 2011-12
- Quarter 3 Budget Monitoring 2011-12
- Academies update
- 2012/13 Work Programme and Key Decisions Log

Wednesday 27 February 2013

- Academies update
- 2012/13 Work Programme and Key Decisions Log

Wednesday 20 March 2013

- Academies update
- 2012/13 Work Programme and Key Decisions Log

Wednesday 8 May 2013

- Indicative Outturn 2012-13
- Academies update
- 2012/13 Work Programme and Key Decisions Log

Wednesday 3 July 2013

- Schools Outturn 2012-13
- School Budget Plans 2013-14
- Confirmation of Final DSG allocations 2013-14 (subject to DfE notification date)
- Academies update
- 2012/13 Work Programme and Key Decisions Log

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| :---: | :---: | :---: | :---: | :---: |
| Schools Forum Key Decisions Log V3 291012 |  |  |  |  |
| Issue and Decision | Schools Forum date | Schools Forum agenda item no. | School Forum Minute |  |
| Fair Funding Formu | 12/09/12 |  |  |  |
| Schools Forum agreed the content of the consultation with all schools regarding changes to the Fair Funding formula for 2013, with the principle that the aim in moving to the new formula arrangements is, within restrictions imposed by the DfE regulations, to minimise turbulence for individual schools | 12/09/12 | 6 | 149 |  |
| Confirmation of DSG Allocation 2012-13 |  |  |  |  |
| Schools Forum acknowledged final DSG allocation 2012-13 and confirmed outline Schools Budget | 12/09/12 | 7 | 148 |  |
| Headroom | 12/09/12 |  |  |  |
| Headroom to support the development of secondary school places |  |  |  |  |
| Schools Forum agreed that the $£ 30,000$ allocated at the July 2012 meeting to support the development of secondary school places, be allocated equally across the three successful free school proposers in Slough whose bids were approved by the Prime Minister in July 2012 | 12/09/12 | 8 | 156 |  |
| Headroom to support the implementation in-year of new resource unit places from September 2012 |  |  |  |  |
| Schools Forum agreed that $£ 376,000$ be retained to support the implementation in-year of new resource unit places from September 201: | 12/09/12 | 8 | 156 |  |
| Headroom - PRU activities at Littledown during 2012-13 |  |  |  |  |
| Schools Forum agreed that $£ 70,000$ be set aside but not allocated at this stage, to support PRU activities at Littledown during 2012-13, pending furthe work on the overall funding | 12/09/12 | 8 | 156 |  |
|  |  |  |  |  |
| Fair Funding Formula Consultation for 2013-14 | 03/10/12 | 3 | 159 |  |
| It was confirmed that, for formula purposes, Claycots is a split site school and therefore it was appropriate to consult on the option of a formula factor to reflect this. |  |  |  |  |
| Headroom | 03/10/12 | 3 | 159 |  |
| Schools Forum agreed that the $£ 30,000$ allocated at the July 2012 meeting to support the development of secondary school places and intended to be allocated equally across the three successful free school proposers in Slough whose bids were approved by the Prime Minister in July 2012 - be allocated at a later date when sites and intake clearer. LA to contact the three free school proposer groups. |  |  |  |  |
| Early Years Single Funding Formula (EYSFF) Schools Forum agreed a number of changes to the EYSFF | 03/10/12 | 5 | 161 |  |
| - An additional provider type 'Academy' at the same rates as the provider type 'primary'. <br> - Provider specific lump sums as a short term position. <br> - Hourly rates for supplements as a short term position. <br> - Base hourly rates equivalent to current staffing rates for EYSFF MFG purposes. |  |  |  |  |
| Headroom |  |  |  |  |
| Following update that the majority of the students of the three successful free schools will be from Slough and that the sites would not have an impact on intake, Schools Forum agreed to the $£ 30,000$ being held and kept under review | 24/10/12 | 3 | 168 |  |
| It was confirmed that the $£ 70,000$ for Littledown School was formally approved at the last SSEF meeting | 24/10/12 | 3 | 168 |  |
| Fair Funding Formula 2013-14 |  |  |  |  |
| Schools Forum recommended the following proposals to the Council for approval: | 24/10/12 | 5 | 170 |  |
| Not to include a factor for Looked after Children or English as an Additional Language as the DfE datasets do not target the real need in Slough appropriately and recommended that all the other relevant factors be included in the Slough formula. | 24/10/12 | 5 | 170 |  |
| Agreed to propose Appendix F and $G$ of report to SBC with further discussion to follow amongst Secondary Headteachers re Appendix $G$ which moves $1 \%$ of funding to basic entitlement from low attainment and has the effect of smoothing the distribution across non-selective and selective schools to the benefit of the selective schools (later endorsed by Secondary Headteachers 31/10/12 | 24/10/12 | 5 | 170 |  |
| Agreed to distribute deprivation funding using 51\% free school meals (Ever 6 FSM) and 49\% IDACI. | 24/10/12 | 5 | 170 |  |
| Agreed the recommended model for pupil mobility which maps the current turbulence factor to the compliant mobility factor | 24/10/12 | 5 | 170 |  |
| Agreed the standard lump sum factor. | 24/10/12 | 5 | 170 |  |
| Agreed the split site factor - the final unit value to be confirmed by January 2013 | 24/10/12 | 5 | 170 |  |
| Agreed the factor for rates and PFI. Current formula factors are replicated in the recommended model | 24/10/12 | 5 | 170 |  |
| De-delegation |  |  |  |  |
| Maintained schools agreed de-delegation of Outreach (former behaviour support) for 2013/14 to support the planned transfer of the management of the service to Littledown and Haybrook from January 2013. Academies present indicated clear support for the service, indicating a willingness to buy in. | 24/10/12 | 5 | 170 |  |
| De-delegation of Trade Union staff costs was agreed for 2013/14. | 24/10/12 | 5 | 170 |  |
| Growth Fund |  |  |  |  |
| Schools Forum agreed to retain relevant central funding for significant pupil growth. | 24/10/12 | 5 | 170 |  |

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