

SLOUGH SCHOOLS FORUM

SCHOOLS GROUP:

Maggie Waller (Chair), Julia Shepard (Vice-Chair), Barbara Clark, Gillian Coffey, John Constable, Harry Duffy, Helen Huntley, Maureen Mallinson, Paul McAteer, Charlie McGeachie, 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:

Angela Mellish

LOCAL EDUCATION AUTHORITY:

Robin Crofts, Mark Taylor, Steve Elson, Roger Edwardson and Michelle Perkins (Notes)

**DATE & TIME: WEDNESDAY, 27TH FEBRUARY, 2013 AT 8.00 FOR 8.15 AM
BEECHWOOD RESEARCH AND CONFERENCE CENTRE, LONG
READINGS LANE, SLOUGH, BERKSHIRE, SL2 1QE**

AGENDA

Page

1. Apologies
2. Declarations of Interest
3. Minutes of Previous Meeting and Matters Arising **(Pages 1 - 6)**
4. DfE Review of 2013-14 School Funding Arrangements **(circulated)**
5. Finance Structure and Support Update
6. Formula Review for 2014/15
7. Implementation of DfE Funding Reform - High Needs and Post 16 **(Pages 7 - 18)**

8. Membership Update and Revised Constitution **(Pages 19 - 36)**
9. Academies Update
10. 2012/13 Work Programme and Key Decisions Log **(Pages 37 - 44)**

Slough Schools Forum- Meeting held on Thursday, 17th January, 2013

- Present:** Maggie Waller, Holy Family Primary School (Chair)
Julia Shepard, Beechwood Secondary School (Vice-Chair)
Gillian Coffey, Lynch Hill Primary School
Martin Davis, Colnbrook Primary School
Helen Huntley, Haybrook College
Maureen Mallinson, Westgate Secondary School
Paul McAteer, Slough and Eton Secondary School
Father Kevin O'Driscoll, St Joseph's High School
Mary Sparrow, Wexham Secondary School
Maggie Stacey, St Anthony's RC Primary School
Jo Rockall, Herschel Grammar School
Jean Cameron, Slough Children's Centres
Nicky Willis, Cippenham Primary School
Philip Gregory, Slough Centre Nursery
Philip Gregory, Baylis Nursery
- Other attendees:** Angela Mellish, Debbie Richards (sub for Jo Matthews)
- Officers:** Robin Crofts, Michelle Perkins, Roger Edwardson, Steve Elson, Mark Taylor
- Apologies:** Barbara Clark, John Constable, Charlie McGeachie, Jon Reekie, Virginia Barrett and Lynda Bussley (Observer)

PART I

188. Apologies

Apologies were received from Virginia Barrett, East Berkshire College, Barbara Clark, Godolphin Junior School, John Constable, Langley Grammar, Lynda Bussley (Observer), Charlie McGeachie, Montem Primary School.

Maggie Waller welcomed Debbie Richards who attended as a substitute for Jo Matthews and Mark Taylor, Interim Assistant Director of Finance and Section 151 Officer at SBC, who attended on behalf of Chief Executive, Ruth Bagley.

189. Declarations of Interest

None.

190. Minutes of Previous Meeting and Matters Arising

Schools Services Review: Roger Edwardson updated the forum that four organisations are moving through to the competitive dialogue stage and two have withdrawn. The simple guide for schools and governors as discussed at the last meeting is in hand.

Concerns relating to ongoing support from SBC Finance: The issues are being addressed and Mark Taylor confirmed that permanent posts are being made in the

SBC Finance structure. Ruth Bagley, Robin Crofts, Maggie Waller and Julia Shepard are meeting to discuss this further. Schools Forum noted very positive feedback from Julia Shepard that Heads are pleased that the new structure reflects the feedback from schools.

Final Schools Budgets – Steve Elson aims to send this information via the gatekeeper by the end of January.

The minutes were agreed as a true and accurate record. The following addition is needed:

The meeting started at 8:05 and ended at 9:55

191. DfE Update and Replacing LACSEG

The documents have been circulated and Schools Forum noted them.

192. Implementation of DfE Funding Reform - Early Years

MW thanked the input of the Task and Finish group which had a wide representation and achieved beyond expectation within the timescales. MW also thanked Steve Elson for his support with the data and modelling.

The Task and Finish group have considered the current formula and propose simplifying the current formula and reducing it to 3 factors:

- 1) Staffing
- 2) Central costs
- 3) Deprivation

The formula recognises different sizes of providers.

Steve Elson reported that there is an issue with the Deprivation supplement based on IDACI and free school meal eligibility. The DfE state that the child is only eligible if they attend school for the full day. It has been proposed to capture the data using National Insurance numbers.

Action: Robin Crofts and Mark Taylor will explore this further with Social Care colleagues and bring it back to a future Schools Forum meeting once it has been resolved.

The movement of monies between Early Years and High Needs block is still being looked at. Steve Elson will bring a breakdown to the next meeting of what the Early Years block funds and what the High Needs block funds. There is a need to look at where funding for additional support in early intervention comes from in the Early Years block.

The recommendations and proposals had been agreed by the Task and Finish group and Schools Forum endorsed them.

193. Implementation of DfE Funding Reform - 5-16

Steve Elson took Schools Forum through the report exploring the areas of the formula previously agreed following the work of the Task and Finish group and consultation with all schools in the autumn.

Discussion took place around the formula factors and the following points were noted by Schools Forum:

All of the factors apart from Looked After Children and English as an Additional Language were used as the data we were allowed to use was not relevant to Slough.

The Mobility factor is to be kept under review as this is an issue in Slough – part of the future work will be to look at unit values.

The Split Site factor figure needs to be looked at and reviewed in the coming year.

The DfE have asked for the criteria which was proposed as follows:

“A split site is where a school operates on two (or more) distinctly separate sites.

The sites will be in separate, not adjacent streets and not connected by a footpath”).

Paragraph 14.

Schools Forum agreed the criteria.

Rates – it was noted that Steve Elson is waiting to build 13/14 figures in.

Minimum Funding Guarantee (MFG): it was noted that the DfE have stated that the Minimum Funding Guarantee has to be 1.5% and this cannot be changed. It was noted that the MFG does create anomalies for a few schools and this needs to be looked at further. In particular the change to October pupil numbers compared to January 2012 causes shifts DfE may not have anticipated. This is the case for Beechwood. It was noted that there is an issue for Colnbrook school and further work will take place to get the school into a financially sound position.

De-delegation: it was noted that it had been agreed that this applies to the Behaviour Support Service and TU support. It was noted also that there is an LA review around professional associations.

In terms of 2014-15 onwards Schools Forum agreed the need for continued consistent support from SBC Finance along with extra support for governors to provide understanding and ensure effective financial management in schools.

Mark Taylor suggested that schools determine what level of resource is needed to tackle the issues. Maggie Waller said that the work on the formulae needs to continue going forwards along with the LA's statutory requirement to provide ongoing support to Schools Forum.

Julia Shepard highlighted what she felt were the areas to keep financial management of schools intact at a strategic level which were agreed by Mark Taylor:

- 1) Partnership Working – a joint understanding and working on the formula together.
- 2) Finance staff who have a clear understanding of the formula and schools' budgets.
- 3) Support for headteachers and governing bodies.

- 4) Monitoring of budgets of maintained schools and clarification of what support can be provided to academies.

Mark Taylor will look further at what the LA can provide. Schools Forum agreed that they need a pool of resources that they can turn to for trouble shooting and supporting schools in times of crisis.

Action: Mark Taylor suggested he send a communication to all head teachers and governing bodies asking what level of support they require.

There is also a meeting scheduled with Maggie Waller, Ruth Bagley, Robin Crofts and Julia Shepard on this issue. It was also suggested that it is important to provide direct communication with governors and to provide training; to look at the relationship between finance and school improvement and the part finance plays in this and look at the relationship between audit and schools and whether there can be any developments in that area.

Action: MT will feed back to RSM Tenon.

Primary: secondary ratio: Steve Elson provided models (1:1.37 and 1: 1.39) as requested by the Task and Finish group. The two models were discussed further. It was noted that the Task and Finish group had not had the opportunity to meet further to this work being done. It was also noted that whatever the outcome for 2013/14, that there was a commitment that the evidence based work begun by headteachers to assess the real costs of delivery in each phase needs to continue alongside the LA to provide a basis for 14/15.

It is felt that an issue of this importance ought to be discussed by both phase groups and with governors. Primary schools agreed that the principle needs to be considered carefully before a decision is made.

Mark Taylor confirmed that the MFG (1.5%) will support those schools that lose out in the interim.

Schools Forum was not able to agree a single option but it was agreed that the two options under consideration for recommendation were the status quo of 1:1.43 (a slight shift in latest models from 1:1.45) and 1: 1.39. It was agreed that Maggie Stacey would contact all primary schools for their views and that it would also be considered at SASH. If no formal agreement could be made by early next week then there would need to be a vote of those Schools Forum members eligible to do so.

Action: Schools Forum vote if required to inform LA decision and the final figure submitted to the DfE to be circulated to Schools Forum members.

194. Final Statutory Schools Budget 2013-14

Schools Forum noted the statutory schools budget. Steve Elson reported that the situation about copyright licensing is to be confirmed. NQT funding would be discussed at a future meeting.

195. Academies Update

Robin Crofts provided an update as follows:
Willow and Marish are converting on 1st February.
James Elliman conversion planned for 1st April.
Foxborough were due to convert on 1st April subject to further work but it is more likely to be September now.
Robin Crofts met with Tom Peryer from the DfE, the outcome of which was that there will be no pushing towards sponsored arrangements in Slough.
33% of Slough schools are now academies (44% of pupils)
85% are expected to have converted over the next two years.
The residual LA responsibility re standards, including those in academies, was noted.

196. 2012-13 Work Programme and Key Decisions Log

Schools Forum noted the Work Programme and Key Decisions Log.
The agenda for February is subject to change.

(Note: The Meeting opened at 8.05 am and closed at 10.19 am)

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SLOUGH SCHOOLS' FORUM
27 February 2013

High Needs Block
(Director of Wellbeing)

1 PURPOSE OF REPORT

- 1.1 To inform Schools Forum on the current position regarding the High Needs Block in 2013-14.

2 RECOMMENDATIONS

- 2.1 For information.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The DfE have created a separate funding block within the Dedicated Schools Grant for pupils with High Needs. The DfE has defined pupils and students with high needs as being young people who need educational provision that costs more than £10,000 per year. This includes pupils aged from 0 to 19 with high level SEN, pupils of compulsory school age in Alternate Provision and those aged 16–25 with high level learning difficulties or disabilities, including those aged 19–25 who are subject to a learning difficulty assessment.
- 3.2 The High Needs Block is not ring-fenced and local authorities can move funding between the three blocks within the DSG. This has not happened in 2013-14.
- 3.3 Appendix 1 shows a breakdown of the budgeted expenditure for the High Needs Block in 2013-14.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Slough Borough Council had already begun the process of revising and rationalising the funding system for special schools, resource units, alternate provision and statemented pupils in mainstream. That process made it possible to move to the new system of place funding and top-ups. The DfE's guidance gives very little scope for alternative options.

5 SUPPORTING INFORMATION

5.1 Task and Finish Group

The High Needs Task and Finish Group met three times to discuss the proposed new formula.

5.2 Place Funding and Top-Ups

Appendix 2 shows the top-up bands for Slough's special schools, resource units, mainstream schools and PRU.

5.3 Special Schools

The DfE has set a rate of £10,000 per place for special schools. The school's home borough commissions a number of places and pays £10,000 for each place from its High Needs Block. Places do not have to be filled for the school to receive the place funding but the DfE does not expect empty places to be funded indefinitely. The home authority for each child then pays the top-up for that child. Special schools can therefore receive top-up funding from a number of different local authorities but it would be expected that the majority of Slough special school places will continue to be used for Slough children. Slough's banding rates are shown in Appendix 2.

5.4 Resource Units

The DfE has set a rate of £10,000 per place for resource units. The hosting school's home borough commissions a number of places and pays £10,000 for each place from its High Needs Block. Places do not have to be filled for the school to receive the place funding but the DfE does not expect empty places to be funded indefinitely. The home authority for each child then pays the top-up for that child. As with special schools, schools that have resource units could have to negotiate with a number of authorities and it would be expected that the majority of Slough resource unit places will continue to be used by Slough children.

5.5 Alternative Provision

The Hospital School at Haybrook will be directly funded by the DfE so that the cost of the school is funded for the cost of both Slough and out-borough children without the need for inter-authority recoupment.

For PRUs, the DfE has set a rate of £8,000 per place. The PRU's home borough commissions a number of places and pays £8,000 for each place from its High Needs Block. The home authority and mainstream schools can both be responsible for paying top-ups depending on the status of the child. Permanent exclusions will be the responsibility of the local authority but fixed term exclusions and intervention work can be paid for by schools. Haybrook PRU has been negotiating with Slough's secondary schools to establish a charging system for secondary schools accessing the PRU's services.

5.6 Mainstream Schools

Home local authorities pay top-ups to mainstream schools with pupils with high needs. The government guidelines identify them as children and young people whose education costs more than £10,000 per year. The DfE suggest that schools should be responsible for the first £10,000 of that education, separated

into two elements. Element 1 is the Basic Entitlement/AWPU rate for each child. Element 2 is worth £6,000 and is funded by each schools' notional SEN budget. In Slough's formula, the notional SEN budget is made up of the funding for Free School Meals, IDACI, Low Attainment and Mobility. Slough's top-ups have been calculated as the previously agreed bands less the £6,000 in Element 2. The top ups for 2013-14 are shown in Appendix 2.

5.7 Academies

The procedure for the funding of high needs pupils in academies will depend on the type of placements.

Resource Units

Places for resource units in academies are funded by the EFA. If currently maintained schools with resource units convert to academy status, the EFA will recoup the place funding from the local authority. Top-ups for Slough children will be recouped by the EFA and paid to the academy.

Mainstream Schools

Slough will continue to have the responsibility to pay top-ups for Slough children in mainstream academies in the same way that Slough currently has the responsibility for statemented funding in academies.

5.8 Post 16 High Needs

The DfE has notified the local authority of the funding for Post 16 High Needs (see Appendix 1) but the costs associated are not fully known yet. The EFA will commission places in special schools for Post 16 pupils and pay approximately £10,000 per place to the schools. Slough will then be responsible for the top-ups. Slough will also be responsible for top ups in colleges from September 2013. A new banding system for college top ups is being devised with the Raising Participation Partnership.

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** The High Needs Task and Finish Group and individual consultations with the headteachers of schools with resource units.

Method of Consultation

- 7.2** Three Task and Finish Group meetings with a combination of special school headteachers and council officers.

Representations Received

- 7.3** Not applicable.

Contact for further information

Steve Elson (Interim Finance, ECS)
(01753 477209) steve.elson@slough.gov.uk

Appendix 1

High Needs Block. 27 February 2013

	£	Notes
Total DfE Grant	19,454,399	The final figure to be confirmed by the DfE
Council Contribution to PFI	309,542	
Total available funding	19,763,941	
Post 16 Funding	479,955	Expenditure below does not include Post 16.
Estimated Expenditure within the High Needs Block		
<u>Special Schools</u>		
Special School Places	3,130,000	Commissioned Places at £10,000 per place
Special School Top Ups	5,525,000	Top ups for Slough children
Special School Growth	291,667	Expected for September 2013 at Haybrook
Top Ups in out Borough Schools	429,198	Slough children in other boroughs' schools
<u>Independent Schools</u>		
Independent Special Schools	1,075,553	
<u>Resource Units</u>		
Resource Bases places	2,150,000	Commissioned Places at £10,000 per place
Resource Base Top Ups	1,314,000	Top ups for Slough children
Resource Base Growth	288,167	
Top Ups in out Borough Bases	51,000	Slough children in other boroughs' bases
<u>Alternative Provision/PRU</u>		
Haybrook PRU Places	736,000	Commissioned Places at £8,000 per place
Haybrook PRU Top Ups	674,000	Top ups for Slough children
Hospital School	120,000	
<u>Mainstream High Needs</u>		
Top Up for Slough Schools	864,000	Top ups for Slough children
Top Up for Out Borough Schools	258,000	Top ups for Slough children
Contingency for in-year increases	220,000	
<u>Centrally Managed Services</u>		
Support for Inclusion	845,061	
Littledown Outreach Provision	103,600	
SEN Support Services	1,432,590	
SEN Transport	40,000	
Behaviour Support	164,280	
EOTAS	130,995	Education Other Than At School
Contribution to Combined Budgets	14,154	
Staff Costs Supply Cover	453	
Currently Unplanned	9,823	
Estimated Planned Expenditure	19,867,540	

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BANDED FUNDING MODEL

This is the mechanism by which Slough Borough Council will allocate top up funding for pupils with special/additional educational needs in schools and nurseries. A system for colleges will be developed by September 2013.

Band 1 relates to pupils who do not have statements of special educational needs (SEN) but have been identified as having special/additional educational needs (SEN/AEN). The funding for this provision is within mainstream school budgets. Pupils at Band 1 would not generally be placed in a resource base or special school.

Bands 2 and above relate to pupils who will generally have statements of SEN or Education Health and Care Plans (EHC Plans) in the future. Top up funding will be provided which, together with the place funding for that school, will enable the required provision to be delivered.

- In a mainstream school the place funding is the Element 1 funding (which replaces the AWPU) plus £6k from the Additional Educational Needs (AEN) Budget.
- In a resource base at a mainstream school the place funding is £10k.
- In a special school the place funding is £10k.
- In alternative provision the place funding is £8k.

Bands are progressive in nature and provision at lower bands should be arranged in addition to that which is described for higher bands i.e. each list is not exhaustive; these are examples only.

The top up funding for the special schools varies due to the size of the school and economies of scale and this needs to be considered when negotiating top up funding for schools in other local authorities.

BAND 1

No top up funding required – provision made through place funding. Financially equivalent to 16 hours of LSA.

This includes pupils with:

- learning difficulties, speech, language and communication difficulties, sensory impairment, physical disability or behavioural, emotional and social difficulties who require small teaching groups largely within the class for a large proportion of the day together with a differentiated curriculum; or
- speech, language and communication difficulties following programmes set by a Speech and Language Therapist eg language delay, auditory perception difficulties, basic skills development and speech and language disorders requiring additional teaching; or

- physical difficulties requiring additional teaching support, assistance in toileting, feeding, IT access and assistance to ensure mobility, posture and self organisation but with some independence; or
- sensory impairment who require additional teaching support and/or support with aids/equipment; or
- behavioural, emotional or social difficulties or social communication difficulties requiring small group support in a consistent and well structured environment; or
- medical problems but able to manage medication with supervision.

Schools will be expected to arrange provision such as:

- differentiated work in the classroom and homework including production of materials;
- target setting which is shared with parents/carers and pupils;
- support in the use or care of specialist equipment;
- support to manage medication;
- access to adult supervision when needed including during PE, breaks or off site activities to ensure safety;
- access to an individual work station where necessary;
- access to aids, adaptations and equipment to facilitate access to disabled pupils;
- regular contact with parents/carers to support progress and parental confidence. Use of the Achievement for All structured conversation is recommended;
- access to support services as appropriate to the pupil's needs. See the Expectations on Mainstream Schools document for more details of services that are available;
- access to personal support for part of each day including toileting and feeding;
- access to in class support on a daily basis e.g. within a small group in the classroom;
- withdrawal for intensive individual or small group teaching for specific programmes for short periods;
- delivery of the National Curriculum at a slower pace with an emphasis on basic skills;
- opportunities for practical experiences to support reinforcement and over learning;
- implementation of programmes designed by therapists e.g. speech and language therapy, occupational therapy, physiotherapy and release of staff to be trained by therapists;
- a personalised curriculum with regular monitoring;
- teacher oversight with stringent measurement of impact of interventions delivered;
- termly planning with support services and therapists including systematic and regular communication, joint target setting, an agreed Lead Professional/Key Worker following the Early Support principles with regular Team Around the Child (TAC) meetings;
- support to attend school trips and other extra curricular activities;
- access to alternative interventions or provision, which may be off site, through Littledown School or Haybrook College;
- a positive handling plan which is regularly reviewed, shared and updated.

BAND 2

In addition to the list provided under Band 1, this includes pupils with:

- learning difficulties, which includes communication difficulties, physical disability, speech and language disorder and/or sensory impairment; or
- physical disability requiring some assistance for basic needs and to develop independence; or
- requirement for some special facilities eg reproduction of materials, signing facilitators; or
- behaviour difficulties which require support including those that require support in social situations to avoid distress or anxiety.

Schools will be expected to arrange provision such as:

- some personal care;
- staff to adapt materials;
- small group support for the majority of the day with opportunities for individual work under the direction of the teacher within the whole class;
- adult support to facilitate communication with others and interaction in the environment.

BAND 2A

Whilst the descriptions under Band 2 will apply to Band 2A, the evidence provided by the school will have to demonstrate the reasons why resources cannot be pooled to arrange provision throughout the teaching elements of the day. This might relate to the combination of needs for example and will be carefully scrutinised by the LDD Advisory Panel.

The decision about allocation between Band 2 and Band 2A will be at the discretion of the Local Authority Officer based on the recommendations of the LDD Advisory Panel including the evidence about the combination of needs and use of resources. Full explanations will be provided to schools when decisions are taken.

BAND 3

In addition to previous lists, this includes pupils with:

- complex learning difficulties including communication difficulties, physical disability, speech and language disorder, sensory impairment and/or associated behavioural, emotional and social difficulties. It is expected that the pupil will have difficulties in more than one area of need; or
- potentially life threatening medical conditions requiring regular personal support available throughout the day; or
- sensory or physical impairment that limits access to the curriculum and normal life of the school without constant adult support, including occasional need for 2:1 staffing; or
- behavioural, emotional and social difficulties who have poor concentration, frequent temper outbursts, verbally abusive to peers and adults and their behaviour presents as a barrier to learning despite the implementation of an effective school behaviour policy, personal/social curriculum, extended involvement of support services. Pupils may also have difficulties at home.

Schools will be expected to arrange provision such as:

- a high level of personal support for care needs including some 2:1 staffing for hoisting etc;
- implementation of individual programmes under the direction of the teacher with some specific teaching input;
- access to appropriate therapy inputs and staff to deliver programmes;
- staff with skills in Braille and sign as necessary (or willing to learn);
- small teaching groups for parts of the day;
- a staffing ratio of 1:1 for parts of the day in order to meet specific needs and support inclusion (extensive use of 1:1 support is not encouraged);
- curriculum broken down in to small steps including within the P levels.

BAND 4

In addition to previous lists, this includes pupils with:

- complex learning difficulties and/or other significant needs such as medical, physical, behavioural, social, sensory, communication and interaction. It is expected that pupils will have difficulties in a number of areas of need; or
- profound and multiple learning difficulties with significant care needs; or
- challenging behaviours linked to learning and social communication difficulties; or
- behavioural, emotional and social needs linked to mental health difficulties.

Schools will be expected to arrange provision such as:

- sensory stimulation;
- high level of production of materials for pupils with sensory needs as well as requiring some support for mobility around the school site;
- curriculum broken down in to small steps often within the P levels;
- support with communication through gesture, eye pointing, symbols or very simple language;
- small class/teaching groups with additional support at a ratio of 1:1 for other parts of the day;
- a high level of experienced supervision during breaks and lunchtimes;
- individual programmes often within the pupils home using interactive online learning leading to integration in to small groups.

BAND 5

In addition to previous lists, this includes pupils with:

- an inability to function at all in a large class group situation; or
- persistent and frequent challenging behaviour which requires regular physical intervention or specialist support; or
- highly complex, profound and multiple learning difficulties encompassing a number of areas eg medical, physical, sensory; or
- high dependence on adult support for all areas; or
- profound sensory impairment but not necessarily learning difficulties.

Schools will be expected to arrange provision such as:

- small class groups with additional support at a ratio of at least 1:1 and 2:1 at times either due to behavioural outbursts or needing 2 adults to be present for medical interventions;
- requirement for individual programmes and implementation of therapeutic interventions and care needs;
- access to appropriate communication aids and resources.

BAND 6

In addition to previous lists, this includes pupils with:

- profound sensory impairment (may not have learning difficulties) eg blind and/or profoundly deaf as well as profound physical disability; or
- multi sensory impairment ie blind and deaf; or
- social communication difficulties with severe learning difficulties and challenging behaviour; or
- significant sensory processing difficulties;
- an inability to cope consistently in any group settings.

Schools will be expected to arrange provision such as:

- specialist intensive teaching in small groups and on an individual basis throughout the day;
- staffing ratio of at least 1:1 at all times and 2:1 at times;
- implementation of individual programmes devised by a multi-professional team through the team around the child.

BAND 7

In addition to previous lists, this includes pupils with:

- extremely challenging behaviour unable to cope in a school setting; or
- extremely complex learning difficulties requiring a high level of 1:2 staffing but not all day ie able to manage with periods of 1:1 staffing.

Schools will be expected to arrange provision such as:

- individual programmes which could include off site activities leading to gradual reintegration in to a school setting;
- learning through creative activities with a high level of adult support;
- engagement in short term or part time programmes with other providers;
- staff trained to work with young people with extreme and persistent challenging behaviour and an understanding of current research and practice in this area;
- a high level of contact with parents/carers and other professionals eg therapists to ensure a consistent approach with agreed targets.

BAND 8

In addition to previous lists, this includes pupils with:

- severe learning and/or mental health difficulties combined with extremely challenging or aggressive behaviour which may be linked to a diagnosis of autism and possibly medical needs requiring a constant and consistent level of care with highly trained and experienced members of staff.

Schools will be expected to arrange provision such as:

- staff trained to work with pupils with autism and related difficulties requiring a consistent approach throughout the school day at a ratio of 1:2 i.e. 2 adults to 1 pupil;
- a high level of contact with parents/carers to ensure consistency of approach and modelling of strategies wherever possible;
- a high level of communication with other professionals involved with the child to ensure a consistency between settings with joint target setting and monitoring, through a team around the child.

APPENDIX A

As at April 2013 the agreed top up rates for the different bands in different settings are as follows:

BAND	SETTING	TOP UP FUNDING pa	TOTAL FUNDING approx.	NOTES
Band 1	Mainstream	Nil	£10,000	16 hours a week
Band 2	Mainstream	£2,000	£12,000	20 hours a week
Band 2A	Mainstream	£4,000	£14,000	25 hours a week
Band 3	Mainstream	£6,000	£16,000	30 hours a week
Band 4	Mainstream	£10,000	£20,000	40 hours a week
Band 5	Mainstream	£14,000	£24,000	50 hours a week
Band 6	Mainstream	£18,000	£28,000	60 hours a week
Band 2	Resource	£4,000	£14,000	
Band 3	Resource	£9,000	£19,000	
Band 4	Resource	£14,000	£24,000	
Band 5	Resource	£19,000	£29,000	
Band 6	Resource	£24,000	£34,000	
Band 2	Littledown School	£10,000	£20,000	
Band 3	Littledown School	£15,000	£25,000	
Band 4	Littledown School	£20,000	£30,000	
Band 5	Littledown School	£25,000	£35,000	
Band 6	Littledown School	£30,000	£40,000	
Band 7	Littledown School	£40,000	£50,000	
Band 8	Littledown School	£50,000	£60,000	
Band 2	Haybrook College	£6,000	£16,000	
Band 3	Haybrook College	£11,000	£21,000	
Band 4	Haybrook College	£16,000	£26,000	
Band 5	Haybrook College	£21,000	£31,000	
Band 6	Haybrook College	£26,000	£36,000	
Band 7	Haybrook College	£36,000	£46,000	
Band 8	Haybrook College	£46,000	£56,000	
Band 2	Arbour Vale School	£5,000	£15,000	
Band 3	Arbour Vale School	£10,000	£20,000	
Band 4	Arbour Vale School	£15,000	£25,000	
Band 5	Arbour Vale School	£20,000	£30,000	
Band 6	Arbour Vale School	£25,000	£35,000	
Band 7	Arbour Vale School	£35,000	£45,000	
Band 8	Arbour Vale School	£45,000	£55,000	

Please note that the top up values are different in different settings due to the per place funding available:

- Element 1 (approximately £4,000) and Element 2 (£6,000) in mainstream;
- £10,000 per commissioned place in resource bases but the mainstream school does not receive the Element 1 funding;
- £10,000 per commissioned place in special schools but economies of scale for both Millside and Arbour Vale in comparison to Littledown.

SLOUGH SCHOOLS' FORUM
27 February 2013

Schools Forum Constitution and Membership
(Chair of Schools Forum)

1 PURPOSE OF REPORT

- 1.1 To advise Schools Forum members of the current position regarding membership (**Appendix A**) and to seek approval of the revised Schools Forum Constitution (**Appendix B**).

2 RECOMMENDATIONS

- 2.1 That Schools Forum notes the current position with regard to membership.
- 2.2 That Schools Forum notes the new requirements in relation to academy representation.
- 2.3 That Schools Forum agrees the appropriate actions to fill the current two vacancies for primary representatives from the maintained sector.
- 2.4 That Schools Forum approves the updated Constitution attached as **Appendix B**.

3 REASONS FOR RECOMMENDATIONS

- 3.1 To ensure appropriate representation across the primary phase it is necessary to take action to fill the current 2 vacancies in membership of the Schools Forum.
- 3.2 The Constitution requires approval having been updated in line with local and national requirements.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable.

5 SUPPORTING INFORMATION

- 5.1 The membership of the Schools Forum must represent the range of schools across Slough both academy and maintained. The Schools Forum Regulations 2012 make clear that '*primary schools, secondary schools and Academies must be broadly proportionately represented on the forum, having regard to the total number of pupils registered at them*'. Academies are taken as one group and the balance across phases is a matter for the Academies to decide when electing any new member. This is a change from the past where the Schools Forum has firstly considered phase and then academy and maintained status.

- 5.2 Schools Forum agreed (May 2012) to review the balance in membership annually, after the verified October census figures were available. This review has taken place.
- 5.3 Of the 25,313 pupils in Slough primary and secondary schools, 11,651 are being educated in academies (46% in academies and 54% in maintained schools). Applying this to the total 16 Schools Forum primary and secondary members means that there should be 7 academy members and 9 representing the maintained sector. This is currently the case including vacancies.
- 5.4 Of the 11,651 pupils in academies, 39% are in primary academies and 61% in secondaries. Applying these percentages to the 7 academy members means that there should be 3 primary and 4 secondary academy representatives and this is the current position. The Schools Forum does not therefore need to take any action at this time to elect any further academy members. It should be noted, however, that academies members must be elected to the Schools Forum by the proprietors of the Academies in the Local Authority (LA) area and this will apply for any future elections. At that point it is suggested that the academies be asked to take account of phase balance in electing the representatives.
- 5.5 There are currently 2 vacancies on the Schools Forum for primary maintained schools representatives. These were filled previously by 2 governors, one from a community school and one voluntary controlled. Of the 4 remaining maintained schools members 2 are Headteachers and 2 are governors which suggests that one Headteacher and one governor representative would maintain the balance. However, members may wish to note that of the 3 primary academy members 2 are Headteachers and one is a governor.
- 5.6 Schools Forum is asked to give a view about seeking nominations from the appropriate groups so that the clerk can progress any necessary elections in consultation with the Slough Primary Headteachers group.
- 5.7 The Schools Forum Constitution has been reviewed in the light of changes within the Schools Forum Regulations 2012 as well as local decisions made by the Schools Forum and is attached at **Appendix B**.
- 5.8 Members of the Schools Forum are requested to approve the revised Constitution.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The report takes account of The Schools Forums (England) Regulations 2012.

Section 151 Officer – Strategic Director of Resources

- 6.2 There are no specific financial implications arising from the content of this report.

Access Implications

- 6.3 There are no access implications.

7 CONSULTATION

Not applicable.

Contact for further information

Maggie Waller (Chair of Schools Forum)
maggieeducation@aol.com

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School	Type of School	Governor (G) / Headteacher (H/T)	Elected by	Term of office ends
Academies (7 members) Primary Academies (3 members)				
Lynch Hill Primary School	Academy	Gillian Coffey (H/T)		Aug-15
Godolphin Junior School	Academy	Barbara Clark (H/T)		Aug-15
Ryvers Primary School	Academy	Harry Duffy (G)		Jan-14
Secondary Academies (4 members)				
Herschel Grammar	Academy Selective	Jo Rockall		Sep-14
Langley Grammar	Academy Selective	John Constable (H/T)		Sep-14
Slough & Eton C of E Business and Enterprise College	Academy	Paul McAteer (H/T)		Sep-14
Westgate School	Non-Selective	Sub Bea Williams		
	Academy	Maureen Mallinson (G)		Apr-15
Maintained Schools (9 members)				
Primary (6 members)				
James Elliman Primary School	Community	Jon Reekie (G)		Aug-13
Montern Primary School	Community	Charlie McGeachie (H/T)		Aug-15
Holy Family Primary School	Voluntary Aided (RC)	Maggie Waller(G)		Aug-15
St Anthony's RC Primary School	Voluntary Aided (RC)	Maggie Stacey (H/T)		Aug-15
Vacancy	Previously Community	Vacancy		Vacancy
Vacancy	Previously Voluntary Controlled	Vacancy		Vacancy
Secondary (3 members)				
Beechwood Secondary School	Community	Julia Shepard (H/T)		Aug-15
St. Joseph's School	Voluntary Aided (RC)	Kevin O'Driscoll - (G)		Apr-15
Wexham	Non-Selective	Mary Sparrow		Sep-14
PRU (1 member)				
Haybrook College	PRU	Helen Huntley (H/T)		Oct-15
		sub Debbie Richards		
Special (1 member)				
Littledown School	Special	Jo Matthews		Oct-14
		sub Debbie Richards		

Nursery (1 member)					
Slough Centre Nursery	Nursery	Philip Gregory			Jun-13
14-19 Provider (1 Member)					
14-19 Strategic Partnership	14-19 Provider	Kate Webb sub Virginia Barrett			Aug-13
PVI Provider (1 Member)					
First Steps Day Nursery	PVI Provider	To be advised			
Children's Centres (1 Member)					
Slough Children's Centres	Children's Centres	Jean Cameron			Oct-15
Total Membership:					22 members
Academy Primary	Academy Secondary	Academy total	46% pupils in academy		3 primary and 4 secondary is in proportion to phase nos
3	4 (2 Selective + 2 Non-Selective)	7			
Maintained Primary	Maintained Secondary	Maintained total	54% pupils in maintained		
6 including 2 vacancies 2 Community, 2 VA (with vacancies previously 1 Community and 1 VC)	3 2 Community Non-Selective + 1 VA Non-Selective	9			

Plus 1 representative each from Special Schools, Nursery Schools, 14-19 providers, PVI providers, PRU & Children's Centres.

Observers

Lynda Bussley (sub Education Funding Agency
David Warren)

Attendees:

Angela Mellish Cllr Mann (Member
Representative)

Appendix A(i) Schools Forum Membership 2012/13

School	Type of School	Governor (G) / Headteacher (H/T)	Method of Election	Term of office ends
Primary (9 members)				
1	Lynch Hill Primary School	Gillian Coffey (H/T)		August 2015
2	James Elliman Primary School	Jon Reekie (G)		August 2013
3	Ryvers Primary School	Harry Duffy (G)		January 2014
4	Colnbrook CE Primary School	Martin Davis (G)		January 2014
5	Godolphin Junior School	Barbara Clark (H/T)		August 2015
6	Montem Primary School	Charlie McGeachie(H/T)		August 2015
7	Holy Family Primary School	Maggie Waller(G)		August 2015
8	St Anthony's RC Primary School	Maggie Stacey (H/T)		August 2015
9	Vacancy	Vacancy		Vacancy
Secondary (7 members)				
1	Beechwood Secondary School	Julia Shepard (H/T)		August 2015
2	Westgate School	Maureen Mallinson (G)		April 2015

3	St. Joseph's School	Voluntary Aided (RC) Non-Selective	Kevin O'Driscoll - (G)	April 2015
4	Slough and Eton C of E Business and Enterprise College	Academy Non-Selective	Paul McAteer (H/T) Sub Bea Williams	September 2014
5	Langley Grammar	Academy Selective	John Constable (H/T)	September 2014
6	Wexham	Community Non-Selective	Mary Sparrow	September 2014
7	Herschel Grammar	Academy Selective	Jo Rockall	September 2014
PRU (1 member)				
	Haybrook College	PRU	Helen Huntley (H/T) sub Debbie Richards	October 2015
Special (1 member)				
	Littledown School	Special	Jo Matthews sub Debbie Richards	October 2014
Nursery (1 member)				
	Slough Centre Nursery	Nursery	Philip Gregory	June 2013
14-19 Provider (1 Member)				
	14-19 Strategic Partnership	14-19 Provider	Kate Webb sub Virginia Barrett	August 2013
PVI Provider (1 Member)				
	First Steps Day Nursery	PVI Provider	Christine Mountford	August 2015
Children's Centres (1 Member)				
	Slough Children's Centres	Children's Centres	Jean Cameron	October 2015
Total Membership:				22

Phase	Academy	Community	Foundation	Voluntary Aided	Voluntary Controlled
Primary	1	3 + vacancy	1	2	1
Secondary	4	2		1	

Plus 1 representative each from Special Schools, Nursery Schools, 14-19 providers, PVI providers, PRU & Children's Centres.

Observers

Lynda Bussley

(sub David Warren)

Attendees:

Angela Mellish

Cllr Pantelic (Member Representative)

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**SLOUGH SCHOOLS FORUM
 CONSTITUTION**

1.	Introduction
	<p>The Government requires that each Local Authority (LA) maintain a Schools Forum to represent schools' views on matters relating to the Schools' Budget.</p> <p>Slough Borough Council has established a Schools Forum in accordance with the requirements of the Education Act 2002 and subsequent regulations. The Forum shall be called the 'Slough Schools Forum' referred to in this constitution as 'the Forum'.</p>
2.	Membership
2.1	A list of the composition of the Forum is attached as Appendix A .
2.1.1	<p>Schools Members – (Full Voting Rights)</p> <p>Schools members and academies members will together comprise at least two thirds of the membership of the Forum.</p> <p>At least one member will be a governor and at least one member will be a Headteacher or his/her representative.</p> <p>Where the LA maintains one or more secondary schools, at least one schools member will be a representative of a secondary school.</p> <p>The number of schools members will be broadly in proportion to the total numbers of pupils at secondary schools, primary schools and academies, plus at least one representative from maintained nursery schools, special schools and the Pupil Referral Unit.</p> <p>In addition to phase balance, the composition will seek to maintain a balance in numbers to include at least one representative from each type of school i.e. Community, Foundation, Voluntary Aided and Voluntary Controlled.</p> <p>The aim will also be to achieve a balance in the numbers of Headteacher members* and Governor members wherever possible.</p> <p><i>*Schools may also be represented by Members of the Senior Leadership Teams including School Managers or Bursars.</i></p>

<p>2.1.2</p>	<p>Academies Members – (Full Voting Rights)</p> <p>The number of academies members will be broadly in proportion to the total number of pupils at academies.</p> <p>In the interest of proportionality Schools Forum would wish to seek to maintain a balance in numbers between phases and when a vacancy arises academies will be asked to take account of phase balance in electing members.</p> <p>Academies representation is not necessarily restricted to principals, senior staff or governors.</p>
<p>2.1.3</p>	<p>Non Schools - Members – (Full Voting Rights)</p> <p>Non-schools members must not number more than a third of the Schools Forum’s total membership. The Forum has 3 non-schools members who represent: Private, Voluntary and Independent (PVI) providers; 14-19 sector and Children’s Centres.</p>
<p>2.1.4</p>	<p>Observer Members – (Non-Voting)</p> <p>A representative from the Trades Unions will be invited to all meetings as an observer.</p> <p>The EFA has observer status at School Forum meetings with the right to participate in discussions.</p> <p>Other Attendees – (Non-Voting)</p> <p>The Lead Commissioner for Education and Children’s Services will be invited to attend all meetings.</p> <p>LA Officers will attend to present to the Forum and to provide advice and information. Regulations restrict attendance to the Director of Children’s Services (or their representative), Chief Finance Officer (or their representative) or other officers providing specific financial or technical advice (including presenting a paper to the Forum).</p>
<p>2.2</p>	<p>Substitutes</p> <p>Each Member of the Forum may have one substitute from the same group. Substitutes will only be permitted where they have been nominated formally and approved by the Forum prior to attendance.</p>
<p>2.3</p>	<p>Attendance</p> <p>Where a member has not been in attendance for four consecutive meetings, the clerk to the Schools Forum shall write to the member seeking an explanation. The Schools Forum reserves the right, with the LA, to recommend replacing that member where it is felt that it is not possible for the member to provide consistent attendance.</p>

<p>2.4</p>	<p>Period of Membership</p> <p>The term of office for each member shall be a maximum of three years.</p> <p>The term of office of non-schools members is at the discretion of the LA.</p> <p>Membership may be terminated by the LA in advance of the full term if the member ceases to act in the capacity for which s/he was appointed (e.g. ceases to be a governor or Headteacher) or if the member communicates in writing to the clerk a wish to resign.</p> <p>Elections will be held on a rolling basis with the aim to have no more than a third of the Forum being elected every year in order to maintain continuity of experience. Elections will be by the appropriate group.</p> <p>Casual vacancies will be filled as soon as practicable through the appropriate group.</p>
<p>2.5</p>	<p>Proportionality</p> <p>In order to maintain proportionality, where a vacancy arises, the clerk will confirm the proportionality of pupil numbers in maintained schools and Academies and within each phase.</p> <p>In addition, there will be an annual review of proportionality based on verified October census pupil data to take account of schools converting to academy status. Where this review shows an imbalance this will be addressed through the appropriate election procedures.</p>
<p>2.6</p>	<p>Headteacher* Representatives</p> <p>Vacancies will not be filled until it has been confirmed that correct proportionality will be maintained by such a replacement. Representatives will be elected by their constituent groups and the clerk will hold information of the election procedures of each group.</p>
<p>2.7</p>	<p>Governor Representatives</p> <p>Vacancies will not be filled until it has been confirmed that correct proportionality will be maintained by such a replacement. Representatives will be elected by the appropriate groups and the clerk will hold information of the election procedures for each group.</p>
<p>2.8</p>	<p>Academy Representative</p> <p>Vacancies will not be filled until it has been confirmed that the correct proportionality will be maintained by such a replacement. Representatives will be elected by the proprietors of the Academies in Slough.</p>
<p>2.9</p>	<p>Election by the Local Authority</p> <p>If, for any reason, an election for a schools member or an academies member does not take place by any date set by the LA or any such election results in a</p>

	<p>tie, the LA must appoint the schools member or academies member to the Schools Forum instead.</p>
2.10	<p>The Chair and Vice-Chair of the Forum</p> <p>The Chair and Vice-Chair will be elected from among the voting members of the Forum.</p> <p>Elections will take place as required at the first meeting of the academic year and the Chair and Vice-Chair will serve for a two year term.</p> <p>The Chair may not make decisions on behalf of the Forum though s/he can give a view to the LA on an urgent issue.</p>
2.11	<p>Number required for Quorum</p> <p>The Forum shall be quorate if at least forty percent (40%), rounded up to a whole number, of the total membership is present at a meeting, i.e. excluding vacancies and observers.</p> <p>A meeting may proceed if inquorate but cannot take decisions legally.</p>
2.12	<p>Voting Procedures</p> <p>Non-schools members, other than those who represent early years providers, must not vote on matters relating to the formulae to be used to determine the amounts to be allocated to schools and early years providers.</p> <p>Only the relevant maintained school members of the forum will be able to vote on de-delegation.</p> <p>Any matter will be decided by a simple majority of those members voting and present in the room at the same time the question was put.</p> <p>If there are equal numbers for and against, the Chair will have a second or casting vote.</p> <p>Unless a recorded vote is requested, the Chair will take the vote by a show of hands, or if there is no dissent, by the general affirmation of the meeting.</p> <p>Where any Members request it, immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.</p>

3.	Powers and Responsibilities of the Schools Forum
3.1	<p>The Schools Forum is both a consultative and decision making body. Appendix B is a Department for Education table which provides an overview guide to the main powers and responsibilities of the Schools Forum.</p> <p>The local process for the consultation and decision making framework is attached as Appendix C (to follow)</p>

	The Schools Forum has a duty to report to school governing bodies on the consultation in which it has been involved.
4.	Conduct of Meetings/Expenses
4.1	<p>Meeting Schedule</p> <p>Meetings of the Forum will be scheduled as required bearing in mind the statutory requirements but are likely to be at least two per school term to fit with the financial year and its planning. The Forum must meet at least four times per year.</p> <p>A forward plan and annual meeting diary will be drawn up a year in advance.</p> <p>These arrangements may be changed by a quorate meeting of the Forum.</p>
4.2	<p>Public Access to Meetings and Confidentiality</p> <p>Meetings of the Forum shall be open to the public. Any member of the public may attend but may only ask questions or join in the discussion if specifically asked to do so by the Chair.</p> <p>The Chair may require that an item of business is considered by the Forum in private and may therefore exclude the press and public. Any such items will normally be taken at the end of the agenda.</p> <p>Agendas, reports and minutes will be made available to the public via the clerk to the Forum and all papers will be published on the Slough Borough Council website.</p>
4.3	<p>Task and Finish Groups:</p> <p>The Forum will agree to establish, as and when appropriate, task related sub-groups which will be time restricted.</p>
4.4	<p>Declarations of Interest:</p> <p>Forum members must declare an interest in any agenda items where the outcome may give them a personal advantage or avoid disadvantage (pecuniary or non-pecuniary).</p>
4.5	<p>Expenses:</p> <p>Regulations require the LA to pay the expenses of the Schools Forum out of the schools budget and to reimburse all reasonable expenses of members in connection with their attendance at meetings of the Forum and charge those expenses to the schools budget. Members of the Schools Forum shall agree a scheme for the payment of expenses – the scheme for the Forum to be the same as the Elected Members’ Expenses Scheme for travel and subsistence.</p>
4.6	Budget:

	Appropriate costs of the Schools Forum will be met from within the Schools Budget.
4.7	Feedback: Members will undertake to feed back to and from constituent groups as appropriate.
4.8	Minutes of meetings: These will be made available to all schools. Draft minutes will be sent to Headteachers and Clerks to Governors after each meeting. Agendas, reports and minutes (once approved by a meeting of the Forum) will be placed on the Slough Borough Council website.

TABLE 1 - SCHOOLS FORUMS: POWERS AND RESPONSIBILITIES 2013-14

Function	Local Authority	Forum	DfE Role
1 Formula Change (including redistributions)	Proposes and decides	Must be consulted. [Voting restricted to schools members plus PVI members]	None
2 Contracts	Propose at least one month prior to invitation to tender, the terms of any proposed contract	Gives a view	None
3 Financial issues relating to: arrangements for pupils with special educational needs; arrangements for use of pupil referral units and the education of children otherwise than at school; arrangements for early years provision; administration arrangements for the allocation of central govt grants.	Consult annually	Gives a view and informs the governing bodies of all consultations carried out in lines 1, 2 & 3	None
4 Minimum funding guarantee	Proposes any exclusions from MFG for application to DfE	Gives a view	Approval
5 De-delegation for mainstream schools for: contingencies administration of free school meals insurance licences/subscriptions staff costs - supply cover support for minority ethnic pupils/underachieving groups behaviour support services library and museum services	Will propose	Primary and secondary school member representatives will decide for their phase.	Will adjudicate where Forum does not agree LA proposal
6 Central spend on funding for significant pre-16 pupil growth equal pay back-pay places in independent schools for non-SEN pupils early years expenditure	Proposes	Decides	Adjudicates where Forum does not agree LA proposal
7 Central spend on admissions servicing of schools forum carbon reduction commitment capital expenditure funded from revenue contribution to combined budgets schools budget centrally funded termination of employment costs schools budget funded prudential borrowing costs	Proposes up to the value committed in 2012/13 and where expenditure has already been committed	Decides for each line	Adjudicates where Forum does not agree LA proposal
8 Carry forward a deficit on central expenditure to the next year to be funded from the schools budget	Proposes	Decides	Adjudicates where Forum does not agree LA proposal
9 Scheme of financial management changes	Proposes and consults GB and Head of every School	Approves	Adjudicates where Forum does not agree LA proposal
10 Membership : length of office of members	Decides	None (but good practice would suggest that they gave a view)	None
11 Membership: appointment of Schools and Academies Members	Appoints those elected by members of the relevant sub groups. Facilitates election where required and appoints member if there is a tie or the election does not take place by a date set by the LA	None	None
12 Membership: Non Schools Members	Seeks nominations from the relevant bodies then appoints	None (but good practice would suggest that they gave a view)	None
13 Voting Procedures	None	Determine voting procedures	None
14 Chair of Forum	Facilitates	Elects (may not be an elected member of the council or officer)	None

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Slough Schools Forum – 2013 Work Programme

Wednesday 27 February 2013

- DfE Review of 2013-14 School Funding Arrangements
- Finance Structure and Support: update
- Formula review for 2014/15
- Implementation of DfE Funding Reform – High Needs & Post 16
- Membership Update and Revised Constitution
- Academies update
- 2012/13 Work Programme and Key Decisions Log

Wednesday 20 March 2013

- Two Year Old Funding Formula
- Review of Accountability for Central Budgets 2011-12
- Schools Forum Operational and Decision Making Framework
- Quarter 3 Budget Monitoring 2011-12
- Staff Side/TU Representative in Schools
- Academies update
- 2012/13 Work Programme and Key Decisions Log

Wednesday 8 May 2013

- Indicative Outturn 2012-13
- Review of Scheme for Financing Schools
- 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 DfE 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 Formula Consultation for 2013 -14 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 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 2012	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 further work on the overall funding	12/09/12	8	156
Fair Funding Formula Consultation for 2013 -14 It was confirmed that, for formula purposes, Claycoats is a split site school and therefore it was appropriate to consult on the option of a formula factor to reflect this.	03/10/12	3	159
Headroom 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.	03/10/12	3	159
Early Years Single Funding Formula (EYSFF) Schools Forum agreed a number of changes to the EYSFF: <ul style="list-style-type: none"> • An additional provider type 'Academy' at the same rates as the provider type 'primary' . • Provider specific lump sums as a short term position. • Hourly rates for supplements as a short term position. • Base hourly rates equivalent to current staffing rates for EYSFF MFG purposes. 	03/10/12	5	161
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			
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.			
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% IDAC1.	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
Early Years Single Funding Formula (EYSFF)			
Schools Forum endorsed the proposals put forward by the Task and Finish group: simplifying the formula by reducing it to 3 factors: 1) Staffing; 2) Central costs and 3) Deprivation with differentiation across different sizes of providers. These factors combine to provide an	17/01/13	5	192
Split site factor			
Schools Forum agreed that the split site factor criteria in the 5-16 main funding formula should be: "A split site is where a school operates on two (or more) distinctly separate sites. The sites will be in separate, not adjacent streets and not connected by a footpath"	17/01/13	6	193
Funding Formula 5 - 16 primary: secondary ratio			
No consensus was reached regarding the two options considered: the status quo of 1:1.43 and 1: 1.39; It was agreed that views of Primary Headteachers would be sought following the meeting and it would also be considered at SASH. If no formal agreement could be reached there would be a vote arranged for those Schools Forum members eligible to vote. The result of the vote would be communicated to the LA to inform the LA decision prior to submission to the DfE.	17/01/13	6	193



