

## 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

### ATTENDEES:

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

### CAMBRIDGE EDUCATION:

Robin Crofts

### LOCAL EDUCATION AUTHORITY

Steve Elson, Atul Lad and Rajpreet Johal (Clerk)

**DATE & TIME: WEDNESDAY, 19TH MARCH, 2014 AT 8.00 AM**  
**BEECHWOOD RESEARCH AND CONFERENCE CENTRE, LONG**  
**READINGS LANE, SLOUGH, BERKSHIRE, SL2 1QE**

### AGENDA

### Page

1. Apologies
2. Declarations of Interest  
All Members who believe they have a Disclosable Pecuniary or other Pecuniary or non pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 3 paragraphs 3.25 – 3.27 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 3.28 of the Code.

The Chair will ask Members to confirm that they do not have a declarable interest.

All Members making a declaration will be required to complete a Declaration of Interests at Meetings form detailing the nature of their interest.

3. Minutes of Previous Meeting and Matters Arising **(Pages 1 - 6)**
4. 2014-15 Budget Process Update **(Pages 7 - 8)**
5. Growth Fund Outturn **(Pages 9 - 10)**
6. PFI - paper to follow
7. Funding for Specialist Leaders of Education **(Pages 11 - 14)**
8. Cambridge Education
9. Academies Update
10. 2013-14 Work Programme and Key Decisions Log **(Pages 15 - 22)**
11. Membership **(Pages 23 - 28)**
12. Any Other Business

**Slough Schools Forum- Meeting held on Wednesday, 26th February, 2014**

**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  
Kathleen Higgins, Beechwood Secondary School  
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  
Maggie Stacey, St Anthony's RC Primary School  
Jo Rockall, Herschel Grammar School  
Jean Cameron, Slough Children's Centres  
Nicky Willis, Cippenham Primary School  
Hardip Singh, Khalsa Primary School

**Observers:** None

**Attendees** Kathleen Higgins, Tony Smith (Cambridge Education), Robin Crofts (Cambridge Education), Mike Hartley (Cippenham Primary School)

**Officers:** Atul Lad and Rajpreet Johal (Clerk)

**Apologies:** Paul Adams, Helen Huntley, Virginia Barrett, Lynda Bussley, Philip Gregory and Navroop Mehat

**PART I**

**301. Welcome and Apologies**

Philip Gregory, Navroop Mehat, Helen Huntley, Paul Adams, Virginia Barrett, Lynda Bussley

**302. Declarations of Interest**

None

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

Page 2

Robin Crofts reported there has been no decision made on who will represent the Local Authority at Schools Forum.

Robin Crofts noted Jackie Wright was requested to send the key contact details for the Local Authority . Jackie has now left the authority and the Forum confirmed this has not been received. Robin to speak to Chris Aston to arrange for these key contacts to be distributed.

### Page 3

Paragraph 3, comment from Navroop to be amended to read: 'Navroop Mehat made reference to Primary Headteachers' concerns'.

Atul Lad confirmed the model with the financial implications was circulated to Forum members.

### Page 4

Growth Fund; Maggie Waller reported that two letters were received from Primary Head colleagues regarding concerns voiced at Schools Forum. Maggie Waller agreed to circulate both letters to Forum members along with her responses. Maggie asked if there are any outstanding questions. Nicky Willis advised there is a Primary Headteachers' meeting where any outstanding questions will be discussed.

Maggie Waller will write to the Department for Education to raise the issue of the impact of no funding being provided to support these expansions. Maggie asked for evidence from the primary schools to support this. Nicky Willis to provide Maggie with a paragraph to be inserted in the letter. Atul Lad to provide Maggie with information on schools not able to be funded in 2013/14.

It was confirmed that around £100,000 remained in the Growth Fund for 2013/14.

Atul Lad confirmed that any allocation from the Growth Fund is made within the agreed criteria and any proposal to allocate outside the criteria would be brought to Schools Forum.

### Page 5

Centrally retained items were agreed by the Forum in December 2013 and January 2014 and these decisions have been included in the key decisions log.

Maggie Waller noted it had been agreed to seek clarification regarding PFI from the Local Authority. It remains unclear what the overall position is regarding the PFI Council funding of over £800,000 as only the High Needs Block element of this has been brought to the attention of the Schools Forum at this stage (January meeting) and the remaining element (in excess of £500,000) has not been clarified for 2013/2014 or 2014/15. The Chief Executive has confirmed that a report regarding PFI will come to the March Schools Forum meeting.

### Key Decisions Log

Early Years Block – line 153 to be amended to take out 'new'.

### Membership

Maggie Waller reported we are waiting for January census figures to know if the balance on the group is right and then a review of membership will be done and brought to Schools Forum in March.

Academy Proprietors: Maggie reported there are still responses to be received from academies regarding the contact details for the purpose of election of academy members. Rajpreet Johal sent out a reminder email with a new deadline of 7<sup>th</sup> March. It was confirmed that the Academy Proprietor should be a Trust member and

if there is a vacancy for an academy member on this Forum it would be the proprietors that would elect the member.

Mary Sparrow noted the importance of maintaining headteacher representation on the Forum.

There was discussion about the importance of raising Governors' awareness about Schools Forum and Jon Reekie suggested that someone from the Forum could attend the next Governors' Conference. Maggie Waller offered to do this. Jon agreed to follow this up.

#### **304. Quarter 3 Budget Monitoring 2013-14**

Atul Lad presented the report to inform the Schools Forum of 2013-14 forecasted school revenue balances as at the end of Quarter 3. The information provided to the Forum is based on schools' returns for the end of the 3<sup>rd</sup> quarter, from April to December. Atul confirmed this is only for maintained schools.

It was noted that 13 schools are projecting to end the year with balances above the balance control mechanism thresholds of 8% (primary schools) and 5% (secondary schools).

Summary of issues noted in the returns are staffing and the difficulties in finding adequate replacements, capital works being delayed, new grants for teacher training and adjustments in nursery budgets.

Atul Lad to follow up any schools on Appendix 1 table showing particularly high and low figures e.g. going into double figures. The headteacher can be invited to attend Schools Forum if there is to be discussion about their particular school.

John Constable noted it would be useful to have an update on St Joseph's given the Forum's previous commitments to support the school.

#### **305. 2014-15 Budget Process Update**

Atul Lad presented the report to inform the Schools Forum of the current position regarding the 2014-15 school budgets.

Atul noted that the budget proforma including unit values was submitted to the DfE. Maintained schools should have received their allocations and academies should receive theirs through the EFA.

The final part of the process is Early Years and Special Needs.

It was noted in 5.1 of the report that the formula agreed by the Forum was ratified by the Chief Executive and Cabinet Member for Education.

#### **306. Cambridge Education**

Robin Crofts provided a verbal update:

Robin noted that Cambridge Education is going through a review process relating to Raising Achievement, SEN and services for pupils with AEN, Access, Services to Schools, Early Years and Children's Centres and Business Support.

Robin reported the review has taken place over the last few months and moved to a position where Cambridge Education has generated initial recommendations and they are supported in principle by the Local Authority, and are now into the next phase of sharing with team members.

Robin reported it has been discussed at SSEF and the intention is that it would be useful to set up a small group to focus on areas of the recommendations from the review and invite headteachers and stakeholders to discuss in more detail.

Process of review:

- Sharing with teams
- Set up stakeholder groups
- Refine the recommendations and take back to Local Authority in April / May
- If any big issues arise it will need to go to Cabinet at the beginning of July  
Initial implementation May to September.

Overarching issues:

- A more holistic approach to service delivery
- For services to be better integrated internally, particularly with social care around early help.
- Re-shaping of services
- Improving quality, efficiency and effectiveness
- Developing and expanding traded services

Maggie Stacey noted it was difficult for schools to budget when costs are unknown, and to assist with accountability it was important to have up to date service level agreements (SLAs) in place. Robin reported they are not looking at fundamental changes but refinement of services. He noted that SLAs could be circulated in draft form to provide earlier information.

Nicky Willis requested clarity about what is statutory and what is non-statutory and what is available for maintained schools and for academies. Robin Crofts confirmed that updated SLAs will include this detail.

Tony Smith confirmed that the LA is continuing to retain the SEN statutory elements.

Robin Crofts referred to slides that were shared with the Local Authority. Robin to share these slides with the Forum after going through steps with staff internally.

### **307. Academies Update**

Robin Crofts reported the information has not changed significantly since the last meeting.

9-10 additional schools are likely to be moving to Academy status over the next year.

Western House is moving into the Park Trust on the proposed date of 1<sup>st</sup> June.

**308. 2013-14 Work Programme and Key Decisions Log**

Noted.

**309. Any Other Business**

Nicky Willis asked for clarification of how the Growth Fund is allocated and Atul Lad confirmed that schools will receive it as part of the budget.

(Note: The Meeting opened at 8.15 am and closed at 9.15 am)

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**SLOUGH SCHOOLS' FORUM  
19 March 2014**

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

**1 PURPOSE OF REPORT**

- 1.1 To inform Forum of the current position regarding the 2014-15 school budgets.

**2 RECOMMENDATIONS**

- 2.1 That Forum notes the current position regarding the 2014-15 school budgets.

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 To keep the Forum informed of the school budget process for 2014-15.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 Not applicable.

**5 SUPPORTING INFORMATION**

- 5.1 The 5 to 16 budgets were sent to maintained mainstream schools on 23<sup>rd</sup> January.
- 5.2 The High Needs allocation for all schools has now been finalised and distributed.
- 5.3 Early Years allocations will be calculated and distributed as soon as the DfE provide us with the January census numbers.
- 5.4 The table below shows the remaining significant dates in the 2014-15 budget process.

<b>Date</b>	<b>Item</b>	<b>Notes</b>
14/03/14	Send Early Years budgets to schools and PVI's (DfE deadline is 31 <sup>st</sup> March)	Awaiting January census numbers from DfE.
14/03/14	Send High Needs budgets to Mainstream Schools and Special Schools	This has been distributed to schools.

## **6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

- 6.1 The relevant legal provisions are contained within the main body of this report.

### Section 151 Officer – Strategic Director of Resources

- 6.2 The financial implications of the report are outlined in the supporting information.

### Access Implications

- 6.3 There are no access implications.

## **7 CONSULTATION**

### Principal Groups Consulted

- 7.1 None.

### Method of Consultation

- 7.2 Not applicable.

### Representations Received

- 7.3 Not applicable.

### Background Papers

None.

### Contact for further information

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

**SLOUGH SCHOOLS' FORUM**  
**19<sup>th</sup> March 2014**

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

**1 PURPOSE OF REPORT**

1.1 To inform Schools' Forum of the 2013-14 Growth Fund outturn.

**2 RECOMMENDATIONS**

2.1 No recommendations

**3 REASONS FOR RECOMMENDATIONS**

3.1 No recommendations.

**4 ALTERNATIVE OPTIONS CONSIDERED**

4.1 Not applicable.

**5 SUPPORTING INFORMATION**

5.1 The funds have been distributed according to the criteria set out in the Growth fund paper presented to the forum in May 2013.

5.2 The table below shows the outturn position for the 2013-14 Growth Fund. Any under spend will form part of the overall in-year underspend and will be carried forward into 2015-16.

Original Budget	£385,000
<b>Allocated in 2013-14:</b>	
Claycots Reception	£86,598
Claycots Year 1	£78,725
Godolphin Infants Reception	£55,108
Willow Primary	£55,108
St Mary's	£55,108
Total Allocated so far	£330,647
<b>Current Remainder</b>	<b>£54,353</b>

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## **7 CONSULTATION**

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- 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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(01753 875547)  
[atul.lad@slough.gov.uk](mailto:atul.lad@slough.gov.uk)

## Schools Forum Paper

### Funding for Specialist Leaders of Education

#### 1. Purpose of report

The purpose of this report is to inform Schools Forum of the proposed allocation of a maximum £68k of funding currently held by Cambridge Education for school improvement, to be directed towards supporting the deployment of Specialist Leaders of Education.

#### 2. Background information

Specialist Leaders of Education (SLEs) are outstanding middle and senior leaders with a particular area of expertise and a successful track record of school improvement work. Their role is to support leaders in other schools through coaching, training, group support, analysis and action planning.

SLEs are recruited and designated by Teaching Schools using criteria set by the National College for Teaching and Leadership (NCTL) and following a national timetable. Applicants undergo an assessment process, and the Teaching School is responsible for their subsequent deployment and quality assurance.

The type of deployment will vary according to local need; there is no preferred model and no pre-defined time commitment for a deployment. One deployment might require two days of support, another a more extended commitment over a period of time. Yet another might involve the organisation and delivery of training to leaders from more than one school. Deployments should be agreed between all parties prior to them taking place, with due regard for the capacity of the SLE and his/her school.

There is an expectation that schools arranging support from an SLE will pay in the same way as they would if they arranged for an external consultant. The Teaching School is responsible for setting the charging rates for SLEs in a particular area; however, the overlapping geographical areas of the teaching school alliances are leading to the emergence of a typical rate of around £375 per day. Teaching Schools do not receive any funding to support the deployment of SLEs from the National College, or from any other government source.

#### 3. SLEs in Slough

The three Teaching Schools in Slough (Langley Grammar School, Lynch Hill Primary School Academy and Upton Court Grammar school) have organised one recruitment round, and a further round is expected to take place in May 2014. Potential SLEs may come from any school but must have the support and agreement of their headteacher to release them for an agreed amount of time.

Following the first round of recruitment, SLEs have been designated in the following areas of expertise:

- Computing/ICT
- Music
- Early Years
- Initial Teacher Training, CPD and NQT induction
- Geography
- Gifted and Talented provision
- Modern Foreign Languages

In the next round, priority will be given to areas such as maths and English, where recruitment was previously unsuccessful. SLEs designated in the next round would be available for deployment from September 2014.

#### **4. Allocation of funding**

There is an underlying principle that the deployment of SLEs as a 'traded service'; the school releasing the SLE should receive compensatory payment, and the SLE themselves should be remunerated for their contribution beyond their normal role.

However, we are at an early stage in the development of a fully charged model for school improvement. Some schools may be unable to meet the costs of the support which is believed necessary. Others may need to be convinced of the credibility of the SLE model before making what could be a significant financial input.

The proposed allocation would be used to provide:

- a) Additional funding to deploy SLEs to meet school improvement priorities for vulnerable schools whose budgets may be significantly constrained;
- b) Funding for one or more SLEs to work across the area on significant cross-school priorities identified by Cambridge Education (eg mathematics)
- c) 'Pump-prime' funding to cover the release costs of SLEs into schools for initial deployments, with extended deployments being fully charged. (*eg, "We can offer you two days of SLE time free of charge; further days would be charged at...."*)

The funding would be passed to the Slough Learning Partnership who will broker the deployment of SLEs, and will provide regular reports on the use of the funds back to Cambridge Education. The use of the additional funding to particularly support vulnerable schools would be in close consultation with Cambridge Education.

The appendix shows how the maximum funding figure has been calculated. The allocation would cover the period April 2014 – July 2015 with a review in the summer term of 2015. Further allocation would depend on an assessment of the impact of the SLEs during that time.

#### **5. Recommendation**

Schools Forum is asked to note the proposal as outlined, which is supported by Cambridge Education.

**John Constable, Langley Grammar School  
Dawn Bailey, Slough Learning Partnership  
March 2014**

## Appendix

### *Costing model*

The indicative proposal assumes:

- an SLE unit cost in line with other teaching school alliances of £375 per day.
- a total of 15 SLEs designated across the area following the second round of recruitment.

<b>Possible Deployment</b>	<b>Unit cost</b>	<b>Maximum level of funding</b>
Up to 12 secondary schools, each accessing up to two days of SLE time free of charge, with further deployment costs fully charged.	£375	£9,000
Up to 34 primary schools and early years settings, each accessing up to two days of SLE time free of charge, with further deployment costs fully charged.	£375	£25,500
Up to 10 'vulnerable' schools, supported with up to 5 additional uncharged SLE days.	£375	£18,750
Employment of one SLE on 0.2 FTE to work across the area on key priority.	0.2 x Lead Practitioner salary + on costs	£14,000
<b>Total</b>		<b>£67,250</b>

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

Wednesday 19 March 2014

- 2014-15 Budget Process Update
- Growth Fund Outturn
- PFI
- Funding for Specialist Leaders of Education
- Cambridge Education
- Academies update
- 2013-14 Work programme and Key Decisions log
- Membership

Wednesday 7 May 2014

- Review of Scheme for Financing Schools
- Schools Forum Operational and Decision Making Framework
- 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 – review outcomes and financial implications
- 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

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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>	03/10/12	3
It was confirmed that, for formula purposes, Claycots is a split site school and therefore it was appropriate to consult on the option of a formula factor to reflect this.		
<b>Headroom</b>	03/10/12	3
Schools Forum agreed that the £30,000 allocated at the July 2012 meeting to support the development of secondary school places and intended to be allocated equally across the three successful free school proposers in Slough whose bids were approved by the Prime Minister in July 2012 - be allocated at a later date when sites and intake clearer . LA to contact the three free school proposer groups.		
<b>Early Years Single Funding Formula (EYSFF)</b>	03/10/12	5
Schools Forum agreed a number of changes to the EYSFF: <ul style="list-style-type: none"> <li>• An additional provider type 'Academy' at the same rates as the provider type 'primary' .</li> <li>• Provider specific lump sums as a short term position.</li> <li>• Hourly rates for supplements as a short term position.</li> <li>• Base hourly rates equivalent to current staffing rates for EYSFF MFG purposes.</li> </ul>		
<b>Headroom</b>		
Following update that the majority of the students of the three successful free schools will be from Slough and that the sites would not have an impact on intake, Schools Forum agreed to the £30,000 being held and kept under review.	24/10/12	3
It was confirmed that the £70,000 for Littledown School was formally approved at the last SSEF meeting.	24/10/12	3
<b>Fair Funding Formula 2013 -14</b>		
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
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. Julie O'Brien, Our Lady of Peace Junior School was endorsed as Primary Maintained School Headteachers' representative.	16/10/13	3
<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>Membership</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>Membership</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. (Included below - February 2014).	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
<b>2014-15 Budget Process Update</b>		
Noted that Mobility Factor had been removed as agreed previously and funding has been added to social deprivation.		
Schools Forum agreed to endorse the recommendation regarding the unit values for the formula factors for 2014/15, noting that this moved the primary: secondary ratio to 1: 1.38 but registering concern about the impact.	15/01/14	4
Schools Forum noted 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 and £400,000 from the estimated 2013-14 underspend.	15/01/14	4
<b>Growth Fund</b>		
Schools Forum agreed to accept the recommendation to increase the Growth Fund by £1.2 million to £1.5 million for 2014/15 to enable funding to be provided for agreed permanent expansions after the first year. (Note: currently the Growth Fund criteria only allows support for agreed bulge classes and the first year of an agreed permanent expansion.)	15/01/14	5
<b>2014-15 DSG Blocks (Schools Block)</b>		

Schools Forum noted that £28,000 previously held to fund a KS3 Coordinator has been returned to schools' budgets; it was agreed that the £30,000 for Broadband maintenance be held for 2014/15 and included in the Cambridge Education Review of centrally held expenditure.	15/01/14	6
Schools Forum noted the estimated Schools Block but subject to clarification of the funding from the Council relating to the PFI factor being confirmed. The Chair is to request clarification from the Council of the PFI figures implicit in the estimated Schools' Block figures and confirmation regarding the Council's contribution to the 'affordability gap'.	15/01/14	6
<b>2014-15 DSG Blocks (High Needs Block)</b>		
Schools Forum noted a verbal update that the PFI figure in the report was updated to £309,000, having been £29,542 in the published papers.	15/01/14	7
Schools Forum noted the estimated High Needs Block but subject to clarification of the overall funding from the Council relating to the PFI factor being confirmed. The Chair is to request clarification and confirmation from the Council regarding the Council's contribution to the 'affordability gap'.	15/01/14	7
<b>2014-15 DSG Blocks (Early Years Block)</b>		
Schools Forum noted the estimated Early Years Block for 2014-15 and agreed the carry forward into 2014/15 for two year old funding. Schools Forum agreed two central expenditure items: £41,070 for Behaviour Support and £1,428 for Trades Union duties.	15/01/14	8
<b>DSG Centrally Held Budgets 2014-15 - starting position</b>		
<b>Update to this log bringing together all centrally retained budgets agreed by Schools Forum over December 2013 and January 2014 meetings</b>		
<b>High Needs Block</b>	£	
<b>Support for Inclusion</b>		
F406 Inclusion Management	103600	
F166 Hard to Place Protocol	267000	
F430 Vulnerable Children	61700	
F417 Vulnerable Children	251770	
F191 Early Years Inclusion	70000	
F321 Roma Community Project	15200	
F235 Traveller' Service (DSG)	27400	
<b>SEN Support Services</b>		
F406 Inclusion Management	6340	
F446 Educ Resource Services (former LACES)	106780	
F410 Autism	185730	
F417 Sensory Impairment	470000	
F460 SENASS	399300	
F461 Retained SENASS	182000	
<b>SEN Transport</b>		
F413 SEN Transport	40000	
<b>EOTAS</b>		
F418 Haybrook Provision (EOTAS)	130995	
<b>Schools Block</b>		
F169 Admissions (DSG)	178180	
F840 Schools Forum	53055	
E903 Schools Apportionment (AN)	149100	





**Schools Forum Membership March 2014**

A review has been carried out of the balance of the current Schools Forum membership across phases, academies and maintained schools. The data used is numbers on roll as at 16th January 2014 (see table below).

<b>Total NOR in Academies + Free Schools</b>	<b>14874</b>
Total NOR in Primary Academies + Free Schools	7653
Total NOR in Secondary Academies	7075
Total NOR in Standalone Nursery Academies	0
Total NOR in Special + AP Academies	146
<b>Total NOR in Maintained Schools including Nursery and Special</b>	<b>12635</b>
Total NOR in Maintained Primary	8329
Total NOR in Maintained Secondary	3344
Total NOR in Maintained Nursery	695
Total NOR in Maintained Special	267

<b>Total NOR in Academies + Free Schools</b>	<b>14874</b>
<b>Total NOR in Maintained Schools excluding special school and nurseries</b>	<b>11673</b>
<b>Total NOR in Academies + Free Schools + Maintained Schools excluding special school and nurseries</b>	<b>26547</b>
<b>Total NOR in Maintained Nursery and Special</b>	<b>962</b>
<b>Total pupils</b>	<b>27509</b>

**Summary**

**and Recommendations**

**1 Total membership**

Schools Forum currently has 19 members. This includes 5 members representing: the maintained special school sector; the nursery sector; 16-19 providers; Early Years Private, Voluntary and Independent (PVI) providers and Children’s Centres. This paper does not make any recommendations in respect of those members, only in relation to academy and maintained school membership.

Formerly, there was an additional member representing the maintained Pupil Referral Unit (PRU).

**Recommendation 1**

That membership is increased to 21. (The recommendations that follow in the remainder of this paper assume this level of membership and will need to be adjusted if total membership is different from 21.)

**2 Membership across academies and maintained schools:**

Of the total 26,547 pupils being educated in academies, free schools and maintained schools (excluding special schools and nurseries), 14,874 are being educated in academies and 11,673 in maintained schools. This represents 56% in academies and free schools and 44% in maintained schools.

Schools Forum currently has 7 academy members and 7 from maintained schools, 14 in total. In line with the percentage split above and the recommendation to increase the membership to 21, the new total of 16 academies / schools' members should be split into 9 academies' members and 7 maintained schools' members.

Nicky Willis was previously elected by academies to fill the next vacancy arising. This can now be put in place, bringing the membership in place for academies to 4 primary academy members and 4 secondary members, with one remaining vacancy to be filled.

### **Recommendation 2**

- Academy proprietors be asked to elect an additional academy representative, giving 9 academy members in total

### **3 Academy membership**

It is for the academy proprietors both to elect members and to decide on the phase balance but Schools Forum would wish to suggest that account be taken of the relative number of pupils in each phase and of the fact that there are now special schools and PRU academies in determining the 9 members.

Across the academies, 51.5% pupils are in the primary phase and 47.5% in secondary with the remaining 1% in special and the PRU. The primary / secondary phases are evenly represented with 4 primary academy members and 4 secondary members.

The previous maintained PRU member (Helen Huntley) has continued to attend Schools Forum to provide continuity and expertise and it would seem sensible for Schools Forum to recommend to academy proprietors that they consider Helen Huntley in electing the 9<sup>th</sup> member.

### **Recommendation 3**

- In asking academy proprietors to elect a further member (see Recommendation 2 above) to ask that they consider this being Helen Huntley to represent the PRU and special academies.

### **4 Maintained schools membership**

Schools Forum currently has 7 members representing maintained schools: 5 primary and 2 secondary. This accords with the proposal above that the 16 academies / schools' members be split into 9 academies' members and 7 maintained schools' members.

Across the maintained schools, 71.35% of pupils are in primary schools and 28.64% in secondary. This would mean that the current split of members representing the two phases across the maintained sector (5 primary and 2 secondary members) is correct and no changes need to be made at this time.

### **5 Future Membership**

A number of members' terms of office end in September 2014 and the membership will require further review in the summer term to take account of this and of any other changes in membership as well as any further academy conversions.



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### SCHOOLS FORUM MEMBERSHIP - March 2014

School	Type of School	Governor (G) / Headteacher (H/T)	Elected by	Term of office ends
<b>Academies (9 members)</b>				
<b>VACANCY (1 member)</b>	<b>TBC</b>	<b>TBC</b>	<b>Academies</b>	<b>TBC</b>
<b>Primary Academies (4 members)</b>				
Lynch Hill Primary School	Academy	Gillian Coffey (H/T) Substitute Nicky Willis		Aug-15
Godolphin Junior School	Academy	Barbara Clark (H/T) Substitute: Nicky Willis		Aug-15
James Elliman	Academy	Jon Reekie (G)	Academies	Nov-16
<b>Vacancy to be filled by Cippenham Primary School</b>	<b>Academy</b>	<b>Nicky Willis (H/T)</b>	<b>Academies</b>	<b>TBC</b>
<b>Secondary Academies (4 members)</b>				
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
Stonon Court Grammar	Academy Selective	Paul Adams (G)	Academies	Jul-16
<b>Maintained Schools (7 members)</b>				
<b>Primary (5 members)</b>				
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
Khilasa 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
<b>Secondary (2 members )</b>				
St. Joseph's School	Voluntary Aided Non-Selective	Kevin O'Driscoll - (G)		Apr-15
Wexham	Community Non-Selective	Mary Sparrow		Sep-14
<b>Special (1 member)</b>				
Arbour Vale School	Special	Debbie Richards (H/T)		Nov-16
<b>Nursery (1 member)</b>				
Baylis Court Nursery	Nursery	Philip Gregory		Aug-15
<b>14-19 Provider (1 Member)</b>				

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

Observers Lynda Bussley (sub David Warren) Education Funding Agency

Attendees: Angela Mellish Cllr Mann (Member Representative)