

## 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, Philip Gregory, Navroop Mehat and Hardip Singh

### **OBSERVERS:**

Lynda Bussley

### **ATTENDEES:**

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

### **LOCAL EDUCATION AUTHORITY:**

Steve Elson, Atul Lad and Rajpreet Johal (Clerk)

### **CAMBRIDGE EDUCATION:**

Robin Crofts

**DATE & TIME: WEDNESDAY, 15TH JANUARY, 2014 AT 8.00 FOR 8.15 AM  
BEECHWOOD RESEARCH AND CONFERENCE CENTRE, LONG  
READINGS LANE, SLOUGH, BERKSHIRE, SL2 1QE**

## AGENDA

### Page

- |    |                                                          |                        |
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| 1. | Welcome & Apologies                                      |                        |
| 2. | Declarations of Interest                                 |                        |
| 3. | Minutes of Previous Meeting and Matters Arising          | <b>(Pages 1 - 8)</b>   |
| 4. | 2014-15 Budget Process Update (including Formula Report) | <b>(Pages 9 - 14)</b>  |
| 5. | Growth Fund                                              | <b>(Pages 15 - 18)</b> |

6. 2014-15 DSG Blocks (School Block) **(Pages 19 - 22)**
7. 2014-15 DSG Block (High Needs Block) **(Pages 23 - 26)**
8. 2014-15 DSG Blocks (Early Years Block) **(Pages 27 - 32)**
9. Cambridge Education
10. Academies Update
11. 2013-14 Work Programme and Key Decisions Log **(Pages 33 - 38)**
12. Membership
13. Any Other Business

**Slough Schools Forum- Meeting held on Wednesday, 11th December, 2013**

**Present:** Maggie Waller, Holy Family Primary School (Chair)  
John Constable, Langley Grammar (Vice-Chair)  
Louise Lund, Barney Bees Day Nursery  
Debbie Richards, Arbour Vale School  
Paul Adams, Upton Court Grammar  
Gillian Coffey, Lynch Hill Primary School  
Paul McAteer, Slough and Eton C of E Business and Enterprise College  
Jon Reekie, James Elliman Primary School  
Mary Sparrow, Wexham Secondary School  
Jo Rockall, Herschel Grammar School  
Virginia Barrett, East Berkshire College  
Jean Cameron, Slough Children's Centres  
Philip Gregory, Baylis Court Nursery School  
Navroop Mehat, Wexham Court Primary School  
Hardip Singh, Khalsa Primary School

**Observers:** Lynda Bussley, (NUT), Emily Barbour (EFA), Mike Fenton (EFA)

**Attendees:** Kathleen Higgins, Helen Huntley, Nicky Willis, Eddie Neighbour, Ruth Clark, Tony Smith (Cambridge Education), Kate Appleyard (Cambridge Education)

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

**Apologies:** Julie O'Brien, Barbara Clark, Maggie Stacey, Kate Webb and Robin Crofts

**PART I**

**274. Welcome and Apologies**

Maggie Waller welcomed Emily Barbour and Mike Fenton from the EFA who were attending in their observer role.

Apologies were noted from Maggie Stacey, Julie O'Brien, Barbara Clark, Kate Webb and Robin Crofts. Tony Smith from Cambridge Education attended on Robin's behalf.

**275. Declarations of Interest**

In terms on item 7 (Growth Fund) it was noted that Philip Gregory is a school governor, although no personal interest was declared.

## **276. Minutes of Previous Meeting and Matters Arising**

### **Page 1**

It was noted that Jo Rockall was present at the meeting on 15/11 as this wasn't recorded in the minutes.

### **Page 2**

Maggie Waller confirmed that the information regarding academy's balances was not available yet. The information will be brought back to Schools Forum once the 12/13 figures have been published.

Jackie Wright will be leaving SBC at the end of January. Clarification is needed as to whether the SEN element of her post has been filled. An update will be brought to the January meeting from Cambridge Education.

### **Page 3**

Operational and Good Practice Guide has been deferred to the January meeting for any questions members may have.

Jean Cameron confirmed that the figures referred to are for 13/14, not 14/15 as stated. The figures will be brought to the January meeting.

### **Page 4**

PFI discussions will be taking place between the LA and PFI schools and this matter will only come back to Schools Forum if a decision needs to be made. Schools Forum members asked to be kept informed of the outcome of these discussions.

### **Page 6**

Tony Smith will remind Robin Crofts to circulate the key contact details for Cambridge Education.

Steve Elson confirmed that the Free School grant has been distributed as agreed.

### **Page 7**

The new Schools Forum Clerk from January will be Rajpreet Johal, PA to Jane Wood, Director of Wellbeing.

### **Membership**

The updated membership table was circulated for information.

Helen Huntley's membership status will be reviewed after January once the pupil numbers are known. It was agreed that she would then be recommended as the representative for Academy Special Schools / PRU.

Maggie Waller has written to all academies to ask for information regarding proprietors to help streamline the election process to Schools Forum.

Nicky Willis is currently a reserve for the next vacancy for academies. It was agreed for Nicky to be a substitute for Gillian Coffey.

## **277. Quarter 2 Budget Monitoring 2013-14**

Atul Lad presented the paper which was to inform Schools Forum of the 13/14 forecasted revenue balances at the end of Quarter 2. Atul reported that all schools presented returns that forecast positive closing balances. Those with balances that exceed the balance control mechanism need to have plans in place. Forecasted expenditure, income and movements in revenue balances are summarised in Appendix A.

Paul McAteer asked about the figure for nurseries which appears high.

Philip Gregory confirmed that at his school this is reserved for a re-build although he cannot speak for the others. Atul Lad confirmed that more information will be provided for Quarter 3.

Schools Forum noted the contents of the paper.

## **278. 2014-15 Budget Process Update**

Atul Lad presented the paper which was to inform Schools Forum of the current position of the budget process for 14/15 and explain the decisions that will need to be made as part of the process. Atul confirmed that the formula needs to be finalised and submitted to the DfE by 21<sup>st</sup> Jan 2014. Census data is needed before any further work can be done.

Schools Forum was asked to approve the Task and Finish Group's recommendation regarding the Split Site Factor. The Task and Finish Group have discussed this at length and decided that £34,300 was a reasonable figure at this point.

Schools Forum agreed with this figure.

Paul McAteer raised the issue of the removal of the small schools factor which only affects Colnbrook. Steve Elson confirmed that this has also been discussed at length in the Task and Finish Group but unfortunately they cannot find a way of addressing it. He confirmed that they will look at the lump sum again in January as the DfE does not allow a small schools factor any more.

Steve Elson confirmed that since this paper was written the October pupil numbers have been received which increase the Dedicated Schools Grant (DSG) by £2.8m. This money will go into school's budgets via the DSG. Nicky Willis asked about the dates of Task and Finish Group meetings. Steve Elson confirmed that he will add them to the timetable included in section 5 of the paper. The December meeting was deferred and the next one is scheduled for 7<sup>th</sup> January where work will be done on determining values.

Maggie Waller confirmed that primary heads are writing to her in terms of the primary/secondary ratio.

## **279. Half Year DSG Forecast**

Atul Lad presented the paper which was to inform Schools Forum of the DSG forecast at the end of October 2013 and recommend a use for part of the forecasted underspend. Schools Forum welcomed the rationalisation of previously unspent

funds. From the forecasted underspend of £871,000 it is recommended that Schools Forum agree to use £500,000 for 14/15 budgets (£400,000 to the schools block and £100,000 for the high needs block). Schools Forum agreed with the figures.

It is also recommended that £300,000 from last year's unspent contingency of £462,912 is added to the Schools Block for 14/15. Schools Forum agreed with the figures.

Schools Forum also noted the £2.8m to be added as mentioned earlier.

Schools Forum noted that the forecasted underspend and unspent contingency is likely to be a one off and not available in future years. Steve Elson referred to the potential risk of one off funding to the ability to fund the Minimum Funding Guarantee (MFG) without capping,

Helen Huntley expressed concern about the high needs block in terms of top-up payments. Atul Lad confirmed that the figures could be higher.

Jean Cameron asked whether the underspend includes early years underspend. Steve Elson confirmed that it doesn't as early years is likely to break even.

Nicky Willis asked if the contingency can be used if Schools Forum decides to allocate it to PFI for example. Steve Elson confirmed that if there is money in contingency it could be used.

Discussion took place about money for schools with falling rolls. Schools Forum agreed to keep sight of this for 15/16.

Paul McAteer asked about underspends held by Cambridge Education. Steve Elson confirmed that they would be reported as part of the June/July process.

## **280. Growth Fund Update 2013-14 & 2014-15 Budget**

Atul Lad presented the paper which was to inform Schools Forum of the current position of the 13/14 Growth Fund and request permission to hold a Growth Fund for 14/15.

£385,000 in the current year has gone towards supporting 4 new classes across 3 schools. Additional pupil numbers indicate a requirement for 4 more classes. A £300,000 Growth Fund for 14/15 would support those new classes.

Discussion took place as to whether academies were included in this as Nicky Willis raised that they have additional classes every year and in previous years they had to make a business case to the EFA and then the funding comes out of the LA Growth Fund. Mike Barbour confirmed that business cases are no longer used and it is covered by the Growth Fund which is a Schools Forum decision. Gillian Coffey confirmed that there is a year's lag in academies where they have a class without funding. Mike Barbour clarified that additional pupils starting in September are picked up by the Growth Fund and therefore included in the next year's budget.

Maggie Waller asked Steve Elson and Atul Lad to clarify whether account of academies' extra classes have been included in the £300,000 and what the process is.

Steve Elson confirmed that the Growth Fund is set up for the first year of permanent expansion. Maggie Waller suggested that the criteria for the Growth Fund be revisited.

**Action:** Atul Lad will bring a paper in January.

## 281. Centrally Retained DSG

Atul Lad presented the paper which asked Schools Forum to agree the centrally held DSG items as listed in appendix 1. The paper recommends that all DSG budgets are centrally retained apart from £149,000 for 'Schools Apportionment' (item 18, appendix one) which is recommended to be put back into schools' budgets.

Atul explained that the table in appendix 1 includes details of all the budgets and Schools Forum is asked to agree each of the items as listed. Discussion took place as follows:

**Item 1, Inclusion Management:** needs to come out of Cambridge Education and into the high needs block. Schools Forum agreed item 1. Philip Gregory asked why some of the figures are slightly different from those brought to Schools Forum in October. Steve Elson explained that they are now exact figures as the DSG contribution to the council of £337,000 has been stripped out across the budgets

**Item 6, Roma Community Project:** further details have been included regarding the earlier questions regarding what this budget provides. Schools Forum is not aware of there being anybody in post to provide this service. (The same applies to item 7, Traveller Service).

**Action:** Tony Smith will clarify whether this person exists.

**Item 8, Inclusion Management:** Steve Elson confirmed he was not sure what this was for and it is likely to end up in the School Improvement budget.

**Action:** Steve Elson will find out further details in time for the next meeting.

**Item 9, Education Resource Services (former LACES):** confirmed that there are specific staff that provide this support.

**Item 14, SEN Transport:** confirmed the figure is part of the budget, the rest (£118,000) is provided by the Council budget.

**Item 15, Haybrook Provision:** this needs to be renamed as it doesn't go into Haybrook. Needs clarification as to what element of EOTAS it is funding.

**Item 16-25:** it was agreed these items can be merged together into the School Improvement Budget.

Clarification is needed regarding whether item 23 (Broadband) is still needed. John Constable confirmed that NQT delivery is now funded by the SLP and is no longer centrally funded.

Agreed item 18 on Apportionment will be taken out.

**Item 26-27:** Agreed.

Steve Elson confirmed that updated figures and further clarification will be included in the June / July outturn paper indicating how much has been spent and what it has been spent on.

Specific items needing clarification will be brought back to the next meeting for Schools Forum to decide whether to retain them or put them back into schools' budgets. The table was otherwise agreed.

## **282. De-delegated Budgets**

Atul Lad presented the report which asked Primary and Secondary maintained school representatives to agree the continuation of the de-delegated budgets for Trades Union and Behavioural Support Services.

In terms of academies, Helen Huntley said that individual SLAs have been agreed for the Behaviour Support Service. Most academies have signed up or agreed to as and when. Mary Sparrow said it's a very valuable service. Schools Forum endorsed this and commended it to academies.

Clarification was sought as to why primary schools are delegated more money as there is such a disparity between primary and secondary. It was explained the existing budgets in 2013-14 were used as a base for de-delegation.

All voted in favour of Behavioural Support Services being de-delegated.

In terms of Trade Unions Lynda Bussley confirmed that it pays for 0.5 post on the JTUC and supporting schools' representatives who go on training courses for Trades Union services. Academies don't buy into the services.

All voted in favour of Trades Union Services being de-delegated.

## **283. Permanent Exclusions**

Atul Lad presented the paper which was circulated for information. Regulations state that the LA re-determines a school's budget share when a pupil is permanently excluded. It also refers to schools taking on excluded pupils.

Schools Forum noted the process for recouping the money.

Steve Elson confirmed that this also applies to academies and will be in place by January.

Helen Huntley welcomed this as an increase in Slough pupils being excluded from out borough schools puts pressure on the 'hard to place; budget and top ups.

## **284. Cambridge Education**

Tony Smith provided a verbal update on Cambridge Education as follows:



The contract started on 1<sup>st</sup> October 2013.

The first objective has been achieved as staff have TUPE'd across smoothly. Services are being reviewed and recommendations need to be made by 31<sup>st</sup> March 2014. Cambridge Education is contractually obliged to do this and seek to change and improve the services.

Tony Smith thanked schools for welcoming Cambridge Education into the strong educational community in Slough.

Maggie Waller asked about how the dialogue between schools, the LA and Cambridge Education is continuing. Tony Smith confirmed that all the usual heads' meetings such as SSEF have continued and they don't anticipate any changes in that.

Tony Smith introduced Kate Appleyard who has joined Cambridge Education in a Finance capacity. They will also employ a HR person for staff who have been TUPE'd.

Tony Smith attended the recent Chairs of Governors conference.

#### **285. Academies Update**

This item was not discussed as Robin Crofts was unable to attend.

#### **286. 2013-14 Work Programme and Key Decisions Log**

Maggie Waller confirmed that the November and December Key Decisions Log will be circulated with the minutes. The Work Programme was noted.

#### **287. Any Other Business**

Navroop Mehat asked whether funding was available to support a Free School application on behalf of Primary Heads. Maggie Waller advised they can put a request forward for funding from the underspend. Jo Rockall confirmed that a decision was due to take place about a possible application at SSEF on 13<sup>th</sup> December where some Schools Forum members would be present. It was agreed that this will come back to Schools Forum if it needs to.

Maggie Waller thanked Michelle Perkins for her time spent as Clerk as this was her last meeting.

Maggie Waller also thanked the EFA observers and advised that any feedback would be welcome.

(Note: The Meeting opened at 8.15 am and closed at 10.08 am)

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**SLOUGH SCHOOLS' FORUM**  
**15 January 2014**

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

**1 PURPOSE OF REPORT**

- 1.1 The Schools' Forum are asked to support the recommendations of the 5 to 16 Funding Formula Task and Finish Group. The unit values recommended by the Task and Finish Group are shown in Appendix 1.

**2 RECOMMENDATIONS**

- 2.1 The Task and Finish Group recommends that the formula factor unit values in Appendix 1 are supported. They will then be ratified by Slough Borough Council before being sent to the DfE in the final funding proforma.
- 2.2 Forum notes that the following amounts have been added to the 2014-15 Schools Block from previous years' underspends:

£567,293 from the 2012-13 unspent contingency.  
 £300,000 from the remaining 2012-13 DSG underspend.  
 £400,000 from the estimated 2013-14 underspend.

**3 REASONS FOR RECOMMENDATIONS**

- 3.1.1 The 5 to 16 Funding Formula Task and Finish Group has met twice to discuss the unit values for the factors that have already been agreed. The unit values agreed by the Task and Finish Group are shown in Appendix 1.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 A number of funding models were considered before the Task and Finish Group agreed that the funding previously included in the Mobility Factor should be moved into the deprivation factors (Free School Meals and IDACI).

**5 SUPPORTING INFORMATION**

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

<b>Date</b>	<b>Item</b>	<b>Notes</b>
21/01/14	Final School budget	This will be the final formula

	Proforma to be returned to the DfE	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 PVI's (DfE deadline is 28 <sup>th</sup> February)	
04/03/14	Send High Needs budgets to Mainstream Schools and Special Schools	

- 5.3 Decisions have already been taken to remove the Mobility factor and to increase the Split Site factor value to £34,300.

## **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](mailto:atul.lad@slough.gov.uk)

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2014-15 School 5 to 16 Budget Process

Primary Factor Name	14-15 Unit Value	No. of Units	14-15 Total	13-14 Unit Value	No. of Units	13-14 Total
<b>AWPU</b>	3,180.52	13,585	43,207,364	3,150	13,201	41,580,304
Free School Meals Ever 6	1,048.21	3,394	3,557,550	1,034	3,314	3,427,116
IDACI 3	635.28	2,614	1,660,706	614	2,566	1,576,407
IDACI 4	800.45	1,106	884,966	768	1,106	849,307
IDACI 5	964.91	324	312,612	958	315	302,164
IDACI 6	1,083.53	1	1,056	1,198	-	-
Low Attainment	1,089.36	3,702	4,032,702	1,490	2,706	4,032,696
Mobility	-	-	-	209	1,246	260,883
Lump Sum	55,000	28	1,540,000	55,000	28	1,540,000
Split Site			34,300			25,000
Rates			419,207			514,685
PFI			310,459			310,459
Minimum Funding Guarantee/Capping			441,129			(36,388)
<b>Total Primary Funding</b>			<b>56,402,052</b>			<b>54,382,633</b>

Secondary Factor Name	14-15 Unit Value	No. of Units	14-15 Total	13-14 Unit Value	No. of Units	13-14 Total
<b>AWPU KS3</b>	3,820.70	5,060	19,332,742	3,908	4,976	19,446,751
<b>AWPU KS4</b>	4,643.27	3,224	14,969,902	4,584	3,300	15,126,258
Free School Meals Ever 6	1,486.17	2,244	3,334,314	1,537	2,150	3,306,268
IDACI 3	1,316.51	1,657	2,181,537	1,284	1,684	2,163,407
IDACI 4	1,618.74	666	1,078,507	1,605	667	1,071,218
IDACI 5	1,718.49	215	369,221	2,004	183	366,869
IDACI 6	2,045.30	26	53,149	2,504	21	52,865
Low Attainment	2,498.37	1,697	4,240,209	4,949	857	4,240,196
Mobility	-	-	-	179	313	56,103
Lump Sum	55,000	11	605,000	55,000	11	605,000
Rates			472,215			498,743
PFI			486,826			486,826
Minimum Funding Guarantee			876,657			520,360
<b>Total Secondary Funding</b>			<b>48,000,279</b>			<b>47,940,865</b>

<b>Total Mainstream 5 to 16 Funding</b>			<b>104,402,331</b>			<b>102,323,498</b>
<b>Primary Secondary Ratio</b>			<b>1:1.38</b>			<b>1:1.39</b>

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**SLOUGH SCHOOLS' FORUM**  
**15<sup>th</sup> January 2014**

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**Growth Fund**  
**(Directorate of Wellbeing)**

**1 PURPOSE OF REPORT**

- 1.1 To request permission to hold a Growth Fund in 2014-15.

**2 RECOMMENDATIONS**

- 2.1 That the Forum allow a Growth Fund of £1.5million in 2014-15.

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 The current growth fund is sufficient to provide support for bulge classes and the first year in a permanent expansion only. At the December 2013 forum it was suggested the fund should provide support for the full duration of a permanent expansion.
- 3.3. The expected increase in pupils for the academic year 2014-15 is 590, these additional pupils will be accommodated by existing schools that are in the process of a permanent expansion. £1.2million would be required to fund these additional pupils.
- 3.4 £200,000 broadly relates to four new classes, which officers have estimated as the potential number of new classes that will be required in 2014-15.
- 3.5 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.

**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 DfE guidelines state what the growth fund can be used for:

*“the growth fund can be used only for the purposes of supporting growth in pre-16 pupil numbers to meet basic need, to support*

*additional classes needed to meet the infant class size regulation and to meet the costs of new schools.”*

- 5.3 The methodology for distributing funding, is based on AWPU per pupil, reflecting the proportion of the year which is not funded within the school's budget share.
- 5.4 Slough maintained schools will be provided growth funding from September till March and academies will be funded from September through till August. This is because of a difference in financial years, as maintained schools receive their funding in April, whilst academies must wait until the following September.
- 5.4 Slough has incurred significant increase in pupil numbers over the last 5 years, with 15 schools expanding permanently to meet the demand for places.
- 5.5 All extra classes must be agreed by the School Organisational Group before funding will be provided. Funding will only be provided where at least half a class (15 pupils) is planned.
- 5.6 The growth fund will now provide financial support for all the years a school incurs a shortfall in funding whilst going through a permanent expansion, and the first year only for a bulge class.

## **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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**Appendix 1**

**DSG Schools Block 2014-15**

	<b>£</b>	<b>Notes</b>
<b>Estimated Schools Block</b>	106,104,552	Based on October 2013 pupil numbers.
<b>ISB (Total of School 5 to 15 Budgets) includes academy budgets</b>	103,063,409	This does not include the underspend from 2012-13 and 2013-14 to be added to school budgets.
<b>Growth Fund</b>	1,500,000	Final figure to be agreed elsewhere on this Forum agenda.
<b>CLA and MPA Schools Licence</b>	43,614	
<b><u>Agreed Centrally held</u></b>		Agreed at the December 2013 Forum.
<b>Admissions</b>	178,180	
<b>Schools Forum</b>	53,055	
<b>School Improvement (Cambridge Education)</b>	1,048,585	
<b>DSG Contribution to Council</b>	187,709	
<b><u>Still to be agreed Centrally Held</u></b>		To be discussed at this Forum. Recommended to be continued in 2014-15 and included in Cambridge Education's forthcoming review of centrally held expenditure.
<b>Broadband Maintenance</b>	30,000	

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**SLOUGH SCHOOLS' FORUM**  
**15 January 2014**

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**Schools' Block 2014-15**  
**(Directorate of Wellbeing)**

**1 PURPOSE OF REPORT**

- 1.1 To inform Schools' Forum of the proposed Schools Block budget for 2014-15 and ask permission to continue to hold a centrally held budget not previously agreed.

**2 RECOMMENDATIONS**

- 2.1 That Forum notes the estimated Schools Block for 2014-15.
- 2.2 Forum notes that £28,400 previously held centrally under KS3 Central Coordinator is no longer to be held centrally and has been returned to school budgets in 2014-15.
- 2.3 Forum are asked to agree that £30,000 is continued to be held for Broadband Maintenance and note that Cambridge Education will include this budget in a forthcoming review of centrally held budgets to be held in conjunction with schools.

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 The Schools' Block has been notified by the DfE at £106,104,552 based on October 2013 pupil numbers.
- 3.2 The majority of the centrally held budgets within the Schools Block have already been agreed by Forum at its December 2013 meeting. The remainder will be discussed in this January 2014 Forum.
- 3.3 The Growth Fund is also funded from within the Schools Block. It was agreed at the December Forum that a paper should be brought to this January 2014 Forum costing payment from the Growth Fund for schools that permanently expand. That paper is on the agenda and the increased Growth Fund figure is shown in appendix 1 to this paper.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 Not applicable.

**5 SUPPORTING INFORMATION**

- 5.1 Appendix 1 shows the total estimated Schools Block for 2014-15. The Schools Block is one of three blocks within the Dedicated Schools Grant.

## **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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**SLOUGH SCHOOLS' FORUM**  
**15 January 2014**

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**High Needs Block 2014-15**  
**(Directorate of Wellbeing)**

**1 PURPOSE OF REPORT**

- 1.1 To inform Schools' Forum of the proposed High Needs Block budget for 2014-15.

**2 RECOMMENDATIONS**

- 2.1 That Forum notes the estimated High Needs Block for 2014-15.

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 An initial High Needs Block of £17,053,097 has been given by the DfE. This figure is estimated based on the initial gross figure given by the DfE and expected EFA recoupment for academy high needs places.

There is currently no growth within the DfE figures though they have said that there may be funding for growth once all of the high needs returns from local authorities have been processed.

- 3.2 The centrally held budgets within the High Needs Block have already been agreed by Forum at its December 2013 meeting.
- 3.3 £241,000 has been added to the High Needs Block from the 2012-13 DSG underspend.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 Not applicable.

**5 SUPPORTING INFORMATION**

- 5.1 Appendix 1 shows the total estimated High Needs Block for 2014-15. The High Needs Block is one of three blocks within the Dedicated Schools Grant.

**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](mailto:atul.lad@slough.gov.uk)

**High Needs Block 2014-15**

<u>Income</u>	<u>£</u>	<u>Notes</u>
<b>Estimated High Needs Block</b>	17,093,957	This is the net figure after recoupment by the EFA for post 16 and academy resource bases, special schools and PRUs.
<b>Council contribution to PFI</b>	29,542	
<b>Funding from DSG Underspend</b>	241,000	This is a one-off addition to the 2014-15 budget.
<b>Total Funding Available</b>	<b>17,364,499</b>	
<u>Expenditure</u>		
<b>Special School Places</b>	2,400,000	Arbour Vale
<b>Special School Top Ups</b>	6,502,611	Includes Academies and Post 16
<b>Out Borough Special School Top Ups</b>	409,749	
<b>High Needs Block contribution to PFI</b>	493,431	
<b>Independent Special Schools</b>	850,000	
<b>Slough Mainstream Top Ups</b>	705,283	
<b>Out Borough Mainstream Top Ups</b>	127,889	
<b>Resource Base Places</b>	1,090,000	
<b>Resource Base Top Ups</b>	1,297,541	
<b>Out Borough Resource Base Top Ups</b>	84,000	
<b>Alternate Provision/PRU Top Ups</b>	869,000	Top Up funding for Haybrook PRU and Littledown PRU.
<b><u>Agreed Central Expenditure</u></b>		Agreed at the December Forum.
Support for Inclusion	700,100	
SEN Support Services	1,235,880	
SEN Transport	40,000	
Behaviour Support	164,280	Will be paid to Littledown School
EOTAS	130,995	
DSG Contribution to the Council	149,491	
<b>Contingency</b>	114,249	
<b>Total Expenditure</b>	<b>17,364,499</b>	



**Early Years Block 2014-15**

	<u>£</u>	<u>Notes</u>
<b>Estimated Early Years Block (3 and 4 year olds)</b>	9,147,255	The final Early Years Block will be based on January 2014 pupil numbers.
<b>Estimated Early Years Block (2 Year Olds)</b>	3,130,366	
<b>2 Year Old funding brought forward from 2013-14</b>	1,111,090	Estimate based on current expenditure.
<b>Total Income</b>	<b>13,388,710</b>	
 <b><u>Expenditure</u></b>		
<b>Early Years Single Funding Formula</b>	8,813,476	Funding for 3 and 4 year olds in maintained and academy primary schools, maintained nursery schools and Private, Voluntary and Independent (PVI) providers.
<b>2 Year Old Funding</b>	4,241,456	Currently set at breakeven but may underspend.
 <b><u>Agreed Central Expenditure</u></b>		
Central Early Years Expenditure	132,070	Agreed at the December 2013 Forum.
Early Years Growth	159,211	
 <b><u>Central Expenditure to be agreed</u></b>		
Early Years Behaviour Support	41,070	To be paid to Littledown School.
Early Years Trade Union Duties	1,428	
<b>Total Expenditure</b>	<b>13,388,710</b>	

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**SLOUGH SCHOOLS' FORUM**  
**15 January 2014**

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**Early Years Block 2014-15**  
**(Directorate of Wellbeing)**

**1 PURPOSE OF REPORT**

- 1.1 To inform Schools' Forum of the proposed Early Years Block budget for 2014-15 and the carry forward from the Two Year Old portion of the budget.

**2 RECOMMENDATIONS**

- 2.1 That Forum notes the estimated Early Years Block for 2014-15 and agrees the carry forward of the Two Year Old funding from 2013-14 to 2014-15.
- 2.2 Forum are recommended to agree the two remaining central expenditure items shown in Appendix 1; the early years contribution to Behaviour Support and the early years contribution to Trade Union duties.

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 The Early Years Block for three and four year olds has been estimated at £9,147,255 based on January 2013 numbers. This is the same amount as the current 2013-14 budget. The final Early Years Block will be based on January 2014 numbers.
- 3.2 The 2014-15 Two Year Old places and trajectory funding is £3,130,366.
- 3.3 The Two Year Old places and trajectory funding is currently forecasted to underspend by £1,111,090 and this will be carried forward into 2014-15. The eligibility criteria for funded early learning for vulnerable two year olds were introduced on 1<sup>st</sup> September 2013. Although sufficient places were created, take-up of places has been significantly lower than expected. A targeted marketing strategy and campaign is now required and has been formulated to address the low take-up and stimulate demand as we move towards the 2014 targets.
- 3.4 Two of the centrally held budgets within the Early Years Block have already been agreed by Forum at its December 2013 meeting. Forum are also being asked to agree two further items as notified in 2.2 above.

**4 ALTERNATIVE OPTIONS CONSIDERED**

4.1 Not applicable.

## **5 SUPPORTING INFORMATION**

5.1 Appendix 1 shows the total estimated Early Years Block for 2014-15. The Early Years Block is one of three blocks within the Dedicated Schools Grant.

5.2 Appendix 1 also shows the estimated expenditure of the Early Years Single Funding Formula for three and four year olds, the estimated income and expenditure for two year old funding and the centrally held items already agreed.

## **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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Schools Forum Key Decisions Log		
Issue and Decision	Schools Forum date	Schools Forum agenda item no.
<b>Fair Funding Formula Consultation for 2013 - 14</b>	12/09/12	
Schools Forum agreed the content of the consultation with all schools regarding changes to the Fair Funding formula for 2013, with the principle that the aim in moving to the new formula arrangements is, within restrictions imposed by the DfE regulations, to minimise turbulence for individual schools	12/09/12	6
<b>Confirmation of DSG Allocation 2012 - 13</b>		
Schools Forum acknowledged final DSG allocation 2012 - 13 and confirmed outline Schools Budget	12/09/12	7
<b>Headroom</b>	12/09/12	
<b>Headroom to support the development of secondary school places</b>		
Schools Forum agreed that the £30,000 allocated at the July 2012 meeting to support the development of secondary school places, be allocated equally across the three successful free school proposers in Slough whose bids were approved by the Prime Minister in July 2012	12/09/12	8
<b>Headroom to support the implementation in-year of new resource unit places from September 2012</b>		
Schools Forum agreed that £376,000 be retained to support the implementation in-year of new resource unit places from September 2012	12/09/12	8
<b>Headroom - PRU activities at Littledown during 2012 - 13</b>		
Schools Forum agreed that £70,000 be set aside but not allocated at this stage, to support PRU activities at Littledown during 2012 - 13, pending further work on the overall funding	12/09/12	8
<b>Fair Funding Formula Consultation for 2013 - 14</b>		
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.	03/10/12	3
<b>Headroom</b>		
Schools Forum agreed that the £30,000 allocated at the July 2012 meeting to support the development of secondary school places and intended to be allocated equally across the three successful free school proposers in Slough whose bids were approved by the Prime Minister in July 2012 - be allocated at a later date when sites and intake clearer . LA to contact the three free school proposer groups.	03/10/12	3
<b>Early Years Single Funding Formula (EYSFF)</b>		
Schools Forum agreed a number of changes to the EYSFF: <ul style="list-style-type: none"> <li>• An additional provider type 'Academy' at the same rates as the provider type 'primary' .</li> <li>• Provider specific lump sums as a short term position.</li> <li>• Hourly rates for supplements as a short term position.</li> <li>• Base hourly rates equivalent to current staffing rates for EYSFF MFG purposes.</li> </ul>	03/10/12	5
<b>Headroom</b>		
Following update that the majority of the students of the three successful free schools will be from Slough and that the sites would not have an impact on intake, Schools Forum agreed to the £30,000 being held and kept under review.	24/10/12	3
It was confirmed that the £70,000 for Littledown School was formally approved at the last SSEF meeting.	24/10/12	3
<b>Fair Funding Formula 2013 - 14</b>		
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
<b>De-delegation</b>		
Maintained schools agreed de-delegation of Outreach (former behaviour support) for 2013/14 to support the planned transfer of the management of the service to Littledown and Haybrook from January 2013. Academies present indicated clear support for the service, indicating a willingness to buy in	24/10/12	5
De-delegation of Trade Union staff costs was agreed for 2013/14.	24/10/12	5
<b>Growth Fund</b>		
Schools Forum agreed to retain relevant central funding for significant pupil growth.	24/10/12	5
<b>Early Years Single Funding Formula (EYSFF)</b>		
Schools Forum endorsed the proposals put forward by the Task and Finish group: simplifying the formula by reducing it to 3 factors: 1) Staffing; 2) Central costs and 3) Deprivation with differentiation across different sizes of providers. These factors combine to provide an hourly rate. Deprivation to be based on IDACI and Free School Meals.	17/01/13	5
<b>Split site factor</b>		
Schools Forum agreed that the split site factor criteria in the 5-16 main funding formula should be: "A split site is where a school operates on two (or more) distinctly separate sites. The sites will be in separate, not adjacent streets and not connected by a footpath".	17/01/13	6
<b>Funding Formula 5 - 16 primary: secondary ratio</b>		
No consensus was reached regarding the two options considered: the status quo of 1:1.43 and 1: 1.39. It was agreed that views of Primary Headteachers would be sought following the meeting and it would also be considered at SASH. If no formal agreement could be reached there would be a vote arranged for those Schools Forum members eligible to vote. The result of the vote would be communicated to the LA to inform the LA decision prior to submission to the DfE.	17/01/13	6
<i>Note: A vote was later held regarding the two models proposed for primary / secondary ratio (1:1.43 and 1:1.39) and the Schools Forum vote did not provide a consensus with the vote being in favour of 1:1.43 (11 votes to 6). The final LA decision was to move to the ratio of 1:1.39.</i>	n/a	n/a
<b>Early Years Single Funding Formula (EYSFF)</b>		
Deprivation to be based on Free School Meals	27/02/13	3
<b>Funding Formula 5 - 16</b>		
It was agreed that further work to review the needs led principles behind the formula should be continued immediately with initial research being done to identify potential sources of expertise for the research, prior to any further financial modelling work.	27/02/13	6
<b>Schools Forum Constitution</b>		
The updated Schools Forum Constitution was approved.	27/02/13	8
<b>Membership</b>		

One current vacancy in the maintained membership will not be filled (leaving 8 members). The Primary Headteachers group to elect 2 members to fill the maintained schools vacancies. Academy proprietors 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
<b>Two Year Old Funding Formula</b>		
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
<b>School specific contingency and LA budgets funded by DSG - Outturn 2012/13</b>		
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
<b>Scheme for Financing Schools</b>		
It was agreed that the updated Scheme for Financing Schools be put on the SBC website.	03/07/13	7
<b>Two Year Old Funding Formula</b>		
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
<b>Membership</b>		
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
<b>Chair and Vice-Chair</b>		
Maggie Waller was elected Chair and John Constable Vice-Chair	11/09/13	1
<b>School Balances</b>		
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
<b>New Schools and Early Years Finance Regulations - DfE Consultation</b>		
It was agreed that a joint LA and Schools Forum response would be submitted to the DfE	11/09/13	7
<b>Membership</b>		
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
<b>Membership</b>		
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
<b>Membership</b>		
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.		
<b>DSG Centrally Retained Budgets</b>		
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
<b>High Needs Financial Sustainability Policy</b>		
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
<b>Carbon Reduction</b>		

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
<b>Memberships</b>		
Debbie Richards was welcomed as the new member representing maintained special schools.	15/11/13	3
Jon Reekie was welcomed as academy primary representative and Nicky Willis as reserve for next relevant academy vacancy.	15/11/13	3
<b>Repayment</b>		
It was noted that St Joseph's has now repaid £400,000 to the Dedicated Schools Grant (DSG)	15/11/13	3
<b>Review of Accountability for Central Budgets</b>		
The process for Schools Forum scrutiny and review of expenditure in centrally retained budgets was agreed: a report will be brought in July each year with the out turn figures and a brief explanation of spend and this will inform the Schools Forum decisions about the following year's budgets.	15/11/13	7
<b>Free Schools</b>		
Schools Forum agreed that the £30,000 agreed to be allocated at the July 2012 meeting to support the development of secondary school free school applications now be allocated equally to The SASH School, Lynch Hill and Khlasa. It was noted that this was honouring an historical decision and did not set a precedent.	15/11/13	3
<b>Memberships</b>		
It was recommended that when the January review of membership is done, Helen Huntley be recommended to the Academies as a nomination for PRU / special school representation.	11/12/13	3
Nicky Willis was approved as substitute for Gillian Coffey.	11/12/13	3
<b>Split Site Factor</b>		
The Split Site Factor was agreed at a value of £34,300.	11/12/13	5
<b>Half Year DSG Forecast</b>		
Schools Forum agreed that from the forecasted underspend of £871,000, £500,000 be allocated to 14/15 budgets (£400,000 to the Schools Block and £100,000 for the High Needs block), £300,000 from last year's unspent central DSG agreed to be added to the Schools Block for 14/15. Schools Forum also agreed that the previously reported Contingency figure of £708,293 from 2012-13 should be split: £567,293 to the schools block and £141,000 to the high needs block.	11/12/13	6
<b>Centrally Retained DSG</b>		
Schools Forum agreed centrally retained budgets for 2014/15 but with some items requiring further clarification. A full list will be included in this log after the January meeting.	11/12/13	8
<b>De-delegated Budgets: Behaviour Support Service and Trades Union</b>		
The primary and secondary maintained school representatives present at the meeting voted to de-delegate both the Trades Union and Behaviour Support Services funding.	11/12/13	9

## **Slough Schools' Forum – 2013-14 Work Programme**

### Wednesday 15 January 2014

- 2014-15 Budget Process Update (including Formula report)
- Growth Fund
- 2014-15 DSG Blocks (School Block)
- 2014-15 DSG Blocks (High Needs Block)
- 2014-15 DSG Blocks (Early Years Block)
- Cambridge Education
- Academies update
- Membership – verbal update
- 2013-14 Work programme and Key Decisions log

### Wednesday 26 February 2014

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

### Wednesday 19 March 2014

- 2014-15 Budget Process Update
- Growth Fund Outturn
- Schools Forum Operational and Decision Making Framework
- Cambridge Education
- Academies update
- 2013-14 Work programme and Key Decisions log

### Wednesday 7 May 2014

- Review of Scheme for Financing Schools
- Cambridge Education
- 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)
- Cambridge Education

- Academies update
- Dates of meetings – 2014-15 academic year
- 2014-15 Work programme and Key Decisions log

#### September 2014

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