

## SLOUGH SCHOOLS FORUM

### SCHOOLS GROUP:

Maggie Waller (Chair), Julia Shepard (Vice-Chair), Paul Adams, Barbara Clark, Gillian Coffey, John Constable, Harry Duffy, Helen Huntley, Maureen Mallinson, Paul McAteer, 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, Michelle Perkins, Steve Elson, Joseph Holmes and George Grant

**DATE & TIME: WEDNESDAY, 3RD JULY, 2013 AT 8.00 AM FOR 8.15AM  
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 - 4)
4. Indicative Outturn 2012/13 (Pages 5 - 14)
5. Schools Outturn 2012/13 (Pages 15 - 22)
6. School Budget Plans 2013/14 (Pages 23 - 30)
7. Scheme for Financing Schools (Pages 31 - 36)

8. Schools Funding 2014/15 **(Pages 37 - 40)**
9. Two Year Old Funding Formula **(Pages 41 - 44)**
10. Dates for Future Meetings **(Pages 45 - 46)**
11. Academies Update
12. Membership Update **(Pages 47 - 48)**
13. Pension Scheme Auto Enrolment **(Pages 49 - 52)**
14. Key Decisions Log **(Pages 53 - 56)**

**Slough Schools Forum- Meeting held on Wednesday, 8th May, 2013**

**Present:** Maggie Waller, Holy Family Primary School (Chair)  
Julia Shepard, Beechwood Secondary School (Vice-Chair)  
Barbara Clark, Godolphin Junior School  
Gillian Coffey, Lynch Hill Primary School  
John Constable, Langley Grammar  
Harry Duffy, Ryvers Primary School  
Helen Huntley, Haybrook College  
Kevin O'Driscoll, St Joseph's High School  
Jon Reekie, James Elliman Primary School  
Mary Sparrow, Wexham Secondary School  
Maggie Stacey, St Anthony's RC Primary School  
Jo Rockall, Herschel Grammar School  
Virginia Barrett, East Berkshire College  
Jean Cameron, Slough Children's Centres  
Nicky Willis, Cippenham Primary School

**Observers:** Navroop Mehat, Wexham Court, Angela Mellish, St Bernards, Eddie Neighbour, Slough Grammar, Lynda Bussley, NUT

**Officers:** Steve Elson, George Grant and Michelle Perkins (Clerk)

**Apologies:** Robin Crofts, Jo Matthews, Paul McAteer and Philip Gregory

**PART I**

**214. Apologies**

Apologies were received from Robin Crofts due to compassionate leave, Philip Gregory, Jo Matthews and Paul McAteer.

**215. Declarations of Interest**

None

**216. Minutes of Previous Meeting and Matters Arising**

Page 1: Steve Elson updated Schools Forum that the Principal Accountant, Attul Lad has been appointed at SBC and will begin his role in June. Steve will train him on the schools formula work.

Page 2: The briefing session on the formula is still to be arranged (dealt with later in the agenda). Virginia Barrett will be providing input regarding Post-16. Financial training for Headteachers was discussed at SSEF: it will be an induction session for new Headteachers organised by the Slough Learning Partnership.

Page 3: Maggie Waller advised Schools Forum that the academy governor nomination was Paul Adams from Slough Grammar. No other nominations were received.

**Action:** Michelle Perkins will communicate with all academy heads putting forward this nomination and seeking election prior to Schools Forum in July.

Maggie Stacey advised that Primary Heads will elect a representative for maintained schools at their next meeting.

The minutes were agreed as a true and accurate record.

#### **217. Growth Fund**

Steve Elson presented the paper explaining the growth fund, prepared in response to a number of queries for clarification regarding this fund. He noted that, for academies, this should go through on the academy cash sheet in June.

Schools Forum noted that there is a typo in paragraph 5.3, the figure should be £385,000, not £350,000. An amended version of the paper will be circulated with these minutes for information.

Schools Forum noted the contents of the report.

#### **218. Two Year Old Funding Formula**

Steve Elson reported that the DfE has increased the responsibility for local authorities to provide 15 hours free nursery education to 20% of the most deprived two year olds from September.

Jean Cameron explained that the eligibility criteria are based on the same criteria as eligibility for free school meals.

Local criteria has also been incorporated which includes children subject to a Child Protection plan or Children In Need plan. There is a referral process for children that fall outside of the usual criteria but would benefit from a place due to low income.

Schools Forum agreed the recommendation and recommended the two year old funding formula to the Local Authority for implementation.

#### **219. Formula Review 2014/15 - Verbal Update**

Maggie Waller gave a verbal update on the work being carried out regarding the primary/secondary balance of funding. Sam Ellis, a funding specialist who has experience of working across both phases, is being commissioned by the Slough Learning Partnership to carry out the work. Maggie Waller, Maggie Stacey, Steve Elson and Robin Crofts had a preliminary meeting with him and provided an update as follows:

Sam has begun to populate a model for Slough using baseline data. He will be meeting with Maggie Waller, Jo Rockall, Maggie Stacey, Steve Elson and Robin Crofts again on 13<sup>th</sup> May to look at the work in more detail and determine whether more data is needed and what the next steps will be. Following this meeting, next steps will be confirmed including at what stage a small task and finish group would be needed.

Concerns were raised about due regard being given to this piece of work by the Local Authority in its decision making process. Maggie confirmed the importance of the cycle in terms of consultation with all schools and then any recommendations being considered by Cabinet. Maggie also confirmed that a paper is coming to Schools Forum in July written by Gloria Walker about the role of Schools Forum and the work and decision making flow coming in and out.

## 220. Review of Scheme for Financing Schools

Steve Elson explained that the Scheme for Financing Schools has a statutory framework but that local recommended changes can also be included. The purpose of the report is to lay out the revised changes and ask Schools Forum to accept them. The recommended changes are outlined in the table in section 5.2 of the report. Maggie Waller clarified that any changes Schools Forum agree will then go out to all schools for consultation and the results of that consultation will come back to Schools Forum for approval of final changes.

Helen Huntley raised concerns about the clarification that top up payments should be made monthly unless otherwise agreed in 3.1 of the table. She referred to the impact on staffing of monthly top ups due to the financial loss that they will incur every time a statemented pupil leaves. It was agreed that Helen will discuss this with Jackie Wright and bring an update back to July Schools Forum. This can then be fed into the consideration of the results of the consultation.

Schools Forum agreed for the changes to go out to consultation and to include a sentence about the concerns surrounding top up payments.

Jon Reekie circulated an additional appendix to clarify the wording in 2.15 of the Scheme regarding purchasing, tendering and contracting requirements. It was suggested that the paragraph in italics which explains the wording, be included in the consultation and that the overall wording of this section of the Scheme be reviewed for clarity. An electronic copy of the paper tabled by Jon will be circulated with these minutes.

Discussion took place about the balance control mechanism on page 20 (Appendix 2) of the scheme. There was some discussion about the importance of working collaboratively and the impact on learning. It was noted that there is greater freedom now for academies than previously when the restrictions were tighter than those for maintained schools. Maggie Waller suggested maintaining the balance control mechanism in the interests of accountability but to review the wording. Julia Shepard suggested looking at the percentages again, making sure the Head is present at any discussion re balances and that SSEF be involved.

**Action:** Steve Elson will provide a draft of the consultation and email this to Schools Forum prior to consultation with all schools. (Update note post meeting: this is allowing for the consultation to be done and brought back to the July Forum.) Steve will check with the DfE how to deal with the underspend which formerly went back into headroom.

## 221. Centrally Retained Budgets

Steve Elson introduced the paper which is for information. It pulls the information together about the previously agreed blocks into one paper. Further clarification on PFI contributions is needed for July Schools Forum. Schools Forum noted the

contents of the paper but asked that clarification be given on each area of expenditure to explain what it pays for.

Julia Shepard discussed a piece of work that was done with the LA 2-3 years ago about understanding the areas of expenditure and what it pays for. It was felt that it would be useful to cross check the two pieces of work.

This item will be brought back to September Schools Forum following further work done in SSEF.

**Action:** Steve Elson will ask Robin Crofts about its importance in terms of the Services to Schools Review and ask whether it needs to be looked at more urgently.

## **222. Analysis of Funding Formulae**

Steve Elson explained that the report shows Slough in comparison to the national position

**Action:** Maggie Waller to send the report to Sam Ellis to assist him in his piece of work.

Schools Forum noted the contents of the paper.

## **223. Academies Update**

Item deferred to July meeting.

## **224. 2012/13 Work Programme and Key Decisions Log**

Maggie Waller explained the purpose of the key decision log: to bring together summary details of any key issue or decision made by Schools Forum.

**Action:** The work programme will be reviewed to reflect agreed changes to the July agenda.

The briefing on the on the formula was discussed:  
It was agreed to hold it on **28<sup>th</sup> June after Heads' Termly at 10:30am – 11:30am.**  
**Confirmation of venue will be sent.**

## **225. Any Other Business**

Julia Shepard provided Schools Forum with a verbal update on St Joseph's:

St Joseph's have paid back £290,000 from the £1 million that came out of headroom and a further £110,000 will be paid back shortly. Julia noted that the school is now in a much better position and is financially robust.

Julia Shepard and Father Kevin O'Driscoll thanked Schools Forum for its support. Schools Forum thanked Julia and the governors for their hard work in putting the school in such an improved position.

(Note: The Meeting opened at 8.05 am and closed at 9.40 am)

**SLOUGH SCHOOLS' FORUM**  
**3 July 2013**

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**School Specific Contingency and Local Authority Budgets funded by the  
Dedicated Schools Grant – Outturn 2012-13  
(Director of Wellbeing)**

**1 PURPOSE OF REPORT**

- 1.1 To present to the Schools' Forum the final outturn for the school specific contingency and local authority managed budgets funded by the Dedicated Schools Grant (DSG) for the 2012-13 financial year and recommend the distribution and retention of the brought forward underspend.

**2 RECOMMENDATIONS**

- 2.1 That the Schools' Forum notes the final outturn for 2012-13, notes the redistribution of unspent contingency in paragraph 5.6 and agrees the recommendations for retention in paragraphs 5.8 and 5.9.

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 It is appropriate for the Schools Forum to be aware of the financial outturn of the school specific contingency and local authority budgets funded from the DSG.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 Not applicable.

**5 SUPPORTING INFORMATION**

- 5.1 The 2012-13 financial year has now been closed.
- 5.2 Appendix A shows the outturn for the local authority managed DSG budgets compared to the latest approved budget which incorporates changes approved by the Schools Forum during the 2012-13 financial year and the impact of academy recoupment.
- 5.3 As can be seen in Appendix A, central budgets are showing an overall underspend of £284,163.
- 5.4 Overall there is a carry forward of £2,173,237 into 2013-14.

- 5.5 Appendix B shows the outturn for the schools specific contingency compared to the latest approved budget which incorporates the impact of Academy recoupment.
- 5.6 DfE regulations no longer allow for in-year distribution of funds in the year following the underspend. This has been queried with the DfE but the current guidance is that the underspend should be carried forward to 2014-15 and distributed to all schools and academies using the funding formula. It is therefore recommended that £708,293 is retained to be added to the available budget for schools and academies in 2014-15.
- 5.7 After the retention of the unspent contingency for distribution in 2014-15, there is a remaining carry forward of £1,464,944.
- 5.8 It is recommended that a total of £1,058,796 is retained centrally for the following specific items.  
Potential overspends on High Needs and Early Years Funding in 2013-14 - £780,000  
Asbestos Survey (already previously agreed but not spent in 2012-13) - £80,000  
Carbon Reduction Commitment (CRC) for 2010-11 and 2011-12 - £198,796. The on-going cost of the CRC will be the subject of a separate future forum paper.  
Total - £1,058,796
- 5.9 If the above items are agreed, there will be £406,148 remaining. It is likely that the current Growth Fund contingency of £385,000 will prove inadequate and there is still an element of volatility around the High Needs budget so it is recommended that the remainder is also retained.
- 5.10 If there is a predicted underspend in the DSG, a greater sum could be added to the funding formula in 2014-15 though it would be important not to create a potential overspend by doing so.

## **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 Not Applicable.

### Method of Consultation

7.2 Not Applicable.

### Representations Received

7.3 Not applicable.

### Contact for further information

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

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**Centrally Managed DSG Budgets - Final Outturn 2012-13**

**Underspend B/F from 2011-12  
2012-13 Unallocated Headroom**

-3,561,396  
-726,435

Includes  
Contingency in  
Appendix B  
(992,456)

**Central Underspend in 2012-13**

This includes  
£290,000 returned  
by St Josephs  
2,273,258  
833,792  
**-2,173,237**

**Allocation of Headroom in 2012-13  
EFA Academy Recoupment  
Total B/F into 2013-14**

	Final Budget	Final Outturn	Variance	Comments
<b>Service Area (Only items with a variance of greater than +/- £1,000)</b>				
<b>School Improvement</b>				
Infrastructure/Broadband connectivity	30,000	29,623	(378)	
Primary & Secondary Improvement	64,700	91,647	26,947	
New Arrivals in Primary Schools	-	-	-	
EMA	23,500	-	(23,500)	
Roma Community Project	15,200	41	(15,159)	
Traveller Service	27,400	12,000	(15,400)	
School Improvement	652,000	345,762	(306,238)	
Extended Schools Sustainability - Cluster	434,100	32,800	(401,300)	
Ethnic Minority Achievement	-	-	-	
Primary Strategy	26,200	-	(26,200)	
Raising Participation Age (Formerly Diploma)	35,779	17,900	(17,879)	
School Intervention	-	20,625	20,625	
*Practical Learning	112,933	56,000	(56,933)	
Gifted & Talented	31,000	31,000	-	
Catering	-	(5,140)	(5,140)	
<b>Total School Improvement</b>	<b>1,452,812</b>	<b>632,256</b>	<b>(820,556)</b>	

Service Area (Only items with a variance of greater than +/- £1,000)	Final Budget	Final Outturn	Variance	Comments
<b>Inclusion</b>				
Littledown - Primary Provision for Behaviour	103,600	103,600	-	
Autism	171,100	169,646	(1,454)	
Sensory Impairment	470,000	864,407	394,407	
Haybrook Provision	873,300	873,300	-	
*6th Day Provision	48,000	-	(48,000)	
Vulnerable Children	61,700	42,000	(19,700)	
Services Supporting Behaviour	370,777	535,378	164,601	
SENASS	583,000	378,263	(204,737)	
Independent Schools	1,950,400	1,576,021	(374,379)	
SEN Recoupment	495,000	825,424	330,424	
*Provision for new statements	542,100	690,371	148,271	
Behaviour & Attendance	258,342	27,687	(230,654)	
DSG Review	-	44,501	44,501	
SDG - Inclusion	56,000	56,000	-	
<b>Total Inclusion</b>	<b>5,983,319</b>	<b>6,186,598</b>	<b>203,279</b>	
<b>School Services</b>				
Admissions	159,500	159,422	(78)	
*Hard to Place	219,000	249,676	30,676	
SEN Transport	40,000	40,000	-	
Choice Advisor	19,300	19,300	-	
*Public Service Support	12,789	3,850	(8,939)	
*Union Representation	12,789	3,850	(8,939)	
<b>Total School Services</b>	<b>463,377</b>	<b>476,097</b>	<b>12,720</b>	
<b>Early Years</b>				
Early Years Support	121,700	79,569	(42,131)	
Early Years Inclusion	70,000	70,858	858	
<b>Total Early Years</b>	<b>191,700</b>	<b>150,426</b>	<b>(41,274)</b>	
<b>Children &amp; Families</b>				
Educ Resource Services (former LACES)	106,700	126,175	19,475	
<b>Total Children &amp; Families</b>	<b>106,700</b>	<b>126,175</b>	<b>19,475</b>	

Service Area (Only items with a variance of greater than +/- £1,000)	Final Budget	Final Outturn	Variance	Comments
<b>Strategy Information &amp; Resources</b>				
Schools CERA	149,100	67,135	(81,965)	
Schools Forum	48,300	210,805	162,505	
Vulnerable Children	251,700	(28,578)	(280,278)	
<b>Total Strategy Information &amp; Resources</b>	<b>449,100</b>	<b>249,362</b>	<b>(199,738)</b>	
<b>Additional Schools Budgets affecting Outturn</b>				
DSG contr to PFI	454,500	454,465	(35)	
Contingency	917,477	209,184	(708,293)	See Appendix B
PVI	2,006,200	2,424,283	418,083	
In year Early Years adjs	-	81,005	81,005	
Miscellaneous Items		42,876	42,876	
<b>Total Additional Schools Budgets affecting Outturn</b>	<b>3,378,177</b>	<b>3,168,937</b>	<b>(166,364)</b>	
<b>Total Central Budgets in 2012-13</b>	<b>12,025,185</b>	<b>10,989,853</b>	<b>(992,456)</b>	
<b>Allocation of Headroom in 2012-13</b>				
St Josephs	1,000,000			
Repayment from St Josephs	-290,000			
Haybrook Alternative provision- on going	230,700			
Haybrook financial difficulties- one-off	150,000			
PVI Headroom	16,370			
Preliminary 3 & 4 yr funding summer 12	9,447			
Primary Headroom	566,018			
Early Years Headroom	24,823			
Special Headroom	73,305			
Outreach Headroom	8,251			
Mainstream resource Units paid	88,255			
Slough Learning Partnersip	140,000			
SEN review specials	136,089			
Littledown Outreach	70,000			
SLP - Broadband	50,000			
	<b>2,273,258</b>			

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Appendix B

School Specific Contingency - Final Outturn 2012-13

Service Area	Approved Budget April 2012	In-Year Academy Recoupment	Final Budget	Final Outturn	Variance	Comments
	£	£	£	£	£	
<b>Contingency Budgets</b>						
Rates	49,800	-13,823	35,977			
DSG Pupil Number Variation	150,000	-65,894	84,106			
Significant September Intake	216,300	-75,606	140,694			
Arbour Vale - Banding Correction	321,600	0	321,600			
EYSFF Contingency	200,000	0	200,000			
School Places Contingency	200,000	-63,178	136,822			
<b>Total Contingency Budgets</b>	<b>1,137,700</b>	<b>-218,500</b>	<b>919,200</b>	<b>209,184</b>	<b>-708,293</b>	

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**SLOUGH SCHOOLS FORUM  
3 July 2013**

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**Schools' Outturn for the Financial Year 2012-13  
(Director of Wellbeing)**

**1 PURPOSE OF REPORT**

1.1 To update members of the Schools' Forum on:

- The balances held at the end of the 2012-13 financial year
- The comparison between balances held at the end of the 2011-12 and 2012-13 financial years.

**2 RECOMMENDATIONS**

2.1 That Schools' Forum notes the outturn across 2012-13 based upon year end returns from schools.

2.2 That Schools Forum notes the work in progress to review balances in excess of the balance control mechanism thresholds.

**3 REASONS FOR RECOMMENDATIONS**

3.1 It is appropriate for the Schools' Forum to be aware of, and comment on, the balances held by schools at the end of the financial year.

**4 ALTERNATIVE OPTIONS CONSIDERED**

4.1 Not applicable.

**5 SUPPORTING INFORMATION**

**School Balances at 31<sup>st</sup> March 2013**

5.1 The School Standards and Framework Act 1998 provides a statutory requirement for the balance of expenditure made by each school compared to its budget share to be carried forward into the next financial year. This applies to both surplus and deficit balances. At the end of 2012-13 the unadjusted revenue balances held by maintained schools were £9,531,498.

5.2 This represents an increase of £1,219,657 or 14.7% on the same figures for 2011-12. Appendix A shows the opening revenue balances for 2012-13 together with the in-year movement and the closing revenue balance. It should be noted that schools that had converted to academy status by 1 April 2013 have been excluded from this calculation.

### 5.3 **Balance Control Mechanism**

- 5.4 Schools' Forum will be aware that Slough's Scheme for Financing Schools incorporates an updated Balance Control Mechanism to be applied where balances exceed 5% (Secondary Schools) or 8% (Primary, Special and Nursery Schools) of their funding.
- 5.5 Appendix B identifies those schools that have unadjusted balances greater than those thresholds.
- 5.6 All of the schools with balances above the appropriate threshold have been asked to supply documentary evidence detailing their plans for using the excess balances. Local Authority finance officers will continue to review plans and documentation and report back to the Schools Forum in September.
- 5.7 It should be noted that unadjusted balances exclude any commitments or grants that the schools may have in relation to those balances.

## 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 – Opening and Closing Balances 2012-13

Appendix B – Unadjusted Balances Compared to Balance Control  
Mechanism Thresholds.

Contact for further information

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## Appendix A – Opening and Closing Balances 2012-13

School	Opening Revenue Balance	Movement	Closing Revenue Balance
Arbour Vale School	330,128	54,953	385,081
Baylis Court Nursery School	83,675	16,323	99,998
Beechwood School	700,424	(101,868)	598,556
Chalvey Early Years Centre	99,126	55,796	154,922
Cippenham Nursery School	118,413	(7,189)	111,304
Claycots School	558,059	49,065	607,124
Colnbrook Church of England Primary School	164,195	(179,090)	(14,895)
Foxborough Primary School	151,614	(75,055)	76,558
Haybrook College	-134,586	316,739	182,153
Holy Family Catholic Primary School	201,483	(57,596)	143,888
Iqra Slough Islamic Primary School	24,178	106,784	130,962
James Elliman School	311,933	65,177	377,110
Khalsa Primary School	385,415	(11,786)	373,629
Lea Nursery School	203,374	(71,497)	131,877
Littledown School	147,110	117,641	264,751
Montem Primary School	424,219	(129,954)	294,265
Our Lady of Peace Catholic Infant and Nursery School	97,134	36,421	133,555
Our Lady of Peace Catholic Junior School	64,762	26,610	38,152
Parlaunt Park Primary School	1,708	88,492	90,200
Penn Wood Primary and Nursery School	143,097	43,350	184,446
Pippins School	67,194	(11,503)	55,067
Priory School	381,121	370,438	751,559
Slough Centre Nursery School	287,447	208,161	495,608
St Anthony's Catholic Primary School	152,397	6,289	158,685
St Bernard's Catholic Grammar School	265,613	(167,130)	98,483
St Ethelbert's Catholic Primary School	400,482	(10,600)	389,882
St Joseph's Catholic High School	20,653	677,444	698,097
St Mary's Church of England Primary School	372,343	15,672	388,015
Western House Primary School	514,058	(72,833)	441,225
Wexham Court Primary School	589,966	(169,754)	420,212
Wexham School	1,185,651	83,378	1,269,029
<b>Total</b>	<b>8,311,841</b>	<b>1,219,657</b>	<b>9,531,498</b>

	Opening Revenue Balance	Movement	Closing Revenue Balance
Nursery	792,115	201,594	993,709
Primary	5,004,735	36,905	5,041,640
Secondary	2,172,340	491,825	2,664,165
Special	342,652	489,333	831,985
<b>Total</b>	<b>8,311,841</b>	<b>1,219,657</b>	<b>9,531,498</b>

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## Appendix B – Comparison of Unadjusted Closing Balance to BCM Threshold

School	Unadjusted Closing Revenue Balance £	Total 2013-14 Revenue Funding £	BCM Threshold 5% or 8%	Surplus to Threshold £
Arbour Vale School	385,081	6,002,525	8%	No
Baylis Court Nursery School	99,998	493,434	8%	60,523
Beechwood School	598,556	6,097,196	8%	293,696
Chalvey Early Years Centre	154,922	598,133	8%	107,071
Cippenham Nursery School	111,304	560,980	8%	66,425
Claycots School	607,124	3,613,966	8%	318,007
Colnbrook Church of England Primary School	(14,895)	1,194,034	8%	No
Foxborough Primary School	76,558	1,935,208	8%	No
Haybrook College	182,153	2,946,417	8%	No
Holy Family Catholic Primary School	143,888	1,671,523	8%	10,166
Iqra Slough Islamic Primary School	130,962	2,874,607	8%	No
Khalsa Primary School	373,629	1,811,417	8%	228,716
Lea Nursery School	131,877	462,088	8%	94,910
Littledown School	264,751	1,040,000	8%	181,551
Montem Primary School	294,265	3,769,879	8%	No
Our Lady of Peace Catholic Infant and Nursery School	133,555	1,179,577	8%	39,189
Our Lady of Peace Catholic Junior School	38,152	1,376,345	8%	No
Parlaunt Park Primary School	90,200	2,546,925	8%	No
Penn Wood Primary and Nursery School	186,446	2,832,832	8%	No
Pippins School	55,067	824,293	8%	No
Priory School	751,559	4,007,020	8%	430,998
Slough Centre Nursery School	495,608	609,907	8%	446,815
St Anthony's Catholic Primary School	158,685	2,037,621	8%	No
St Bernard's Catholic Grammar School	98,483	4,274,671	5%	No
St Ethelbert's Catholic Primary School	389,882	1,921,242	8%	236,183
St Joseph's Catholic High School	698,097	4,149,619	5%	490,616
St Mary's Church of England Primary School	388,015	2,164,606	8%	214,846
Western House Primary School	441,225	2,278,334	8%	258,958
Wexham Court Primary School	420,212	2,436,768	8%	225,271
Wexham School	1,269,029	6,136,929	5%	962,183
<b>Totals</b>	<b>9,531,498</b>	<b>73,758,096</b>		<b>4,666,123</b>

School Phase	Unadjusted Closing Revenue Balance	Total 2013-14 Revenue Funding	BCM Threshold 5% or 8%	Surplus to Threshold
Nursery	993,709	2,724,542	8%	775,745
Primary	5,041,640	40,386,197	8%	1,962,332
Secondary	2,664,165	20,658,415	5%	1,746,495
Special	831,985	9,988,942	8%	181,551
<b>Total</b>	<b>9,531,498</b>	<b>73,758,096</b>		<b>4,666,123</b>

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**SLOUGH SCHOOLS' FORUM  
3 July 2013**

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**Schools' Budgets 2013-14  
(Director of Education & Children's Services)**

**1 PURPOSE OF REPORT**

- 1.1 To inform Schools' Forum of the budgets presented by schools for the financial year 2013-14.

**2 RECOMMENDATIONS**

- 2.1 That Schools' Forum notes the information contained in appendices A, B and C.

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 It is appropriate for the Schools' Forum to be aware of the anticipated income and expenditure in Slough schools in 2013-14.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 Not applicable.

**5 SUPPORTING INFORMATION**

- 5.1 As members of the Schools' Forum are aware, schools are required to submit budget plans to the authority by 31<sup>st</sup> May each year. These must be authorised by the governing body.
- 5.2 In order to provide a greater understanding of the budgets, Appendix A is a summary of the financial return for 2012-13 in the same format that the budget monitoring has been reported on previously to the Schools' Forum.
- 5.3 Appendix B is a summary of the 2013-14 revenue budget plans submitted by schools.

**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 Outturn 2012-13

Appendix B – Summary of Budgets 2013-14

Appendix C – Comparison between Outturn 2012-13 and Budgets 2013-14

Contact for further information

Steve Elson (Interim Finance, ECS)

(01753 477209)

[steve.elson@slough.gov.uk](mailto:steve.elson@slough.gov.uk)

## **Appendix A – Summary of Outturn 2012-13**

<b>School</b>	<b>Total Expenditure £</b>	<b>Total Income £</b>	<b>Net Expenditure £</b>	<b>Opening Balance £</b>	<b>Closing Balance £</b>
Arbour Vale School	7,089,871	7,144,824	-54,953	330,128	385,081
Baylis Court Nursery School	514,459	530,782	-16,323	83,675	99,998
Beechwood School	5,611,691	5,509,823	101,868	700,424	598,556
Chalvey Early Years Centre	700,269	756,065	-55,796	99,126	154,922
Cippenham Nursery School	574,479	567,290	7,189	118,493	111,304
Claycots School	3,304,458	3,353,523	-49,065	558,059	607,124
Foxborough Primary School	2,013,828	1,938,773	75,055	151,614	76,558
Haybrook College	2,959,027	3,275,766	-316,739	-134,586	182,153
Holy Family Catholic Primary School	1,512,664	1,455,069	57,596	201,483	143,888
Iqra Slough Islamic Primary School	2,589,576	2,696,360	-106,784	24,178	130,962
Khalsa Primary School	1,729,561	1,717,775	11,786	385,415	373,629
Lea Nursery School	551,943	480,446	71,497	203,374	131,877
Littledown School	1,098,333	1,215,973	-117,641	147,110	264,751
Montem Primary School	3,027,173	2,897,219	129,954	424,219	294,265
Our Lady of Peace Catholic Infant and Nursery School	1,136,321	1,172,742	-36,421	97,134	133,555
Our Lady of Peace Catholic Junior School	1,346,410	1,319,800	26,610	64,762	38,152
Parlaunt Park Primary School	2,157,997	2,246,488	-88,492	1,708	90,200
Penn Wood Primary and Nursery School	2,483,126	2,526,475	-43,350	143,097	186,446
Pippins School	775,423	763,920	11,503	66,570	55,067
Priory School	2,959,095	3,329,533	-370,438	381,121	751,559
Slough Centre Nursery School	637,365	845,526	-208,161	287,447	495,608
St Anthony's Catholic Primary School	1,904,119	1,910,408	-6,289	152,397	158,685
St Bernard's Catholic Grammar School	4,224,626	4,057,496	167,130	265,613	98,483
St Ethelbert's Catholic Primary School	1,940,130	1,929,530	10,600	400,482	389,882
St Joseph's Catholic High School	4,590,851	5,268,295	-677,444	20,653	698,097
St Mary's Church of England Primary School	2,113,538	2,129,210	-15,672	372,343	388,015
Western House Primary School	1,694,772	1,621,939	72,833	514,058	441,225
Wexham Court Primary School	2,409,912	2,240,158	169,754	589,966	420,212
Wexham School	6,535,270	6,618,648	-83,378	1,185,651	1,269,029
<b>Totals</b>	<b>70,186,288</b>	<b>71,519,857</b>	<b>-1,333,570</b>	<b>7,835,713</b>	<b>9,169,283</b>

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## **Appendix B – Summary of Budgets 2013-14**

<b>School</b>	<b>Total Expenditure £</b>	<b>Total Income £</b>	<b>Net Expenditure £</b>	<b>Opening Balance £</b>	<b>Closing Balance £</b>
Arbour Vale School	7,210,430	7,034,113	-176,317	385,081	208,764
Baylis Court Nursery School	611,802	529,934	-81,868	99,998	18,130
Beechwood School	6,553,665	6,280,918	-272,747	598,556	325,809
Chalvey Early Years Centre	735,282	649,078	-86,204	154,922	68,718
Cippenham Nursery School	633,435	569,478	-63,957	111,304	47,347
Claycots School	4,405,838	3,962,839	-442,999	607,124	164,125
Foxborough Primary School	2,053,534	2,069,429	15,895	76,558	92,453
Haybrook College	3,826,666	3,776,939	-49,727	182,153	132,426
Holy Family Catholic Primary School	1,789,493	1,729,786	-59,707	143,888	84,181
Iqra Slough Islamic Primary School	2,872,908	2,804,234	-68,674	130,962	62,288
Khalsa Primary School	1,836,368	1,883,864	47,496	373,629	421,125
Lea Nursery School	604,538	495,005	-109,533	131,877	22,344
Littledown School	1,274,711	1,174,100	-100,612	264,751	164,139
Montem Primary School	3,916,025	3,823,179	-92,846	294,265	201,419
Our Lady of Peace Catholic Infant and Nursery School	1,376,562	1,267,400	-109,162	133,555	24,393
Our Lady of Peace Catholic Junior School	1,432,217	1,411,241	-20,976	38,152	17,176
Parlaunt Park Primary School	2,745,409	2,742,903	-2,506	90,200	87,694
Penn Wood Primary and Nursery School	2,965,755	2,852,967	-112,788	186,446	73,658
Pippins School	899,099	879,703	-19,396	55,067	35,671
Priory School	4,637,779	4,089,546	-548,233	751,559	203,326
Slough Centre Nursery School	1,024,688	566,745	-457,943	495,608	37,665
St Anthony's Catholic Primary School	2,319,876	2,193,042	-126,834	158,685	31,851
St Bernard's Catholic Grammar School	4,494,942	4,443,648	-51,294	98,483	47,189
St Ethelbert's Catholic Primary School	2,194,008	1,957,642	-236,366	389,882	153,516
St Joseph's Catholic High School	4,718,263	4,154,533	-563,730	698,097	134,367
St Mary's Church of England Primary School	2,553,054	2,297,844	-255,210	388,015	132,805
Western House Primary School	2,684,210	2,432,064	-252,146	441,225	189,079
Wexham Court Primary School	2,699,267	2,470,767	-228,500	420,212	191,712
Wexham School	7,342,366	6,639,398	-702,968	1,269,029	566,061
<b>Totals</b>	<b>82,412,190</b>	<b>77,182,338</b>	<b>-5,229,852</b>	<b>9,169,283</b>	<b>3,939,431</b>

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**Appendix C – Comparison between Outturn 2012-13 and Budgets 2013-14**

School type Outturn 2012-13	Total Expenditure	Total Income	Net Expenditure	Opening Balance	Closing Balance
Nursery	2,978,516	(3,180,110)	(201,594)	792,115	993,709
Primary	33,157,973	(33,319,391)	(161,418)	4,128,124	4,289,543
Secondary	22,902,568	(23,383,792)	(481,224)	2,572,823	3,054,047
Special	11,147,230	(11,636,563)	(489,333)	342,652	831,985
<b>Total</b>	<b>70,186,288</b>	<b>(71,519,857)</b>	<b>(1,333,570)</b>	<b>7,835,713</b>	<b>9,169,283</b>

Budgets 2013-14	Total Expenditure	Total Income	Net Expenditure	Opening Balance	Closing Balance
Nursery	3,609,745	(2,810,240)	(799,505)	993,709	194,204
Primary	43,381,402	(40,868,450)	(2,512,952)	4,679,425	2,166,473
Secondary	23,109,236	(21,518,497)	(1,590,739)	2,664,165	1,073,426
Special	12,311,807	(11,985,151)	(326,656)	831,985	505,329
<b>Total</b>	<b>82,412,190</b>	<b>77,182,338</b>	<b>(5,229,852)</b>	<b>9,169,283</b>	<b>3,939,431</b>

Change £	Total Expenditure	Total Income	Net Expenditure	Opening Balance	Closing Balance
Nursery	631,229	369,870	(597,911)	201,594	(799,505)
Primary	10,223,429	(7,549,059)	(2,351,534)	551,300	(2,123,070)
Secondary	206,668	1,865,295	(1,109,515)	91,342	(1,980,621)
Special	1,164,577	(348,588)	162,677	489,333	(326,656)
<b>Total</b>	<b>12,225,902</b>	<b>(5,662,481)</b>	<b>(3,896,282)</b>	<b>1,333,570</b>	<b>(5,229,852)</b>

Change £	Total Expenditure	Total Income	Net Expenditure	Opening Balance	Closing Balance
Nursery	21%	(12%)		25%	(80%)
Primary	31%	(23%)		13%	(49%)
Secondary	1%	(8%)		4%	(65%)
Special	10%	3%		143%	(39%)
<b>Total</b>	<b>17%</b>	<b>8%</b>		<b>17%</b>	<b>(57%)</b>

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**SLOUGH SCHOOLS' FORUM**  
**3 July 2013**

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**Scheme for Financing Schools consultation**  
**(Director of Wellbeing)**

**1 PURPOSE OF REPORT**

- 1.1 To inform the Schools' Forum of the results of the consultation on the proposed amendments to the Scheme for Financing Schools.

**2 RECOMMENDATIONS**

- 2.1 That the Schools' Forum notes the replies to the consultation in Appendix A and decides whether to recommend any further changes to the Scheme in light of the comments.

**3 REASONS FOR RECOMMENDATIONS**

To complete the consultation process.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 Not applicable.

**5 SUPPORTING INFORMATION**

**5.1 Consultation on the proposed changes to the Scheme for Financing Schools.**

- 5.2 Five replies were received from schools. With the exception of the comments received from schools in Appendix A, all of the written replies agreed with the proposed changes. One school gave no replies without further explanations to three of the proposals.
- 5.3 Appendix A contains replies from schools concerning specific proposed changes and my comments where appropriate. The three no replies mentioned above are also shown.

**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 Not Applicable.

Method of Consultation

7.2 Circular to all schools.

Representations Received

7.3 Not applicable.

Background Papers

Appendix A – replies from schools.

Contact for further information

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

## Schools' Forum

### Scheme for Financing Schools

3 July 2013

#### Appendix 1

The table below shows written responses from schools and my responses in reply where appropriate. All other areas either received no response or were agreed. There were four responses in total.

1.4	Only schools' forum members representing maintained schools should now approve scheme changes.
School Comment: Yes. Would still want to involve all	
4.7	Funding to support schools in financial difficulty can only come from a de-delegated contingency for mainstream schools, or a central budget for special schools and PRUs.
School Comment: Should come from all schools.	
School Comment: Consider if proposal to provide financial assistance to eliminate a deficit should involve schools forum and also for receiving school to produce some kind of action plan to demonstrate how it will use these funds linked to outputs and how over longer term it may be able to repay this sum so that it is not seen as a 'get out of jail' fund.	
Steve Elson comment: The DfE have suggested this change to the Scheme to reflect the changes that they have made to the regulations. This means that authorities cannot de-delegate from academies for contingencies to support schools in financial difficulties.	
If the Forum wishes to specify in the Scheme that schools receiving support should have an action plan then this can be consulted on. The current Scheme does not contain anything regarding support from the DSG though the increasing numbers of academies may make it unfeasible to support schools from the DSG anyway.	
Annex B	Restriction of termination of employment costs funded from central schools budget to value of previous year and existing commitments; clarity that contingency for schools in financial difficulty will need to be de-delegated.
School Comment: Setting aside a de-delegated contingency may not incentivise schools to make considered judgements regarding terminating employment. Without a definition of what is deemed unreasonable expenditure for the school to fund then this remains a subjective judgement area. Suggest that schools who feel that they cannot meet costs from own resources should provide a business case to demonstrate this so that it can be considered.	
Steve Elson comment: Again, this is a technical change to reflect changes in regulations. Slough does not currently have a contingency budget for termination of employment costs.	

Proposed Wording (2b)	<p>The BCM 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. For example, if a primary school has a balance of 10% then it will be asked to supply evidence to cover all of that balance. If evidence is supplied for 8% then 2% would be recoverable, being the figure above 8%. Similarly, for a primary school with a balance of 10%, if evidence for 7% were supplied, 2% would be recovered, again being the amount above 8%. However there would be no recovery if evidence were supplied for 10%.</p>
<p>School Comment: There is an <b>inequity</b> in the proposed treatment of schools with balances. Those that exceed the BCM values are having their entire balances reviewed and that any of them that are not covered by supporting evidence of future use (even that element that falls below the BCM) being subject to potential claw-back, whereas those schools that have balances at the limit are not required to do anything or risk having any balance clawed back.</p>	
<p>Steve Elson comment: While it is true that schools that exceed the BCM values are having their entire balances reviewed, only that amount above the balance limit is potentially subject to clawback.</p>	
Proposed Wording (2c)	<p>Local authority finance officers will identify schools exceeding the threshold and not providing full supporting documentation for the planned use of their revenue balance and these will be referred to the Schools Forum. The Schools Forum will then decide the suitable group to review each school with the presumption that the school(s) concerned will be fully involved in the process. Any amounts that are clawed back will then be referred to the Schools Forum for a decision on their use. That decision will take into account the prevailing needs of Slough's schools as a group and extant DfE guidance. For example, clarification will be sought regarding the status of academies if funds are redistributed through the funding formula.</p>
<p>School Comment: To avoid schools reacting to what is available surely a pre-determined and documented needs analysis should be undertaken and agreed (with a business case as to why those schools cannot fund by own means now or in medium term) so that schools are not reacting to funds that are available without a considered, strategic approach. . Also this mechanism is taking a short term view and pays no regard to medium term financial planning – schools should be given opportunity to show if balances are needed in years 2,3,4 or 5 of a medium term strategy.</p>	
<p>Steve Elson comment: The mechanism can take into account a school's medium term strategy but that strategy would need to be documented and agreed by Governors.</p>	

One school gave no replies with no explanation to the following proposed changes.

5.5	<p>Clarification around bought in meals service, not centrally retained.</p> <p><i>Note: Not relevant to Slough.</i></p>
6.2.15	<p>Amended wording in relation to charging the school budget share if appropriate support has not been made for a High Needs pupil.</p> <p>Costs incurred by the authority in securing provision specified in a statement of SEN where the governing body of a school fails to secure such provision despite the delegation of funds in respect of <u>low cost high incidence SEN</u> and/or specific funding for a pupil with High Needs;</p>
2c	<p>Proposed Wording:</p> <p>Local authority finance officers will identify schools exceeding the threshold and not providing full supporting documentation for the planned use of their revenue balance and these will be referred to the Schools Forum. The Schools Forum will then decide the suitable group to review each school with the presumption that the school(s) concerned will be fully involved in the process. Any amounts that are clawed back will then be referred to the Schools Forum for a decision on their use. That decision will take into account the prevailing needs of Slough's schools as a group and extant DfE guidance. For example, clarification will be sought regarding the status of academies if funds are redistributed through the funding formula.</p>

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**SLOUGH SCHOOLS' FORUM  
3 July 2013**

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**School Funding 2014-15  
(Director of Wellbeing)**

**1 PURPOSE OF REPORT**

- 1.1 To inform Schools' Forum of the DfE's decisions regarding school funding in 2014-15.

**2 RECOMMENDATIONS**

- 2.1 That Schools' Forum notes the DfE's decisions regarding school funding in 2014-15 and any the affect Slough's formula.

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 To assist the Schools' Forum in its on-going review of the funding formula.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None.

**5 SUPPORTING INFORMATION**

- 5.1 The DfE paper makes a number of decisions affecting the 2014-15 funding formula and the allowable factors. The paper makes it clear that there is an aim to introduce a national funding formula in the next spending period though it is not clear whether the formula will be administered nationally or locally. The decisions, and their effect on Slough, are listed below.

- 5.2 In 2014-15 all local authorities will be required to allocate at least 80% of their school block funding through pupil-led factors.

Effect on Slough: Slough already allocates 95.6% through pupil-led factors.

- 5.3 In 2014-15 all local authorities must set AWPU rates of at least £2,000 for primary and £3,000 for Secondary.

Effect on Slough: Slough's current AWPU rates are £3,150 for Primary and £3,908 and £4,584 for Secondary.

- 5.4 The EYFSP will be retained as the main indicator for prior attainment for primary pupils. Pupils will qualify for the prior attainment factor

where they have not achieved a good level of development. This will include all those who have not achieved the expected level of development in all 12 prime areas of learning as well as maths and literacy.

Effect on Slough: there should not be an overall effect but individual schools may be affected.

- 5.5 The Secondary prior attainment indicator will be changed from pupils who do not achieve level 4 in English and maths to pupils who do not achieve level 4 in either English or maths.

Effect on Slough: Nationally the DfE believes that the number of pupils included in this factor will increase from 10% to 21%. While it will not affect the overall funding available it probably will affect individual schools. Slough's current % is 10.3% so it is likely the increase will follow national figures and that would reduce the unit value unless more money is put into this factor.

- 5.6 In 2014-15, local authorities that use the looked after children factor will be required to use a single day or more measure for both primary and secondary children.

Effect on Slough: Slough does not use the looked after children factor. It should be noted that this change is to facilitate the move towards a national funding formula.

- 5.7 In 2014-15 a 10% threshold will be applied to the mobility factor so that it will only support schools that experience a significant change in their pupil numbers.

Effect on Slough: In 2013-14 all 28 primary schools and all 11 secondary schools received funding through the mobility factor. Applying the 10% threshold, based on 2013-14 figures, will mean that 12 primary schools and no secondary schools will receive funding in 2014-15.

- 5.8 In 2014-15 the maximum lump sum allowed will be £175,000 and local authorities will be allowed to differentiate between primary and secondary schools. Where schools merge they will be allowed to keep 85% of the two lump sums for the following financial year.

Effect on Slough: Slough's lump sum is £55,000 and historically there has not been much difference between the primary and secondary figures.

- 5.9 Local authorities will be allowed to top-slice the DSG to create a small fund to support schools with falling rolls in exceptional circumstances. This can be top-sliced from, and used to support, academies in the



same way that the growth fund is. Only schools that are considered by Ofsted to be good or outstanding can be supported.

- 5.10 There is also going to be one change to the Schools' Forums' regulations. All Forums will be required to include an elected representative from an institution (other than a school or academy) providing education beyond age 16 (but also may be providing education for 14-16 year olds). This will replace the current requirement for a representative from the 14-19 partnership.
- 5.11 The high needs threshold of £6,000, already used by Slough, will be a requirement for all local authorities from 2014-15.

## **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

School Funding Reform: Findings from the Review of 2013-14 Arrangements and Changes for 2014-15. (DfE paper already distributed)

### Contact for further information

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

**SLOUGH SCHOOLS' FORUM**  
**3 July 2013**

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**Early Years Two Year Old Funding Formula**  
**(Director of Wellbeing)**

**1 PURPOSE OF REPORT**

- 1.1 To inform Schools Forum on the current position regarding the Early Years Two Year old Funding Formula. This is a revised version compared to the version presented to the May 2013 Forum.

**2 RECOMMENDATIONS**

- 2.1 That the final version of the Early Years Two Year Old Funding Formula explained below is agreed and recommended to the local authority for implementation.

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 The DfE has increased the responsibility for local authorities to provide 15 hours free nursery education to the 20% most deprived two year olds from September 2013. This will rise to 40% in September 2014. The funding for two year old education has now been moved from the unringfenced Early Intervention Grant to the Early Years Block in the Dedicated Schools Grant (DSG). The current figure for Two Year Old funding in 2013-14 is £1,961,090.
- 3.2 A previous version of the funding formula was put to the May 2013 Forum but since then it has become clear that changes were needed to meet the needs of the providers and enable the council to meet the DfE's targets.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None.

**5 SUPPORTING INFORMATION**

**5.1 Task and Finish Group**

The Early Years' Task and Finish Group met three times to discuss the proposed new formula for both three and four year olds and two year olds. The Group had wide representation across the range of providers.

## 5.2 The Proposed New Early Years Funding Formula

### Fundamental Principles

The new formula is divided into two main funding factors, These are Staffing and Central Costs. It is not considered necessary to have a Deprivation factor as the eligibility for receiving the free entitlement will be based on deprivation. If the government decides to introduce a further increase in entitlement then a deprivation factor may be necessary.

These factors combine to give an hourly funding rate. The factors are further explained below.

### Staffing Factor

The Staffing Factor is divided into four types of provider. The rate for each provider is broadly based on staff/child ratios and the costs of staffing for each type of provider.

Type of Provider	Staffing Ratio	Proposed Hourly Staffing Rate £
Childminder	1 to 3	4.36
Nursery School	1 to 13	1.34
Primary School	1 to 13	1.34
Private, Voluntary, Independent (PVI)	1 to 4	3.27

### Central Costs

Central Costs cover all of the non staffing costs. There are ratios calculated based on the type of provider and also the size of the provider based on place numbers. A ratio is first applied based on the type of provider (Type Ratio) and that ratio is then multiplied by a ratio based on the size of the provider (Size Ratio). The total of these ratios is then used to divide the available budget.

Type and size of Provider	Type Ratio	Size Ratio	Hourly Central Costs Rate £
Childminder - Large	0.15	1.00	0.19
Childminder - Medium	0.15	1.00	0.19
Childminder - Small	0.15	1.00	0.19
Nursery - Large	1.50	1.20	2.61
Nursery - Medium	1.50	1.10	2.40
Nursery - Small	1.50	1.00	2.18

Primary - Large	1.50	1.20	2.61
Primary - Medium	1.50	1.10	2.40
Primary - Small	1.50	1.00	2.18
PVI - Large	2.00	1.20	2.96
PVI - Medium	2.00	1.10	2.72
PVI - Small	2.00	1.00	2.47

The definitions of small, medium and large are below (not applicable to childminders):

Small	0-16 places
Medium	17-24 places
Large	25+ places

### Funding Rates

The hourly funding rates are as follows:

<b>Type of Provider</b>	<b>Staffing Costs £</b>	<b>Central Costs £</b>	<b>Total £</b>
Childminder - Large	4.36	0.19	4.55
Childminder - Medium	4.36	0.19	4.55
Childminder - Small	4.36	0.19	4.55
Nursery - Large	1.34	2.61	3.95
Nursery - Medium	1.34	2.40	3.74
Nursery - Small	1.34	2.18	3.52
Primary - Large	1.34	2.61	3.95
Primary - Medium	1.34	2.40	3.74
Primary - Small	1.34	2.18	3.52
PVI - Large	3.27	2.96	6.23
PVI - Medium	3.27	2.72	5.99
PVI - Small	3.27	2.47	5.74

## **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 Early Years Task and Finish Group.

### Method of Consultation

- 7.2 Three Task and Finish Group meetings with a mixture of early years providers 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](mailto:steve.elson@slough.gov.uk)

**Schools Forum Proposed Meeting Dates for 2013/14 - Draft**

<b>Dates</b>
<b>2013</b>
Wednesday 11 <sup>th</sup> September: 8am for 8:15am at Beechwood
Wednesday 2 <sup>nd</sup> October: 8am for 8:15am at Beechwood
Wednesday 23 <sup>rd</sup> October: 8am for 8:15am at Beechwood
Wednesday 13 <sup>th</sup> November: 8am for 8:15am at Beechwood
Wednesday 11 <sup>th</sup> December: 8am for 8:15am at Beechwood
<b>2014</b>
Wednesday 15 <sup>th</sup> January: 8am for 8:15am at Beechwood
Wednesday 26 <sup>th</sup> February: 8am for 8:15am at Beechwood
Wednesday 19 <sup>th</sup> March: 8am for 8:15am at Beechwood
Wednesday 7 <sup>th</sup> May: 8am for 8:15am at Beechwood
Wednesday 2 <sup>nd</sup> July: 8am for 8:15am at Beechwood

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SCHOOLS FORUM MEMBERSHIP 26TH JUNE 2013

School	Type of School	Governor (G) / Headteacher (H/T)	Elected by	Term of office ends
<b>Academies (8 members)</b> <b>Primary Academies (3 members)</b>				
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
<b>Secondary Academies (5 members)</b>				
Herschel Grammar	Academy Selective	Jo Rockall		Sep-14
Langley Grammar	Academy Selective	John Constable (H/T)		Sep-14
<b>Slough &amp; Eton C of E Business and Enterprise College</b>	<b>Academy</b>	<b>Paul McAteer (H/T)</b>		<b>Sep-14</b>
	<b>Non-Selective</b>	<b>Sub Bea Williams</b>		
<b>Westgate School</b>	<b>Academy</b>	<b>Maureen Mallinson (G)</b>		<b>Apr-15</b>
	<b>Non-Selective</b>			
Slough Grammar	Academy Selective	Paul Adams	Academies	TBC
<b>Maintained Schools (8 members)</b> <b>Primary (5 members)</b>				
James Elliman Primary School	Community	Jon Reekie (G)		Aug-13
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
<b>Vacancy</b>	<b>Previously Community</b>	<b>Vacancy</b>		<b>Vacancy</b>
<b>Vacancy</b>	<b>Previously Voluntary Controlled</b>	<b>Vacancy</b>		<b>Vacancy</b>
<b>Secondary (3 members )</b>				
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 Community Non-Selective	Mary Sparrow		Sep-14
<b>PRU (1 member)</b>				
Haybrook College	PRU	Helen Huntley (H/T)		Oct-15
		sub Debbie Richards		
<b>Special (1 member)</b>				
Littledown School	Special	Jo Matthews		Oct-14
		sub Debbie Richards		
<b>Nursery (1 member)</b>				

Baylis Court Nursery	Nursery	Philip Gregory	Aug-15
<b>14-19 Provider (1 Member)</b>			
14-19 Strategic Partnership	14-19 Provider	Kate Webb sub Virginia Barrett	Aug-13
<b>PVI Provider (1 Member)</b>			
First Steps Day Nursery	PVI Provider	To be advised	
<b>Children's Centres (1 Member)</b>			
Slough Children's Centres	Children's Centres	Jean Cameron	Oct-15
<b>Total Membership:</b>			<b>22 members</b>

**Observers**

Lynda Bussley (sub  
David Warren)  
Education Funding  
Agency

**Attendees:**

Angela Mellish  
Cllr Mann (Member  
Representative)

28<sup>th</sup> June, 2013

**Department:** Transactional -HR & Payroll  
**Contact Name:** Transactional HR & Payroll Team  
**Your Emp. No:** (xxxxxx)  
**Email:** [Payroll@slough.gov.uk](mailto:Payroll@slough.gov.uk)

Name  
 Address Line 1  
 Address Line 2  
 Address Line 3  
 Address Line 4  
 Address Line 5  
 Postcode

Dear

### Re: Slough Borough Council's pension scheme - A change in the law that affects you

The government's aim is to for people to have sufficient retirement income, on top of the State Pension, when they come to retire. Consequently, employers are enrolling their workers automatically into a scheme to make it easier for people to start saving. This is known as automatic enrolment.

We have, as allowed by law, postponed the automatic enrolment of our workers (for every post they hold) into our pension scheme from 1<sup>st</sup> July 2013 until **1st October 2013** which is known as the 'deferral date'. However, during this period you have the right to join the workplace pension scheme if you so wish (see "**further information on page 2**").

#### How it will affect you on 1<sup>st</sup> October 2013

##### **If you are already in the pension scheme:**

You will not be automatically enrolled as you are already in the pension and we can confirm your scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards.

##### **A commitment from us**

If you are under 75, work or usually work in the UK, and earn over £5,668 a year (the amount set by the government for this):

- we must by law continue to maintain your membership of a scheme that meets certain government standards; and
- if your membership of such a scheme ends (and it is not because of something you do or fail to do), we must by law put you into another scheme that meets government standards straightaway.

Further information on the pension scheme can be found on the last page of this letter.

##### **If you are NOT already in the workplace pension scheme on 1<sup>st</sup> October 2013, what happens depends on how old you are and how much you are earning on that date.**

**If on 1<sup>st</sup> October you are aged 22 or over, under State Pension age, work or usually work in the UK, and earn more than £9,440 a year (£787 a month):**

**We will enrol you into the pension scheme on 1<sup>st</sup> October 2013. You don't have to do anything – it will happen automatically.**

Cont'd/

- You can choose to opt out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire;
- Slough Borough Council and you will pay into it every month;
- The government will also contribute through tax relief;
- Your pension belongs to you, even if you leave us in the future;
- You have the right to join the scheme before 1<sup>st</sup> October 2013 if you want to.

**If on 1<sup>st</sup> October you are aged under 22 years, or you are over State Pension age (but under 75), or you earn more than £5,668 (£473 a month) but not more than £9,440 a year (£787 a month):**

**We will not be automatically enrolling you** into the pension scheme. This is because you do not meet the criteria set by the government. However, you have the right to join the scheme if you want to. Both you and Slough Borough Council would pay into it.

**If on that date you are under 75 and earn £5,668 or less a year (£473 or less a month):**

**We will not be automatically enrolling you** into the workplace pension scheme. This is because you do not meet the criteria set by the government (see SBCInsite for further details). However, if you ask us to do so, we will enrol you into a pension scheme.

#### **What to do if you want to join a pension scheme now**

If you want to join a pension scheme now, contact Transactional HR & Payroll team in writing by sending a letter, which has to be signed by you. Or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". Alternatively, download an opt in form from SBCInsite at <http://sbcinsite.ad.slough.gov.uk/1612.aspx> and return to Transactional HR & Payroll Team, Airways House, 2 Langley Road, Slough, SL3 7FH. You will then be sent further information and confirmation you are being enrolled.

#### **Further information**

Further information on the LGPS scheme for headquarter staff can be found on the SBCInsite at <http://sbcinsite.ad.slough.gov.uk/1612.aspx> or alternatively on the Local Government Pension Scheme (LGPS) website at <http://www.rbwm.gov.uk/berks-pension/>.

Non headquarter staff including schools please visit: <http://www.rbwm.gov.uk/berks-pension/> for LGPS or for Teachers Pensions Scheme please visit: <https://www.teacherspensions.co.uk/>.

More information on pensions and saving for later life can be found on:

**<https://www.gov.uk/workplace-pensions>**

If you have any questions about the LGPS scheme, please contact the Royal Berkshire Pension Fund:

**Address:** Minster Court, 22-30 York Road, Maidenhead, Berkshire, SL6 1SF.

**Tel:** 0845 602 7237

**Email:** [info@berkshirerpensions.org.uk](mailto:info@berkshirerpensions.org.uk)

Or for queries regarding Teachers Pension Scheme please visit: <https://www.teacherspensions.co.uk/>. If you have any other queries, please contact the Transactional HR & Payroll Team on 01753 772230.

Yours sincerely  
Kevin Gordon  
Assistant Director Professional Services

**Briefing Note to:** Schools Forum

**From:** Kevin Gordon, Assistant Director, Professional Services (Slough Human Resources)

**Contact Officer** **Surjit Nagra** – HR Business Partner

**Date:** 25<sup>th</sup> June 2013

### Auto Enrolment Process

#### Introduction:

This briefing note contains information that you need to be aware of. It details the requirements for all employers to enrol their workers into a pension scheme and for Schools to have considered these prior to implementation of the Auto-enrolment process. It sets out the key measures, their importance and the process.

#### Background of Auto Enrolment / Key Principles

On 1<sup>st</sup> October 2012 laws contained in the Pension Act 2008 came into force, which have introduced new core duties relating to employee pension provision. From 1<sup>st</sup> October 2012 (subject to the employers own staging date), all eligible workers have to be auto-enrolled into a qualifying pension scheme. The government's aim is to get more people to have another income, on top of the State Pension, when they come to retire. It is important that any workers decision to opt out of a scheme, or stop saving for retirement altogether, should be taken freely and without influence by the employer. Consequently, employers are required to enrol their workers automatically into a scheme to make it easier for people to start saving. This is known as automatic enrolment.

All employers have been given a date (known as a staging date) whereby they have to have implemented the auto-enrolment process for their workers. The staging date for Slough Borough Council was **1<sup>st</sup> July 2013** which has now been postponed to **1<sup>st</sup> October 2013 (now known as the deferment date)**. This has been necessary as there are technical issues with the HR software which requires an additional upgrade to be able to conform to the requirements for auto-enrolment. An email was sent to schools explaining this change.

Please note the above date is for all Schools that have Slough Borough Council as the employer of their staff, i.e. Community schools, Voluntary controlled schools. All other schools will need to find out what their staging date as it may not be the same as Slough Borough Council. Further if schools are not using Slough' payroll services they will need to contact their own payroll provider to ensure they are aware of these changes that will need to be processed.

For those schools that currently use SBC's payroll we have sent letters out on behalf of schools to home addresses informing their staff of this postponement. For those schools that do not use SBC payroll we have provided a template letter for them to use to communicate the deferment message to their staff within the school. Please note this must be actioned before the 1<sup>st</sup> July 2013 i.e. the original staging date.

#### Project Plan

A project group has been established in partnership with Arvato to implement auto enrolment process and a project plan has been devised to ensure we meet the key timescales.

### **Implications for Schools**

Clearly as the process of Auto enrolment is going to raise awareness for all staff it is likely that membership to the appropriate pension scheme will increase. As a result, individual Schools contributions' to the pension scheme will rise accordingly. At this stage we cannot confirm what the costs will be for this however you should advise your School Bursar/ Finance Officer to make appropriate provisions.

### **Supporting Paperwork**

- 1) *Deferment Letter (for information only)*

Schools Forum Key Decisions Log V7 150413		Schools Forum date	Schools Forum agenda item no.
Issue and Decision			
<b>Fair Funding Formula Consultation for 2013 -14</b>		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
<b>Confirmation of DSG Allocation 2012 - 13</b>			
Schools Forum acknowledged final DSG allocation 2012 - 13 and confirmed outline Schools Budget		12/09/12	7
<b>Headroom</b>		12/09/12	
<b>Headroom to support the development of secondary school places</b>			
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
<b>Headroom to support the implementation in-year of new resource unit places from September 2012</b>			
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
<b>Headroom - PRU activities at Littledown during 2012 - 13</b>			
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
<b>Fair Funding Formula Consultation for 2013 -14</b>		03/10/12	3
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.			
<b>Headroom</b>		03/10/12	3
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.			
<b>Early Years Single Funding Formula (EYSFF)</b>		03/10/12	5
Schools Forum agreed a number of changes to the EYSFF:			
<ul style="list-style-type: none"> <li>• An additional provider type 'Academy' at the same rates as the provider type 'primary'.</li> <li>• Provider specific lump sums as a short term position.</li> <li>• Hourly rates for supplements as a short term position.</li> <li>• Base hourly rates equivalent to current staffing rates for EYSFF MFG purposes.</li> </ul>			
<b>Headroom</b>			
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
It was confirmed that the £70,000 for Littledown School was formally approved at the last SSEF meeting.		24/10/12	3
<b>Fair Funding Formula 2013 -14</b>			
<b>Schools Forum recommended the following proposals to the Council for approval:</b>		24/10/12	5
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
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

Agreed to distribute deprivation funding using 51% free school meals (Ever 6 FSM) and 49% IDACI.	24/10/12	5
Agreed the recommended model for pupil mobility which maps the current turbulence factor to the compliant mobility factor.	24/10/12	5
Agreed the standard lump sum factor.	24/10/12	5
Agreed the split site factor – the final unit value to be confirmed by January 2013.	24/10/12	5
Agreed the factor for rates and PFI. Current formula factors are replicated in the recommended model.	24/10/12	5
<b>De-delegation</b>		
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
De-delegation of Trade Union staff costs was agreed for 2013/14.	24/10/12	5
<b>Growth Fund</b>		
Schools Forum agreed to retain relevant central funding for significant pupil growth.	24/10/12	5
<b>Early Years Single Funding Formula (EYSFF)</b>		
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 hourly rate. Deprivation to be based on IDACI and Free School Meals.	17/01/13	5
<b>Split site factor</b>		
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
<b>Funding Formula 5 - 16 primary: secondary ratio</b>		
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
<i>Note: A vote was later held regarding the two models proposed for primary / secondary ratio (1:1.43 and 1:1.39) and the Schools Forum vote did not provide a consensus with the vote being in favour of 1:1.43 (11 votes to 6). The final LA decision was to move to the ratio of 1:1.39.</i>	n/a	n/a
<b>Early Years Single Funding Formula (EYSFF)</b>		
Deprivation to be based on Free School Meals	27/02/13	3
<b>Funding Formula 5 - 16</b>		
It was agreed that further work to review the needs led principles behind the formula should be continued immediately with initial research being done to identify potential sources of expertise for the research, prior to any further financial modelling work.	27/02/13	6
<b>Schools Forum Constitution</b>		
The updated Schools Forum Constitution was approved.	27/02/13	8
<b>Membership</b>		
One current vacancy in the maintained membership will not be filled (leaving 8 members). The Primary Headteachers group to elect 2 members to fill the maintained schools vacancies. Academy proprietors be asked to elect an additional academy representative (giving 8 academy members) and to consider this being a secondary governor representative to reflect phase balance. Nominations to be brought back to Schools Forum in May. Nicky Willis was approved as substitute for Barbara Clark and Gill Denham for Gillian Coffey	20/03/13	5





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