

SLOUGH SCHOOLS FORUM

SCHOOLS GROUP:

Maggie Waller (Chair), John Constable (Vice-Chair), Virginia Barrett, Jean Cameron, Gillian Coffey, Philip Gregory, Kathleen Higgins, Helen Huntley, Paul McAteer, Navroop Mehat, Angela Mellish, Carole Pearce, Jon Reekie, Debbie Richards, Jo Rockall, Hardip Singh, Kate Webb and Nicky Willis

OBSERVERS:

Lynda Bussley and Education Funding Agency

ATTENDEES

Councillor P. K. Mann

LOCAL AUTHORITY

Coral Miller, Matt Redwood, Jane Wood and Samantha Taylor (Clerk)

CAMBRIDGE EDUCATION

Robin Crofts

**DATE & TIME: WEDNESDAY, 14TH JANUARY, 2015 AT 8.00AM FOR 8.15AM
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.

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|-----|--|------------------------|
| 3. | Minutes of Previous Meeting 10th December 2014 | (Pages 1 - 8) |
| 4. | Slough Learning Partnership:
a) Slough Learning Partnership update on activity 14/15
b) Cambridge Education proposed joint venture 2015/16 | |
| 5. | Centrally Retained DSG - Underspend | (Pages 9 - 12) |
| 6. | Centrally Retained DSG 2015/16 | (Pages 13 - 16) |
| 7. | 2015-16 Budget Process | (Pages 17 - 20) |
| 8. | 2015-16 DSG Blocks (Schools Block) | (Pages 21 - 24) |
| 9. | 2015-16 DSG Blocks (High Needs Block) | (Pages 25 - 26) |
| 10. | Cambridge Education | |
| 11. | Academies Update | |
| 12. | Work Programme and Key Decisions Log | (Pages 27 - 34) |
| 13. | Looked After Children Pupil Premium | (Pages 35 - 76) |
| 14. | SFVS Proposals | (Pages 77 - 82) |

Slough Schools Forum- Meeting held on Wednesday, 10th December, 2014

Present: Maggie Waller, Holy Family Primary School (Chair)
John Constable, Langley Grammar (Vice-Chair)
Jean Cameron, Slough Children's Centres
Gillian Coffey, Lynch Hill Primary School
Philip Gregory, Baylis Court Nursery School
Kathleen Higgins, Beechwood Secondary School
Helen Huntley, Haybrook College
Paul McAteer, Slough and Eton C of E Business and Enterprise College
Carole Pearce, Penn Wood School
Jon Reekie, James Elliman Primary School
Debbie Richards, Arbour Vale School
Jo Rockall, Herschel Grammar School
Hardip Singh, Khalsa Primary School
Mary Sparrow, Wexham Secondary School
Nicky Willis, Cippenham Primary School

Attendees: Angela Mellish

Officers: Robin Crofts, Kevin Gordon, Coral Miller, Julie Pickering and Matt Redwood, Joanne Roxby (Minutes)

Apologies: Lynda Bussley, Navroop Mehat, Maggie Stacey and Jane Wood

PART I

369. Apologies

Apologies were noted from Maggie Stacey, Navroop Mehat, Lynda Bussley and Jane Wood.

Introductions were made around the table and Maggie Waller welcomed Kevin Gordon, Assistant Director Professional Services, SBC.

370. Declarations of Interest

There were no declarations of interest.

371. Minutes of previous meeting 12th November 2014

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It was noted that Maggie Waller and John Constable were to meet Fiona Mactaggart to brief her as a follow up to the letter to the Secretary of State regarding schools' funding.

It was noted that SASH had agreed in principle to academies sharing balances information and the detail was yet to be discussed and also that the Primary Headteachers' group is to discuss also.

It was noted that a report on commissioning places (SEN) would now be brought to the January Schools Forum.

Page 3

The Early Years Task and Finish group is to be re-convened and 9th January is possible date. (*Note: now confirmed.*)

An update was requested regarding the balance for Slough Centre Nursery. Coral Miller is pursuing this.

Page 5

The link to Section 251 budget information was provided:

<http://www.slough.gov.uk/council/strategies-plans-and-policies/budget-statements-for-schools.aspx>

372. Slough Learning Partnership

John Constable gave a brief update. Slough Learning Partnership has recruited 1.6 FTE new members of staff. A further update on specific activities will be brought to the January Schools Forum.

Discussions are ongoing with the LA and Cambridge Education and costed proposals for 2015/16 will also be brought to the Schools Forum.

373. PFI Update

Julie Pickering (JP) gave an update on the DfE (Local Partnerships) pilot and noted that the full report from Local Partnerships is confidential as it is commercially sensitive but that the three PFI schools' Headteachers had commented on its accuracy.

Schools Forum agreed to set up a Task and Finish group to enable some members of the Forum (in addition to the three PFI schools) to become more familiar with the report and the pilot so that they can feed back to Schools Forum. As well as the three PFI schools, Maggie Waller and John Constable agreed to join the Task and Finish Group and MW agree to contact any schools' members of Schools Forum not present to invite them. Matt Redwood agreed to attend also. JP suggested that three one hour meetings of the group would be needed before the end of February 2015.

JP clarified that the Council is looking to reduce its commitment regarding the affordability gap i.e. to reduce the £500,000 per annum element of its contribution. There is also the on-going issue of £180k per annum increase in operating costs as a result of the benchmarking exercise in 2012 which is being discussed separately with the three PFI Schools.

Mary Sparrow stated that Schools Forum could not make longer term commitments and that, should any future decision be made about this by the Forum, it could only be a year on year one. Members of the Forum endorsed this.

MW asked why capital could not be used to pay for the Council contribution and referred to an example of this elsewhere. A response is to be made to Schools Forum on this question.

Helen Huntley asked what would happen if a request for funding from DSG came to Schools Forum in the future and it was refused. MW stated that the Council could appeal to the Secretary of State.

It was noted that JP's contract is to end on 19th December and it was asked who would continue the work. JP will be completing a detailed handover to Joseph Holmes and MW agreed to email Joseph Holmes to follow this up. MW asked for clarification about the 2014/15 sum of £500,000 which has been withheld from the DSG and asked when this was to be returned and asked that Schools Forum should be given a commitment regarding this.

JP noted that the current work of the pilot could impact on timing and advised that that was why the Task and Finish Group's work needs to be completed by end of February. Joseph Holmes will present the completed report to the Forum meeting on 25th February 2015.

Schools Forum requested a commitment from the Council that, in future, no monies will be top-sliced from the DSG without a request to Schools Forum and Forum approval.

374. Growth Fund Update 2014-15 and 2015-16 Budget

Schools Forum was asked to agree to creating a Growth Fund for 2015/16 (an annual decision) and also to consider the criteria and level of funding. The report proposed two options for funding: full AWPU rate or 66% of the AWPU rate. There was discussion about the two options and what a reduced AWPU might fund and about the overall pressure on the DSG, given that the DfE does not fund this and the DSG has to be top-sliced.

It was noted that, whilst the Growth Fund is currently allocated to expanding primary schools, this will work through to secondary schools in time and it not a short term pressure.

Schools Forum agreed to create a Growth Fund for 2015/16.

It was noted that the proposed top slice was smaller than previously as there was some carry forward from a contingency and also some funds had been recouped from the DfE for academies. It was clarified that the need would normally be about £1 million a year.

It was noted that it was important that arrangements should not deter schools from expanding.

The option of full AWPU was agreed for 2015/16 so £850K will be top sliced from the Schools Block budget. Officers agreed to investigate other LAs' approach, particularly in areas of rapid expansion like Slough and bring that to Schools Forum before any decision for 2016/17.

375. Centrally Retained DSG

Coral Miller circulated a corrected Appendix to the report.

Debbie Richards queried a pensions issue relating to Arbour Vale School and Coral Miller agreed to follow this up outside the meeting.

The principle of distributing the final underspend by numbers on roll was re-affirmed.

A revised final position will be brought to the January Schools Forum and will also include the position for the High Needs Block.

The £500k pensions deficit being returned to the DSG will form part of the final total. This money was paid from the DSG rather than billed direct to a number of schools who owed it and this needs to be repaid to the DSG. A commitment that this not be repeated is requested from the LA. Paul McAteer mentioned that auditors had suggested challenging the value for money of the pensions' arrangement and it was asked that this be followed up by the LA. MW is to invite Joseph Holmes to January Schools Forum.

376. De-delegated budgets

Coral Miller introduced the report asking that the schools' members (maintained schools only) vote on whether or not to de-delegate the two budgets concerned in 2015/16 (staff supply cover costs (Trades Unions) and Behaviour Support (SEBDOS)) and whether this should be at the same unit cost as in 2014/15.

Kevin Gordon gave some background on the Trades Union area. He explained that he had written to schools in March 2014 and had limited positive response regarding maintaining a central service and therefore no arrangements were made to provide this. He agreed to check if schools had been told that no central service was being provided.

It was clarified, however, that the de-delegated amount under discussion here is to compensate Montem Academy in part for the release of Lynda Bussley. Nicky Willis noted that other Trades Unions funded similar services and/or members pay.

Members of Schools Forum requested more information on what Lynda Bussley had provided for schools in order to inform a decision. The decision regarding this budget was deferred until January when this further information would be available. MW agreed to email Lynda Bussley to clarify.

With regard to the budget for SEBDOS (previously known as Behaviour Support), the relevant members of the Schools Forum voted. There were 2 votes for de-delegation and 1 abstention by primary maintained schools' members and 2 votes for de-delegation by secondary maintained schools' members. This budget was therefore approved for de-delegation in both phases at the unit costs proposed.

Helen Huntley agreed to clarify why the primary cost was higher than secondary.

Jean Cameron asked if the SEBDOS budget concerned was separate from the SEBDOS budget for early years and this was confirmed.

377. Membership

A review had been carried out of the membership of the Schools Forum in relation to the pupil numbers in maintained schools and academies (October census).

It was noted that Maggie Stacey had stood down from Schools Forum and thanks was given for her long service and valuable contributions over the years she had been a member.

Mary Sparrow also told Schools Forum that she is leaving Slough for a new post in January. Members of the Schools Forum wished her well in her new role and thanked her for her valuable contributions to the Forum.

Following the two resignations and the review of pupil numbers it is necessary to fill three academy vacancies. To maintain the balance across phases in relation to pupil numbers this would mean electing a primary member and two secondary members. It is for the academy proprietors to decide whether they appoint to these phases but Schools Forum wishes to suggest that this be the case. John Constable is to follow up with academy proprietors and suggest this.

The balance of pupil numbers in maintained schools requires a replacement to be found for Mary Sparrow (secondary maintained school).

378. Cambridge Education

Robin Crofts (RC) reported that the Cambridge Education contract has reached the end of year 1 and a refresh is underway for year 2 including any changes in scope. Cambridge Education's annual report has been to a recent Education and Children's Services Scrutiny Panel and three other reports were referred to: Attainment and Progress; Transport and Strategy for School Improvement as well as an Academies' protocol which is available on the SBC website:

<http://www.slough.gov.uk/moderngov/ieListDocuments.aspx?CId=133&MIId=5187>

379. Academies update

Robin Crofts (RC) reported that no further academy conversions had taken place. Cambridge Education is engaging with academies, with 8 academies now involved in a School Improvement cycle e.g. autumn term visits and strategy action groups. Cambridge Education is working with Godolphin Infants around post Ofsted improvement.

RC fed back on the national picture where LAs are linking more formally with academies. Recent communications at a national level suggest there is a tightening up around academy conversion, especially Trusts e.g. questioning whether secondary schools are best placed to lead on primary improvement.

380. Work programme and Key Decisions log

The proposed meeting for Wednesday 1st July 2015 was agreed.

381. A.O.B.

Coral Miller (CM) requested that SEN top up payments from the LA be changed from monthly to termly. It was agreed that this may be possible for maintained

schools (in respect of children with statements) but that for special schools and resource bases the risk of financial instability is higher. It was agreed that this be further discussed by the High Needs Task and Finish group once CM produces information on cash flow.

(Note: The Meeting opened at 8.15am and closed at 9.45am)

SCHOOLS FORUM MEMBERSHIP - January 2015

APPENDIX A

School	Type of School	Governor (G) / Headteacher (H/T)	Elected by	Term of office ends
Academies (10 members)				
Special Schools /PRUs				
Haybrook College	Special School/PRU	Helen Huntley (H/T)	Academies	May-17
Primary Academies (4 members)				
Lynch Hill Primary School	Academy	Gillian Coffey (H/T) Substitute Nicky Willis		Aug-15
Vacancy	Vacancy	Vacancy		
James Elliman	Academy	Jon Reekie (G)	Academies	Nov-16
Cippenham Primary School	Academy	Nicky Willis (H/T)	Academies	Mar-17
Secondary Academies (5 members)				
Herschel Grammar	Academy Selective	Jo Rockall	Academies	Jul-17
Langley Grammar	Academy Selective	John Constable (H/T)	Academies	Jul-17
Slough & Eton C of E Business and Enterprise College	Academy Non-Selective	Paul McAteer (H/T) Sub Bea Williams	Academies	Jul-17
Vacancy	Vacancy	Vacancy		
Vacancy	Vacancy	Vacancy		
Maintained Schools (6 members)				
Primary (4 members)				
Holy Family Primary School	Voluntary Aided	Maggie Waller(G)		Aug-15
Wexham Court Primary School	Community	Navroop Mehat (H/T)	Primary Heads	Jul-16
Khlasa Primary School	Voluntary Aided	Hardip Singh (G)	Governors	Oct-16
Penn Wood School	Community	Carol Pearce (G)	Governors	Sep-17
Secondary (2 members)				
Beechwood	Community	Kathleen Higgins	SASH	Jul-17
St Bernard's Grammar School	Voluntary Aided	Angela Mellish	SASH	Jan-18
Special (1 member)				
Arbour Vale School	Special	Debbie Richards (H/T)		Nov-16
Nursery (1 member)				
Baylis Court Nursery	Nursery	Philip Gregory		Aug-15
16-19 Provider (1 Member)				
16 - 19 Provider	16-19 Provider	Kate Webb (sub Virginia Barrett)	EBC	Jul-16
PVI Provider (1 Member)				
Vacancy	Vacancy	Vacancy		
Children's Centres (1 Member)				
Slough Children's Centres	Children's Centres	Jean Cameron		Oct-15
Total Membership:				21 members
Observers	Lynda Bussley (sub David Warren)	Education Funding Agency		
Attendees:		Cllr Mann (Member Representative)		

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**SLOUGH SCHOOLS' FORUM
14th January 2015**

**Central Retained DSG underspend 13-14 and Pension deficit for 2013-14
(Directorate of Wellbeing)**

1 PURPOSE OF REPORT

- 1.1 To inform Schools' Forum of the 2013-14 School Block underspends and the Pension amount due from individual schools.

2 RECOMMENDATIONS

- 2.1 Slough Borough Council recommends that a netted off budget (underspend minus pension deficit) be allocated in 14-15. Please see the attached Appendix A.
- 2.2 Slough Borough Council recommends that the schools are informed of the additional funding as part of the 15-16 School budget letter due in February 2015.

3 REASONS FOR RECOMMENDATIONS

- 3.1 In line with the decision made at Schools Forum in December 2014, the distribution be made of the prior year's underspend within the financial year 2014-15 using the Number on Roll rather than allocate this via the Schools block budget..

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None considered.

5 SUPPORTING INFORMATION

None considered.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 None.

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

Coral Miller (Principal Accountant, ECS)
(01753 477209)
coral.miller@slough.gov.uk

APPENDIX A - 13-14 Central Retained underspend

January 2015

School Block	-1,158,547
Slough Learning Partnership	160,000
TOTAL	-998,547
UNIT COST	44.56

LAESTAB	School Name	Phase	NOR	Value	Pension	Nett amount to allocate
8714082	BAYLIS COURT SCHOOL	Secondary	781.00	34,800		34,800
8714085	BEECHWOOD SCHOOL	Secondary	736.00	32,795	-28,197	4,597
8715204	Castleview School	Primary	555.00	24,730		24,730
8712194	Cippenham Infant School	Primary	266.00	11,852		11,852
8715200	Cippenham Primary School	Primary	678.00	30,210		30,210
8712256	Claycots Primary	Primary	911.00	40,592	-29,651	10,942
8712003	Colnbrook C.E. Primary School	Primary	184.00	8,199	-1,222	6,977
8712216	Foxborough Primary School	Primary	320.00	14,259	-15,372	-1,113
8712196	Godolphin Infant School	Primary	353.00	15,729		15,729
8715407	Herschel Grammar School	Secondary	624.00	27,804		27,804
8715202	Holy Family Catholic School	Primary	427.00	19,026		19,026
8713367	IQRA Slough Islamic Primary School	Primary	625.00	27,849	-10,887	16,962
8712002	James Elliman Academy	Primary	629.00	28,027		28,027
8713366	Khalsa Primary School	Primary	420.00	18,714	-12,742	5,972
8715405	LANGLEY GRAMMAR SCHOOL	Secondary	750.00	33,419		33,419
8715208	Lynch Hill School	Primary	756.00	33,686		33,686
8713365	Marish Primary School	Primary	598.00	26,646		26,646
8712257	Montem Primary School	Primary	713.00	31,770	-20,665	11,105
8713357	Our Lady of Peace Junior	Primary	356.00	15,863	-10,958	4,905
8713353	OUR LADY OF PEACE R.C.INFANT	Primary	269.00	11,986	-9,843	2,143
8712244	PARLAUNT PARK PRIMARY SCHOOL	Primary	554.00	24,685	-22,812	1,873
8712255	Penn Wood Primary and Nursery School	Primary	494.00	22,012	-27,549	-5,537
8715207	Pippins School	Primary	180.00	8,020	-6,822	1,198
8715201	Priory School	Primary	735.00	32,750		32,750
8715209	Ryvers School	Primary	517.00	23,037		23,037
8714510	Slough & Eton C of E Business & Enterprise College	Secondary	859.00	38,275		38,275
8713364	ST ANTHONY'S CATHOLIC PRIMARY	Primary	473.00	21,076	-20,847	229
8714700	St Bernard's Catholic Grammar School	Secondary	625.00	27,849	-25,031	2,818
8714800	St Joseph's Catholic High School	Secondary	635.00	28,294	-17,835	10,459
8713363	St. Ethelbert's Catholic Primary School	Primary	392.00	17,467	-15,233	2,234
8713070	St. Mary's C E Primary School	Primary	470.00	20,942	-14,645	6,297
8712221	The Godolphin Junior School	Primary	360.00	16,041		16,041
8716905	The Langley Academy	Secondary	907.00	40,414		40,414
8715409	THE WESTGATE SCHOOL	Secondary	886.00	39,478		39,478
8715408	Upton Court Grammar School	Secondary	749.00	33,374		33,374
8712012	Western House Primary School	Primary	564.00	25,131	-24,187	944
8712252	Wexham Court Primary School	Primary	570.00	25,398	-17,167	8,231
8714089	Wexham School	Secondary	794.00	35,379	-34,738	641
8712001	Willow Primary School	Primary	351.00	15,640		15,640
	Arbour Vale Special School - LMS	Special	255.00	11,362	-67,560	-56,197
	AVS Residential Unit	Special			-12,520	-12,520
	Littledown School	Special	29.00	1,292	-3,069	-1,777
	Haybrook College	Special	60.00	2,673	-13,730	-11,056

22,410 998,547 -463,281 535,266
535,266

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SLOUGH SCHOOLS' FORUM
14th January 2015

Centrally Held DSG 2015-16
(Directorate of Wellbeing)

1 PURPOSE OF REPORT

- 1.1 To ask Schools' Forum to agree the centrally held budgets within the DSG for 2015-16.

2 RECOMMENDATIONS

- 2.1 That Schools' Forum needs to agree or disagree the centrally held Schools Block DSG items in accordance with the Schools and Early Years DFE regulations.
- 2.2 It is recommended that the centrally held budgets continue as in 2014-14 budget.
- 2.3 Any underspends in the centrally retained budgets will be brought to Schools Forum in the normal way and could be returned to the Schools Block via the funding formula or number on roll.

3 REASONS FOR RECOMMENDATIONS

- 3.1.1 Appendix A shows the requested centrally held budgets for 2015-16, the amount requested and an explanation of the use of the budget from Cambridge Education who now administers these services.
- 3.1.2 Appendix B shows the requested centrally held budgets for 2015-16, the amount requested and an explanation of the use of the budget held by Slough Borough Council and not administered through the Cambridge Education Contract.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable.

5 SUPPORTING INFORMATION

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

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

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

Section 151 Officer – Strategic Director of Resources

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

Access Implications

- 6.3 There are no access implications.

7 CONSULTATION

Principal Groups Consulted

- 7.1 None.

Method of Consultation

- 7.2 Not applicable.

Representations Received

- 7.3 Not applicable.

Background Papers

Appendix 1

Contact for further information

Coral Miller (Principal Accountant, ECS)
(01753 477209)
coral.miller@slough.gov.uk

APPENDIX B**Slough Borough Council DSG Centrally Held Budgets 2015-16****Schools Block**

Budget Code/Title	2015-16 Budget £	Included in the Mott MacDonald Contract?	Description of the budget	Budget Manager	Needs Forum Decision?
Centrally Retained budget 14-15	£241,034	No	This budget looks like it was made up by the following:	Coral Miller?	Yes
	53,055	No	1. Budget to support the work of Schools Forum, such as technical advice and support, finance support, commissioning research, and supporting main meeting and Task and Finish group activities.		
	149000	No	2. CERA (Capital Expenditure Revenue Account) previously known as Schools Apportionment (AN).		
	28400	No	3. School Improvement and Raising Standards.		
	10579	No	4. Variance not sure what this is for? Miscellaneous items.		

Total request for 15-16

241,034

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SLOUGH SCHOOLS' FORUM
14th January 2015

2015-16 Budget Process Update
(Directorate of Wellbeing)

1 PURPOSE OF REPORT

- 1.1 The Schools' Forum is being informed of the 2015-16 formula factors and is asked to support the 15-16 budget process updated timetable.

2 RECOMMENDATIONS

- 2.1 To note the attached Appendix 1. This will be ratified by Slough Borough Council before being sent to the DfE in the final funding proforma.
- 2.2 To agree with the new budget timetable below.

3 REASONS FOR RECOMMENDATIONS

- 3.1.1 For information and to obtain comments on the proposal of allocating all the budgets at one time rather than piecemeal. Early Years and High Needs will be indicative budgets.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 N/A

5 SUPPORTING INFORMATION

- 5.1 The table below shows the remaining significant dates in the 2015-16 budget process.

Date	Item	Notes
20/01/15	Final School budget Proforma to be returned to the DfE	This will be the final formula as ratified by Slough Borough Council.
26/02/15	Send School Budgets (5 to 16 years old) to schools, Early year and HN indicative budgets to Schools	
28/02/15	PVIs (DfE deadline)	

	is 28 th February)	
24/03/15	Send High Needs budgets to Special 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

Appendix 1

Contact for further information

Coral Miller (Principal Accountant, ECS)
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APPENDIX 1 - 2015-16 School 5 to 16 Budget Process**Primary**

Factor Name	15-16 Unit			14-15 Unit		
	Value	No. of Units	15-16 Total	Value	No. of Units	14-15 Total
AWPU	3,174.19	14,938	47,416,050	3,180.52	13,585	43,207,364
Free School Meals Ever 6	1,019.33	3,543	3,611,405	1,048.21	3,394	3,557,550
IDACI 3	635.28	2,803	1,780,760	635.28	2,614	1,660,706
IDACI 4	800.44	1,174	940,109	800.45	1,106	884,966
IDACI 5	964.91	359	346,461	964.91	324	312,612
IDACI 6	1,083.53	-	-	1,083.53	1	1,056
Low Attainment	1,065.86	4,479	4,774,509	1,089.36	3,702	4,032,702
Mobility	-	1,246	-	-	-	-
Lump Sum	55,000	29	1,595,000	55,000	28	1,540,000
Split Site			34,300			34,300
Rates			394,403			419,207
PFI			310,459			310,459
Minimum Funding Guarantee/Capping			201,354			441,129
Total Primary Funding			61,404,810			56,402,052

Secondary

Factor Name	15-16 Unit			14-15 Unit		
	Value	No. of Units	15-16 Total	Value	No. of Units	14-15 Total
AWPU KS3	3,872.52	5,423	21,000,366	3,820.70	5,060	19,332,742
AWPU KS4	4,627.97	3,255	15,064,042	4,643.27	3,224	14,969,902
Free School Meals Ever 6	1,445.22	2,237	3,232,813	1,486.17	2,244	3,334,314
IDACI 3	1,316.51	1,745	2,297,020	1,316.51	1,657	2,181,537
IDACI 4	1,618.73	691	1,118,607	1,618.74	666	1,078,507
IDACI 5	1,718.48	229	394,116	1,718.49	215	369,221
IDACI 6	2,045.30	24	49,149	2,045.30	26	53,149
Low Attainment	2,444.44	1,692	4,136,677	2,498.37	1,697	4,240,209
Mobility	179.26	313	-	-	-	-
Lump Sum	55,000.00	13	715,000	55,000	11	605,000
Rates			705,428			472,215
PFI			486,826			486,826
Minimum Funding Guarantee			673,024			876,657
Total Secondary Funding			49,873,068			48,000,279

Total Mainstream 5 to 16 Funding

111,277,878

104,402,331

Primary Secondary Ratio

1:1.38

1:1.38

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SLOUGH SCHOOLS' FORUM
14 January 2015

Schools' Block 2015-16
(Directorate of Wellbeing)

1 PURPOSE OF REPORT

- 1.1 To inform Schools' Forum of the proposed Schools Block budget for 2015-16 and ask permission to de-delegate the Trade Union support budget, the decision having been deferred at the December 2014 meeting.

2 RECOMMENDATIONS

- 2.1 That School Forum notes the estimated Schools Block 2015-16.
- 2.2 To ask Schools Forum members representing primary and maintained secondary schools to vote on the de-delegation of the Trades Union support budget as set out below.
- 2.3 To seek agreement to Slough Borough Council's proposal that the de-delegation unit cost for Trades Union support remains the same as 2014-15. Please see table below for 14-15 unit costs.

Description	School type	Sub division	Unit Cost	Total
Staff Supply cover costs	Primary	AWPU	£0.8247	£6,090
	Secondary	AWPU	£0.3332	£923
TOTAL				£7,013

3 REASONS FOR RECOMMENDATIONS

- 3.1 The Schools' Block has been notified by the DfE at £113,479,000 based on October 2014 pupil numbers. The increase in Dedicated Schools Grant (DSG) is due to 3 new schools being part of our funding formula, (Langley Hall Academy, Ditton Park and Lynch Hill Enterprise).

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable.

5 SUPPORTING INFORMATION

- 5.1 Please see Appendix A which shows the total estimated Schools Block for 2015-16 and a comparison report with last year's School Block budget. 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

Coral Miller (Principal Accountant, ECS)
(01753 477209)
coral.miller@slough.gov.uk

APPENDIX A - COMPARISON TABLE 2015-16 TO 2014-15

Explanation given for the variances

URN	LAESTAB	School Name	Phase	Academy Type	NOR 15-16	NOR 14-15	Variance	Budget before De-delegation 2015-16	Budget before De-delegation 2014-15	Variance	Explanation
109943	8714082	BAYLIS COURT SCHOOL	Secondary	Recoupment Academy	783	781	2	4,589,165	4,646,334	-57,170	Mostly related to Prior Attainment factor in 15-16 Baylis had 35 pupil more than last year achieving Level 4 in English and Maths.
130372	8714085	BEECHWOOD SCHOOL	Secondary	0.00	753	736	17	5,171,581	5,133,921	37,659	
132089	8715204	Castleview School	Primary	Recoupment Academy	542	540	2	1,863,662	1,871,172	-7,510	Reduction in the MFG. Due to a increase in school factor budget which allows this school to loss upto 1.5%.
109995	8712194	Cippenham Infant School	Primary	Recoupment Acade	269	266	3	1,047,589	1,019,728	27,861	
110035	8715200	Cippenham Primary School	Primary	Recoupment Acade	709	678	31	2,713,290	2,636,035	77,255	Increase in NOR and decrease in deprivation factor income.
110036	8712256	Claycots Primary	Primary	0.00	1,042	911	131	4,524,521	3,983,829	540,692	Increase in NOR and Deprivation factor income.
110039	8712003	Colnbrook C.E. Primary School	Primary	Recoupment Acade	168	174	-6	842,461	881,393	-38,932	NOR reduction and reduction in the MFG.
110040	8714002	Ditton Park Academy	Secondary	Non Recoupment A	207	0	207	1,080,105	0	1,080,105	
134778	8712004	Foxborough Primary School	Primary	Recoupment Acade	337	312	25	1,492,622	1,439,129	53,494	Increase in NOR.
135099	8712196	Godolphin Infant School	Primary	Recoupment Acade	343	344	-1	1,495,102	1,487,017	8,085	Increase in deprivation factor income.
110089	8715407	Herschel Grammar School	Secondary	Recoupment Academy	626	624	2	3,122,020	3,158,632	-36,612	Reduction in the MFG. Due to a increase in school factor budget which allows this school to loss upto 1.5%.
110090	8715202	Holy Family Catholic School	Primary	0.00	424	427	-3	1,576,334	1,577,112	-779	
110095	8713367	IQRA Slough Islamic Primary School	Primary	0.00	622	625	-3	2,630,270	2,632,321	-2,051	
110076	8712002	James Elliman Academy	Primary	Recoupment Acade	630	629	1	2,586,872	2,573,132	13,741	Increase in NOR and Deprivation factor income.
110078	8713366	Khalsa Primary School	Primary	0.00	421	420	1	1,621,687	1,641,511	-19,824	Reduction in the MFG. Due to a increase in school factor budget which allows this school to loss upto 1.5%.
110084	8715405	LANGLEY GRAMMAR SCHOOL	Secondary	Recoupment Academy	756	750	6	3,597,955	3,541,755	56,200	Increase in NOR and Deprivation factor income.
110087	8712000	Langley Hall Primary Academy	Primary	Non Recoupment A	728	0	728	2,759,355	0	2,759,355	New School
139198	8714001	Lynch Hill Enterprise Academy	Secondary	Non Recoupment A	117	0	117	597,392	0	597,392	New School
139333	8715208	Lynch Hill School	Primary	Recoupment Acade	805	756	49	3,182,230	3,008,418	173,812	Increase in NOR and Deprivation factor income.
139567	8713365	Marish Primary School	Primary	Recoupment Acade	596	580	16	2,437,139	2,412,529	24,610	Increase in NOR and Deprivation factor income.
139943	8712005	Montem Academy	Primary	Recoupment Acade	736	713	23	3,441,031	3,441,524	-492	Mostly related to FSM ever 6 has reduced from last year by 29 pupils. Unit cost 15-16 is £1,019. 2 reductions in Prior Attainment and various in IDACI. No MFG applicable.
140335	8713357	Our Lady of Peace Junior	Primary	0	354	356	-2	1312397.364	1325173.185	-12775.8211	Mostly NOR plus reduction in deprivation factors
140857	8713353	OUR LADY OF PEACE R.C.INFANT	Primary	0.00	267	269	-2	1,124,916	1,105,520	19,396	
140994	8712007	PARLAUNT PARK PRIMARY ACADEMY	Primary	Recoupment Acade	605	554	51	2,520,839	2,296,471	224,369	Increase in NOR and Deprivation factor increase is approx £85k.
138066	8712255	Penn Wood Primary and Nursery Sch	Primary	0.00	553	494	59	2,837,633	2,576,325	261,308	Increase in NOR and Deprivation factor of approx. £30k.
138731	8715207	Pippins School	Primary	0.00	177	180	-3	702,882	714,368	-11,485	
138319	8715201	Priory School	Primary	0.00	725	690	35	2,796,961	2,704,158	92,803	Increase in NOR, Deprivation factor income and also on MFG.
138166	8715209	Ryvers School	Primary	Recoupment Acade	541	509	32	2,112,301	1,990,560	121,741	Increase in NOR and Deprivation factor income.
138013	8714510	Slough & Eton C of E Business & Ente	Secondary	Recoupment Acade	863	836	27	5,886,606	5,790,374	96,231	Increase in NOR and decrease in deprivation factor of approx. £30k.
138659	8713364	ST ANTHONY'S CATHOLIC PRIMARY	Primary	0.00	502	473	29	2,074,327	1,947,143	127,183	Increase in NOR and Deprivation factor of approx. £40k.

137010	8714700	St Bernard's Catholic Grammar School	Secondary	0.00	625	625	0	2,921,421	2,964,795	-43,374	Deprivation factor reduction and reduction in the MFG.
138192	8714800	St Joseph's Catholic High School	Secondary	0.00	653	635	18	3,728,817	3,653,342	75,474	Increase in NOR.
137259	8713363	St. Ethelbert's Catholic Primary School	Primary	0.00	378	382	-4	1,547,065	1,560,501	-13,435	
137287	8713070	St. Mary's C E Primary School	Primary	0.00	503	470	33	2,142,271	2,014,950	127,321	Increase in NOR.
136521	8712221	The Godolphin Junior School	Primary	Recoupment Acade	377	348	29	1,683,603	1,581,482	102,120	Increase in NOR.
137726	8716905	The Langley Academy	Secondary	Recoupment Acade	896	902	-6	5,089,497	5,199,181	-109,684	Mostly related to Prior Attainment factor in 15-16 Baylis had 24 pupil more than last year achieving Level 4 in English and Maths, also 16 less children attaching FSM ever 6 funding and reductions in IDACI.
136420	8715409	THE WESTGATE SCHOOL	Secondary	Recoupment Acade	875	873	2	4,959,195	5,005,554	-46,359	Reduction in the MFG. Due to a increase in school factor budget which allows this school to loss upto 1.5%.
138012	8715408	Upton Court Grammar School	Secondary	Recoupment Acade	737	749	-12	3,687,572	3,717,779	-30,207	
135631	8712006	Western House Academy	Primary	Recoupment Acade	591	564	27	2,300,532	2,215,410	85,121	Increase in NOR and Deprivation factor of approx. £63k and decrease in rates.
136951	8712252	Wexham Court Primary School	Primary	0.00	599	570	29	2,383,345	2,294,508	88,837	Increase in NOR.
140156	8714089	Wexham School	Secondary	0.00	787	773	14	5,441,763	5,196,959	244,804	Increase in NOR and rate increase due to incorrect rate paid last year.
141009	8712001	Willow Primary School	Primary	Recoupment Acade	394	351	43	1,651,630	1,490,657	160,974	Increase in NOR and Deprivation factor of approx. £30k.
					23,616	21,869	1,747	111,277,957	104,430,701	6,847,255	

Check 23,616 21,869 111,277,957 104,430,701
NOR increases without new schools 695

SLOUGH SCHOOLS' FORUM
14th January 2015

High Needs Block 2015-16
(Directorate of Wellbeing)

1 PURPOSE OF REPORT

- 1.1 To inform the Schools' Forum of the proposed High Needs Block budget for 2015-16 and to seek agreement to carry over the previous underspend into 2015-16 .

2 RECOMMENDATIONS

- 2.1 That the Forum notes the estimated High Needs Block for 2015-16 and also agrees the carry forward from the previous year of £600,000 into the HN block for expected future pressures in High Needs provision.

3 REASONS FOR RECOMMENDATIONS

- 3.1 An initial High Needs Block of £20,594,000 has been given by the DfE. No new money has been given and the request for funding for 10 additional places has been rejected by the DfE. Therefore, there are increasing pressures in this area due to growth and the proposal of new resource bases in the future.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable.

5 SUPPORTING INFORMATION

- 5.1 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

Coral Miller (Principal Accountant, ECS)

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Slough Schools' Forum – 2014-15 Work ProgrammeWednesday 14th January 2015

- Slough Learning Partnership: a) Slough Learning Partnership update on activity 14/15 and b) Cambridge Education proposed joint venture 2015/16
- Centrally Retained DSG – Underspend
- Centrally Retained DSG 2015/16
- 2015-16 Budget Process
- 2015-16 DSG Blocks (Schools Block)
- 2015-16 DSG Blocks (High Needs Block)
- Cambridge Education
- Academies update
- Work programme and Key Decisions log
- Looked After Children Pupil Premium

Wednesday 25th February 2015

- PFI
- Commissioning of places in special settings
- 2015-16 Budget Process Update
- 2015-16 DSG: Early Years Block
- Cambridge Education
- Academies update
- Work programme and Key Decisions log

Wednesday 25^h March 2015

- Quarter 3 Budget Monitoring 2014-15
- 2015-16 Budget Process Update
- Growth Fund Outturn 2014-15
- Cambridge Education
- Academies update
- Work programme and Key Decisions log

Wednesday 6th May 2015

- Review of Scheme for Financing Schools
- Cambridge Education
- Academies update
- Work programme and Key Decisions log

Wednesday 1st July 2015

- Centrally retained budgets: annual feedback report (out turn and detail behind spend to inform decisions on following year's budgets)

Proposed meeting frequency for academic year 2015/2016

October 2015

November 2015

December 2015

January 2016

March 2016

May 2016

July 2016

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Schools Forum Key Decisions Log September 2013 and ongoing V4 January 2015

Issue and Decision	Schools Forum date	Schools Forum agenda item no.
Chair and Vice-Chair		
Maggie Waller was elected Chair and John Constable Vice-Chair	11/09/13	1
School Balances		
It was agreed that if, at any time in the future, there is an option to claw back money from a school, this would come back to Schools Forum.	11/09/13	6
New Schools and Early Years Finance Regulations - DfE Consultation		
It was agreed that a joint LA and Schools Forum response would be submitted to the DfE	11/09/13	7
Membership		
It was agreed that the Chair would write to all Academies with a recommendation to fill the primary academy member vacancy to provide a balance of primary and secondary representation i.e. 4 primary and 4 secondary members and to recommend: the appointment of Jon Reekie as primary representative; agreement to the appointment of Nicky Willis to the next vacancy; to seek any alternative nomination	11/09/13	8
It was agreed that the Chair would write to Chairs of Governors of maintained primary schools to seek nominations and Maggie Stacey would also raise this with primary Headteachers	11/09/13	8
Membership		
Hardip Singh, Khalsa Primary School was appointed as a Governor Primary Representative for Maintained Schools.	16/10/13	3
Julie O'Brien, Our Lady of Peace Junior School was endorsed as Primary Maintained School Headteachers' representative.		
DSG Centrally Retained Budgets		
Schools Forum agreed the need for a framework to be agreed for reporting to Schools Forum to enable any recommendations or decisions to be made regarding any relevant DSG centrally retained items. A process is to be built into the Work Programme.	16/10/13	6
High Needs Financial Sustainability Policy		
Schools Forum endorsed the High Needs Financial Sustainability Policy, subject to a timeframe being added in to the criteria. It was noted that an annual report on the policy's operation should be provided for Schools Forum.	16/10/13	7
Carbon Reduction		
Schools Forum approved payment of £114,168.94 for the Carbon Reduction Commitment for 2012-13 via the potential in year DSG underspend for 2013-14.	16/10/13	8
Membership		
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
Repayment		
It was noted that St Joseph's has now repaid £400,000 to the Dedicated Schools Grant (DSG)	15/11/13	3
Review of Accountability for Central Budgets		
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
Free Schools		
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 Khalsa. It was noted that this was honouring an historical decision and did not set a precedent.	15/11/13	11

Schools Forum Key Decisions Log September 2013 and ongoing V4 January 2015

Membership		
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
Split Site Factor		
The Split Site Factor was agreed at a value of £34,300.	11/12/13	5
Half Year DSG Forecast		
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
Centrally Retained DSG		
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
De-delegated Budgets: Behaviour Support Service and Trades Union		
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
2014-15 Budget Process Update		
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
Growth Fund		
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
2014-15 DSG Blocks (Schools Block)		
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
2014-15 DSG Blocks (High Needs Block)		
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
2014-15 DSG Blocks (Early Years Block)		

Schools Forum Key Decisions Log September 2013 and ongoing V4 January 2015

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
DSG Centrally Held Budgets 2014-15 - starting position		
Update to this log bringing together all centrally retained budgets agreed by Schools Forum over December 2013 and January 2014 meetings		
High Needs Block	£	
Support for Inclusion		
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	
SEN Support Services		
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	
SEN Transport		
F413 SEN Transport	40000	
EOTAS		
F418 Haybrook Provision (EOTAS)	130995	
Schools Block		
F169 Admissions (DSG)	178180	
F840 Schools Forum	53055	
E903 Schools Apportionment (AN)	149100	
F322 Extended Schools Sustainability	335285	
F333 Raising Standards	576176	
F348 Primary Strategy	26210	
F384 Gifted and Talented	31000	
F254 Infrastructure/Broadband Con	30000	
F260 Primary Strategy Central Coordinator	36300	
Early Years Block		
E901 Nursery Growth	159211	
Central Early Years Expenditure	132070	
Issue and Decision	Date	Agenda item no.
Budget Process		

Schools Forum Key Decisions Log September 2013 and ongoing V4 January 2015

It was noted that the formula recommended by the Forum in January 2014 had been ratified by the Chief Executive and Cabinet Member for Education and submitted to the DfE.	26/02/14	5
Membership		
It was agreed that: Schools Forum membership should be increased to 21. Academy proprietors be asked to elect an additional academy representative, giving 9 academy members in total Academy proprietors be asked to consider this being Helen Huntley to represent the PRU and special academies. Nicky Willis also takes up vacancy as previously agreed - see 15/11/2013 above.	19/03/14	11
Membership		
Academies had agreed that Helen Huntley should take up the vacant position so Helen was confirmed as an academy representative.	07/05/14	3
Academies had agreed that Jo Rockall, John Constable and Paul McAteer be asked if they are willing to serve a further term of office when theirs end in summer 2014. Agreed they will be asked formally if they wish to do so.	07/05/14	3
No nominations for a maintained school governor representative had been received. SASH asked to find a maintained school member.	07/05/14	3
PFI		
Schools Forum voted on how the £500,000 PFI funding being returned by the Council to the DSG should be distributed. The vote was 8 to 2 in favour of distributing the £500k to all schools via the 5 – 16 formula. This was therefore agreed.	07/05/14	4
Schools Forum supported the recommendation that the Council review the contract with the PFI contractor with a view to renegotiating and reducing the overall cost	07/05/14	4
Membership		
Following academy proprietors' approval, Jo Rockall, John Constable and Paul McAteer had all agreed to serve a further term of office.	02/07/14	3
Kathleen Higgins was welcomed as a new member having been appointed by SASH and SASH had also endorsed Mary Sparrow continuing as a member.	02/07/14	3
Carol Pearce will become a governor member representing maintained primary schools, from September 2014.	02/07/14	3
PFI		
Agreed that the £500,000 being returned to the DSG by the Council to reinstate its full contribution for 2013/14, be distributed on pupil numbers.	02/07/14	3
Schools Forum Constitution		
The updated Schools Forum Constitution was approved.	02/07/14	3
PFI		
Schools Forum noted an update on PFI and gave its support to the LA participating as a DfE pilot LA. In noting the position regarding the affordability gap, the Forum made clear that there were no assumptions about the sources of that funding - no assumptions about implications for the DSG.	02/07/14	4
Schools Outturn 2013-14 and 2014-15 Budget Plans		
It was agreed that the Chair and Vice Chair would write to the Secretary of State, DfE, EFA and local MP to raise concerns re dropping funding levels despite increasing pupil numbers, at a time when education funding is supposed to be 'ring-fenced'.	02/07/14	5
Schools Forum members agreed that the two phase groups would discuss asking academies to share information about balances in the interest of overall transparency as this data is currently only available for maintained schools. This has the support of Schools Forum academy members.	02/07/14	5
Central Outturn 2013 -14		
Agreed that business cases would be presented at the September meeting to enable decisions to be made about the use of underspend. Agreed that, if any of the underspend was later returned to school budgets, this should be distributed by pupil numbers.	02/07/14	6

Schools Forum Key Decisions Log September 2013 and ongoing V4 January 2015

Revised Growth Fund		
Schools Forum agreed that the underspend of £375,940 be carried forward into the Growth Fund for 2015/16.	02/07/14	7
Scheme for Financing Schools		
Schools Forum agreed to the amendments to the Scheme for Financing Schools as presented and to the updated Scheme for Financing Schools being put on the SBC website. .	02/07/14	10
Changes to Schools and Early Years Finance Regulations 2014		
A number of changes were noted including: Schools Forum is now required to discuss places being commissioned by the LA and others in special schools, resource units and AP as well as arrangements for paying top ups; funding for each Alternative Provision place will increase from £8,000 to £10,000 per annum. It was agreed that a brief response to the consultation would be sent voicing concern about the overall funding pressures on the DSG and the impact on these overall on schools' budgets.	17/09/14	5
Centrally Held DSG Underspend		
It was agreed that: £60,000 from 2013-14 DSG underspend be allocated to the Slough Learning Partnership to cover operating costs and contingency until the end of August 2015 and £100,000 be allocated to enable the Slough Learning Partnership to deliver a range of additional school improvement services during 2014-15. The proposals regarding allocation to the High Needs Block and Schools Block were deferred until the blocks are agreed at a future meeting.	17/09/14	6
PFI		
It was noted that SBC had been accepted as one of only 4 LAs taking part in the DfE pilot to identify potential savings in PFI contracts.	17/09/14	8
Schools Funding levels - letter to Secretary of State		
Members noted a response from David Laws MP to the letter sent to the Secretary of State.	12/11/14	3
St Joseph's update		
An update was provided on the Schools Forum 2012 grant from headroom to support St Joseph's finance and development plan and financial stability over 3 to 5 years. It was noted that the school had been able to return £400,000 in 2013 and has utilised the remaining funding as was originally intended.	12/11/14	3
Amendment to previous minutes		
It was noted that the reference in the previous minutes to the increase in value of an Alternative Provision place is an increase to 'base funding'.	12/11/14	3
Quarter 1 Budget Monitoring		
It was agreed that a review of the Balance Control Mechanism would take place when the Schools Forum considers the Scheme for Financing Schools for 15/16.	12/11/14	4
Budget process / formula		
Schools Forum agreed: the introduction of a 'reception uplift' in 2015/16; the introduction of capping at 3% in 2015/16 and that the existing formula factors should remain for 2015/16.	12/11/14	5
De-delegated Budgets: SEBDOS (formerly known as the Behaviour Support Service) and Trades Union)		
With regard to the budget for SEBDOS (previously known as Behaviour Support), the relevant maintained schools' members of the Schools Forum voted to approve de-delegation in both phases at the unit costs proposed. Decision regarding de-delegation of the Trades Union budget was deferred until January 2015.	10/12/14	8
Growth Fund 2015/16		
Schools Forum agreed to create a Growth Fund for 2015/16. It was agreed that the fund should be based on full AWPU for the relevant part of the year for 2015/16.	10/12/14	6
Centrally Retained DSG Underspend		
The principle of distributing the final underspend by numbers on roll was re-affirmed.	10/12/14	7
Membership		

Schools Forum Key Decisions Log September 2013 and ongoing V4 January 2015

<p>Maggie Stacey had stood down from Schools Forum and thanks was given for her long service and valuable contributions. Schools Forum also thanked Mary Sparrow, who is leaving Slough, for her valuable contributions to the Forum.</p> <p>It was agreed that academy proprietors be asked to fill the threee academy member vacancies and Schools Forum suggested a primary member and two secondary members in order to maintain an appropriate phase balance. A replacement maintained secondary school member is also to be found.</p>	10/12/14	9
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SLOUGH BOROUGH COUNCIL

REPORT TO: Cabinet **DATE:** 15 December 2014

CONTACT OFFICER: David Collier, Virtual School Head (Interim)
(For all enquiries) (01753) 875920

WARD(S): All

PORTFOLIO: Cllr Pavitar Kaur Mann – Education and Children’s Services

PART I
NON-KEY DECISION

LOOKED AFTER CHILDREN PUPIL PREMIUM POLICY**1 Purpose of Report**

To present the draft Looked After Children Pupil Premium Policy, which sets out how the Council will allocate and manage the pupil premium for looked after children grant allocation from central government, in line with its statutory responsibilities.

2 Recommendation(s)/Proposed Action

The Cabinet is requested to resolve that the draft Looked After Children Pupil Premium Policy is adopted by the Council.

3. The Slough Joint Wellbeing Strategy, the JSNA and the Corporate Plan

Operational Priority 1 in the Council’s Corporate Plan is to improve customer experience and as part of this we will:

- Be more ambitious for the education of looked after children, listen to them and prioritise their aspirations and attainment by improving the quality and monitoring of their personal education plans and setting challenging targets.

The draft Looked After Children Pupil Premium Policy will support our ambition, as Corporate Parents, for the education of our looked after children by ensuring that Pupil Premium grant funding is allocated according to their individual needs, in order to support their educational achievement. In doing this the draft Policy requires that every looked after child has a high-quality Personal Education Plans that includes clear targets with outcomes that can be measured or otherwise evidenced.

3a. Slough Joint Wellbeing Strategy Priorities

Adoption of the draft Looked After Children Pupil Premium Policy will contribute to the delivery of the Economy and Skills priority of the Slough Joint Wellbeing Strategy by supporting the achievement of the stated aim to:

- improve educational attainment opportunities of the most deprived pupils through ensuring quality of education and standards are maintained where they are high and improved where necessary.

It also contributes to the following Economy and Skills priority action:

- Work with local schools to support children’s education.

The draft Policy will support achievement of this aim by ensuring that all children looked after by Slough Borough Council are individually supported to overcome any barriers to learning and to improve their educational achievement. Through the designated Virtual School Head (and wider Virtual School arrangements) and Children’s Social Care, the Council will work closely with local schools to support the education of children that it looks after.

4 **Other Implications**

(a) Financial

There are no financial implications to the Council in adopting the draft Policy.

The draft Looked After Children Pupil Premium Policy will ensure that looked after children pupil premium grant funding is allocated and managed in line with statutory guidance and the prevailing conditions of grant. The draft policy specifically seeks to ensure that the most effective and efficient use is made of pupil premium funding and to avoid “double funding”, where education provision is an integral part of a child’s residential placement.

(b) Risk Management

Risk	Mitigating action	Opportunities
Legal	Ensures compliance with statutory guidance and conditions of grant	none
Property	none	none
Human Rights	none	none
Health and Safety	none	none
Employment Issues	none	none
Equalities Issues	none	none
Community Support	none	none
Communications	none	none
Community Safety	none	none
Financial	none	none
Timetable for delivery	The draft policy should be implemented immediately	none
Project Capacity	none	none
Other	none	none

(c) Human Rights Act and Other Legal Implications

There are no Human Rights Act Implications.

(d) Equalities Impact Assessment

An Equality Impact Assessment Relevance Test has been completed, which demonstrates that there is no requirement for an EIA to be completed.

This draft policy has no negative impact on equality and actually seeks to promote equality of opportunity for looked after children, a vulnerable group, who have poorer educational outcomes than their peers.

Furthermore, it seeks to respond to the individual circumstances of each child by ensuring that funding is allocated as needed to reduce the educational inequality between that child and his/her peers. Previously the Council was required to distribute this funding equally, regardless of individual need.

5 **Supporting Information**

- 5.1 The Virtual School Head (VSH) became a statutory appointment in every local authority in England, to champion the education of looked after children, under section 99 of the Children and Families Act 2014, which gained Royal Assent on 13 March.
- 5.2 The Pupil Premium for Looked After Children is grant funding that is used to improve the educational outcomes of looked after children. In previous years the local authority has been responsible for distributing this funding to schools, for the looked after children on their rolls, at the same rate that the funding was provided by the Department for Education.
- 5.3 This year the Conditions of Grant for the looked after children pupil premium are significantly different from previous years and there are three main changes:
- each child looked after by the local authority attracts a pupil premium of £1,900, more than double the amount they attracted in 2013-14;
 - the cohort of children who attract the pupil premium is larger as it now includes children from the first day of care;
 - the pupil premium for looked after children must be managed by the VSH in the authority that looks after them.
- 5.4 The Department for Education publication “Pupil Premium and the role of the Virtual School Head 2014-15 FAQ” provides more information about how the grant should be allocated and managed, including:
- there is no requirement to pass pupil premium funding to schools, but there is a strong expectation that funding will be passed to schools;
 - there is no requirement to pass pupil premium funding to non-mainstream educational settings;
 - the VSH must decide how much funding to provide to a school in respect of each looked after child and can pay this annually or termly;
 - the VSH will need to demonstrate a direct link between spending and raising standards of achievement for looked after children; and
 - pupil premium may not be used to fund central services that would reasonably be expected to be funded by local authorities or to fund posts that should be the responsibilities of local authorities as corporate parents.

- 5.5 The draft Looked After Children Pupil Premium Policy will enable the VSH and local authority to comply with the conditions of grant and statutory guidance. It also provides clarity and transparency to schools, and other settings where Slough's looked after children are educated, about how the pupil premium will be allocated and managed by the VSH and the requirements that they must meet in order to receive funding.
- 5.6 Under the draft Policy schools will receive £300 per term pupil premium core funding for each looked after child on roll, provided that a high-quality Personal Education Plan is in place and the school shares data and information with the VSH. This will ensure that the minimum pupil premium funding that a school will receive for a looked after child on roll during the 2014-15 school year will be £900, which is was the amount provided to schools by the Department of Education, via local authorities in 2013-14.
- 5.7 The total pupil premium funding for many looked after children will be higher as, in addition to core funding, schools may request additional pupil premium funding for looked after children, where this is necessary to meet their educational needs. All requests must be accompanied by evidence of the need, outcomes to be achieved with quantitative (exceptionally qualitative) targets and details and costs of the proposed interventions. Submitted requests will be considered by the VSH and other appropriate professionals to the circumstances and needs of the child.
- 5.8 The VSH will also use pupil premium to fund other interventions to improve the educational achievement of Slough's looked after children and to provide training to Designated Teachers and other staff who support their education..

6 **Comments of Other Committees**

This report has not been considered by any other committees. The draft Looked After Children Pupil Premium Policy was shared with the Corporate Parenting Panel for discussion at its meeting on 13 November.

7 **Conclusion**

The draft Looked After Children Pupil Premium Policy will enable the local authority to comply with the conditions of grant and relevant statutory guidance, while providing clarity to schools and other stakeholders about the allocation and management of funding.

The Cabinet is requested to resolve that the draft Looked After Children Pupil Premium Policy is adopted.

8 **Appendices Attached**

- 'A' - Draft Looked After Children Pupil Premium Policy
- 'B' - Pupil Premium 2014 to 2015: conditions of grant

9 **Background Papers**

None

Slough Virtual School

Looked After Children
Pupil Premium Policy
November 2014

DRAFT

1. Introduction

There are significant national changes in the arrangements for Pupil Premium for Children in Care from April 2014 and our policy is informed by two key Department for Education (DfE) documents:

1. Pupil Premium Grant 2014 to 2015 Conditions of Grant (February 2014) (**Appendix 1**)
2. Pupil Premium and the role of the Virtual School Head 2014-15 - Frequently Asked Questions (March 2014) (**Appendix 2**)

Throughout our policy, the Pupil Premium for Looked After Children will be referred to as PP LAC. The changes are as follows:

- From 1 April 2014 PP LAC will see funding to support children and young people in care at school increase by £1,000 per pupil to make it £1,900 per child.
- Children and young people will be eligible as soon as they enter care, rather than the previous 'six month criteria' requiring a child to be in care six months prior to 1 April to qualify for the full amount.
- Local authorities (LAs) continue to be responsible for distributing the PP LAC payments for looked after children to schools and academies. However, in addition, Virtual School Heads are responsible for making sure there are effective arrangements in place for allocating PP LAC funding to benefit children looked after by their authority.
- The overall PP LAC grant allocated to the LA will be calculated on a per capita basis. However, it does not have to be distributed on a per capita basis, given that children and young people in care have differing levels of need at different stages of being in care.
- The overall PP LAC grant allocated to the LA must be managed by the Virtual School Head and used to improve outcomes and "narrow the gap" as identified in consultation with Designated Teachers and described in children's Personal Education Plans (PEPs).
- Consequently PEPs will need to be monitored even more closely by Designated Teachers, the Virtual School, Social Workers (and their managers) and Independent Reviewing Officers.

As a result of these changes, Slough Virtual School's allocation of PP LAC will be based upon each child's circumstances and individual educational needs. This will be managed through a focus on high-quality PEPs and the regular communication and sharing of data and evidence of achievement and outcomes by schools and residential settings with Slough Virtual School.

In addition and through a separate process, children adopted from care will be entitled to £1,900 passed directly to the school. **However, this grant is not PP LAC and is outside the remit of this policy.**

This policy will be updated annually to reflect any changes in the PP LAC grant allocation and the associated Conditions of Grant.

2. Pupil Premium for looked after Children Policy

2.1 Overall principles underpinning our child's needs driven model

- The Virtual School Head is responsible for the use of PP LAC to improve outcomes for all children who are looked after by Slough Borough Council, wherever they live. The funding will be provided according to the needs of the child and there is no set amount.
- None of the grant will be used to pay for Virtual School administration, management or core staff salaries.
- In the academic year 2014-15, part of the grant will be used to fund Virtual School led interventions. These will be subject to review on an annual basis.
- Slough Borough Council and the Virtual School Head are Corporate Parents, so the question '*would this be good enough for my child?*' is a central one in making decisions and evaluating the effectiveness of the use of PP LAC.

2.2 How and why will the amount of funding vary?

Children's needs vary and can change significantly. For some children £1,900 is only a fraction of the cost of the support they need to ensure they achieve their potential, for example children who:

- come into care in an emergency with a fragmented home and education history and who are behind academically;
- have to move into or out of Slough in an emergency;
- are placed out of Slough in other LAs where the level of support from Virtual School may not be the same as that provided by Slough Virtual School.
- have a significant, and often delayed, reaction to abuse and neglect, which manifests in hard to anticipate behavioural changes.

In view of this, there will be a significant difference in the amount of PP LAC distributed to individual looked after children.

2.3 Pooling PP LAC funding

Proposals to pool PP LAC in a school to make **more efficient use of funding** and **enhance the provision** are encouraged, provided that the interventions:

- are clearly and directly linked to individual children's needs and targeted outcomes (as described in their PEPs); and
- can be sustained, or immediately replaced with alternatives, if any of the children move school or continued funding is not approved.

2.4 Circumstances in which Pupil Premium will not be provided

Slough Virtual School will not provide PP LAC funding to schools in the following circumstances.

- To double fund or replace funding which should already have been allocated to the school to support the child and specifically to fund:
 - services that should be provided via a statement, or Education Health and Care plan; or
 - other statutory work (e.g. statutory assessment or support from Health agencies).
- The interventions put in place do not require any funding.
- The school's own funding covers the cost of the interventions.
- The PP LAC Action Plan in the PEP does not meet requirements (section 3.1).
- To fund interventions that do not demonstrate a positive impact on the looked after child's educational achievement and outcomes (section 3.2).
- To fund interventions not described in the PP LAC Action Plan in the PEP or the Request for PP LAC Additional Funding (section 3.3).
- To fund interventions for other learners.

3. Management and accountability

The Virtual School Head will be accountable to Slough Borough Council's statutory Director of Children's Services for setting-up a transparent and rigorous allocation process and ensuring maximised impact of the grant.

3.1. Personal Education Plans

All looked after children must have their own Personal Education Plan (PEP), which is used to support the personalised learning and describes what needs to happen for them to make expected progress and achieve their potential.

Slough Virtual School currently uses a six-monthly PEP cycle and also requires schools to complete and submit a Termly Report. Statutory guidance now recommends that PEPs are reviewed every term and this will be a transition year as we move to a termly PEP cycle by the end of the academic year. From the autumn term 2015 PEPs will be aligned with the educational planning cycle and will be reviewed at the start of every term.

We are committed to improving management processes and to minimising the paperwork for schools, so as part of the transition to a termly PEP cycle we will be redesigning our PEP templates and termly reports. During this year we will be consulting our looked after children, Designated Teachers, Social Workers and Independent Reviewing Officers to inform the design of our new PEPs and reporting process, which will be launched for the autumn term 2015.

PP LAC funding will only be provided to meet the needs identified in a high-quality PP LAC Action Plan within a PEP, with clear quantitative (and exceptionally qualitative) targets for improvement underpinned by well-targeted support. The funding must be used to improve outcomes for children in the following areas:

- academic achievement and progress in core subjects;
- wider achievement (e.g. in an area in which the child is gifted and talented)
- attendance and engagement;
- inclusion (by reducing internal and external exclusion);
- personal and social skills; and
- transition (into the next key stage and/or a new school or setting).

One-to-one tuition can be a powerful intervention for looked after children. Slough Virtual School will fund one-to-one tuition at an appropriate and competitive market rate. This will be reviewed annually.

3.2 Allocation of core funding to non-residential schools and settings

Slough Virtual School will provisionally allocate the amount of £900 PP LAC core funding for each Slough looked after child on a school roll in years R-11 at the start of the autumn term upon receipt of a completed, high quality PEP including a PP LAC Action Plan that clearly identifies how the school will use the funding to improve the child's outcomes.

For children who remain on roll throughout the year this core funding will be allocated in three termly instalments and the amount of £300 will be allocated to the school for the autumn term.

An amount of £300 will be also allocated to the child's current school in each of the spring and summer terms, provided that the following requirements are met.

- The PEP is initiated or reviewed within timescale, completed in full and promptly submitted to Slough Virtual School with a PP LAC Action Plan.
- Completed Termly Reports are promptly submitted to Slough Virtual School
- All other reports relating to the child's educational achievement and welfare (e.g. Bullying Reports) are promptly submitted to Slough Virtual School.
- The PP LAC funded interventions are enabling the child to achieve the agreed targets or outcomes, as evidenced during the preceding term or the PP LAC funded interventions are not yet enabling the child to achieve the agreed targets or outcomes within timescale, but these have been reviewed and:
 - will be continued for another term to meet the child's needs and achieve the agreed targets or outcomes; or
 - alternative interventions are planned in order to meet the child's needs and achieve the agreed targets or outcomes.

3.3 Allocation of additional funding to non-residential schools and settings

Where children have specific needs and further funding will be necessary to support the interventions required, schools will be able to request PP LAC additional funding.

To request additional funding, schools should complete and submit a Request for PP LAC Additional Funding (**Appendix 3**) with an Individual Provision Map for the child. The request can be submitted at any time during the academic year and will be considered by Virtual School Resource Panel which will meet regularly throughout the year.

The Individual Provision Map that is included with the request may be produced using the school's own template, but as a minimum must show:

- the area of need or barrier to learning;
- the baseline data;
- expected outcomes;
- details of interventions (weeks, sessions, duration, when, with who, where?);
- costs of interventions for which PP LAC additional funding is requested
- target for improvement (quantitative, exceptionally qualitative)

For example:

Sam is below National Age Related Expectations in reading. To enable Sam to accelerate progress in reading, he will have 40 hours of one-to-one support at school with reading recovery teacher Mrs Smith at £30 per hour, membership of Letterbox Club (provided by the Virtual School) and 15 minutes a night of reading with foster carers recorded in his reading log. Time period for achievement of this target: September 2014 - July 2015. Measured by: progress from 2c to 3c. Total funding requested: 40 hours at £30 = £700.

Where the Virtual School Resource Panel needs to clarify the funding a school is providing from its own resources, the school may need to provide further evidence before PP LAC additional funding can be allocated.

Where the Virtual School Resource Panel identifies that there is risk attached to a request for PP LAC additional funding, it may be approved subject to conditions (such as additional reporting or scrutiny arrangements). Examples of requests that might be considered to require conditions for approval are those seeking funding:

- for high-cost interventions;
- for interventions with qualitative targets;
- for lengthy or prolonged interventions;
- exceeding £1,000 in a single instalment; and
- for a new or innovative intervention, without an established evidence base.

Details of the Virtual School Resource Panel and the process for considering Request for PP LAC Additional Funding can be found at **Appendix 3**.

3.4 Payment of funding to non-residential schools

PP LAC payments will be made directly to Slough schools via monthly cash sheets. However, out of Borough schools will need to submit an invoice for payment and will be required to be registered on the Council's procurement system before payment can be made and further details about the process can be found at **Appendix 4**. Slough Virtual School will make every effort to avoid delays and to expedite payments to out of Borough schools.

- Subject to the criteria being met the £900 annual PP LAC core funding will be paid in 3 termly instalments of £300 (as described in section 3.2).
- Where a request for PP LAC additional funding has been approved by the Virtual School Resource Panel, payment will be made at the next opportunity. Out of Borough schools will be informed the same day so that they can raise the necessary invoice.
- Payment of PP LAC additional funding will be made in termly instalments commencing in the term that the request is approved and in subsequent terms at the same time as the termly instalment of PP LAC core funding. Out of Borough schools should itemise the core and additional funding on the same invoice for each child to reduce administration.
- The requirements for the continued payment of termly instalments of PP LAC additional funding are the same as those for payment of termly instalments of PP LAC core funding described in section 3.2.
- Exceptionally the Virtual School Resource Panel may approve PP LAC additional funding to be paid in a single instalment. This payment will be made to the school at the next opportunity. Out of Borough schools will be informed the same day so that they can raise the necessary invoice.
- Payments of PP LAC additional funding are subject to any conditions attached by the Virtual School Resource Panel, where it has identified risk.

3.5 Recoupment of funding from non-residential Schools

This applies to Slough Schools and out of Borough non-residential schools.

- Where a child moves school during the term Slough Virtual School will recoup any additional PP LAC funding that has been awarded and which has not been spent at the time of the move.
- Slough Virtual School will not recoup PP LAC funding where a child moves during the term, unless the amount transferred to the school is greater than the £300 termly core funding instalment. However, arrangements should be made to transfer any intervention or provision already commissioned or purchased with PP LAC funding, where appropriate, to the child's new school.

- Slough Virtual School reserves the right to recoup any PP LAC funding that has not been spent to meet the needs of the looked after child for whom it has been allocated.
- Slough Virtual School reserves the right to recoup the PP LAC funding if there is evidence that the funding is not being used to address the needs of the looked after child for whom it has been allocated.
- Slough Virtual School reserves the right to recoup the funding if there is no evidence that the interventions that it is supporting are enabling the child to achieve the outcomes agreed when it was approved.
- PP LAC funding that is recouped by Slough Virtual School must be repaid to Slough Borough Council within 30 days of being informed.

3.6 Allocation of funding to independent and residential providers

In order to be paid any PP LAC funding that is approved, independent and residential providers will need to submit an invoice for payment and will be required to be registered on the Council's procurement system before payment can be made.

- Slough Virtual School will provide extra funding to independent and residential providers only in exceptional circumstances, because these are already funded at a high level by central budgets.
- PP LAC core funding will not be allocated upon receipt of the PEP.
- All applications for funding must be submitted requests for PP LAC additional funding, which will be considered at a regular Virtual School Resource Panel meeting.
- Where the Virtual School Resource Panel has approved funding the Virtual School Head will only authorise payment upon production of all invoices for the approved intervention or provision.

3.7 Recouping of funding from independent and residential providers

- Where a child moves placement and intervention or provision that has been procured with PP LAC funding has not been completed, arrangements should be made to transfer this to the child's new placement, where appropriate.
- Slough Virtual School reserves the right to recoup any PP LAC funding that has not been spent to meet the needs of the looked after child for whom it has been allocated.
- Slough Virtual School reserves the right to recoup the PP LAC funding if there is evidence that the funding is not being used to address the needs of the looked after child for whom it has been allocated.

- Slough Virtual School reserves the right to recoup the funding if there is no evidence that the interventions that it is supporting are enabling the child to achieve the outcomes agreed when it was approved.
- PP LAC funding that is recouped by Slough Virtual School must be repaid to Slough Borough Council within 30 days of being informed.

Children looked after by other local authorities who attend Slough schools

- Different local authorities will adopt different approaches to the allocation and management of PP LAC according to their local context.
- Slough schools that have children looked after by other LAs on their rolls must request details of those LA's policies for PP LAC by contacting their Virtual School Heads.
- Contact details for Virtual School Heads in other local authorities can be requested from the Slough Virtual School.

Appendix 1

Extract from Pupil Premium Grant 2014-15: conditions of grant

C. Looked After Children (LAC)

Basis of the allocations to the local authority

16. The Department will allocate a provisional allocation of £1,900 per child for the number of children looked after for at least one day as recorded in the March 2013 Children Looked After Data Return (SSDA903) and aged 4 to 15 at 31 August 2012. This allocation will be updated and finalised in October 2014 based on the number of children looked after for at least one day as recorded in the March 2014 Children Looked After Data Return (SSDA903) and aged 4 to 15 at 31 August 2013.

Use of the Looked After Children Premium

17. The grant allocation for Looked After Children must be managed by the designated Virtual School Head 7 in the authority that looks after those children to be used for the benefit of the looked after child's educational needs as described in their Personal Education Plan (PEP). The Virtual School Head should ensure there are arrangements in place to discuss with the child's education setting – usually with the designated teacher – how the child will benefit from any pupil premium funding. The local authority is not permitted to carry forward funding held centrally into the financial year 2015-2016. Grant held centrally that has not been spent by 31 March 2015 will be recovered as set out in paragraphs 21 and 24 below.

Appendix 2

Pupil Premium and the role of the Virtual School Head 2014-15 FAQ

What changes have been made to the conditions of grant for the Pupil Premium for looked after children in 2014-15?

The conditions of grant state the following:

Basis of the allocations to the local authority

16. The Department will allocate a provisional allocation of £1,900 per child for the number of children looked after for at least one day as recorded in the March 2013 Children Looked After Data Return (SSDA903) and aged 4 to 15 at 31 August 2012. This allocation will be updated and finalised in October 2014 based on the number of children looked after for at least one day as recorded in the March 2014 Children Looked After Data Return (SSDA903) and aged 4 to 15 at 31 August 2013.

Use of the Looked After Children Premium

17. The grant allocation for Looked After Children must be managed by the designated Virtual School Head in the authority that looks after those children to be used for the benefit of the looked after child's educational needs as described in their Personal Education Plan (PEP). The Virtual School Head should ensure there are arrangements in place to discuss with the child's education setting – usually with the designated teacher – how the child will benefit from any pupil premium funding. The local authority is not permitted to carry forward funding held centrally into the financial year 2015-2016.

The conditions of grant for the pupil premium arrangements in 2014-15 are published on the Department's website and can be found here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/283193/Pupil_Premium_CoG_2014-15.pdf

What are the changes to the pupil premium arrangements for looked after children in 2014-15?

There are three main changes:

Firstly, looked after children attract a pupil premium of £1900, more than double the amount they attracted in 2013-14.

Secondly, the cohort of looked after children who attract the pupil premium is bigger and includes children looked after from the first day of care rather than, as previously, only those who had been looked after for six months or more.

Thirdly, for 2014-15 the pupil premium for looked after children must be managed by the virtual school head in the authority that looks after them. Unlike in previous years, there is no requirement for an authority to pass the funding onto the school where the child is on roll to contribute towards meeting the needs identified in their Personal Education Plan. The presumption, however, is funding is passed to the school and this is strongly encouraged.

Why have the arrangements for managing the pupil premium for looked after children changed for 2014-15?

The Department has changed the conditions of grant regarding how the pupil premium is managed for looked after children to reflect more effectively the particular challenges of supporting their education. Now that virtual school heads will be statutory they will be responsible as part of the corporate parent role to promote the educational achievement of the children looked after by their authority. Ministers therefore want them to have a greater role in working with schools to ensure that duty is fulfilled. And now local authorities attract pupil premium for children from the first day of care giving the virtual school head management of the looked after pupil premium is administratively less bureaucratic.

Does the virtual school head have to manage the budget or can this be delegated to a local authority finance team?

The conditions of grant for 2014-15 states clearly that the pupil premium grant allocation must be managed by the designated virtual school head for the children looked after by the authority. This has statutory force. It is a virtual school head rather than a local authority finance team who is best placed to know how to use pupil premium to maximise the benefits to looked after pupils. Virtual school heads should consult finance teams about the best way to distribute funding to schools.

Can the Director of Finance dictate that the pupil premium funding is passed directly to schools?

The conditions of grant state that virtual school heads should manage pupil premium funding. It is therefore for the virtual school head to decide how the pupil premium for looked after children is managed. That is an important part of how the virtual school head complies with the duty under the Children Act 1989 to promote the educational achievement of the children looked after by the authority.

Does the virtual school head have to give the money to schools?

There is no requirement to do so. There is, however, a strong expectation that virtual school heads will pass on pupil premium funding onto a child's education setting to be used to meet additional needs set out in his or her Personal Education Plan. That can be passed to the school on a termly or annual basis. Any funding not passed down to schools by the end of the financial year will have to be returned to the Department.

Does the virtual school head have to give £1900 to schools or can they give a higher or lower amount?

The conditions of grant state that grant allocation for looked after children must be managed by the virtual school head. It is for the virtual school head to decide whether to provide £1900 to a school for a looked after child or a higher or lower amount. They can also decide on whether to pay termly or annually. They can also link allocation to the content of the Personal Education Plan as agreed with the school.

Can the virtual school head pool funding for some of the authority's looked after children?

The Department expects virtual school heads to manage the pupil premium to ensure that it promotes the educational achievement of all the children looked after by the authority. It may be appropriate to pool some pupil premium for activities to benefit the authority's looked after children more holistically. For example, it might be appropriate to use this funding to provide training for a group of designated teachers across the authority or a group of Teaching Alliance schools.

Equally, a virtual school head might negotiate with a school regarding pooling pupil premium funding for looked after children with the school's pupil premium to provide an enhanced and more intensive package of support for disadvantaged children generally.

Does the pupil premium for looked after children need to be passed to non-mainstream schools?

There is no requirement to do so. There should be a discussion about what provision is being delivered and what would be provided in addition to that in accordance with the child's Personal Education Plan, if the pupil premium funding was passed on to the non-mainstream education setting.

Can the pupil premium for looked after children fund a post in the virtual school?

Pupil premium is additional funding provided to raise the achievement of looked after pupils and close the achievement gap. It is not intended to fund posts that should be the responsibility of local authorities as a corporate parent.

There may be instances where some pupil premium funding can be used to support the work of a person where it can be very clearly demonstrated that their role has a significant contribution to promoting the educational achievement of the children looked after by the authority. That role could, for example, involve working with schools to raise the quality of learning targets in a child's Personal Education Plan.

Can some of the pupil premium for looked after children be spent on providing other central services that support their education?

Pupil premium funding is additional funding provided to support schools to raise the achievement of disadvantaged pupils, including looked after children. It should not be used to fund central services that would reasonably be expected to be funded by local authorities, to comply with their duty to promote the educational achievement of the children they look after. As stated above, however, virtual school heads are responsible for managing the efficient use of pupil premium funding for the purpose it has been provided. They will therefore need to demonstrate a direct link between spending and raising standards of achievement for the children looked after by their authority, wherever they are placed.

Are virtual school heads accountable for the use and impact of the pupil premium on the achievement of looked after children, in the same way as headteachers?

Virtual school heads are responsible for making sure there are effective arrangements in place for allocating pupil premium funding to benefit children looked after by their authority. That means:

making sure that pupil premium funding for looked after children is spent effectively and fully, given any underspend needs to be returned to the Department at the end of the financial year;

being able to demonstrate how pupil premium funding managed by the virtual school head is linked to raising achievement for looked after children and closing the gap between their achievement and that of their peers; and

having arrangements in place to engage with the looked after child's school (usually with the designated teacher) about how pupil premium funding allocated to the school is contributing to meet the needs identified in his/her Personal Education Plan.

Schools are accountable for the educational attainment and progress of all disadvantaged pupils who attract pupil premium on their roll, through Ofsted inspections and KS2/KS4 school performance tables. Virtual school heads and others involved in Personal Education Plans will want a constructive dialogue with schools about how best to support looked after children using the pupil premium.

The Ofsted framework for the inspection of children looked after services states that, as part of the performance information required, the inspector will ask for the annual report of the virtual school head. We would expect that to include information about how the pupil premium has been managed and the impact it has made.

But to whom is the virtual school head accountable within their local authority?

That depends on the line management arrangements in individual local authorities. Ultimately, however, the virtual school head is accountable to the Director of Children's Services and/or the Chief Executive and the Lead Member for Children.

How should the funding be allocated for looked after children in 2014-15 when the funding is based on one-year old data in the SSDA903?

It is important to distinguish the basis on which funding is allocated to local authorities from SSDA903 data and how that funding is managed by the virtual school head to support those children who are looked after during the 2014-15 period.

The provisional allocation is based on the number of children looked after for at least one day and aged 4 to 15 at 31 August 2012, as submitted in the SSDA903 in March 2013. This allocation is updated and finalised in October 2014, based on the number of children looked after for at least one day and aged 4 to 15 at 31 August 2013, as submitted in the SSDA903 in March 2014.

This funding should be managed by the virtual head teacher so it is used to support those children looked after by the local authority for one day or more during the 2014-15 period. This needs to take account of the fact that children move in and out of care.

How should virtual school heads give schools funding for children who have been looked after for a very short period?

It is up to virtual schools heads to manage pupil premium funding for looked after children during the 2014-15 period. Although £1900 is allocated for each looked after child, irrespective of how long they have been in care, this does not necessarily mean that virtual head teachers are expected to manage the funding on the same basis to schools. Virtual head teachers can therefore manage the funding to take account of the length of time in care, as well as other factors, if they wish. The funding, however, should always be to support the educational achievement of the looked after child, as described in their Personal Education Plan.

Can the virtual school head carry over pupil premium funding to 2015-16?

No. Any pupil premium funding that has not been passed to schools or spent by 31 March 2015 must be returned to the Department.

Can we give foster carers the pupil premium to spend rather than give it to schools?

The virtual school head manages pupil premium funding to support the education of looked after children, as set out in the Personal Education Plan. The expectation is that this funding is passed to schools unless there are clear reasons not to do this. It should not be used for activity that the local authority should normally be expected to fund as the corporate parent, such as support for foster carers. Foster carers, however, have an essential role in supporting the education of the children for whom they care. Foster carers can therefore make a valuable contribution, such as with the Personal Education Plan.

Does the pupil premium for 2014-15 work in the same way as personal education allowances did?

No. The pupil premium is not a replacement for the personal education allowance. The pupil premium is much more focussed on support to improve the educational achievement of looked after children and close the gap between looked after children and their peers.

Can virtual school heads impose conditions on how schools use the pupil premium for looked after children?

We want local authorities to have a constructive and meaningful dialogue with the schools on the most effective use of the funding and not impose conditions. The funding should support children's Personal Educational Plan, overseen by the designated teacher in the school.

Can a school insist that they get £1900 for a looked after child on roll?

It is up to the virtual school head to decide how the funding is managed, including how funding is distributed to schools. Although £1900 is allocated for each looked after child,

irrespective of how long they have been in care, this does not necessarily mean that virtual head teachers are expected to manage the funding on the same basis to schools. Virtual school heads should also work closely with schools about how best to meet the needs identified in a child's Personal Education Plan with support provided through the pupil premium.

Can an amount be held by the virtual school head to administer the grant?

Pupil premium funding is additional funding provided to support schools to raise the achievement of disadvantaged pupils, including looked after children. It should not be used to fund central services such as the virtual school head to administer the funding. The pupil premium should be used to provide additional support for looked after children in order to raise the achievement of looked after children.

What tips have virtual school heads got to share about how they have worked with schools up to now in how the pupil premium is used?

Talk to other virtual school heads in your area through the virtual school head regional structures.

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Appendix 3

Request for Looked After Children Pupil Premium Additional Funding

How to request additional funding

To request looked after children pupil premium additional funding from Slough Virtual School for a looked after child who has specific educational needs please complete the form overleaf and return it to Slough Virtual School together with an Individual Provision Map for the child.

Please submit the Individual Provision Map on your school's usual template for provision mapping ensuring that, as a minimum, it shows:

- the area of need or barrier to learning;
- the baseline data;
- expected outcomes;
- details of interventions (weeks, sessions, duration, when, with who, where?);
- costs of interventions for which PP LAC additional funding is requested
- target for improvement (quantitative, exceptionally qualitative)

Targets for improvement should be quantitative and it must be clear how progress will be measured. Exceptionally qualitative targets may be accepted, provided that evidence is available that will demonstrate that they have been met. For example:

Sam is below National Age Related Expectations in reading. To enable Sam to accelerate progress in reading, he will have 40 hours of one-to-one support at school with reading recovery teacher Mrs Smith at £30 per hour, membership of Letterbox Club (provided by the Virtual School) and 15 minutes a night of reading with foster carers recorded in his reading log. Time period for achievement of this target: September 2014 - July 2015.

Measured by: progress from 2c to 3c.

Total funding requested: 40 hours at £30 = £700.

The request must be approved by the school's Head Teacher or Acting Head Teacher.

Reviewing requests for additional funding

A request for PP LAC additional funding can be submitted to Slough Virtual School at any time during the academic year for consideration. This will enable your school to:

- meet the needs of looked after children who join your school during the year;
- respond to additional needs of looked after children as they are presented; or
- introduce new interventions and provision as they are identified.

All requests will be considered by the Virtual School Resource Panel, which is chaired by the Virtual School Head and comprises professionals who support Slough's looked after children. The Virtual School Resource Panel meets regularly during the year and decisions about additional funding will be promptly communicated to the school and payment arranged at the next opportunity. Schools outside of Slough will be required to submit an invoice before payment can be made.

Slough Virtual School

Request for Looked After Children Pupil Premium Additional Funding

CONFIDENTIAL ONCE COMPLETED

Name of School & DfE Number		Address	
School's OfSTED Grading and inspection date		Local Authority (schools outside Slough)	
Name of Designated Teacher for LAC		Contact telephone and email address	
Name of pupil	UPN	Date of Birth	Year Group
Details of the planned, current or past use of PP LAC core funding during this academic year			
Details of the activity that requires funding from PPP LAC additional funding			

Details of the person responsible for managing or overseeing activity	
Is this activity included in the PEP? If not please explain.	
Cost of the activity (£)	Amount of additional funding sought (£)
Describe how will the impact of this additional funding be measured	
Signed	Date
Position (please delete as appropriate)	
Head Teacher / Acting Head Teacher	

Please ensure you include an Individual Provision Map for the child with this request form

For Slough Virtual School Use

Date received	Date of Virtual School Resource Panel
Approved by VSH	Date
School notified (OOA schools must invoice)	Date

Appendix 4

Instructions for completing the New Supplier Set up form

- This form should be completed prior to placing any orders with suppliers. Failure to complete this form may result in delayed payment.
- Please write clearly in BLOCK LETTERS
- Please complete **all fields marked with an asterisk (*) as these are mandatory.** We regret that forms where the mandatory fields have not been completed will be returned to the Requestor
- Please note that Slough Borough Councils standard payment terms are **28 Days**
- For queries about completing this form please contact Procurement on 01753 875285 or 01753 875010
- All completed forms should be signed by a person authorised within the supplier's business to do so. Completed forms should be returned to the Purchasing Team: faxed **01753 478643** or emailed sbcprocurement@slough.gov.uk

Slough Borough Council to complete Parts A & B (MANDATORY SECTION - failure to complete will result in the form being returned).

Supplier please complete Parts C- F

PART A: Slough Borough Council Contact Details	
* Mandatory	
Requestors Name *	Aalia Akhter
Requestors Contact Number*	01753 87 5929
Requestors Directorate*	CWB
Please provide a description of the goods/services being supplied*	Slough Child in out of borough school
Estimated annual expenditure with the supplier *	£900

PART B: Contract details (please tick one).

*Mandatory

Supplier has agreed to SBC's standard terms & conditions (goods or Services)*	
Supplier has signed Short-form Agreement*	
Supplier has formal contract in place with SBC (created by Legal Department)*	
JCT Contract in place*	
None of the above*	

Part C: Supplier Contact Details

*Mandatory

Supplier's Name *	
1 st Line of Address *	
2 nd Line of Address	
3 rd Line of Address	
4 th Line of Address	
Town/City *	
Post Code *	
Telephone * (inc code)	
Fax Number (inc code)	
e-Mail *	
Website Address	

Point of Contact for Purchase Order

Contact Surname *	
Contact First Name *	
Position *	
Telephone Number *	
Notification Method for Purchase Order * (e.g. Fax/e-mail)	
Fax number / e-mail address for Purchase Orders *	

Remittance Details (if different from above)

1 st Line of Address *	
2 nd Line of Address	
3 rd Line of Address	
4 th Line of Address	
Town/City *	
Post Code *	
Telephone (inc code)	
Fax Number (inc code)	
e-Mail *	

PART D: Supplier Details

Please tick the appropriate box

Limited Company	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Third Sector	<input type="checkbox"/>	Sole Trader	<input type="checkbox"/>
1-250 employees	<input type="checkbox"/>	250+ employees	<input type="checkbox"/>

Company Registered Number * (applicable only if registered company)	
Unique Tax Reference Number * (where applicable)	
National Insurance Number* (where applicable)	
VAT Registered Number *	204-2691-91
Tax Rate* (e.g. Standard, Zero, Exempt etc)	

Do you have any partner/relatives (no matter how distant)/close personal friends who are elected members or employees of the Council? If so, please state name(s), relationship(s) and directorate(s)*	n/a
--	-----

PART E: Bank Details

Name of Bank/Building Society *			
Sort Code *		Account Number *	
Account Name *			

I confirm the details given above are accurate and complete.

Name		Position	
-------------	--	-----------------	--

Signature		Date	
------------------	--	-------------	--

Part F: Authorisation

Internal Use Only. To be completed by Procurement Team

	Name	Date
Supplier details added by		
Procurement Sign Off		

Internal Use Only. To be completed by iProcurement Team

	Name	Date
Bank Details Entered By		
Bank Details Checked By		

Nature of Goods and Services Supplied * The Following list is derived from the Standard Industry Code (SIC) list, please select the ONE activity which best describes the nature of the goods/services you provide			
Accommodation		Other human resources activities (excluding consultancy)	
Accountancy, auditing & tax advisory		Other information service activities (e.g. soft and hard ware retailers;	

		suppliers of IT consumables; but excluding IT project management)	
Advertising & market research activities		Photographic services	
Architectural & engineering activities (including structural engineers)		Postal & courier services	
Cleaning		Professional Bodies (e.g. Royal Institute of Chartered Surveyors)	
Computer programming, consultancy & related activities		Property Investment Advisory Services	
Creative, arts & entertainment activities		Property repairs & maintenance (excluding construction) e.g. painting, glazing, small refurbishments	
Demolition & Site preparation		Public Administration (e.g. HM Land Registry)	
Development of building projects (including construction project management for large projects)		Public relations & communications activities	
Education and training providers		Publishing activities (including printing & reprographics)	
Electrical, plumbing and other construction projects		Quantity surveying	
Electricity, gas & air conditioning supplies		Real estate activities on a fee or contract basis (e.g. managing agent fees and service charges)	
Environmental consultancy		Renting & leasing of motor vehicles	
Exhibition/conference organisers		Renting & Leasing of other machinery & equipment	
Financial service activities (except insurance and pension funding)		Repair & Installation of machinery & equipment (including IT hardware, photocopiers etc)	
Fishing & Aquaculture		Scientific research & development	
Food, beverage & catering		Security	
Forestry & Logging		Specialist design services	
Insurance & pension funding		Telecommunications	
Landscaping activities		Temporary staff agencies & recruitment consultancies	
Legal activities (including legal advice, counsels opinion, court fees)		Translation & interpretation services	
Libraries & archives (including press cuttings)		Travel services (travel agents, coach hire, airlines etc)	

Management consultancy (including IT and other Project management advice (except in relation to construction projects); health and safety consultancy and HR consultancy etc)		Waste Collection & Disposal	
Mining Activities		Water & Sewage	
Office administration & other business support services (e.g. provision of payroll services & document storage)		Other human resources activities (excluding consultancy)	

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Department
for Education

Pupil Premium 2014 to 2015: conditions of grant

February 2014

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Introduction

1. Pupil Premium Grant (PPG) 2014-2015 will be paid pursuant to Section 14 of the Education Act 2002 and, in accordance with Section 16 of that Act, the Secretary of State lays down the following terms and conditions on which assistance is given in relation to the PPG payable to the local authority for the financial year beginning 1 April 2014.

2. PPG provides funding for two policies:

- Raising the attainment of disadvantaged pupils and closing the gap with their peers; and
- Supporting children and young people with parents in the regular armed forces

The PPG per pupil for 2014-2015 is as follows:

Disadvantaged pupils	Pupil Premium per pupil
Pupils in Year Groups R to 6 recorded as Ever 6 FSM	£1,300
Pupils in Year Groups 7 to 11 recorded as Ever 6 FSM	£935
Looked After Children (LAC)	£1,900
Children adopted from care under the Adoption and Children Act 2002 ¹ and children who have left care under a Special Guardianship or Residence Order	£1,900
Service children	
Pupils in Year Groups R to 11 recorded as Ever 4 Service Child or in receipt of a child pension from the Ministry of Defence.	£300

Ever 6 FSM

The Pupil Premium for 2014-2015 will include pupils on the January 2014 School Census known to have been eligible for Free School Meals (FSM) in any of the previous six years, as well as those first known to be eligible at January 2014.

For the purposes of these grants conditions, “**Ever 6 FSM**” means those pupils recorded on the January 2014 School Census² who were recorded as known to be eligible for Free School Meals (FSM) on any of the termly censuses since Summer 2008, including the January 2014 School Census. Each pupil will only be counted once: for example, if a pupil on the January 2014 Census is recorded as known to be eligible for FSM and was recorded as known to be eligible for FSM on the Summer 2013 and Autumn 2013 Censuses, they will be counted as **one** Ever 6 FSM pupil for calculating allocations for

¹ Eligible children are those adopted from care on or after 30 December 2005 which is the date the Adoption and Children Act 2002 was implemented.

² References to the School Census and other termly censuses, are those collected by the Department for Education in England.

the PPG in 2014-2015.

Children adopted from care

The Pupil Premium for 2014-2015 will include those pupils recorded on the January 2014 School Census who were looked after immediately before being adopted on or after 30 December 2005³, or were placed on a Special Guardianship or Residence Order immediately after being looked after (known as **post-LAC** for the remainder of this document). A child should be recorded as such where the parent or guardian of the child has informed the school that the child has been adopted from care or has left care under a Special Guardianship or Residence Order.

Ever 4 Service Child

For the purposes of these grant conditions, “**Ever 4 Service Child**” means a pupil recorded on the January 2014 census who was eligible for the Service Child premium in 2011-2012, 2012-2013 or 2013-2014, as well as those recorded as a Service Child for the first time on the January 2014 Census. Each pupil will only be counted once: for example, if a pupil on the January 2014 Census is recorded as a Service Child in January 2014 and on the January 2013 Census, they will only be counted as **one** Ever 4 Service Child for calculating allocations for the PPG in 2014-15.

The grant will be allocated as set out in sections A, B and C below. Where National Curriculum Year Groups do not apply to a pupil, the pupil will attract PPG if aged 4 to 15 as recorded on the January 2014 Census.

³ The Adoption and Children Act 2002 was implemented on 30 December 2005.

A. Pupil Premium for Ever 6 FSM Pupils, post-LAC, and Ever 4 Service Children in Mainstream Schools⁴

3. This element of the PPG will be allocated to local authorities on the basis of:

- £1,300 per pupil for each Ever 6 FSM full time equivalent (FTE) pupil aged 4 and over in Year Groups R to 6 in mainstream schools, except where the pupil is allocated the LAC or post-LAC Premium;
- £935 per pupil for each Ever 6 FSM FTE in Year Groups 7 to 11 in mainstream schools, except where the pupil is allocated the LAC or post-LAC Premium ;
- £1,900 per pupil for each post-LAC in Year Groups R to 11 in mainstream schools;
- £300 per pupil for each Ever 4 Service Child FTE pupil aged 4 and over in Year Groups R to 11 in mainstream schools; and
- £300 for each pupil aged 4 and over in Year Groups R to 11 who is in receipt of pensions under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

For pupils recorded as aged 5 and over on the School Census, PPG will be allocated on the basis of Sole and Dual Main registrations only.

4. The local authority must allocate to each school it maintains for each FTE pupil on the January 2014 School Census, the following amounts:

- for each Ever 6 FSM FTE pupil aged 4 and over in Year Groups R to 6, £1,300 per pupil, except where the pupil is allocated the LAC or post LAC Premium;
- for each Ever 6 FSM FTE pupil in Year Groups 7 to 11, £935 per pupil , except where the pupil is allocated the LAC or post-LAC Premium.
- for each post-LAC pupil in Year Groups R to 11, £1,900;
- for each FTE pupil who is an Ever 4 Service child aged 4 and over in Year Groups R to 11, £300 per pupil; and
- for each pupil aged 4 and over in Year Groups R to 11, who is in receipt of pensions under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS), £300.

5. For pupils recorded as aged 5 and over on the School Census, PPG must be

⁴ For the purposes of these conditions of grant, mainstream school means infant, junior, primary, middle, secondary, high schools, special school and Pupil Referral Units. It does not include General Hospital Schools or other Alternative Provision.

allocated on the basis of Sole and Dual Main registrations only.

Local authorities should not pay PPG to Academies (including special and AP academies) that have converted by the start of Summer Term 2014, as they will receive their PPG directly from the Education Funding Agency (EFA). Local authorities should pay PPG to a mainstream school due to convert to Academy status: by the start of the Autumn Term 2014, 5/12ths of their annual allocation; or, by the start of the Spring Term 2015, 9/12ths of their annual allocation. Schools converting after the start of the Spring Term 2015 should be paid their full allocation by the local authority. The Department will adjust the local authority's PPG allocation to reflect this and the remaining allocation will be paid directly to the Academy by the EFA.

6. Schools federated, or to be federated, under the provisions of section 24 of the Education Act 2002, during the financial year beginning 1 April 2014 shall have grant allocated to them as if they were not federated.

7. The grant must be made available irrespective of the existence of any deficit relating to the expenditure of the school's budget share. PPG is not part of schools' budget shares and is not part of the Individual Schools Budget. It is not to be counted for the purpose of calculating the Minimum Funding Guarantee.

Terms on which PPG is allocated to schools

8. The grant may be spent by maintained schools for the purposes of the school; that is to say for the educational benefit of pupils registered at that school, or for the benefit of pupils registered at other maintained schools; and on community facilities, for example services whose provision furthers any charitable purpose for the benefit of pupils at the school or their families, or people who live or work in the locality in which the school is situated.

9. The grant does not have to be completely spent by schools in the financial year beginning 1 April 2014; some or all of it may be carried forward to future financial years.

Pupil numbers to be used in calculation of PPG for mainstream schools

10. The following pupil numbers will be used to allocated the Pupil Premium to mainstream schools:

(a) the number of pupils recorded on the January 2014 School Census who are Ever 6 FSM (not eligible for the LAC and post-LAC premium), post-LAC and Ever 4 Service child FTE pupils aged 4 and over in Year Groups R to 11; or

(b) in the case of a school which is to open during the 2014-2015 financial year; the number of Ever 6 FSM (not eligible for the LAC and post-LAC premium), post-LAC and Ever 4 Service child pupils (FTE) aged 4 and over in Years Groups R to 11, on the Autumn 2014 School Census; or

(c) in the case of a school where proposals for the establishment of the school have not been fully implemented, and at the start of the Autumn term 2014, the number of years elapsed since the day on which the school opened is less than

the number of year groups in the school, 7/12ths of the number of Ever 6 FSM pupils (not eligible for the LAC or post LAC premium) and post-LAC pupils aged 4 and over in Years Groups R to 11 on the Autumn 2014 School Census plus 5/12ths of the number of pupils (FTE) aged 4 and over in Year Groups R to 11 eligible for Ever 6 FSM and post-LAC pupils on the January 2014 School Census.

For pupils recorded as aged 5 and over on the School Census, only Sole and Dual Main registrations should be used.

11. A school opening during the financial year beginning 1 April 2014 should receive PPG for the proportion of the financial year for which it is open.

12. In the case of a school which closes during the financial year, the local authority should allocate an amount proportionate to the period of the financial year for which the school is open.

13. Notwithstanding paragraph 10(b) above, in the case of a school which opens during the financial year and receives all the pupils from two, or more, schools which close during the financial year, the school shall receive grant equal to the total which would be payable to those schools had they remained open, proportionate to the period of the financial year for which the school is open.

14. In the case of schools which are to have pupils transferred from a closing school in 2014- 2015; the local authority should allocate the grant that would have been paid to the closing school, had it remained open, to the schools receiving those pupils. The amount to be allocated to each school should be agreed with the schools receiving the pupils but must not exceed in total the amount which would have been allocated to the closing school had it remained open. The amount allocated to the closing school is set out in paragraph 12 above.

B. Pupil Premium for Ever 6 FSM Pupils in non-mainstream schools

15. PPG has also been allocated to each local authority for Ever 6 FSM pupils in General Hospital Schools and Alternative Provision (ie attending schools not maintained by the local authority⁵ for which the local authority is paying full tuition fees, plus all pupils educated otherwise than in schools under arrangements made by the local authority). Where the pupil is educated in a non-maintained special school Pupil Premium Grant must be paid to the school. This can be allocated to the non-maintained special school on a termly basis. For other alternative provision pupils, the grant can be allocated to the setting where the child is being educated or held by the local authority to spend specifically on additional educational support to raise the standard of attainment for the aforementioned pupil in 2014-2015. The local authority must consult the non-mainstream settings about how to use the amount held by the local authority to support children educated in non-mainstream settings.

16. For non-mainstream schools that complete the School Level Annual Census (SLASC), rather than the main School Census, Pupil Premium will be based on the number of FTE pupils recorded as FSM on the January 2014 SLASC.

⁵ Including Non-maintained Special Schools

C. Looked After Children (LAC)⁶

Basis of the allocations to the local authority

16. The Department will allocate a **provisional** allocation of £1,900 per child for the number of children looked after for at least one day as recorded in the **March 2013** Children Looked After Data Return (SSDA903) and aged 4 to 15 at 31 August 2012. This allocation will be **updated and finalised in October 2014** based on the number of children looked after for at least one day as recorded in the **March 2014** Children Looked After Data Return (SSDA903) and aged 4 to 15 at 31 August 2013.

Use of the Looked After Children Premium

17. The grant allocation for Looked After Children must be managed by the designated Virtual School Head⁷ in the authority that looks after those children to be used for the benefit of the looked after child's educational needs as described in their Personal Education Plan (PEP). The Virtual School Head should ensure there are arrangements in place to discuss with the child's education setting – usually with the designated teacher – how the child will benefit from any pupil premium funding. The local authority is not permitted to carry forward funding held centrally into the financial year 2015-2016. Grant held centrally that has not been spent by 31 March 2015 will be recovered as set out in paragraphs 21 and 24 below.

⁶ As defined in Section 22 of the Children Act 1989

⁷ This role currently exists in local authorities on a non-statutory basis. Subject to the Children and Families Bill receiving royal assent the role will be statutory.

D. Allocation and Payment arrangements

18. Allocations for the grant will be confirmed in summer 2014 once pupil number data from the January 2014 Census has been validated and agreed. The Grant will be paid by the Secretary of State to the local authority in quarterly instalments by: 30 June 2014; 30 September 2014; 31 December 2014; and 31 March 2015.

Certification

19. Local authorities will be required to certify that they have passed on the correct amount of funding to schools or, where funding has been spent centrally, that it has been spent in line with the conditions of grant. We will issue details of this process in March 2015.

Variation

20. The basis for allocation of grant may be varied by the Secretary of State from those set out above, if so requested by the local authority

Overpayments

21. Any overpayment of grant shall be repaid by the local authority to the Secretary of State.

Further information

22. That the books and other documents and records relating to the recipient's accounts shall be open to inspection by the Secretary of State and by the Comptroller and Auditor General. The Comptroller and Auditor General may, pursuant to Section 6 of the National Audit Act 1983, carry out examinations into the economy, efficiency and effectiveness with which the recipient has used its resources in discharging its grant-aided activities.

23. The local authority shall provide such further information as may be required by the Secretary of State for the purpose of determining whether it has complied with the conditions set out in this document.



Department
for Education

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Reference: DFE-00050-2014

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Proposed additional SFVS questions and support notes

- 1) **Have your pay decisions been reached in accordance with a pay policy based on clear performance criteria?**
- 2) **Where necessary, or appropriate, has the use of professional independent advice informed part of the pay decision process?**
- 3) **When making pay decisions, has consideration been given to wider context, e.g. pay in schools with similar circumstances or other benchmarking data?**

Q1: Have your pay decisions been reached in accordance with a pay policy based on clear performance criteria?

A	What does the question mean?
1	<p>What kind of pay decisions does my school need to make?</p> <p>Since 2013, schools have the freedom and responsibility to make individual pay decisions for all classroom teachers and senior leadership teachers, explicitly linking annual pay decisions to performance.</p>
2	<p>What do we mean by ‘clear performance criteria’?</p> <p>Schools will need to set out clearly in their pay policy what criteria will be taken into account in making judgements about whether teachers have met their objectives and the relevant standards.</p>
B	Good Practice
3	<p>Schools should ensure they have a robust pay policy which is based on clear performance criteria.</p> <p>This will help ensure that pay decisions are objective and equal. To support this, schools should give due regard to equalities considerations throughout the appraisal and pay determination cycle – if unsure, schools should refer to p.13-17 of the Department advice.</p>
4	<p>Should teacher’s objectives be based on student achievement?</p> <p>Teacher’s performance objectives should be closely linked to their school’s priorities as defined by school leadership and governing</p>

SFVS Support Notes – Proposed additional questions

	<p>body. It may well be appropriate for an appraisal process to consider a number of factors for example: impact on pupil progress; impact on wider outcomes for pupils; improvements in specific element of practice e.g. behaviour management or lesson planning; impact on wider teacher effectiveness; and, wider contribution to the work of the school.</p> <p>Ultimately the responsibility to set a suitable pay policy is schools, with oversight from the governing body. All objectives, however, should be clearly defined and measurable.</p>
5	<p>Are schools obliged to create their own pay policy?</p> <p>Schools have to freedom to decide their own individual needs in terms of pay policy.</p>
C	<p>What do you do if things are not right in your school?</p>
6	<p>What to do if you do not have a pay policy linked to clear performance criteria</p> <p>As set out in the School Teachers’ Pay and Conditions Document (STPCD) 2013, schools must comply with this requirement. The first pay decisions linking pay to performance should have been in September 2014. If you believe that your pay policy does not comply with the new requirements, you should review and revise you pay policy at the nearest opportunity, taking advice from HR experts and/or Department guidance.</p>
7	<p>Further Information:</p> <p>STPCD</p> <p>Departmental Advice (including advice on equalities.)</p> <p>Local Authority</p>

Q2: Where necessary, or appropriate, has the use of professional independent advice formed part of the pay decision process?

A	What does the question mean?
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SFVS Support Notes – Proposed additional questions

1	<p>What is professional independent advice?</p> <p>Impartial advice from a provider not attached to your school. Examples of Professional Independent advice providers could be:</p> <ul style="list-style-type: none"> • External HR Providers • Other Governing Bodies • LA HR providers
2	<p>When is it necessary or appropriate to use professional independent advice?</p> <p>The School Teachers Pay and Conditions Documents states that professional independent advice must be sought in the event of a leadership salary reaching 25% above the maxima of its pay range.</p> <p>Schools may also wish to seek independent advice at any time in which they feel unsure about any part of their pay decision processes.</p>
3	<p>Why is it important to use professional independent advice?</p> <p>When awarding salaries which exceed the maxima of the pay range by 25%, it is important that decisions are well-informed. HR providers can help schools to examine the reasons behind these decisions, as well as ensure that they are following correct procedures.</p>
B	<p>Good Practice</p>
4	<p>All schools should seek professional independent advice when applying leadership salaries exceeding 25% of the stated maxima of the pay range.</p> <p>Final decisions are at the discretion of schools, however, due regard should be given to all relevant advice.</p>
C	<p>What do you do if things are not right in your school?</p>
5	<p>What to do if you do not currently have access to professional independent advice</p> <p>Please contact your local authority, or an external HR provider.</p>

6	<p>Further Information</p> <p>STPCD</p> <p>Departmental Advice (including advice on equalities.)</p> <p>Local Authority</p>
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Q3: When making pay decisions, has consideration been given to wider context, e.g. in pay in schools with similar circumstances, or other benchmarking data?

A	What does the question mean?
1	<p>What is benchmarking in relation to pay?</p> <p>Benchmarking is the process of using data to compare your school’s salary decisions with the salary decisions of other schools, particularly schools with similar characteristics, taking account of challenge and context.</p>
2	<p>Why is it important to benchmark pay decisions?</p> <p>The recent pay reforms have afforded schools greater flexibility within their pay policies. Taking account of wider context can help schools to ensure that they are making well-informed pay decisions, which represent good value-for-money.</p>
3	<p>Where can schools find benchmarking data in relation to pay?</p> <p>Some local authorities and/or HR providers will be able to provide schools with salary data for similar local schools. Schools may also find it useful to engage with others schools to discuss salary considerations and to look at public adverts.</p> <p><i>[Additionally, the Department is exploring options for providing benchmarking on leadership salaries which it hopes to publish sometime in the current academic year.]</i></p>
B	Good Practice

SFVS Support Notes – Proposed additional questions

4	Governors and senior staff involved in pay decisions should give due regard to benchmarking data. This data should be considered when a pay decision is under review, or on an annual basis, as part of the pay decision process
C	What do you do if things are not right in your school?
5	What to do if a pay decision appears out of line Ensure that you understand the factors that have influenced the pay decision, and the impact and/or benefits to your school.
6	Further information DfE LAs

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