

SLOUGH SCHOOLS FORUM

SCHOOLS GROUP:

Maggie Waller (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 and Navroop Mehat

OBSERVERS:

Lynda Bussley

ATTENDEES:

Councillor Pavitar Mann, Angela Mellish

LOCAL EDUCATION AUTHORITY

Robin Crofts, Steve Elson, Atul Lad, George Grant and Michelle Perkins (notes)

DATE & TIME: WEDNESDAY, 11TH SEPTEMBER, 2013 AT 8.00 AM FOR 8.15 AM BEECHWOOD RESEARCH AND CONFERENCE CENTRE, LONG READINGS LANE, SLOUGH, BERKSHIRE, SL2 1QE

AGENDA

Page

1. Election of Chair and Vice Chair
2. Welcome and Apologies
3. Declarations of Interest
4. Minutes of Previous Meeting and Matters Arising (Pages 1 - 8)
5. Confirmation of Final DSG Allocations 2013-14 (Pages 9 - 12)
6. Balance Control Mechanism (2012-13 Carry Forwards) (Pages 13 - 14)
7. New Regulations Consultation (Pages 15 - 18)

8. Membership Update **(Pages 19 - 22)**
9. 2014-15 Budget Process Plan **(Pages 23 - 28)**
10. Academies Update
11. 2013-14 Work Programme and Key Decisions Log **(Pages 29 - 34)**

Slough Schools Forum- Meeting held on Wednesday, 3rd July, 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
Paul McAteer, Slough and Eton Secondary 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
Jean Cameron, Slough Children's Centres
Jo Matthews, Littledown
Philip Gregory, Baylis Court Nursery School
Paul Adams, Slough Grammar School
Navroop Mehat, Wexham Court Primary School
- Observers:** Lynda Bussley, NUT, Angela Mellish, St Bernards, Eddie Neighbour, Slough Grammar and John Vale, Slough Observer
- Officers:** Robin Crofts, Michelle Perkins, Steve Elson and George Grant
- Apologies:** Virginia Barrett, East Berkshire College and Nicky Willis, Cippenham Primary School

PART I

226. Welcome and Apologies

Maggie Waller welcomed Navroop Mehat from Wexham Court Primary School, Atul Lad, Principal Accountant from SBC, Paul Adams, Governor from Slough Grammar School and John Vale from Slough Observer who was attending as an observer.

Maggie Waller thanked Julia Shepard for all her support over the years as Vice-Chair of Schools Forum as this was to be Julia's last meeting.

Apologies were received from Virginia Barrett, East Berkshire College and Nicky Willis from Cippenham Primary School.

227. Declarations of Interest

None.

228. Minutes of Previous Meeting and Matters Arising

Page 1: Maggie Waller reported that the formula briefing session had taken place on 28th June and thanked Steve Elson and Virginia Barrett for their input and the useful papers that were produced.

Action: Michelle Perkins will distribute the paper via the gatekeeper to all headteachers and bursars.

Page 2: Maggie Waller confirmed that Sam Ellis, Funding Specialist will be attending for the session on funding formula after the meeting, as discussed previously.

The minutes of 8th May 2013 were agreed as a true and accurate record.

229. Indicative Outturn 2012/13

Steve Elson explained the Indicative Outturn paper which outlines the final outturn for the school specific contingency and local authority managed budgets funded by the DSG for 12/13 and recommends the distribution and retention of the brought forward underspend.

Steve Elson confirmed that the DfE has advised that in-year budget adjustments cannot be done and therefore the underspend (approximately £700,000) will need to be ring fenced and added to the budget for the beginning of the next year. He suggested that a forecast of the underspend be brought back to the October or November Schools Forum meeting.

The recommendations detailed in 5.8 of the paper were discussed as follows:

Schools Forum agreed that £780,000 be retained for potential overspend on High Needs and Early Years funding.

In terms of the £80,000 for the Asbestos survey, Schools Forum agreed for Steve Elson to find out what the outstanding list is and bring this back to Schools Forum. In terms of the £198,796 Carbon Reduction Commitment, Schools Forum agreed to await a future paper on how to move forward with this.

It was noted that the Growth Fund and High Needs Block may be subject to potential overspend.

Action: Steve Elson and Atul Lad will bring a paper to a future meeting to indicate the underspend and overspend in each area.

Further discussion took place about the need for another meeting of the Task and Finish group for High Needs with input from Headteachers and Maggie Waller. Helen Huntley confirmed that they have set a date of 18th July at 2pm at Haybrook College. Paul McAteer and Jo Rockall offered to be involved in this and primary representation is to be included.

John Constable asked about repayment from St Joseph's in the reallocation of headroom in terms of where the money sits and where it will be allocated in the future. Steve Elson confirmed that this is part of the underspend.

230. Schools Outturn 2012/13

Steve Elson presented the paper on schools outturn for 2012/13 and confirmed that schools above the threshold will be written to by the LA to ask what the balances are for. A paper will be brought back to Schools Forum.

Steve Elson confirmed that the information in the appendices is only raw data at the moment and a further paper will be brought to the September meeting.

It was noted that academies are no longer subject to restriction in terms of balances. Although the balance control mechanism only applies to maintained schools, academy members present confirmed they are willing to share information about their balances in the interest of working together as a community of schools. There was a general consensus across Schools Forum about this. Steve Elson explained that the LA does not have the statutory right to request this information from academies but Schools Forum can request the information. It was agreed that the Chair would write to academies on behalf of Schools Forum, requesting this information.

231. School Budget Plans 2013/14

Steve Elson confirmed that the paper on Schools Budgets 2013/14 is a collation of all maintained schools' budget plans and contains the same information as item 5. It was noted that closing balances are forecast to decrease with carry forwards having been used to balance budgets for 2013/14.

Schools Forum noted the report for information.

232. Scheme for Financing Schools

Steve Elson shared the report on the Scheme for Financing Schools consultation.

Schools Forum noted the responses detailed in Appendix 1 and agreed that the updated Scheme for Financing Schools be put on the SBC website.

Action: Steve Elson will publish the updated Scheme for Financing Schools on the SBC website.

233. Schools Funding 2014/15

Steve Elson shared the report which informs Schools Forum of the DfE's decisions regarding schools funding in 2014/15. Steve informed Schools Forum of some of the key changes which affect Slough as follows:

Different lump sums for primary and secondary if we choose to include these.

Low attainment factor for secondary; this was based on pupils who did not attain Level 4 in English **and** Maths but it is now Level 4 in English **or** Maths.

Mobility factor has been capped at 10% by the DfE. This is defined by children joining at non standard times in the year. This change will mean that only 12 primary schools and no secondary schools will fall within this factor.

The changes will need to be taken account of in the review and planning for 2014/15 and any proposed changes to Slough's formula will need to be included in the autumn term consultation with all schools.

Action: Steve Elson and Atul Lad will provide a timetable for the consultation at the September meeting.

Discussion also took place about the need for a Task and Finish group with small, consistent membership which can be put on standby to meet to discuss issues after September.

Action: Michelle Perkins will circulate an email to Schools Forum members to find out who is interested in being involved.

234. Two Year Old Funding Formula

The revised report on Early Years Two Year Old Funding Formula was presented. This supersedes the previous report which was brought to Schools Forum in May 2013.

Jean Cameron updated Schools Forum. The Early Years team are currently working on making sure there are enough providers to meet the commitment for September and ensuring that there is a correct balance of providers. The formula has been revised to put a low risk formula in place and to make the model more flexible. The main changes are that the child minder rate has increased slightly in order to stimulate the market and the PVI rate has been brought down slightly to make the model affordable.

A clarification was sought regarding staffing ratio and Jean Cameron clarified that schools taking children in the term in which they become 3 (i.e. 'Rising 3's'), may legally consider these children to be 3 year olds and may operate to a 1 to 13 ratio. For children younger than this, legislation requires all providers to operate to a 1 to 4 ratio. The proposed formula reflects the different staffing ratios.

Schools Forum endorsed the revisions and agreed the revised paper.

235. Dates for Future Meetings

Dates for the next cycle of meetings 2013/14 were circulated.

Paul McAteer advised that the meetings scheduled for 2nd October and 23rd October will need to be revised.

Action: Michelle Perkins will circulate the revised dates for the 2nd October and 23rd October meeting in time for the end of term, along with confirmation of dates and venues for all meetings.

236. Academies Update

Robin Crofts provided the following update on Academies:

Both nationally and locally there has been a move towards multi-academy / school to school sponsorship arrangements as schools are recognising that it is beneficial to enter into alliances. This is encouraged by the DfE, particularly for schools that are in difficulty. This is likely to continue over the next two to three years at which point there could be five to seven groupings across the 48 schools in the borough. LA boundaries between schools will also become less relevant. There will be a continued positive emphasis on looking for local solutions as schools align themselves with others across the community.

In terms of Slough schools: 1st June Colnbrook entered into a sponsored arrangement with Slough and Eton; Foxborough is due to convert shortly and Haybrook and Littledown are aiming for 1st September.

Robin Crofts reported that staff at SBC are becoming more adept about the academy transfer process and are achieving deadlines.

Robin explained that, from 1st September, Education Services will be provided by Mott McDonald along with sub group Cambridge Education and they are interested in working with academies.

He reported that currently 45-50% of schools in Slough are academies, with 60% of pupils now attending academies. He anticipates that this will increase to 70% of pupils over the next year and will continue at this pace until the majority of schools have converted. A number of significant, informal discussions are taking place.

Robin also reported that SBC elected members have questions about their limited responsibilities in terms of academies and they are keen to work with all schools across the community to ensure high standards are achieved.

He reported that more academies are moving towards paying their Chairs of Governors and that debate is occurring both nationally and locally about this.

The DfE is keen for the LA to press schools to convert where strong schools can assist schools in difficulty in moving towards a more successful place.

Helen Huntley raised concerns about the financial impact and risk of Free Schools in terms of reduction in pupil numbers for some schools. This would lead to a loss of AWPU funding for secondary schools which would leave them vulnerable. It was agreed that there is a need to ensure this is considered when looking at the formula in the autumn.

Robin Crofts advised that this was discussed at both Heads Termly and School Organisation Group. He noted that secondaries could find themselves with surplus staff as pupil numbers decrease. The possibility of secondment arrangements was discussed. It is thought that the pressures would be around 2-3 years in duration and it would be necessary to look for ways for schools to work together to look for solutions during this period. Schools Forum members expressed concerns about achievement and about relationships with schools on the Slough border. Robin Crofts emphasised the impact of schools working together and not in isolation, the strength of the Slough Learning Partnership and coming together as a complete community of schools.

It was agreed that Schools Forum needs to consider this in terms of the funding formula.

237. Membership Update

Maggie Waller provided an update on Schools Forum membership as follows:

- Paul Adams has joined Schools Forum as an academy governor representative.
- One community primary vacancy has been filled by Navroop Mehat of Wexham Court Primary.

- The new DfE regulations proposed would mean that East Berkshire College would no longer be representing the 14-19 Strategic Partnership but would be a member of Schools Forum as a 14-19 provider which is not a school or academy.
- It was noted that Jon Reekie's term of office is about to end. It was agreed that he continue until such time as a further check on the balance of membership across academies and maintained schools be undertaken by the Chair over the summer. Jon Reekie confirmed that he is happy to continue as a member.

Julia Shepard will be leaving Schools Forum. Maggie Waller thanked her again for her long and valuable service at Schools Forum and in her role as Vice-Chair.

Actions:

Maggie Waller will look at the pupil numbers and academy / maintained schools balance of membership over the summer.

Chair and Vice-Chair elections will be held at the September meeting.

Michelle Perkins to circulate a reminder for Schools Forum members to send nominations.

238. Pension Scheme Auto Enrolment - taken out of order

Kevin Gordon, Assistant Director Professional Services, SBC and Surjit Nagra, HR Business Partner, SBC attended Schools Forum to discuss the implementation of the Pensions Auto-Enrolment Scheme. They wanted to make Headteachers aware of the financial pressures that may arise as more members of staff enter into pensions schemes. Calculations of liability have been made by the LA.

Surjit explained that although this was for Slough to be effective from 1st July, the LA has had to defer this date due to IT technical issues with the personnel system. The new date (deferment date) is now 1st October. For schools that have SBC as their employer, such as Community and Voluntary controlled schools, will need to comply with this date. For these schools that use SBC's payroll service will not need to send any letters to staff as the LA will do this on their behalf. However, schools that do not use SBC payroll will need to ensure they contact their payroll provider to ensure they comply with the regulations of informing staff. All other schools will need to contact the Pensions Regulator to find out what their staging date is as it may not be the same as SBC's. SBC will continue to communicate on this matter with all Slough Schools and ensure that standard letters etc are available.

Schools Forum were asked to note that staff cannot opt out of the Pension Scheme until the deferment date. After 1st October there will be a 3 month window for staff to opt out and any contributions paid can be reclaimed. However, after the 3 month window the monies cannot be reclaimed.

Further details can be found in the letter that was circulated and has been sent to all staff at the LA and schools. Surjit Nagra confirmed that the FAQs will be published and sent to all schools next week and SBC will be communicating with schools via the gatekeeper on what action needs to be taken.

239. Key Decisions Log

This was noted.

(Note: The Meeting opened at 8:15 and closed at 9:40)

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**SLOUGH SCHOOLS' FORUM
11 September 2013**

**Current DSG Position 2013-14
(Director of Wellbeing)**

1 PURPOSE OF REPORT

- 1.1 To inform Schools' Forum of the current 2013-14 DSG position following recent revisions by the DSG.

2 RECOMMENDATIONS

- 2.1 That Schools' Forum notes the current 2013-14 DSG position.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The DfE have revised the 2013-14 DSG allocation for Slough. An explanation of the revision is given in 5.1 below. Appendix 1 shows the revised DSG compared to the original figures.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 The DfE give local authorities a provisional DSG in March each year and this is used to set school budgets. Three main areas are subject to change and the DfE have revised each of them as follows:
- 5.2 The Early Years Block has been revised based on January 2013 pupil numbers. This block will be estimated each year and then revised in July. The block has increased by £448,639.
- 5.3 The High Needs Block has been increased by £319,166 following a decrease of the recoupment funding given back to the Education Funding Agency (EFA) to pay for 6th Form High Needs places. It is likely that this will be an annual revision as the EFA will estimate 6th Form places and then revise the recoupment based on actual figures.
- 5.4 The DfE also recoups from the DSG for schools that become academies in year. The current recoupment is £51,474,622. This will be on-going as more schools convert so it is likely that the DSG will reduce further during 2013-14.

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 1

Contact for further information

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

Appendix 1

Slough DSG 2013-14

	May 2013	July 2013	Change
Schools Block	104,457,329	104,457,329	-
Early Years Block (Provisional)	8,698,616	9,147,255	448,639
2 Year Old funding	1,961,090	1,961,090	
High Needs Block (inc Post 16)	19,821,563	19,821,563	
Total DSG	134,938,596	135,387,236	448,639
<u>Deductions</u>			
School Block Recoupment	47,917,818	51,474,622	3,556,804
High Needs EFA Places	1,024,165	705,000	(319,166)
	48,941,983	52,179,622	3,237,639
Net DSG Payable	85,996,614	83,207,614	(2,789,000)
<u>Remaining DSG</u>			
Schools Block	56,539,511	52,982,707	(3,556,804)
Early Years Block	8,698,616	9,147,255	448,639
2 Year Old funding	1,961,090	1,961,090	-
High Needs Block (inc Post 16)	18,797,398	19,116,563	319,165
	85,996,614	83,207,614	(2,789,000)

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**SLOUGH SCHOOLS' FORUM
11 September 2013**

**Balance Control Mechanism for 2012-13
(Director of Wellbeing)**

1 PURPOSE OF REPORT

- 1.1 To inform Schools' Forum of the surplus balances held by individual schools, and whether the schools have plans to use those balances in the following year.

2 RECOMMENDATIONS

- 2.1 That Schools' Forum notes the surplus balances and decides what to do with those balances that are not earmarked for a specific purpose.

3 REASONS FOR RECOMMENDATIONS

- 3.1 Schools have the right to carry forward surplus balances from one financial year to the next.
- 3.2 Schools are required to complete a return on their planned use of balances within an approved budget plan.
- 3.3 The revenue balance control mechanism is used to determine whether the surplus balance exceeds the threshold (8% for primary schools and 5% for secondary schools).
- 3.4 Any surplus balance that exceeds the threshold, which has no evidence provided for how it will be spent, is eligible for potential claw back.
- 3.5 There are 3 schools that exceeded the threshold. They are Holy Family by £166, Beechwood by £5,431 and St Josephs by £490,616. Holy Family and Beechwood are small amounts and it is advised they are not pursued, and St Josephs have had exceptional circumstances surrounding their current financial situation.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 None

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

None

Contact for further information

Atul Lad (Principal Accountant - Schools)
(01753 875547)
atul.lad@slough.gov.uk

SLOUGH SCHOOLS' FORUM
11 September 2013

**Consultation on the School and Early Years Finance Regulations 2013
and additional grant conditions for the Dedicated Schools Grant (DSG)
(Director of Wellbeing)**

1 PURPOSE OF REPORT

- 1.1 To inform Schools' Forum of the DfE's proposed new School and Early Years Finance Regulations 2013 and additional grant conditions for the DSG. The regulations are currently the subject of a consultation that ends on 11 October 2013 and Schools' Forum can decide whether it wishes to reply to the consultation.

2 RECOMMENDATIONS

- 2.1 The Schools' Forum are asked to note the DfE's proposed new School and Early Years Finance Regulations 2013 and additional grant conditions for the DSG and decide whether it wishes to make a reply to the consultation.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The DfE have made a number of changes to the regulations and grant conditions and those that affect Slough are detailed below.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 The proposed changes can broadly be divided into two types; those that affect the funding to schools and general changes. The changes highlighted below are the significant changes that do carry a potential effect. I have also added comments in italics where I felt that it would be useful.

5.2 Changes that affect school funding

Regulations 6 and 12 require local authorities to give mainstream schools an initial determination of their schools' block budget by 28th February. The deadline for informing special schools and pupil referral units of their budgets moves to 31st March from 15th March.

Both targets are achievable but mainstream schools do not really know their budgets until they have notification their high needs funding and the early years or sixth form funding if appropriate.

Regulation 9(7) requires local authorities to put any unspent Growth Fund from 2013-14 into 2014-15 school budgets.

This seems sensible though it is currently unlikely that Slough will have any underspend in the Growth Fund in 2013-14.

Regulation 9(8) allows local authorities to carry over to 2014-15 unspent de-delegated funds to be used for the same purpose as in 2013-14.

This recognizes that de-delegated funds are only taken from maintained schools and if any underspend is put into the following years' formula it will be distributed among maintained schools and academies.

Regulation 14(2)(a) provides that SEN places, whether filled or unfilled, do not count towards a school's pupil numbers for the purpose of calculating its budget though the mainstream funding formula.

This caused some confusion nationally in 2012-13 and the Slough formula was operated by only not counting filled places in resource units. This does mean that schools with resource bases may lose funding in 2014-15 as unfilled places will be removed from their overall numbers but it is correct as they do receive £10,000 per place.

Regulation 15 has been amended to ensure that, for maintained special schools, the separate calculation for sixth form places will cease from 1st August 2014 so that all places, included sixth form, are funded at £10,000 per place.

This is logical though it does mean a drop in funding for sixth form places that are currently funded at more than £11,000.

Schedule 3, paragraphs 1 and 2 allow local authorities to set a lump sum of up to £175,000 (previously £200,000) and now allows different lump sums for primary and secondary schools.

Schedule 3, paragraph 3 has been amended to reflect the use of data from the new early years foundation stage profile in deciding whether a pupil attracts prior attainment funding.

Schedule 3, paragraph 4 allows pupils who did not achieve level 4 in mathematics or English to attract prior attainment funding. This has changed from being those who did not achieve level in both mathematics and English.

This has increased the number of qualifying pupils from 857 in 2013-14 to 1,860 in the provisional 2014-15 figures.

Schedule 3, paragraphs 7 and 8 provides that the allocation of funding through the mobility factor applies where more than 10% of pupils in a school are mobile rather than for any number of pupils as in 2013-14.

This has reduced the number of qualifying primary pupils from 1,246 in 2013-14 to 227 in the provisional 2014-15 figures. The number of primary schools receiving funding under the formula has reduced from all to 12. No secondary pupils qualify for funding in the 2014-15 provisional figures compared to 313 in 2013-14 when all secondary schools received some funding.

New Condition of Grant (d) allows local authorities to cap or scale budgets only to the extent that is required to fund the minimum funding guarantee.

This was the approach used in Slough's formula in 2013-14.

5.3 General Changes

Regulation 4 includes an amendment to the to the Schools Forums (England) Regulations 2012 to require the election of a representative of providers of 16 to 19 education to the Schools' Forum, and to remove the inclusion of a representative of the local authority's 14 to 19 partnership on the Forum.

This does not directly affect Slough as it means that East Berks College rep changes from representing the 14-19 strategic partnership to representing EBC as an institution. The membership and constitution will be amended in line with the revised regulations.

Schedule 2, paragraph 8 allows local authorities to retain a falling rolls fund for good or outstanding schools (including academies) if the schools' capacity is likely to be needed within the next three years to meet rising pupil numbers.

This should help address potential problems that may be caused by the opening of free schools.

Schedule 2, paragraph 11: the previous provision allowing local authorities to retain funding for CRC (Carbon Reduction Commitment) allowances for schools centrally has been deleted since schools will be excluded from the CRC scheme with effect from 1 April 2014.

Schools' Forum has previously agreed payments to cover CRC allowances for 2010-11 and 2011-12. 2012-13 and 2013-14 are therefore the final years that the allowances will need to be funded for.

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

DfE Paper – School and early years finance. Summary of proposed changes to regulations and conditions of grant for 2014-15.

Contact for further information

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

Schools Forum Membership September 2013

It was agreed at the July meeting of the Schools Forum that the Chair would review once again the balance of membership across phases and academies and maintained schools. This is based on the May 2013 census data below which excludes nursery and special schools.

Since the May school census (16th May 2013) Colnbrook primary School (221 pupils) has also converted to academy status and this has been included in the relevant figures below.

Total NOR in Academies + Free Schools	13008
Total NOR in Primary Academies + Free Schools	5996
Total NOR in Secondary Academies	7012
Total NOR in Maintained Schools (Exc. Nursery + Special)	12548
Total NOR in Maintained Primary (Exc. Nursery + Special)	9250
Total NOR in Maintained Secondary (Exc. Special)	3298
	Total: 25556

Summary and Recommendations

1 Total membership across academies and maintained schools:

Of the total 25,556 pupils, 51% are now being educated in academies and 49% in maintained schools. To reflect this shift, Schools Forum would need 8 academy members and 8 from maintained schools. This is the current position.

2 Academy membership across phases:

There are currently 3 primary academy members and 5 secondary, one of which will become a secondary vacancy in September with the resignation of Maureen Mallinson (governor Westgate School).

Of the total 13008 pupils in academies, 46% are in primary academies and 54% in secondary.

It would seem pragmatic to recommend to academies a balance of 4 primary and 4 secondary members and a proposal is set out below:

Recommendation 1 - Academies

- Schools Forum recommends to academy proprietors that Jon Reekie, formerly a community school Governor member representing James Elliman primary school (now an academy), be nominated as an additional primary academy member. The proposal is made in the interests of continuity and maintaining experience on the Forum at a time of considerable change in funding. This would give 4 primary members.
- Schools Forum recommends to academy proprietors that the vacancy for a secondary member is not filled at this time to maintain the balance across phases.

3 Maintained schools membership across phases:

Across the maintained schools, 74% of pupils are in primary schools and 26% in secondary. There are currently 3 primary members plus 2 vacancies. There are 2 secondary members plus one vacancy as a result of Julia Shepard leaving the Forum.

8 members are required. Taking account of the pupil numbers this would mean 6 primary members and 2 secondary. It has sometimes proved difficult to fill primary maintained school vacancies so it may be more prudent to seek nominations for both Headteachers and Governors across both phases.

Recommendation 2 - Maintained schools

- Schools Forum considers the best approach to the maintained schools' representation in the light of changing numbers of academies
- Primary and Secondary Governors and Headteachers be asked to make any nominations and these be brought back to Schools Forum to consider the elections required
- Headteachers and Governors to be asked to be mindful of the balance of types of schools in making nominations.
- A balance should be sought between Headteachers and Governors.

4 Future changes

There are a number of things that would affect membership in the future which would mean further review:

- Further academy conversions
- New regulations are currently subject to consultation and, once adopted, these will mean a change of membership status for East Berkshire College. The College currently represents the 14-19 Strategic Partnership but this will change to being a representative of an institution (other than a school or academy) providing 16 – 19 education.
- If the PRU becomes an academy this would mean that the requirement to have a PRU member goes as the LA would no longer be maintaining a PRU. However, academies could be asked to include a PRU member within the academy membership. This principle could also apply to special schools.

*Maggie Waller
Chair of Schools Forum
September 2013*

SCHOOLS FORUM MEMBERSHIP - SEPTEMBER SCHOOLS FORUM UPDATE

School	Type of School	Governor (G) / Headteacher (H/T)	Elected by	Term of office ends
Academies (8 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 (5 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 Non-Selective	Paul McAteer (H/T) Sub Bea Williams	Academies	Sep-14
Slough Grammar	Academy Selective	Paul Adams (G)		Jul-16
Vacancy	Vacancy - previously Academy Non-Selective Westgate	Vacancy		Vacancy
Maintained Schools (8 members) Primary (5 members)				
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
Wexham Court Primary School	Community	Navroop Mehat (H/T)	Primary Headteachers	Jul-16
Vacancy	Previously Voluntary Controlled	Vacancy		Vacancy
Vacancy	Previously Community Jon Reekie, James Elliman	Vacancy		Vacancy
Secondary (3 members)				
St. Joseph's School	Voluntary Aided (RC) Non-Selective	Kevin O'Driscoll - (G)		Apr-15
Wexham	Community Non-Selective	Mary Sparrow		Sep-14
Vacancy	Previously Community Beechwood	Vacancy		Vacancy
PRU (1 member) Haybrook College	PRU	Helen Huntley (H/T)		Oct-15
Special (1 member)				

Littledown School	Special	Jo Matthews	Oct-14
Nursery (1 member)			
Baylis Court Nursery	Nursery	Philip Gregory	Aug-15
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

Observers

Lynda Bussley (sub
David Warren)
Education Funding
Agency
Angela Mellish
Cllr Mann (Member
Representative)

Attendees:

**SLOUGH SCHOOLS' FORUM
11 September 2013**

**Budget Process Plan 2014-15
(Director of Wellbeing)**

1 PURPOSE OF REPORT

- 1.1 To inform Schools' Forum of the Budget Process Plan for 2014-15 including DfE deadlines, School Forum meetings, consultation with schools and Task and Finish Group meetings.

2 RECOMMENDATIONS

- 2.1 That Schools' Forum notes the dates in the plan.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The DfE have given a deadline of 31st October 2013 for local authorities to send back a draft formula proforma outlining the formula factors that they intend to use in 2014-15. After that date the factors used cannot be changed though the values of the factors can be changed up until the final submission of the formula proforma in December.
- 3.2 The plan is necessarily tight because of the 31st October deadline. If Forum wishes to have a final view of the formula proforma after the schools' consultation ends it will be necessary to send it out by email. Forum is reminded that the final responsibility for the schools' funding formula rests with the local authority.
- 3.3 It will be possible to have further Task and Finish Group meetings in November and early December to discuss factor values if needed.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 Appendix 1 shows the Budget Process plan for 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

Appendix 1

Contact for further information

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

Appendix 1

Slough Borough Council

Section 251/School Budget Timetable 2014-15

Date	Event/Target	Responsible
18 th July 2013	High Needs Task and Finish Group	Atul Lad/Jackie Wright – look at funding of special schools and conversion of Haybrook and Littledown to academy status.
6 th September 2013	Schools Forum Pre Meeting	Atul Lad/Steve Elson to take school budget consultation timetable.
10 th September 2013	School Block Task and Finish Group	
11 th September 2013	Schools Forum	Atul Lad/Steve Elson to take school budget consultation timetable.
17 th September 2013	School Block Task and Finish Group	
24 th September 2013	School Block Task and Finish Group	
7 th October 2013	Send out School Budget consultation to all schools/academies	Atul Lad/Steve Elson
9 th October 2013	Schools Forum Pre Meeting	Atul Lad/Steve Elson to update on school budget consultation

Appendix 1

16 October 2013	Schools Forum	Atul Lad/Steve Elson to update on school budget consultation
18 th October 2013	Consultation ends	Atul Lad/Steve Elson
28 th October 2013	Email the Provisional School budget Proforma to Forum before it is sent to the DfE.	Atul Lad/Steve Elson
31 st October 2013	Provisional School budget Proforma to be returned to the DfE	Atul Lad/Steve Elson
6 th November 2013	Schools Forum Pre Meeting	Atul Lad/Steve Elson to update on school budget consultation
13 th November 2013	Schools Forum	Atul Lad/Steve Elson to update on school budget consultation
27 th November 2013	Schools Forum Pre Meeting	Atul Lad/Steve Elson to update on school budget consultation
10 December 2013 (approx)	DfE will issue updated Proforma with October census data.	Atul Lad/Steve Elson to download the Proforma and use it with the Slough funding formula.
11 th December 2013	Schools Forum	Atul Lad/Steve Elson to update on school budget consultation
18 December 2013	DfE to confirm the DSG Schools' Block allocation for 2014-15.	
23 rd December	Deadline for local authorities to submit 2014-15 academic year	Atul Lad

Appendix 1

2013	high needs place numbers.		
8 th January 2014	Schools Forum Pre Meeting	Atul Lad to update on school budget consultation	
15 th January 2014	Schools Forum	Atul Lad to update on school budget consultation and the Forum to agree the final 2014-15 funding formula.	
21 st January 2014	Final School budget Proforma to be returned to the DfE	Atul Lad	
23 rd January 2014	Send School Budgets (5 to 15 years old) to schools	Atul Lad	
12 th February 2014	Schools Forum Pre Meeting	Atul Lad to update on school budget consultation	
26 th February 2014	Schools Forum	Atul Lad to update on school budget consultation	
26 th February 2014	Send Early Years budgets to schools and PVI's (DfE deadline is 28 th February)	Atul Lad	
4 th March 2014	Send High Needs budgets to Mainstream Schools and Special Schools	Atul Lad	
5 th March 2014	Schools Forum Pre Meeting	Atul Lad to update on school budget consultation	
19 th March 2014	Schools Forum	Atul Lad to update on school budget consultation	
31 st March 2014	Section 251 Budget Statement 2014-15 uploaded to Collect	Atul Lad to upload the Section 251 to the Collect system.	

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Slough Schools' Forum – 2013-14 Work Programme

Wednesday 11 September 2013

- Confirmation of Final DSG allocations 2013-14
- Balance Control Mechanism (2012-13 carry forwards)
- PFI
- New Regulations Consultation
- Membership/Election of Vice-Chair
- 2014-15 Budget Process Plan
- Academies update
- 2013-14 Work programme and Key Decisions log
- Dates for future meetings

Wednesday 16 October 2013

- Quarter 1 Budget Monitoring 2013-14
- 2014-15 Budget Process Update
- Schools Forum Operational and Decision Making Framework
- Review of Accountability for Central Budgets 2011-12
- PFI
- Academies update
- 2013-14 Work programme and Key Decisions log

Wednesday 13 November 2013

- Half Year DSG forecast
- 2014-15 Budget Process Update
- Academies update
- 2013-14 Work programme and Key Decisions log

Wednesday 11 December 2013

- Quarter 2 Budget Monitoring 2013-14
- 2014-15 Budget Process Update
- Schools' 12-13 Outturn including Academies
- Academies update
- 2013-14 Work programme and Key Decisions log

Wednesday 15 January 2014

- 2014-15 Budget Process Update
- Academies update
- 2013-14 Work programme and Key Decisions log

Wednesday 26 February 2014

- Quarter 3 Budget Monitoring 2013-14
- 2014-15 Budget Process Update
- Academies update
- 2013-14 Work programme and Key Decisions log

Wednesday 19 March 2014

- 2014-15 Budget Process Update
- Academies update
- 2013-14 Work programme and Key Decisions log

Wednesday 7 May 2013

- Review of Scheme for Financing Schools
- Academies update
- 2014-15 Work programme and Key Decisions log

Wednesday 2 July 2013

- Schools Outturn 2013-14
- Central Outturn 2013-14
- School Budget Plans 2014-15
- Confirmation of Final DSG allocations 2014-15 (subject to DfE notification date)
- Academies update
- 2014-15 Work programme and Key Decisions log

Schools Forum Key Decisions Log V7 150413			Schools Forum agenda item no.
Issue and Decision	Schools Forum date		
Fair Funding Formula Consultation for 2013 -14	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
Confirmation of DSG Allocation 2012 - 13			
Schools Forum acknowledged final DSG allocation 2012 - 13 and confirmed outline Schools Budget	12/09/12		7
Headroom	12/09/12		
Headroom to support the development of secondary school places			
Schools Forum agreed that the £30,000 allocated at the July 2012 meeting to support the development of secondary school places, be allocated equally across the three successful free school proposers in Slough whose bids were approved by the Prime Minister in July 2012	12/09/12		8
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
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
Fair Funding Formula Consultation for 2013 -14	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.			
Headroom	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.			
Early Years Single Funding Formula (EYSFF)	03/10/12		5
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. 			
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
It was confirmed that the £70,000 for Littledown School was formally approved at the last SSEF meeting.	24/10/12		3
Fair Funding Formula 2013 -14			
Schools Forum recommended the following proposals to the Council for approval:	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
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
De-delegation of Trade Union staff costs was agreed for 2013/14.	24/10/12	5
Growth Fund		
Schools Forum agreed to retain relevant central funding for significant pupil growth.	24/10/12	5
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 hourly rate. Deprivation to be based on IDACI and Free School Meals.	17/01/13	5
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
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
<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
Early Years Single Funding Formula (EYSFF)		
Deprivation to be based on Free School Meals	27/02/13	3
Funding Formula 5 - 16		
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
Schools Forum Constitution		
The updated Schools Forum Constitution was approved.	27/02/13	8
Membership		
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
Two Year Old Funding Formula		
It was agreed that the formula based on staffing and central costs as set out in the report be recommended to the LA for implementation.	08/05/13	5

<p>School specific contingency and LA budgets funded by DSG - Outturn 2012/13 Schools Forum agreed that £780,000 be retained for potential overspend on High Needs and Early Years funding. Further areas to return to Schools Forum for later review and decision.</p>	<p>03/07/13</p>	<p>4</p>
<p>Scheme for Financing Schools It was agreed that the updated Scheme for Financing Schools be put on the SBC website.</p>	<p>03/07/13</p>	<p>7</p>
<p>Two Year Old Funding Formula Schools Forum agreed the revisions to the Early Years 2 Year Old Funding Formula as set out in the report and recommended the formula to the LA for implementation.</p>	<p>03/07/13</p>	<p>9</p>
<p>Membership Paul Adams joined Schools Forum as an academy governor representative; one community primary vacancy has been filled by Navroop Mehat of Wexham Court Primary; a review of the balance of membership across academies and maintained schools to be undertaken by the Chair over the summer.</p>	<p>03/07/13</p>	<p>12</p>

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