

SLOUGH SCHOOLS FORUM

SCHOOLS GROUP:

Maggie Waller (Chair), John Constable (Vice-Chair), Debbie Richards, Julie O'Brien, Paul Adams, Barbara Clark, Gillian Coffey, Harry Duffy, Paul McAteer, Kevin O'Driscoll, Jon Reekie, Mary Sparrow, Maggie Stacey, Jo Rockall, Virginia Barrett, Jean Cameron, Nicky Willis, Philip Gregory, Navroop Mehat and Hardip Singh

OBSERVERS:

Helen Huntley and Lynda Bussley

ATTENDEES:

Angela Mellish and Councillor Mann

LOCAL EDUCATION AUTHORITY:

Steve Elson, Atul Lad and Michelle Perkins (Clerk)

CAMBRIDGE EDUCATION:

Robin Crofts

**DATE & TIME: FRIDAY, 15TH NOVEMBER, 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 - 6)
4. 2014-15 Budget Process Update (Pages 7 - 10)
5. Schools Forums: Operational and Good Practice Guide

6. PFI **(Pages 11 - 16)**
7. Review of Accountability for Central Budgets **(Pages 17 - 18)**
8. Cambridge Education
9. Academies Update
10. 2013-14 Work Programme and Key Decisions Log **(Pages 19 - 24)**
11. Any Other Business

Slough Schools Forum- Meeting held on Wednesday, 16th October, 2013

Present: Maggie Waller, Holy Family Primary School (Chair)
John Constable, Langley Grammar (Vice-Chair)
Paul Adams, Slough Grammar School
Gillian Coffey, Lynch Hill 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
Virginia Barrett, East Berkshire College
Jean Cameron, Slough Children's Centres
Jo Matthews, Littledown
Navroop Mehat, Wexham Court Primary School

Observers: Eddie Neighbour, Slough Grammar School, Angela Mellish, St Bernards

Officers: Jackie Wright, Steve Elson, Atul Lad and Michelle Perkins (Clerk)

Cambridge Education: Robin Crofts

Apologies: Barbara Clark, Father Kevin O'Driscoll, Jo Rockall, Lynda Bussley, Nicky Willis and Philip Gregory

PART I

252. Welcome and Apologies

Maggie Waller welcomed Jackie Wright who was attending to represent SBC and also thanked Virginia Barrett for her hospitality at East Berkshire College.

Apologies were received from Barbara Clark, Godolphin Junior School, Father Kevin O'Driscoll, St Joseph's School, Jo Rockall, Herschel Grammar School, Philip Gregory, Baylis Court Nursery, Lynda Bussley, NUT and Nicky Willis, Cippenham Primary School.

253. Declarations of Interest

None.

254. Minutes of Previous Meeting and Matters Arising

Asbestos Survey: Steve Elson reported that the surveys will take around 6 months to complete. The consultants will write to schools shortly. The cost is likely to be the full £80,000 that has been set aside.

St Joseph's: Robin Crofts explained that Julia Shepard is providing voluntary assistance to St Joseph's. Interviews for the new head teacher are taking place and

they will be invited to a future Schools Forum meeting to report back on the current financial position if necessary.

Consultation: Steve Elson confirmed that the responses went in to the DfE on 11th October as discussed at the last Schools Forum meeting.

Membership: Maggie Waller confirmed that 1 nomination was received for a Primary Maintained School Governor representative from Hardip Singh, Chair of Governors of Khalsa Primary School. Schools Forum endorsed this and he will be invited to the next meeting.

Maggie Stacey confirmed that Julie O'Brien, Our Lady of Peace Junior School will be a Primary Maintained School Headteachers' representative.

Maggie Waller confirmed that in terms of Academy representation 4 responses were received to endorse Jon Reekie to continue his membership and Nicky Willis to be held for the next available vacancy. No further nominations were received. Schools Forum also endorsed this.

Action: Maggie Waller will write to the Academies again and ask them to formally propose and second this.

The minutes of 12th September 2013 were agreed as a true and accurate record.

255. Quarter 1 Budget Monitoring 2013-14

Atul Lad presented the report which details an overspend of £87K. Atul Explained that Finance are looking to encourage schools to make savings to reduce the overspend and that the purpose of the report is to highlight any particular budget issues. Atul advised that there are no major reasons for concern at this point.

Maggie Stacey raised the issue that their Bursar has not yet received the budget monitoring template and therefore St Anthony's figures are not included in the report (appendix 1). The issue was also raised that carry forwards are not included in the report (also appendix 1).

It was also agreed that for quarter 2 the LA will send out a standard template to all schools and this will also include clarification of carry forward within the figures.

Some members of Schools Forum stated that the figures were incorrect and were not those sent in by schools. Therefore, Schools Forum was unable to note the contents of the table (appendix 1) at this time.

Actions:

- 1) A column is to be added to the table clarifying the carry forward position.
- 2) A standard template for schools to complete is to be produced for quarter 2.
- 3) A timetable for Bursars to know when the figures are due over the next 12 months is to be produced.

256. 2014-15 Budget Process Update - verbal

Steve Elson confirmed that the Task and Finish Group meetings took place and factors were discussed for the 14/15 funding formula. He explained that the Group

had looked at the existing factors and the ones not used. The decision was made to recommend not to use the mobility factor due to the changed criteria and to recommend moving the money into a different factor.

Steve confirmed that a consultation regarding the proposed factors has been circulated to schools and replies are due by 18th October.

The list of proposed factors will then go to Schools Forum members and also to the Chief Executive and Councillor Mann for LA approval.

The deadline to send the list of factors to the DfE is 31st October.

Steve confirmed that two further Task and Finish Group meetings are scheduled to take place on 26th November and 5th December. The focus will be on the unit values using the new data.

The deadline for the final formula detail to go to the DfE is 21st January 2104.

Steve Elson also reported that he is attending a meeting on 17th October with other Finance Officers and the DfE and will report back at the next Schools Forum.

257. Breakdown of DSG Centrally Retained Budgets inc. moving to Cambridge Education

Steve Elson presented the report which informs Schools Forum of the current centrally held budgets retained in the DSG, including those that transferred to Mott MacDonald/Cambridge Education in October 2013. Appendix 1 details the budget code and title, a short description of what it will be spent on and whether it has transferred to Mott MacDonald/Cambridge Education.

Schools Forum was asked to note the details and to raise any questions.

Discussion took place as follows:

Robin Crofts explained that he has raised the issue of accountability for centrally retained funding including any used by schools with Joseph Holmes, AD for Finance. Joseph is going to review this area to look at co-ordinated arrangements whereby the spend can be accounted for and to evaluate its effectiveness and ensure that Cambridge Education fulfil their contract requirements.

Historically, reports on such expenditure would come back to Schools Forum. The information will now come to Schools Forum following discussion at Cambridge Education Operational Board meetings.

The underspend from SENASS was referred to as an example and it was noted that this will come back into the DSG at the end of the year.

However, it was noted that it is important to have an agreed framework for Schools Forum for reporting and monitoring to enable any recommendations or decisions to be made in a timely way. A process needs to be agreed and put in place with timescales and a framework of how it will work throughout the financial year for next year and beyond.

Robin Crofts reported that the review process had started in Cambridge Education and this will involve schools in terms of a re-consideration of needs in these particular areas and of the financial relationship. The review should be completed by December or January. Going through to next April there are likely to be underspends in the various cost centres. As it is DSG money, Schools Forum will be involved in the process of re-distributing the money.

Action: A process is to be built into the Work Programme and Steve Elson confirmed that he will bring a timescale back to the next Schools Forum meeting.

Action: Jackie Wright will raise the issue of how Schools Forum will be involved in the process at the forthcoming Operational Board meeting with Cambridge Education and ask for clarity on who has the decision making powers for the various budget lines.

Some of the cost centres in Appendix 1 were discussed as follows and various issues were raised:

- It was noted that some cost centres are incorrectly named, re-naming and clarification is needed.
- Roma Community Project and Traveller Service – Robin Crofts confirmed that the spend is on a member of staff at Willow commissioned for home education visits.
- Extended schools sustainable – needs serious review about how to use the money in future as it has remained unspent.
- Robin Crofts discussed residual sums of money that have come through core funding or central government. This is partly associated with spend on admin support.
- Paul McAteer requested clarification of the 2.5% overhead cost of running the Cambridge Education contract and where that sits

Action: Steve Elson will bring back clarification on the various cost centres and underspends to the December Schools Forum meeting, including a revised version of appendix 1 which will include a forecast for each cost centre. Robin Crofts reported that Cambridge Education is appointing a Finance Officer who may be able to support with this work. Steve Elson will also provide a position statement in December on the various blocks of the DSG.

Action: Clarification regarding the 2.5% overhead cost of the Cambridge Education to be provided.

Action: Robin Crofts will check which schools are still using the Speech and Language service which relates to the cost centre titled 'Vulnerable Children'.

Action: Robin Crofts will check which schools use Skills Force

258. High Needs Financial Sustainability Policy

Atul Lad presented the report and asked Schools Forum members to approve and adopt the High Needs Financial Sustainability Policy which arose from the High Needs Block Task and Finish Group meetings where concerns were raised about the vulnerability of special schools and schools with resource bases.

The Policy was drafted to provide them with a safety net if the situation arose where, for example, 'a school has lost pupils unexpectedly and in a short space of time and their support adds up to the cost of two members of the teaching staff' (see page 19).

Helen Huntley explained that it is the new arrangements which give a base amount per place and then top ups which have created this problem. It is currently only a potential problem and is unlikely to be a huge concern as resource units at special schools are currently full. The potential problem is the unexpected, sudden departure of high top up funded pupils.

Jackie Wright explained that there is a particular issue in terms of funding for Looked After Children (LAC) i.e. when they are placed in a different LA/area their funding goes with them.

It was noted that there is an issue around seeking to provide potential places in special schools for Slough children when there may be requests from other LAs. Jackie Wright agreed to look into this.

Paul McAteer explained that a contingency is required in some form.

Robin Crofts said this needs to be evaluated at a later date to check whether the policy had to be implemented and to inform future decisions about setting money aside.

Paul Adams suggested that a timeframe be added into the policy under point 6 (see page 20).

Schools Forum otherwise endorsed the policy.

Steve Elson has made the necessary amendments and a revised version of the policy has been circulated with these minutes.

Action: Steve Elson will look at where the money could sit and some form of annual reporting.

Action: Jackie Wright to consider the issue of providing potential places in special schools for Slough children when there may be requests from other LAs.

Action: an annual report on the policy's operation should be provided for Schools Forum.

259. Carbon Reduction

Atul Lad presented the report, the purpose of which was to ask Schools Forum to approve payment of the Carbon Reduction Commitment for 2012-13 via the potential in year DSG underspend for 2013-14. The amount is £114,168.94.

Schools Forum endorsed the payment.

Action: Robin Crofts will send a note out to all schools to inform them it is being paid in this way and that schools will not be invoiced direct.

260. Cambridge Education - verbal

Robin Crofts confirmed that the transfer to Cambridge Education took place as planned on 30th September.

Consultants have been appointed to undertake review work in the four areas:

- 1) School Improvement
- 2) SEN
- 3) Access
- 4) Early Years

Heads and Governors will be involved in the review and recommendations will be made by Christmas.

The Operational Board meeting between Cambridge Education and SBC is due to take place next week.

Jackie Wright confirmed that the review will also determine who will be the LA Rep to sit on groups such as Schools Forum. Jackie will be attending Schools Forum in the meantime.

Cambridge Education is to remain a standing item on the Schools Forum agenda going forwards.

261. Academies Update - verbal

Robin Crofts provided an update as follows:

Montem is set to transfer on 1st December pending settlement of some legal issues. Foxborough is likely to transfer on 1st January.

Various other schools are also considering transfer.

The Labour Government is supportive of Parent-Led Academies which have all the features of Free Schools.

Maggie Waller confirmed that she will write to academies regarding their balances as agreed at Schools Forum on 12th September.

262. 2013-14 Work Programme and Key Decisions Log

Schools Forum noted the Work Programme and Key Decisions Log.

The Work Programme is to be amended to reflect the change in the date of the November Schools Forum meeting which will now be on the 15th November at 8am at Beechwood conference centre.

Advance apologies for the November meeting were received from Maggie Stacey and Jackie Wright.

(Note: The Meeting opened at 8.17 am and closed at 9.57 am)

**SLOUGH SCHOOLS' FORUM
15 November 2013**

**2014-15 Budget Process Update
(Directorate of Wellbeing)**

1 PURPOSE OF REPORT

- 1.1 To inform Schools' Forum of the current position of the 2014-15 budget process and to explain the decisions that will need to be made as part of the process.

2 RECOMMENDATIONS

- 2.1 None, for information only.

3 REASONS FOR RECOMMENDATIONS

- 3.1 Not applicable.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable.

5 SUPPORTING INFORMATION

- 5.1 The draft proforma was sent to the DfE by the deadline of 31 October. The proforma removed the mobility factor as agreed by Forum and ratified by the Council.
- 5.2 The deadline for the final proforma that will set unit values and school budgets is 21 January 2014. The Task and Finish Group will meet before to discuss the unit values and then make recommendations. The Council will hold responsibility for agreeing the final version of the funding formula.
- 5.3 The split site factor for Claycots School was set at £25,000 in 2013-14 with a commitment to review it for 2014-15. The review process has now begun and this will also go to the Task and Finish Group.
- 5.4 The Schools' Forum will be asked in December to look at the currently de-delegated budgets and decide whether they should continue. The two de-delegated budgets are Behaviour Support and Trade Union Duties. Only maintained schools will be asked to make this decision as budgets cannot be de-delegated from academies.
- 5.5 The December Schools' Forum will also be asked to look at the existing centrally held budgets in the Schools Block, the High Needs

Block and the Early Years Block and agree their continuation in 2014-15.

- 5.6 The DfE are aiming to confirm the funding for the Schools Block on 18 December.
- 5.7 The deadline for the High Needs Block place numbers to be returned to the DfE is 23 December. The DfE are aiming to give the initial funding for the High Needs Block on 20 December.
- 5.8 Atul Lad will be producing a DSG forecast for 2013-14 for the December Schools' Forum. The plan will be to calculate whether there is any underspend that can be prudently used in 2014-15. This will add to the 2012-13 underspend that has already been earmarked for use in 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

None.

Contact for further information

Steve Elson (Interim Finance, ECS)
(01753 477209)

steve.elson@slough.gov.uk

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**SLOUGH SCHOOLS' FORUM
15 November 2013**

**PFI Financial Position 2013-14
(Directorate of Wellbeing)**

1 PURPOSE OF REPORT

- 1.1 To inform Schools' Forum of the increase of £180,334 in the PFI contract costs and to suggest a possible way of dealing with the shortfall.

2 RECOMMENDATIONS

- 2.1 That Schools' Forum agrees that the PFI increase of £180,334 should be charged to the 2012-13 carry-forward and considers how the on-going shortfall of £180,334 plus inflation should be addressed from 2014-15 onwards.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The PFI project cost has increased by £180,334 in 2013-14. The explanation is as follows:

It is a requirement of the PFI project agreement that benchmarking is undertaken for cleaning, grounds maintenance, caretaking and catering and this happened for the first time starting in April 2012 and following a series of meetings and negotiations version 7 of the benchmarking report was accepted by the Authority in August 2012. Council officers believed that re-tendering would have led to higher costs. The benchmarking adjustment to the unitary charge was made from 05/11/2012 and the indexed portion of the unitary charge (including the benchmarking adjustment) will, in accordance with the project agreement subsequently be uplifted by RPIX for February each year. The benchmarking exercise will be undertaken again in five years time when the Authority can decide to accept the benchmarking adjustment or require that the relevant services are tendered if agreement cannot be reached or if the contractor fails to undertake the benchmarking exercise.

The benchmarking exercise is undertaken to ascertain the relative quality and competitiveness of each of the four services and is carried out in good faith by the Contractor with SBC's cooperation on the basis of an objective and like for like comparison by comparing the standards and prices of the benchmarked services and the costs of providing them with the standards and prices of equivalent services in similar circumstances provided by reputable organisations possessing an appropriate degree of skill, resources, reputation and financial

standing. Costs are also benchmarked against appropriate national indicators, e.g. the Buildings Cost Information Service of the Royal Institute of Chartered Surveyors, which is a nationally and internationally recognised source of information and benchmark data for the Construction, Premises and Facilities Management industries in both the Private and Public sectors.

- 3.2 There is enough unspent DSG from 2012-13 to cover the cost of the 2013-14 increase (see Appendix 1).
- 3.3 The three schools covered by the PFI contract are Arbour Vale, Beechwood and Penn Wood. The schools' contributions are calculated using their floor area as the broad basis. The total of the schools' contributions in 2013-14 is £1,001,779.
- 3.4 The approximate percentages attributable to each school are:

Arbour Vale 46%
Beechwood 39%
Penn Wood 15%
- 3.5 Because of the large increase falling on to the three PFI schools, it is proposed that the cost from 2014-15 is funded jointly by the three PFI schools and the DSG as a whole. This would mean the three schools sharing a cost of £90,167 between them and the DSG increasing its contribution to the PFI contract by £90,167. The cost to the DSG over four years would therefore be £360,668.
- 3.6 The benchmarking exercise happens every five years and the next one is due in November 2017. This arrangement will therefore be reconsidered following the next benchmarking exercise.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The two alternatives would be for either the three PFI schools or the DSG to bear the full cost of the increase.

5 SUPPORTING INFORMATION

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

Appendix 1

Contact for further information

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

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DSG Carry Forward from 2012-13

Estimated position at November 2013

Total C/F into 2013-14

(2,173,237) Reported to the July Schools' Forum

Committed Items Agreed By Schools Forum

Unspent Contingency to be added to 2014-15 school budgets*	708,293	Agreed July Schools' Forum
Asbestos Survey	80,000	Agreed July Schools' Forum
Carbon Reduction Commitment 2010-11 & 2011-12	187,529	Agreed July Schools' Forum (later reduced)
Carbon Reduction Commitment 2012-13	114,169	Agreed October Schools' Forum
Total Committed	1,089,990	

Remaining Carry Forward

(1,083,246)

Remaining Potential Commitments

Carbon Reduction Commitment 2013-14 (Estimated)	120,000
Early Years Growth (Prudent Estimate)	200,000
High Needs Block (Prudent Estimate)	200,000
PFI Benchmarking Increase	180,334
Free School Application	30,000
Refund from St Josephs	(110,000)
Total Potential Commitments	620,334

(110,000) This has been recently agreed by the school

Remaining C/F

(462,912) This figure would be available to be added to schools' budgets*

* Schools budgets can mean the school block and also the High Needs and Early Years Blocks to be agreed at the December Schools' Forum.

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**SLOUGH SCHOOLS' FORUM
15 November 2013**

**Review of Accountability for Central Budgets 2013-14
(Directorate of Wellbeing)**

1 PURPOSE OF REPORT

- 1.1 To inform Schools' Forum of process to review centrally retained DSG expenditure and allow Schools' Forum scrutiny of centrally retained budgets.

2 RECOMMENDATIONS

- 2.1 For information.

3 REASONS FOR RECOMMENDATIONS

- 3.1 Not applicable.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable.

5 SUPPORTING INFORMATION

- 5.1 Schools' Forum is responsible for deciding how much DSG should be retained centrally. To support that responsibility it is important that the council officers responsible for the retained budgets report annually to the Schools' Forum.
- 5.2 In July 2014, officers will take a paper to Forum that shows the outturn centrally retained expenditure for 2013-14 along with a brief explanation for each area of spend. This will allow Forum to ask questions against the paper and the scrutiny process can lead in to agreeing the following year's centrally retained budgets.

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

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

Slough Schools' Forum – 2013-14 Work Programme

Friday 15 November 2013

- 2014-15 Budget Process Update
- Schools Forums: Operational and Good Practice Guide
- PFI
- Review of Accountability for Central Budgets
- Cambridge Education
- 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
- Early Years including 2 year old funding
- Half Year DSG forecast
- Growth Fund Update 2013-14
- 2014-15 DSG Blocks (School Block, High Needs Block, Early Years Block including proposed centrally retained)
- Schools Forum Operational and Decision Making Framework
- Cambridge Education
- Academies update
- 2013-14 Work programme and Key Decisions log

Wednesday 15 January 2014

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

Wednesday 7 May 2014

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

Wednesday 2 July 2014

- 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

September 2014

- DSG Centrally held items discussion begins
- Academies update
- 2014-15 Work programme and Key Decisions log

Schools Forum Key Decisions Log		
Issue and Decision	Schools Forum date	Schools Forum agenda item no.
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 are 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
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.	03/07/13	4
Scheme for Financing Schools		
It was agreed that the updated Scheme for Financing Schools be put on the SBC website.	03/07/13	7
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.	03/07/13	9
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.	03/07/13	12
Chair and Vice-Chair		
Maggie Waller was elected Chair and John Constable Vice-Chair	11/09/13	1
School Balances		
It was agreed that if, at any time in the future, there is an option to claw back money from a school, this would come back to Schools Forum.	11/09/13	6
New Schools and Early Years Finance Regulations - DfE Consultation		
It was agreed that a joint LA and Schools Forum response would be submitted to the DfE	11/09/13	7
Membership		
It was agreed that the Chair would write to all Academies with a recommendation to fill the primary academy member vacancy to provide a balance of primary and secondary representation i.e. 4 primary and 4 secondary members and to recommend the appointment of Jon Reekie as primary representative; agreement to the appointment of Nicky Willis to the next vacancy; to seek any alternative nomination	11/09/13	8
Membership		
It was agreed that the Chair would write to Chairs of Governors of maintained primary schools to seek nominations and Maggie Stacey would also raise this with primary Headteachers	11/09/13	8
Membership		
Hardip Singh, Khalsa Primary School was appointed as a Governor Primary Representative for Maintained Schools.	16/10/13	3
Julie O'Brien, Our Lady of Peace Junior School was endorsed as Primary Maintained School Headteachers' representative.		
DSG Centrally Retained Budgets		
Schools Forum agreed the need for a framework to be agreed for reporting to Schools Forum to enable any recommendations or decisions to be made regarding any relevant DSG centrally retained items. A process is to be built into the Work Programme.	16/10/13	6
High Needs Financial Sustainability Policy		
Schools Forum endorsed the High Needs Financial Sustainability Policy, subject to a timeframe being added in to the criteria. It was noted that an annual report on the policy's operation should be provided for Schools Forum.	16/10/13	7
Carbon Reduction		

Schools Forum approved payment of £114,168.94 for the Carbon Reduction Commitment for 2012-13 via the potential in year DSG underspend for 2013-14.	16/10/13	8
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