

SLOUGH SCHOOLS FORUM

SCHOOLS GROUP:

Maggie Waller (Chair), John Constable (Vice-Chair), Louise Lund, 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:

Lynda Bussley (NUT), Emily Barbour (EFA), Mike Fenton (EFA)

ATTENDEES:

Kathleen Higgins, Angela Mellish, Councillor Pavitar K. Mann, Eddie Neighbour, Helen Huntley

CAMBRIDGE EDUCATION:

Robin Crofts

LOCAL EDUCATION AUTHORITY

Steve Elson and Atul Lad and Michelle Perkins (Clerk)

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

AGENDA

Page

1. Welcome and Apologies
2. Declarations of Interest
3. Minutes of Previous Meeting and Matters Arising **(Pages 1 - 10)**
4. Quarter 2 Budget Monitoring 2013-14 **(Pages 11 - 14)**
5. 2014-15 Budget Process Update **(Pages 15 - 18)**

6. Half Year DSG Forecast **(Pages 19 - 22)**
7. Growth Fund Update 2013-14 & 2014-15 Budget **(Pages 23 - 24)**
8. Centrally Retained DSG **(Pages 25 - 30)**
9. De-delegated Budgets **(Pages 31 - 36)**
10. Permanent Exclusions **(Pages 37 - 40)**
11. Cambridge Education
12. Academies Update
13. 2013-14 Work Programme and Key Decisions Log **(Pages 41 - 42)**
14. Any Other Business

Slough Schools Forum- Meeting held on Friday, 15th November, 2013

- Present:** John Constable, Langley Grammar (Vice Chair)
Paul McAteer, Slough and Eton Secondary School
Jon Reekie, James Elliman Primary School
Mary Sparrow, Wexham Secondary School
Jean Cameron, Slough Children's Centres
Navroop Mehat, Wexham Court Primary School
Debbie Richards, Arbour Vale School
Nicky Willis, Cippenham Primary School
Philip Gregory, Baylis Nursery
Hardip Singh, Khalsa Primary School
- Observers:** Eddie Neighbour, Upton Court Grammar School, Helen Huntley, Haybrook College, Kathleen Higgins, Beechwood Secondary School, Lynda Bussley, NUT
- Officers:** Steve Elson, Michelle Perkins (Clerk)
- Apologies:** Maggie Waller (Chair), Maggie Stacey, Virginia Barrett, Paul Adams, Harry Duffy, Angela Mellish, Atul Lad

PART I

263. Welcome and Apologies

John Constable chaired the meeting as Maggie Waller was unable to attend.

Apologies were received from Maggie Waller (Chair), Virginia Barrett, East Berkshire College, Maggie Stacey, St Anthony's Primary School, Harry Duffy, Ryvers Primary School, Paul Adams, Upton Court Grammar School and Angela Mellish, St Bernards.

John Constable welcomed the following new members to the meeting:
Debbie Richards from Arbour Vale School who has joined Schools Forum as a representative for maintained special schools.
Hardip Singh from Khalsa primary school who has joined as the representative for voluntary aided schools.
Julie O'Brien from Our Lady of Peace junior school wasn't present at the meeting but it was noted that she is also a new member of Schools Forum representing maintained primary schools.

264. Declarations of Interest

None.

265. Minutes of Previous Meeting and Matters Arising

Page 1

St Joseph's: Steve Elson confirmed that St Joseph's wrote back and gave a full explanation of how they are going to spend their carry forward. They also confirmed that they will be paying back an additional £110,000 into the DSG which will make a total of £400,000 paid back from the original £1m.

Eddie Neighbour confirmed that Slough Grammar School is now Upton Court Grammar School which needs to be amended in the previous minutes.

Page 2

Membership: John Constable confirmed that Maggie Waller wrote to the Academies again as agreed in the October meeting, the result of which is that Jon Reekie is now an official representative on Schools Forum and Nicky Willis is in reserve. Maggie Waller and John Constable are looking at how to streamline the process in future and they will be asking Academies for a main point of contact.

Page 3

'January 2104' is to be amended to 'January 2014' in paragraph 6.

Page 4

Cambridge Education: In terms of Schools Forum involvement in the process at the Operational Board meetings with Cambridge Education Robin Crofts reported that the meetings are related to contractual compliance issues and would be of little benefit to head teachers. It would be more beneficial to sit on the Strategic Group which meets termly.

A replacement for Jackie Wright is being looked at due to her forthcoming departure from SBC. The role is likely to be filled by two people to cover both the SEN elements and Cambridge Education elements.

Robin Crofts clarified that the 2.5% overhead cost of running Cambridge Education is from core funding and there is no charge against the DSG.

Robin Crofts reported that the recruitment for a Finance Officer for Cambridge Education is in the latter stages and a second interview has taken place.

Skills Force: Robin Crofts confirmed that Skills Force are providing a service to St Josephs and Beechwood with a contribution from the LA. Cambridge Education are looking at the contribution from April onwards in terms of value for money.

Speech & Language Service: Robin Crofts confirmed that he has looked into this as discussed and will be able to give a breakdown of the cost centre.

Page 5

Carbon Reduction Commitment: Robin Crofts confirmed that the note regarding payment was sent out to schools via the gatekeeper.

Page 6

Maggie Waller to write to academies regarding balances as agreed at Schools Forum on 11th September.

Correction needed to statement regarding “the Labour Government”. Change to “a potential future Labour Government”.

266. 2014-15 Budget Process Update

Steve Elson presented the report to give an update on the current position as follows:

The draft pro-forma that was sent to the DfE was accepted. The deadline for the final pro-forma to be sent is 21st January 2014. The Task and Finish Group will continue to meet to discuss unit values and make recommendations. The primary low attainment units will possibly increase in the same way as secondary and are likely to balance out. There could be some impact on Infant and Junior schools which will need to be looked at.

Two further meetings of the Task and Finish Group have been set up but the DfE won't be providing the data until 14th December. The Task and Finish Group proposes to discuss the principles at the next meeting on 26th November then meet again in January to do the work and enact them once they have the data to work on. Timescales are tight.

Action: Steve Elson will circulate the draft formula that was sent to the DfE.

Action: The consultation response that was submitted will be circulated with these minutes.

Jean Cameron reported that the figures for 2014/15 Early Years Block funding will be brought to the December meeting to request Schools Forum's approval to carry forward the substantial amount of money that hasn't been spent. This refers to the overfunding in 13/14 and trajectory funding for September 2014.

John Constable confirmed that the December meeting was likely to be longer than usual as detailed discussion will take place on the three blocks.

Helen Huntley expressed concern about Jackie Wright's departure and also Steve Elson's departure. Steve confirmed that he is likely to continue working for the LA for another four months after December and will have a gradual handover to Atul Lad. Schools Forum welcomes the extension of his role. Robin Crofts clarified that the statutory aspects of Jackie Wright's role stayed with the LA but the support aspects transferred to Cambridge Education. Cambridge Education are looking at moving the statutory aspects over as soon as possible.

267. Schools Forums: Operational and Good Practice Guide

The Operational and Good Practice Guide was circulated for information. It explains how Schools Forums work and includes a table indicating which decisions are with Schools Forum and which are with the LA.

Schools Forum agreed to read them before the December meeting and raise any questions under matters arising.

268. PFI

Steve Elson presented the paper which was to inform Schools Forum of the increased costs to the PFI contract and suggest a possible way of dealing with the shortfall. The Benchmarking exercise in November 2012 resulted in an increase in the cost of the contract by £180,334. The first four or five months were covered by the DSG underspend. The paper recommends one way this cost can be covered is from the DSG underspend, then after that half is covered by schools and half is covered by DSG underspend. The LA recommends that the DSG picks up the charge in the first year and then supports it in future years.

This is a significant decision for Schools Forum.

The contract started in 2005 and agreed a contribution from each school based on 10% of the school's budget at the time with increases e.g. for pupil numbers as they increased. . The total contract cost is £7m per year. The majority of this is met by the DfE but the Unitary Charge (the total amount paid back by Slough every year) is £2.2m. There is a total £1m contribution from the three schools and £400,000 from the DSG in recognition of the saving on out-of-borough placements. The £800,000 'affordability gap' is paid by the Local Authority from central funds and was agreed previously.

In summary:

- Schools Contribution = £1m
- DSG = £400,000
- Affordability Gap = paid by the LA, £800,000 (comes through the DSG as an in-out amount).

These are the original figures, this £2.2m has now increased by £180,334 as a result of the Benchmarking exercise.

Robin Crofts provided an explanation of the PFI Benchmarking exercise as follows:

The PFI was introduced in 2004 and started in 2006. The sum was not fixed until the last resource was opened in November 2007. November 2012 was the five year point at which it needed to be evaluated. Costs are based on 2006 although they didn't start until 2007. The figures have been held for 7 or 8 years without any uplift. The catering component was tendered but the other 3 components were benchmarked. Benchmarking was viewed as the preferable route to Tendering as Tendering is likely to result in higher costs.

The figure of £180,334 has been well tested and Robin Crofts has assurances from David Banham. Staffing costs in Slough are higher in this area but overall the Benchmarking outcomes are good in comparison to what was likely to come out through a Tendering process.

Three alternatives are possible:

- 1) Whole cost to be paid by the schools
- 2) Whole cost to be paid by the DSG
- 3) Whole cost to be split between schools and the DSG.

Mary Sparrow expressed concern about schools losing out if the increase they are suggesting is not in line with the increase in schools funding. Debbie Richards said that there was no reference in the governor's agreement to a Benchmarking exercise and it doesn't cover all the costs of running a building. Schools were not kept informed of the Benchmarking process which started last year and only received notification of the increase two weeks ago. Robin Crofts confirmed that this has been raised with David Banham and will be done differently in future benchmarking exercises.

A fourth option would be to inform the LA that Schools Forum will not endorse use of the DSG and suggest that the LA pick the cost up. Steve Elson explained that Schools Forum can decide not to spend the DSG; the LA would then decide whether to fund centrally or pass the charge on to the three schools. Clauses of the contract need to be checked by the three schools involved.

Schools Forum agreed that there was not enough information at this time to make a decision and they asked to have sight of the contract and some legal advice regarding whether the LA can pass the cost back on to the schools. There is discomfort in using DSG money but also in letting the three schools bear the full cost of the increase.

It was agreed to defer the decision to the December meeting. The decision of Schools Forum will be to decide whether to use DSG to support and if so, to what extent.

Steve Elson highlighted Appendix 1 which indicates the unspent contingency of £708,293 added to school budgets and already agreed by Schools Forum.

Council officers will bring a paper back to the December Schools Forum.

269. Review of Accountability for Central Budgets

Steve Elson presented the paper which informed Schools Forum of the process to review centrally retained DSG expenditure and allow Schools Forum scrutiny of centrally retained budgets. Detail will be given about areas of spend in July 2014. This is important in relation to DSG money which has now moved to Cambridge Education being used in an appropriate way and ensuring value for money and also for those budgets still retained by the local authority.

Schools Forum members are in agreement with the contents of the report.

270. Cambridge Education

Robin Crofts provided an update as follows:

Reviews of the four areas of procurement are taking place along with a cross-cutting review looking at administrative support across the four areas:

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

The reviews will take place throughout December and January and Schools Forum will be involved in the process. The 2 main drivers are:

- 1) What can be done more efficiently
- 2) Increasing traded business done with schools

The transition to Cambridge Education has been smooth and successful and staff are happy with the changes in employment arrangements.

Action: Robin Crofts will send contact details for the key contacts at Cambridge Education. (Former SBC staff contact details have remained the same)

271. Academies Update

Robin Crofts provided an update as follows:

Montem is on course for transfer on 1st December.
Foxborough is on course for transfer on 1st January.
Other schools are involved in discussions about potential transfers and updates will be brought to future meetings.

Lynda Bussley raised that 1st January is a bank holiday and not good for TUPE arrangements. Robin Crofts clarified that the transfer may take place on 2nd January but be counted from 1st January in terms of salaries.

272. 2013-14 Work Programme and Key Decisions Log

PFI to be added to the Work Programme for the December meeting.

273. Any Other Business

Free School Grant

John Constable explained that £30,000 was set aside by Schools Forum some time ago to support planning for school places through the 3 original bids for Free Schools. There was subsequently some uncertainty about how many places the Free Schools would provide to Slough children; the funding was put on hold and the money is still allocated.

SASH have requested for the money to be given out; £10,000 each to SASH, Lynch Hill and Khalsa school. There is a commitment from Schools Forum to give the money; the question is when and how to divide the £30,000 across each school in recognition of the work done in bringing the bids forward to provide places. The most straightforward option is to divide the money equally between the three bids. The alternative option is to divide the money in some way in proportion to the number of places delivered for Slough children once pupil numbers are known (in October 2014). The spirit of the decision was to support the bid writing process and the work involved in that.

Questions were asked about whether this sets a precedent for the future, i.e would all future Free School bids receive £10,000. John Constable confirmed it doesn't and any future payment requests would need to come through Schools Forum. Robin Crofts explained that the issue of financial support for Free Schools has been raised at SOG.

Schools Forum agreed to honour the decision and provide the money and are happy for it to be distributed £10,000 each to the 3 Free Schools but to make it clear it was a historical decision and a one off and doesn't set a precedent for the future.

Clerk

Schools Forum noted their thanks to Michelle Perkins for all her efficient work as Clerk as this was likely to be her last meeting.

(Note: The Meeting opened at 8.15 am and closed at 9.37 am)

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SCHOOLS FORUM MEMBERSHIP - November 2013

School	Type of School	Governor (G) / Headteacher (H/T)	Elected by	Term of office ends
Academies (8 members) Primary Academies (4 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
James Elliman	Academy	Jon Reekie (G)	Academies	Nov-16
Nicky Willis	To be appointed to next appropriate vacancy arising for academies		Academies	
Secondary Academies (4 members)				
Herschel Grammar	Academy Selective	Jo Rockall		Sep-14
Langley Grammar	Academy Selective	John Constable (H/T)		Sep-14
Slough & Eton C of E Business and Enterprise College	Academy Non-Selective	Paul McAteer (H/T) Sub Bea Williams		Sep-14
Upton Court Grammar	Academy Selective	Paul Adams (G)	Academies	Jul-16
Maintained Schools (8 members including 1 vacancy) Primary (5 members)				
Holy Family Primary School	Voluntary Aided	Maggie Waller(G)		Aug-15
St Anthony's RC Primary School	Voluntary Aided	Maggie Stacey (H/T)		Aug-15
Wexham Court Primary School	Community	Navroop Mehat (H/T)	Primary Headteachers	Jul-16
Khlasa Primary School	Voluntary Aided	Hardip Singh (G)	Governors	Oct-16
Our Lady of Peace Junior School	Voluntary Aided	Julie O'Brien (H/T)	Primary Headteachers	Oct-16
Secondary (2 members)				
St. Joseph's School	Voluntary Aided	Kevin O'Driscoll - (G)		Apr-15
Wexham	Non-Selective			
	Community Non-Selective	Mary Sparrow		Sep-14
Special (1 member)				
Arbour Vale School	Special	Debbie Richards (H/T)		Nov-16
Nursery (1 member)				
Baylis Court Nursery	Nursery	Philip Gregory		Aug-15

14-19 Provider (1 Member)					
16 - 19 Provider	16-19 Provider	Kate Webb sub Virginia Barrett			Jul-16
PVI Provider (1 Member)					
Barney Bees Day Nursery	PVI Provider	Louise Lund	PVIs		Dec-16
Children's Centres (1 Member)					
Slough Children's Centres	Children's Centres	Jean Cameron			Oct-15
Total Membership:					21 members

Note: was 22 as previously had maintained PRU member

Observers

Lynda Bussley (sub
David Warren)
Education Funding
Agency
Angela Mellish
Cllr Mann (Member
Representative)
Helen Huntley (H/T)

Attendees:

SLOUGH SCHOOLS' FORUM
11th December 2013

Quarter 2 Budget Monitoring 2013-14
(Directorate of Wellbeing)

1 PURPOSE OF REPORT

- 1.1 To inform the Schools' Forum of 2013-14 forecasted school revenue balances as at the end of quarter 2. The information presented is based on schools returns for the 2nd quarter, from April to September.

2 RECOMMENDATIONS

- 2.1 For information only

3 REASONS FOR RECOMMENDATIONS

- 3.1 Not applicable

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 The scheme for financing schools requires maintained schools to provide the authority with details of anticipated and actual expenditure and income on a quarterly basis.

- 5.2 All schools presented returns that forecasted a positive closing revenue balance (*shortfall in expenditure relative to the schools budget share plus/minus any balance brought forward from the previous year*).

- 5.3 5 Primary schools, 5 Nurseries and 3 Secondary schools are projecting to end the year with balances above the balance control mechanism thresholds (8% for Primary, Nursery and Special schools and 5% for Secondary schools). Queries have been made about how these balances will be used.

- 5.4 Summary of issues noted in returns:

- Unexpected staff changes.
- Difficulties in recruitment of staff in applications and quality of applicants.
- Capital works being cancelled, deferred or reduced.
- New grants identified (PE grant, teacher training, pupil premium)

- 5.5 Appendix A shows summary budget information for Nursery, Primary, Secondary and Special schools. The table gives forecasted expenditure

and income for the 2013-14 financial year, resulting in the forecasted closing revenue balances. It also shows the revenue balance as a percentage of local authority funding for the year.

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

Atul Lad (Principal Accountant, ECS)
(01753 875547)
atul.lad@slough.gov.uk

Appendix A

	Opening Revenue Balance	Forecasted Expenditure	Forecasted Income from LA	Forecasted Closing Revenue Balance 2013-14	Movement in Revenue Balance	Balance as % of Income from LA
Total Nurseries	(1,127,263)	3,292,153	(2,840,966)	(814,371)	312,892	29%
Total Primary Schools	(4,545,868)	35,776,642	(35,132,205)	(4,705,959)	(160,090)	13%
Total Secondary Schools	(2,664,165)	22,009,609	(21,133,149)	(2,399,005)	265,160	11%
Total Special Schools	(385,081)	7,251,013	(6,954,571)	(196,013)	189,068	3%
Total All Schools	(8,722,377)	68,329,418	(66,060,891)	(8,115,348)	607,029	12%

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SLOUGH SCHOOLS' FORUM
11 December 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.
- 1.2 To ask for Schools' Forum to approve the Task & Finish Group's recommendation regarding the Split Site factor.

2 RECOMMENDATIONS

- 2.1 The Task and Finish Group recommends that the Split Site Factor be set at £34,300 in 2014-15 and beyond. If agreed by Forum, this figure will be included in the final formula to be ratified by the council and submitted to the DfE in January 2014.

3 REASONS FOR RECOMMENDATIONS

- 3.1 Forum had previously agreed a factor of £25,000 for 2013-14 pending a review.
- 3.2 The Task and Finish Group received a paper from Claycots Primary School regarding the Split Site factor that is paid to them. The Task and Finish group scrutinised the amounts suggested by Claycots and agreed that the following items could be attributed to working on two sites.

Item	Cost
Premises – Site Manager – 0.50 FTE	£12,000
Administration – Receptionist – 0.74 FTE	£17,800
Transport and travel – travelling distance of 2.8 miles	£2,000
ICT Infrastructure – some duplicated provision such as servers and firewalls.	£2,500
Total	£34,300

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The total cost of the items suggested by Claycots was £58,600 but the Task and Finish Group felt that many of the items were the result of being a growing school rather than operating on two sites.

5 SUPPORTING INFORMATION

5.1 The table below shows the remaining significant dates in the 2014-15 budget process.

Date	Item	Notes
26/11/13	School Block Task and Finish Group	Discussing unit values. Verbal update to this Forum.
05/12/13	School Block Task and Finish Group	
10/12/13 (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.
11/12/13	Schools Forum	This meeting will be agreeing centrally held budgets that will in turn affect school budgets.
18/12/13	DfE to confirm the DSG Schools' Block allocation for 2014-15.	This will enable the school budgets to be calculated.
20/12/13	DfE to give initial High Needs Block allocation.	This will be revised in late March/early April.
23/12/13	Deadline for local authorities to submit 2014-15 academic year high needs place numbers.	
06/01/14	Send place number confirmations for special schools and resource bases.	These may be provisional pending final DfE agreement.
15/01/14	Schools Forum	Atul Lad to update on school budget consultation and the Forum to agree the final 2014-15 funding formula. Atul will update Forum on the Schools Block, High Needs Block and Early Years Block.
21/01/14	Final School budget Proforma to be returned to the DfE	This will be the final formula ratified by Slough Borough Council.
23/01/14	Send School Budgets (5 to 16 years old) to schools	
26/02/14	Send Early Years	

	budgets to schools and PVIs (DfE deadline is 28 th February)	
04/03/14	Send High Needs budgets to Mainstream Schools and Special Schools	

- 5.2 There will be verbal feedback from the Task and Finish group meetings as part of this meeting.
- 5.3 Decisions taken at this meeting on the centrally retained DSG budgets and the potential 2013-14 DSG underspend will affect the amount available for school budgets 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

Atul Lad (Principal Accountant, ECS)
(01753 875547)
atul.lad@slough.gov.uk

**SLOUGH SCHOOLS' FORUM
11 December 2013**

**Half Year DSG Forecast 2013-14
(Directorate of Wellbeing)**

1 PURPOSE OF REPORT

- 1.1 To inform Forum of the DSG forecast at the end of October 2013 and recommend a use for part of the forecasted underspend.

2 RECOMMENDATIONS

- 2.1 That Schools' Forum notes the forecasted underspend of £871,000 and agrees to use £500,000 to support school budgets in 2014-15. £400,000 to be added to the Schools' Block and £100,000 to the High Needs Block. The remaining £371,000, plus any further underspend or overspend, will carry over into 2015-16. It would also be available for one-off items in 2014-15.
- 2.2 The split between the Schools' Block and the High Needs Block is approximately 80% to 20% so that broad ratio has been used to recommend the distribution of funding in 2014-15.
- 2.3 Forum also notes that there is currently £708,293 unspent contingency from 2012-13 that has previously been reported. Regulations say that amount should be added to school budgets. It is therefore recommended that £567,293 is added to the Schools' Block in 2014-15 and £141,000 is added to the High Needs Block to support top-up payments to schools and academies.
- 2.4 In November a figure of £462,912 was reported to Forum as remaining from the 2012-13 underspend in addition to the contingency figure mentioned above. That figure will be checked again in January 2014 but it is recommended that at least £300,000 is added to the Schools' Block in 2014-15 with a commitment to add as much as is prudent based on January predictions.
- 2.5 In total, the above recommendations would lead to £241,000 being added to the High Needs Block and at least £1,267,293 to the Schools' Block.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The current DSG forecast shows a projected underspend of £871,000 in the centrally retained items. Though there are always underlying risks of overspends in the High Needs and Early Years block payments

to schools, it is believed that using £500,000 of the underspend is prudent.

- 3.2 The final underspend figure for 2013-14 will not be known until July 2014 and DfE regulations mean that adjustments cannot be made to school budgets in year.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 It should be noted that this would be a one-off increase to school budgets and it is unlikely that this level of increase can be sustained in subsequent years unless there is an increase in funding at national level though increase in pupil numbers will lead to an increase in Slough.
- 4.2 The risk associated with a one-off increase is the potential effect on the following year's minimum funding guarantee (MFG). It may become harder to cover the cost of the MFG without using capping. However, there is no guarantee of the level of MFG after 2014-15 or that it will continue at all.

5 SUPPORTING INFORMATION

- 5.1 The potential 2013-14 underspend figure of £871,000 consists mainly of underspends in areas that are now a part of the Cambridge Education contract. There was little spend in those areas during April to September 2013 and that underspend has been retained within council accounts. Cambridge Education now has the budgets from October 2013 and will also report any further underspends.

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, ECS)

(01753 875547)

atul.lad@slough.gov.uk

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**SLOUGH SCHOOLS' FORUM
11 December 2013**

**Growth Fund
(Directorate of Wellbeing)**

1 PURPOSE OF REPORT

- 1.1 To inform Schools Forum of the current position of the 2013-14 Growth Fund and to request permission to hold a Growth Fund in 2014-15.

2 RECOMMENDATIONS

- 2.1 That Schools Forum note the current 2013-14 position and allow a Growth Fund of £300,000 in 2014-15.

3 REASONS FOR RECOMMENDATIONS

- 3.1 Officers have estimated the potential number of new classes that will be required in 2014-15. This takes into account known population growth.
- 3.2 It should also be noted that there is a current commitment of £78,726 in 2014-15 relating to academic year payments to Godolphin Infants and Willow Primary (see table in 5.2).
- 3.3 £300,000 broadly relates to four new classes in September 2014 plus the existing commitment explained in 3.2.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable.

5 SUPPORTING INFORMATION

- 5.1 The Growth Fund is one of the centrally held budget areas that Forum has decision making powers over.
- 5.2 The table below shows the current position with the 2013-14 Growth Fund. There is still a possibility of new classes being needed in January. Any underspend will form part of the overall in-year underspend and will be carried forward into 2014-15.

Original Budget	£385,000	
Allocated in 2013-14:		Outstanding for academic year
Claycots Reception	£86,598	
Claycots Year 1	£78,725	

Godolphin Infants Reception	£55,108	£39,363
Willow Primary	£55,108	£39,363
Total Allocated so far	£275,539	
Current Remainder	£109,461	

- 5.3 Because the Growth Fund is lower in 2014-15 than 2013-14, there will be more DSG available for school and academy budgets 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

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**SLOUGH SCHOOLS' FORUM
11 December 2013**

**Centrally Held DSG 2014-15
(Directorate of Wellbeing)**

1 PURPOSE OF REPORT

- 1.1 To ask Schools' Forum to agree the centrally held budgets within the DSG for 2014-15.

2 RECOMMENDATIONS

- 2.1 That Schools' Forum agrees to the centrally held DSG items as listed in appendix 1.
- 2.2 It is recommended that the centrally held budgets continue as in 2013-14 with the exception of the budget heading "Schools Apportionment (AN)" £149,100. This appears to have been set up as a possible DSG contribution to capital but there has not been any expenditure against this budget for some years. It is therefore recommended that this budget be returned to school budgets in 2014-15.

3 REASONS FOR RECOMMENDATIONS

- 3.1 Appendix 1 shows the requested centrally held budgets for 2014-15, the amount requested and an explanation of the use of the budget. It also says whether the budget is held under the Cambridge Education contract.
- 3.2 There have been instances where budgets have had historical names that are no longer relevant. Those budgets have now been renamed and some cases budgets have been amalgamated.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable.

5 SUPPORTING INFORMATION

- 5.1 School funding regulations give Schools' Forums the decision making responsibility for centrally held budgets within the DSG. The budgets can no longer be increased.

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

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DSG Centrally Held Budgets 2014-15

Budget Code/Title High Needs Block	New Budget Title?	2013-14 Budget £	Included in the Mott MacDonald Contract?	Description of the budget	Budget Manager	Needs Forum Decision?	Recommendation
1 F406 Inclusion Management		103,600	Yes	£103,600 goes to Littledown for Outreach Provision	Robin Crofts	Yes. However we need to move this to PRU Top Ups now which means it leaving CE	Recommended to continue in 2014-15.
2 F166 Hard to Place Protocol		267,000	Yes	Funding to support entry into school of those hard to place. This is essential to ensure pupils are placed in schools. The secondary Fair Access Protocol is currently under review and the primary to follow. These determine how funding is allocated to schools.	Tony Browne	Yes	Recommended to continue in 2014-15.
3 F430 Vulnerable Children		61,700	Yes	Support for vulnerable groups and assisting with closing the gap: Study support for Looked After Children (LAC); Additional support in school for newly placed LAC; Attendance of vulnerable groups; contribution to Skill Force; Psychology Service focused work on vulnerable groups to close the gap (LAC focus at present)	Robin Crofts	Yes	Recommended to continue in 2014-15.
4 F417 Vulnerable Children	Speech and Language Therapy	251,770	No	Speech and Language Therapy Service predominantly for statemented pupils	Jackie Wright	Yes	Recommended to continue in 2014-15.
5 F191 Early Years Inclusion		70,000	Yes	Funding for Advisory Teachers to cover early years private, voluntary and independent sectors in identification, support and advice	Rachel Cartwright	Yes	Recommended to continue in 2014-15.
6 F321 Roma Community Project	Could be combined with F235 under Access to Education heading. Access to Education.	15,200	Yes	F321 funding is used to support home education work including paying a member of staff with QTS to visit parents	Tony Browne	Yes	Recommended to continue in 2014-15.
7 F235 Traveller Service (DSG)	Could be combined with F321 under Access to Education heading. Access to Education.	27,400	Yes	School Access Officer who arranges education for hard to place and excluded pupils including travellers, Roma, non attenders etc.	Tony Browne	Yes	Recommended to continue in 2014-15.

8	SEN Support Services F406 Inclusion Management			Yes		Robin Crofts	Yes	Recommended to continue in 2014-15.
9	F446 Educ Resource Services (former LACES)	Educational Support for Looked After Children	6,340	Yes	Provides direct educational support for looked after children	Karl Davis	Yes	Recommended to continue in 2014-15.
10	F410 Autism	Autism Service	106,780	No	To run the Autism Service: 4 staff. This budget pays for staff to provide outreach support to all Slough schools supporting the inclusion of children and young people with autism as per the SLA.	Pauline Hallam	Yes	Recommended to continue in 2014-15.
11	F417 Sensory Impairment	Sensory Impairment Service	185,730	Yes	To pay for mainstream support for pupils predominantly with statements who have sensory needs	Jackie Wright	Yes	Recommended to continue in 2014-15.
12	F460 SENASS	SEN support service	470,000	No	SEN specialist teachers and early years specialist SEN service. It is partly traded so schools can purchase bespoke packages of support. This area is undergoing major review together with schools with a view to providing a consultant model of support and challenge to address standards and closing the gap	Cambridge Education	Yes	Recommended to continue in 2014-15.
13	F461 Retained SENASS		399,300	Yes	Provision of SEN Services	Jackie Wright	Yes	Recommended to continue in 2014-15.
14	SEN Transport F413 SEN Transport		182,000	No	To provide transport mainly for under 5s with substantial SEN to access to specialist provision from an early stage of development The funding is not sufficient to cover the full cost of transport for under 5's which is around 118,000/year.	Robin Crofts	Yes	Recommended to continue in 2014-15.
15	EOTAS F418 Haybrook Provision (EOTAS)	Education Other Than At School	40,000	Yes	To pay for Education Other Than At School. This will be renamed as it is not specifically earmarked for Haybrook.	Jackie Wright	Yes	Recommended to continue in 2014-15.
			130,995	No				

16	Schools Block F169 Admissions (DSG)		178,180	Yes	Delivery of the Admissions service	Tony Browne	Yes	Recommended to continue in 2014-15.
17	F840 Schools Forum		53,055	No	Budget to support the work of Schools Forum, such as use of a consultant chair, finance support, research and supporting Task and Finish group activities.	To be confirmed	Yes	Recommended to continue in 2014-15.
18	E903 Schools Apportionment (AN)		149,100	No	CERA (Capital Expenditure Revenue Account)	None	Yes	Recommended that this budget is returned to schools' budgets.
19	F322 Extended Schools Sustainability	School Improvement	335,285	Yes	School Improvement and Raising Standards; Lead and Head of Service; school improvement consultants; financial support for schools in major difficulty; servicing IEBs; specific funds such as devolved funding for Gifted and Talented; Supporting NQT delivery and quality assurance; training; strategic	Robin Crofts	Yes	Recommended to continue in 2014-15 and merge into one budget.
20	F333 Raising Standards	School Improvement	576,176	Yes		Robin Crofts	Yes	Recommended to continue in 2014-15 and merge into one budget.
21	F348 Primary Strategy	School Improvement	26,210	Yes		Robin Crofts	Yes	Recommended to continue in 2014-15 and merge into one budget.
22	F384 Gifted and Talented	School Improvement	31,000	Yes		Robin Crofts	Yes	Recommended to continue in 2014-15 and merge into one budget.
23	F254 Infrastructure/Broadband Con	School Improvement	30,000	Yes		Robin Crofts	Yes	Recommended to continue in 2014-15 and merge into one budget.
24	F257 KS3 central Coordinator (SF2)		28,400	No	School Improvement and Raising Standards	To be confirmed	Yes	Recommended to continue in 2014-15.
25	F260 Primary Strategy central Coor	School Improvement	36,300	Yes	As above.	Robin Crofts	Yes	Recommended to continue in 2014-15 and merge into one budget.

Early Years Block

26	E901 Nursery Growth		159,211	Yes	Budget to cover increase in 3/4 year old provision.	Rachel Cartwright	Yes	Recommended to continue in 2014-15.
27	Central Early Years Expenditure		132,070	Yes	Funding for advisory teacher support for the EYFS in the private, voluntary and independent early years settings.	Rachel Cartwright	Yes	Recommended to continue in 2014-15.

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**SLOUGH SCHOOLS' FORUM
11 December 2013**

**2014-15 De-delegated Budgets
(Directorate of Wellbeing)**

1 PURPOSE OF REPORT

- 1.1 To ask the maintained school phases (primary and secondary) on Forum to agree the continuation of the de-delegated budgets previously agreed in 2013-14 as shown in appendix 1 and appendix 2.

2 RECOMMENDATIONS

- 2.1 That the maintained school phases (primary and secondary) on Forum to agree the continuation of the de-delegated budgets previously agreed in 2013-14 and shown in appendix 1 and appendix 2. The two areas concerned are Trade Union Duties and Behaviour Support.

3 REASONS FOR RECOMMENDATIONS

- 3.1 Not applicable.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable.

5 SUPPORTING INFORMATION

- 5.1 The school funding regulations allow a restricted number of budget areas to be de-delegated from maintained school budgets. That means that the school budgets are calculated and then the de-delegated amounts are deducted and held centrally. Budgets can not be de-delegated from special schools, nursery schools and academies. Academies can buy voluntarily into de-delegated areas and agreed to do so in 2013-14.
- 5.2 Only maintained schools can decide whether budgets can be de-delegated and that decision is made separately by the primary and secondary representatives on Forum.
- 5.3 Appendix 1 shows the breakdown of the two de-delegated budget areas based on 2013-14 figures. The 2014-15 figures will be dependent on October 2013 data.

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 (Trade Union Duties)

Appendix 2 (Behaviour Support)

Contact for further information

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**2013-14 De-delegated budgets
Staff Costs Supply Cover (Trade Union)**

Primary Schools	2013-14
Based on £0.85 per pupil	£
Western House Primary School	454
Foxborough Primary School	306
PARLAUNT PARK PRIMARY SCHOOL	467
Wexham Court Primary School	460
Penn Wood Primary and Nursery School	399
Claycots Primary	627
Montem Primary School	592
St. Mary's C E Primary School	378
OUR LADY OF PEACE R.C.INFANT	228
Our Lady of Peace Junior	302
St. Ethelbert's Catholic Primary School	332
ST ANTHONY'S CATHOLIC PRIMARY	376
Khalsa Primary School	355
IQRA Slough Islamic Primary School	524
Priory School	598
Holy Family Catholic School	362
Pippins School	157
Primary Total	6,917
Expected Primary Total once Foxborough and Montem convert.	6,019
Secondary Schools	2013-14
Based on £0.33 per pupil	£
BEECHWOOD SCHOOL	246
Wexham School	257
St Bernard's Catholic Grammar School	209
St Joseph's Catholic High School	212
Secondary Total	924
Mainstream Total	7,841
Expected Mainstream Total once Foxborough and Montem convert.	6,943

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2013-14 De-delegated budgets Behaviour Support

Primary	50% of Budget		50% of Budget		Total
	FSM (Ever 6)	Budget	Low Attainment	Budget	
Based on £36.33 per pupil					
Western House Primary School	101.70	7,359	103.28	9,153	16,512
Foxborough Primary School	149.92	10,848	117.67	10,429	21,277
PARLAUNT PARK PRIMARY SCHOOL	141.00	10,203	120.18	10,651	20,854
Wexham Court Primary School	130.46	9,440	72.15	6,395	15,835
Penn Wood Primary and Nursery School	163.23	11,811	173.57	15,382	27,193
Claycoats Primary	253.70	18,357	133.29	11,813	30,170
Montem Primary School	259.38	18,768	320.33	28,388	47,156
St. Mary's C E Primary School	116.94	8,462	164.42	14,571	23,033
OUR LADY OF PEACE R.C.INFANT	39.84	2,883	25.84	2,290	5,173
Our Lady of Peace Junior	51.16	3,702	56.54	5,011	8,713
St. Eitelbert's Catholic Primary School	55.19	3,994	87.96	7,795	11,789
ST ANTHONY'S CATHOLIC PRIMARY	66.85	4,837	131.26	11,633	16,470
Khalsa Primary School	53.71	3,887	38.17	3,382	7,269
IQRA Slough Islamic Primary School	215.93	15,624	104.26	9,240	24,864
Priory School	129.72	9,386	81.28	7,203	16,589
Holy Family Catholic School	23.87	1,727	59.46	5,269	6,996
Pippins School	23.13	1,673	34.13	3,024	4,697
Primary Total	1,975.73	142,961	1,823.78	161,629	304,590

Expected Primary Total once Foxborough and Montem convert.

236,157

Secondary	50% of Budget		50% of Budget		Total
	FSM (Ever 6)	Budget	Low Attainment	Budget	
Based on £15.23 per pupil					
BEECHWOOD SCHOOL	277.41	8,128	93.68	6,890	15,018
Wexham School	320.17	9,381	166.60	12,253	21,634
St Bernard's Catholic Grammar School	20.00	586	-	-	586
St Joseph's Catholic High School	111.62	3,270	77.22	5,680	8,950
Secondary Total	729.19	21,365	337.50	24,823	46,188
Mainstream Total					350,778
Expected Mainstream Total once Foxborough and Montem convert.					282,345

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**SLOUGH SCHOOLS' FORUM
11 December 2013**

**Permanent Exclusions
(Directorate of Wellbeing)**

1 PURPOSE OF REPORT

- 1.1 To inform Schools Forum of the process for recouping school budget share and pupil premium with effect from the start of the spring term, January 2014.

2 RECOMMENDATIONS

- 2.1 That Schools' Forum notes that, with effect from January 2014, Slough Borough Council will be enforcing The School and Early Years Finance (England) Regulations in order to redetermine the budget of a maintained school that permanently excludes a pupil.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The School and Early Years Finance (England) Regulations say that *Where a pupil is permanently excluded from a school maintained by a local authority other than a pupil referral unit ("the excluding school") the authority must redetermine the excluding school's budget share in accordance with paragraph (2).* Paragraph (2) then explains the method for redetermining budgets which is set out below.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 The School and Early Years Finance (England) Regulations state that a local authority must redetermine a maintained school's budget when it permanently excludes a pupil. It also gives clear instructions how that should be done.

- 5.2 *The excluding school's budget share must be reduced by the amount $A \times (B/52)$ where –*

The regulations allow A to be an amount that is consistent across the authority's schools so it would be sensible to use the appropriate AWPU value. B is the number of complete weeks remaining in the funding period.

A Key Stage 3 pupil excluded in the first week of January would therefore mean the following calculation:

$$\text{KS3 AWPU } \pounds 3,150 \times (12/52) = \pounds 727$$

- 5.2.1 Pupil Premium is treated in the same way so that the same calculation would be:

$$\text{Pupil Premium } \pounds 900 \times (12/52) = \pounds 208$$

- 5.3 If a maintained school then takes a permanently excluded pupil they should receive the AWPU and Pupil Premium funding in proportion to the number of weeks remaining in the financial year for which the pupil is registered at the new school.
- 5.4 If the excluded pupil joins a Pupil Referral Unit then the PRU should be funded through top up funding from the High Needs Block.
- 5.5 If children are excluded from an out-borough school and then come to a maintained Slough school, funding should be recouped from the out-borough school as it would be from a Slough maintained school.

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

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Slough Schools' Forum – 2013-14 Work Programme

Wednesday 11 December 2013

- Quarter 2 Budget Monitoring 2013-14
- 2014-15 Budget Process Update
- Half Year DSG forecast
- Growth Fund Update 2013-14 & 2014-15 Budget
- Centrally Retained DSG
- De-delegated budgets
- Permanent Exclusions
- Cambridge Education
- Academies update
- 2013-14 Work programme and Key Decisions log

Wednesday 15 January 2014

- 2014-15 Budget Process Update (including Formula report)
- 2014-15 DSG Blocks (School Block)
- 2014-15 DSG Blocks (High Needs Block)
- 2014-15 DSG Blocks (Early Years Block)
- Schools' 12-13 Outturn including Academies
- PFI
- Schools Forum Operational and Decision Making Framework
- 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