

SLOUGH SCHOOLS FORUM

SCHOOLS GROUP:

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

OBSERVERS: Eddie Neighbour

ATTENDEES:

LOCAL EDUCATION AUTHORITY: Robin Crofts, Coral Miller, Paul Wilson, Krutika Pau

DATE & TIME: **WEDNESDAY, 23RD SEPTEMBER, 2015 AT 8.00 AM**
 BEECHWOOD RESEARCH AND CONFERENCE CENTRE, LONG
 READINGS LANE, SLOUGH, BERKSHIRE, SL2 1QE

AGENDA

Page

1. Apologies
2. Declarations of Interest

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

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

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

3.	Minutes for the Meeting held on 6 May 2015	(Pages 1 - 8)
4.	14/15 Early Years Block carry forward and SEN Early Years inclusion fund	(Pages 9 - 14)
5.	SEN Early Years inclusion fund	(Pages 15 - 16)
6.	Centrally retained budgets 2014-15 Out-turn	(Pages 17 - 26)
7.	School improvement underspend	(Pages 27 - 34)
8.	Schools Forum Self Assessment Review and Updated Constitution report	(Pages 35 - 56)
9.	Review of Scheme for Financing Schools Consultation proposal	(Pages 57 - 64)
10.	5-16 Formula Timetable	(Pages 65 - 66)
11.	Cambridge Education	
12.	Academies update	
13.	Schools Forum Forward Agenda Plan	(Pages 67 - 68)
14.	Key Decisions Log	(Pages 69 - 76)
15.	Dates and venues of next year's meetings	
16.	Any other Business	

Slough Schools Forum - Meeting held on Wednesday, 6th May, 2015

- Present:** Maggie Waller, Holy Family Primary School (Chair)
John Constable, Langley Grammar (Vice-Chair)
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
Navroop Mehat, Wexham Court Primary School
Angela Mellish, Northampton Diocese
Jon Reekie, James Elliman Primary School
Debbie Richards, Arbour Vale School
Jo Rockall, Herschel Grammar School
Hardip Singh, Khalsa Primary School
Nicky Willis, Cippenham Primary School
Sally Eaton, Langley Hall Primary Academy
Emma Slaughter, Children's Centres
- Observers:** Eddie Neighbour (Upton Court Grammar School) and Beverley Pennekett, Education Funding Agency
- Officers:** Joanne Cooke, Robin Crofts, Coral Miller, Joseph Holmes, Paul Wilson, Krutika Pau and Finbar McGaughey (Cambridge Education)
- Apologies:** Virginia Barrett, Gillian Coffey and Kate Webb

PART I

408. Apologies

Apologies were received from Gillian Coffey, Virginia Barrett and Jane Wood.

Maggie Waller welcomed Krutika Pau, Finbar McGaughey, Emma Slaughter (new Children's Centres' member) and Sally Eaton (new PVI member) to the meeting. She also welcomed Beverley Pennekett from the Education Funding Agency (EFA).

409. Declarations of Interest

There were no declarations of interest.

410. Minutes of the Meeting held on 25th March 2015 & Matters arising

Nicky Willis asked for the paragraph outlining SEBDOS funding to be amended to read "*SEBDOS funding is currently allocated with two thirds from primary schools and one third from secondary schools*".

It was noted that a paper regarding SEBDOS costs would be brought to Schools Forum and that clarification was also needed regarding the primary / secondary split of the Trades Union de-delegated budget.

Coral Miller has sent out to all Academies the 2015-16 budget that she returned to the EFA. Paul McAteer thanked her for this information.

High Needs Block 2015/16

A more detailed breakdown of the allocation of contingency funds was requested.

Commissioning of Places in Special Settings

Maggie Waller had sent an email to Krutika Pau in relation to interim appointments and plans to fill some SBC permanent roles. Krutika Pau had responded to Maggie Waller and John Constable and will keep them informed of future developments in this area.

Review of Cost Provision

Maggie Waller had circulated a specification to members of the Schools Forum for comment. No comments were received and the document would now be published on the South East Business portal.

Maggie Waller, John Constable and a SBC representative will be considering tenders on 22nd May 2015 and the evaluations and presentations by the shortlisted bidders will take place w/c 1st June 2015. Tribal and the London School of Economics have expressed an interest in this process.

The Schools Forum Induction took place on 17th April 2015 at the Langley Hall Primary Academy. Maggie Waller thanked those who attended and also thanked Sally Eaton for her hospitality in hosting the event.

John Constable will be writing to academy proprietors looking for nominees to represent academies on the Schools Forum. Whilst it is for the academy proprietors to nominate and elect, in the past Schools Forum has suggested interested people. Maggie Waller suggested putting forward Eddie Neighbour's name as he has been attending Schools Forum for a number of years as an observer. Jo Matthews was also suggested as she had expressed an interest to Nicky Willis. Any other suggestions, including any interested governors, should be put forward to John Constable.

The minutes were approved.

411. School Improvement Budget 2015-16 Update from Cambridge Education

The subject of School Improvement Provision was raised at the last Schools Forum meeting. Robin Crofts, from Cambridge Education, produced a paper surrounding School Improvement Funding – the DSG funding retained by the Local Authority. Time has been spent reviewing and looking at ways of focusing on activities and funding. Last year there was an under spend so a more realistic budget has been set for the coming year. The revised funding for this year is £932,905 which is a reduction of £310k. The Local Authority will put up a proposal to the Schools Forum of how this money should be utilised and a decision needs to be taken by Schools Forum. Maggie Waller thanked Robin Crofts for producing the detailed report. He will report back on 2015/16 spend and outcomes. It was noted that some work will

be commissioned and this could be allocated to the Slough Learning Partnership (SLP) and other providers.

Navroop Mehat asked if the reduced total funding allowed for supporting schools in category and in need of support and Robin Crofts said that it did with a particular process in place to access this funding which includes detailed evaluation of its usage.

It was noted that recruitment for schools is a growing national issue. Robin Crofts suggested meeting with schools and taking a focussed, collective approach. He reported that there is also an Education and Children's Services Scrutiny Committee meeting with elected members in July about the challenges around recruitment.

Recruitment is one priority but other priorities also need to be considered. This item is on the Slough Schools Education Forum (SSEF) meeting on Friday, 8th May 2015. John Constable in conjunction with head teacher colleagues will consider a proposal and Finbar McGaughey and Robin Crofts offered support if required.

Krutika Pau asked about the school governance aspect in Robin Crofts' paper. Robin Crofts has gone through the national statutory requirements and the local contractual requirements between the Local Authority and Cambridge Education and looked at what needs to be put in place to enhance the current offer. Supplementary local provision will be delivered over and above the current support available that many schools get from the Royal Borough of Windsor and Maidenhead (RBWM) and elsewhere. Local support is available in conjunction with Slough Learning Partnership.

Beverley Pennekett will discuss School Meals Funding with Maggie Waller outside of this meeting.

The next step is for Schools Forum, at the July meeting, to decide which priorities it would like to fund from the proposals put forward by the Local Authority for the use of the £310k relinquished by Cambridge Education. A paper will be brought to the Forum outlining all the priorities identified.

It was agreed that priorities for spend need to be put forward in business cases. It was agreed that phase groups would look at this and contact John Constable as Vice Chair with any proposals.

412. PFI 2015/16

Joseph Holmes presented the PFI 2015-16 paper to the group. SBC currently contributes £809k annually to the PFI Unitary Charge. The Council is looking to reduce this and took part in the Local Partnerships / DfE pilot. Joseph Holmes explained that SBC has implemented a strategy to review the outcomes of the report and develop a programme of work to take forward some of the options. SBC has appointed consultants to help undertake this task and to look at ways to reduce costs. A variety of strands are being looked at (see page 14 of the report). There will be a future report to Schools Forum as this work progresses.

Also SBC is currently addressing an error of the £500,000 (part of the PFI contribution for 15/16) that was not added to the DSG and given to schools previously (see Appendix A – School Block Budget 2015-16 – page 17 of the

meeting pack). Appendix A notes that the £500k will be part of the future budgets whatever decisions are made.

Beverley Pennekett (EFA) explained that regulations state that once schools have their budgets they cannot be re-determined in-year and this would need to be distributed next year. She said that if adjustments are required to the Schools Budget an application can be made to the Minister to dis-apply this regulation. It was agreed that this would be done and that a joint letter would go from the LA and the Schools Forum seeking to re-distribute this year. It was also noted that the budgets would be re-determined using the formula but Schools Forum had wished to allocate according to numbers on roll so that all schools (and academies) benefited (as those on Minimum Funding Guarantee or capped would otherwise not receive any of the allocation). It was therefore agreed that the request to distribute on numbers on roll should also be included in the letter to the Minister.

It was agreed that Joseph Holmes, Maggie Waller and John Constable would follow up the application to the Minister.

Nicky Willis asked if SBC gained interest on the £500k and Joseph Holmes explained that it had been part of the LA cash flow and invested accordingly with little interest accrued due to the low interest rate position at present.

413. PFI School Improvement Savings

Paul Wilson presented a report that showed savings of £308k have been identified in the centrally-retained budgets for School Improvement in 2015-16. The report was brought to this meeting to ask Forum's permission to use £200,000 of these savings to contribute to SBC's funding of the School's PFI scheme in 2015-16. SBC is asking the Schools Forum to assist them in achieving SBC's savings plans to ensure that their services, including those to schools, continue to be delivered.

Jo Rockall asked if the decision could be deferred to the July meeting where a business case could be put forward as this was the only proposal put forward at this time for the use of this saving. This would enable an informed decision to be made. Maggie Waller agreed that this was a good proposal.

Nicky Willis asked if this was an ongoing commitment to these monies and it was confirmed that this was a one-off commitment and that Schools' Forum made such decisions a year at a time.

Joseph Holmes confirmed that the aim of SBC is to eliminate the ongoing £500,000 contribution in future, maintaining the remaining £309k commitment. He referred to the options for reducing the £500,000 set out in the previous report, including any future DSG implications being phased. Kathleen Higgins asked what the status of the recommendations was in the previous report as consultants had not yet explored in detail where savings could be made. Joseph Holmes said that the options in the report were the likely options.

It was agreed that this proposal would come back to the Schools Forum meeting in July along with any other proposals (supported by a business case) for consideration and decision. This would include, for example, the issues mentioned in Minute 411 above.

414. Growth Fund Outturn 2014-15

Coral Miller presented the paper on the Growth Fund, including information on the 2014/15 outturn, confirming the available carry forward figure and providing information about the funding to schools. SBC recommends that the 2014-15 under spend of just over £400,000 be carried forward to 2015-16 in full. This figure was higher than expected (£312,000 was agreed in Dec. 2014). This was because of building delay at one school.

There has been an increase in the Slough school population of 695 new pupils since last year, excluding new schools, which is higher than the 652 anticipated, hence the future need for the Growth Fund. This increase is partially related to the movement of families from the London area to Slough.

Nicky Willis asked if bulge classes could be shown separately in future.

Schools Forum agreed to carry forward the additional £88,000.

Coral Miller confirmed that the 2015/16 total Growth Fund was now approximately £1.25 million.

415. High Needs Block Centrally Retained 2015/16

Robin Crofts introduced the paper: High Needs Block 2015-16. The two appendices set out the centrally retained sums for SBC (Appendix A) and Cambridge Education (Appendix B).

Maggie Waller stated that the detail was very clear. She asked for clarification about the retained SENASS service mentioned in the SBC Appendix A and Robin Crofts explained that this was for SEN assessment and not specialist support teachers.

Robin Crofts explained that much of the funding set out in Appendix B (Cambridge Education) is allocated to schools, with some services delivered centrally.

Debbie Richards said that the funding for Speech and Language was under discussion with SBC as the budget figure is low in comparison to spend.

Nicky Willis asked how schools are advised about how to access services. Robin Crofts explained that there is a service level agreement (SLA) sent to schools to explain what services are available and how to access them. This Cambridge Education SLA is about to come out to all schools and academies.

416. Cambridge Education

Robin Crofts mentioned that there had been a Business Services Review in Cambridge Education in 2014 in terms of focussed service delivery, admin support and financial aspects. Proposals will be implemented in the autumn of this year resulting in greater efficiency.

The recent Ofsted Inspection report for Slough Children's Centres has been published and the outcome has moved from 'Inadequate' (2014) to "Requires Improvement". Robin Crofts stated that they are pleased with the progress that has been made yet there is still plenty which needs to be done to achieve good and outstanding. A new action plan will be drawn up and will include looking at how to advance working across the network of Children's Centres and engaging with schools to advance action plans.

Robin referred to the SLA for support for vulnerable groups which would be issued imminently and will include looking at the Psychological Service arrangements with schools as contractual arrangements finish at the end of August.

Cambridge Education is 18 months into the contract period and is in consultation with SBC as to expected achievements and identification of savings within the 3 year contract period. Any that could impact on schools would be brought to Schools Forum.

417. Academies update

Robin Crofts reported that there has not been much movement regarding academies in the last few months with the forthcoming general election. The Conservative manifesto reflects an interest in converting more schools to academies.

Nicky Willis asked if there was a map of academies and membership of Trusts in Slough. Robin Crofts will draft a paper and circulate this to the group.

418. Work programme and Key Decisions log

Maggie Waller explained that the Work Programme and Key Decisions Log had been updated since the last meeting.

Joanne Cooke to liaise with Coral Miller, Maggie Waller and John Constable regarding setting draft dates for Schools Forum meetings for the 15/16 academic year. These will be brought to the 1st July meeting for consideration.

419. AOB

It was noted that there was a need to consider including a 'falling rolls' fund. This would be where 'good' or 'outstanding' schools had temporary surplus places. This and other issues will be brought to a meeting of the 5-16 formula Task and Finish group. Coral Miller will set up a Task & Finish Group for the end of June (before the meeting of the Schools Forum on 1st July).

(Note: The Meeting opened at 8.30 am and closed at 9.35 am)

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SLOUGH SCHOOLS FORUM
23rd September 2015

Early Years Dedicated Schools Grant (DSG)
2014-2015 Carry Forward
(Directorate of Wellbeing)

1 PURPOSE OF REPORT

- 1.1 To seek agreement from Schools Forum to carry forward funding for two year olds to meet statutory duties.

2 RECOMMENDATIONS

- 2.1 That Forum notes the unspent portion of the two year old funding from 2014-15 and agrees the carry forward to ensure compliance with statutory duties.
- 2.2 It is recommended that the attached Appendix A be approved as outline spending in developing high quality and effective provision for vulnerable two year olds across Slough, which is a national and statutory requirement.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The Local Authority/Cambridge Education is not currently meeting its statutory duty in relation to funded early learning for two year olds and the Department for Education is closely monitoring take-up and development of places in Slough.
- 3.2 The eligibility criteria for funded early learning for two year olds were introduced in September 2013, with a target to create 450 places for the 20% most vulnerable children. Although sufficient places were created in this period, take-up of places was significantly lower than expected. Carry forward from 2013-14 facilitated an effective, targeted marketing strategy and campaign to communicate the offer to parents and to stimulate market demand, which resulted in an increase in take-up of 200 more places.

Successful strategies included:

- A town-wide mailout of application forms to 50,000 homes
- Freepost and text service
- Promotional posters, postcards and leaflets
- Community roadshow and short commercial
- Focused brokerage to match families to vacant places

- Improved communication and information sharing with Children's Social Care, health partners and Job Centre Plus.
- 3.2 In September 2014, the DfE increased the target number of places from 450 to 1005. The effectiveness of the work undertaken to address issues of both supply and demand has been recognised by the DfE, but funding from April 2015 is based on participation during January 2015 and there is still much to be done to meet the target, including: creating the required number of places; funding the shortfall between January 2015 participation and the target figure; ensuring sufficient take-up of places; and continuing to market and communicate the offer to parents.
- 3.3 **Place development to meet the target number**
There are a number of capital projects currently underway, supported by revenue grants (see Appendix A) to expand, extend and refurbish existing providers, which will increase the available number of places to 800 places by September to December 2015. Further development work is required to meet the 1005 target number of places, as funding from the DfE is from April 2015 now based on participation only.
- 3.4 **Marketing**
Marketing continues to be a high priority to ensure that demand remains high. This will include on-going poster, postcard and leaflet campaigns, publicity materials, an additional borough-wide mailout, newspaper and social media advertising and the use of a commercially produced film in GP surgeries and on Post Office screens. A parental questionnaire will be commissioned to support the accuracy of the 2015 sufficiency assessment.
- 3.5 **Sufficiency and Business Sustainability**
Assessment of the sufficiency of places is a statutory requirement. Key work needs to be undertaken to ensure that places are developed and available to meet the needs of families in the areas of highest demand. Whilst a number of new providers have expressed an interest in registering new provision and offering funded early learning places, support is required to ensure those businesses are able to offer a viable and compliant proposal, in addition to longer term sustainability.
- 3.6 **Brokerage**
The Early Years Service provides focused brokerage to families who have been offered a place but have not taken it up. This is a vital element of increasing take-up and will require significant additional capacity to meet DfE timescales.
- 3.7 **Quality**
The DfE expects that all eligible two year olds are placed in settings judged to be good or outstanding by Ofsted. Whilst the quality of existing providers has risen overall in the past year, sustained

input will be needed and targeted or intensive support will be required from the Early Years Service for all providers to ensure compliance with Ofsted regulations and suitable standards of quality. This includes the essential elements of support, challenge, development work, training and continuing professional development across all sectors.

- 3.8 Local eligibility criteria were developed in 2014 -15 to ensure that the most vulnerable children, who may not necessarily meet the income thresholds were also able to benefit from a funded early learning place. Examples of such groups include children with SEN and disabilities and those subject to Child Protection or Child in Need plans. Children meeting these criteria will need to continue to be funded from unspent trajectory funding, to ensure that they are not disadvantaged by the move to participation funding.
- 3.9 The Early Years DSG is currently forecast to be under-spent by £1,492,487, which constitutes the request for carry forward. Appendix A 'Carry Forward' gives an outline of planned spend in meeting statutory requirements.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable.

5 SUPPORTING INFORMATION

- 5.1 Appendix A shows the total remaining funding from 2014 -15 and the carry forward required to meet statutory duties.

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.

Contact for further information

Coral Miller,
Interim Principal Accountant (Schools)
01753 4772009

Rachel Cartwright
Interim Head of Early Years
01753 476556

Kate Appleyard
Finance Business Partner
Cambridge Education
01753 787635

APPENDIX A - EARLY YEARS CARRIED FORWARD REQUEST

	Description
	£1,492,487 2014-15 carry forward
Requirements	£158,684 Revenue grants committed for expansion projects
	£300,000 Continued development grants to meet target number of places
	£333,803 Funding for 2 year olds placed under local criteria - vulnerable children
	£90,000 Marketing/advertising/publicity materials/market research
	£112,000 Processing and payments
	£158,000 Compliance, sufficiency and business sustainability
	£65,000 Brokerage
	£275,000 Quality Improvement, Workforce Development & CPD
Total	£1,492,487
Total required	£1,492,487

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Inclusion Funding for a Child attending Early Years Provision

Draft Terms of Reference

The funding is

- For children aged 0-5 years whose needs are so significant and complex that they could not access Early Years Provision without additional support.
- For children in Early Years Provision in Slough where the provider can evidence that the child has have been diagnosed as having significant delay in one or more of the areas listed below and are known to the Early years Outreach service and other professionals
- To enhance staff ratios to promote inclusion
- Facilitate transition
- Provide training for additional needs and all aspects of inclusive practice to facilitate the inclusion of a child with additional needs
- Provided for a maximum of 15 hours per week enhanced staffing over a period of 22 weeks .The level of funding allocated will not exceed £12/hour
- During the period an request for an EHCP **MUST** be submitted with appropriate levels of evidence to allow it to be considered by the LDD panel
- All allocations will be reviewed after 22 weeks to determine if funding will be continued once the EHCP assessment has been completed

Applications must

- Be an outcome of a Review Meeting for the child.
- Have the full support of Early Years Outreach Team / Educational Psychologist and agreement of the parent/carer.
- Include a fully completed application form with evidence to demonstrate a child's needs and progress
- Contain full details of staffing currently available to the setting at the time of the Childs planned attendance .

What can funding be used for?

The fund can be used by Providers to cater for a wide range of individual needs by making good quality provision to enable children to fully access the Early Years Foundation Stage. It should relate to one or more of the following broad areas of need as documented in the Special Educational Needs and Disability code of practice.

A. Communication and interaction

Those children who, despite appropriate intervention, need a high level of individual support because of difficulty with one, some or all of the different aspects of speech, language or social communication.

B. Cognition and learning

Support for learning difficulties may be required when children learn at a much slower pace than their peers, even with appropriate differentiation.

C. Social, emotional and mental health difficulties

Children may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying severely challenging or disruptive behaviour

D. Sensory and/physical needs

Children with physical needs, vision impairment, hearing impairment or a multi-sensory impairment may require specialist support and/or equipment to access their learning.

There are two further funding options

Early Years Inclusion Funding to Support Transition into Early Years Provision.

The application must be completed by the Educational Psychologist or Early Years Team. The funding is available to support children who are due to begin a placement with a Provider, and would not be able to attend without support. The applications are considered by a panel.

Early Years Inclusion Funding to provide Specialist Equipment. Applications for specialist equipment must be completed by an Occupational Therapist, Physiotherapist in conjunction with parents/carers, and the Early Years Provider

Levels of funding allocated will vary and be determined by 2 Factors

- The needs of the child and what support is required to be provided by the setting - therefore children who have additional needs but whose needs are being met or partially met within the setting will receive funding that reflects this
- The levels of existing staffing within the setting at the time of the child's planned attendance – therefore where there is already a high level of additional staffing already being provided this will be reflected in the allocation offered to additional children.
- Therefore setting should not assume that every child with additional needs will receive 1:1 funding unless they can demonstrate individual levels of need require this given current staffing levels .

SLOUGH SCHOOLS' FORUM
23th September 2015

School's out-turn report 2014-15
(Directorate of Wellbeing)

1 PURPOSE OF REPORT

- 1.1 To inform the Schools' Forum of the underspend in budgets and to seek permission to use the School block underspend for the Growth fund.

2 RECOMMENDATIONS

- 2.1 Slough Borough Council recommends that the 14-15 underspend of £60,010 in the School block be carried forward into the Growth fund this would reduce the 16-17 budget "topslice" for growth.

3 REASONS FOR RECOMMENDATIONS

- 3.1 Is to support Slough borough Council rising school population.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The underspend in the School block can be transferred into the 2016-17 school block budget and leave the growth fund as it is.

5 SUPPORTING INFORMATION

- 5.1 **Please see Appendix A.** 2014-15 Growth out-turn completed in Section 251 format which will be available on the internet toward the end of October 2015.

- 5.2 **Please see Appendix B Cambridge Education underspend.**

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 Not applicable.

Section 151 Officer – Strategic Director of Resources

- 6.2 Not applicable.

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

APPENDIX A - 2014-15 OUT-TURN Schools

S251 Outturn 2014-15

Table A: LA Level Information

LA Name Slough borough council

Description

TOTAL

1 SCHOOLS EXPENDITURE

1.0.1 Individual Schools Budget (ISB) (after academy recoupment)

64,634,697

DE-DELEGATED ITEMS

1.1.2 Behaviour support services

315,712

1.1.7 Licences/subscriptions

81,007

1.1.9 Staff costs - supply cover for facility time

18,384

HIGH NEEDS EXPENDITURE

1.2.1 Top up funding - maintained schools

5,533,771

1.2.2 Top-up funding – academies, free schools and colleges

3,292,266

1.2.3 Top-up and other funding – non-maintained and independent providers

742,857

1.2.5 SEN support services

1,248,957

1.2.6 Hospital education services

120,000

1.2.7 Other alternative provision services

282,054

1.2.8 Support for inclusion

440,600

1.2.10 PFI and BSF costs at special schools and AP/ PRUs

435,896

EARLY YEARS EXPENDITURE

1.3.1 Central expenditure on children under 5	713,823
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CENTRAL PROVISION WITHIN SCHOOLS SPEND

1.4.1 Contribution to combined expenditure	1,049,204
1.4.2 School admissions	192,789
1.4.3 Servicing of schools forums	53,055
1.4.10 Pupil growth/ Infant class sizes	1,099,613
1.4.11 SEN transport	160,000
1.4.13 Other items	187,709

1.5.1 Other Specific Grants	3,930,456
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1.6.1 TOTAL SCHOOLS EXPENDITURE (after academy recoupment)	84,959,950
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Memorandum

RECONCILIATION OF SCHOOLS EXPENDITURE

1.7.1 Dedicated Schools Grant brought forward from 2013-14	(2,437,000)
1.7.2 Dedicated Schools Grant for 2014-15	(76,352,000)
1.7.3 EFA funding	(7,374,180)
1.7.4 Local Authority additional contribution	(309,000)
1.7.5 Total funding supporting the Schools Expenditure (lines 1.7.1 to 1.7.4)	

1.8.1 Dedicated Schools Grant carried forward to 2015-16	(1,512,230)
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ANALYSIS

School block budget

Already approved

Growth Fund underspend already agreed in the May 2015 School Forum meeting. 400,052

To be approved by School forum

Underspend in the CERA expenditure - in 2016-17 budget proposing to reduce this budget by £100k and put this back into the School block subject to approval by School Forum. Propose this be added to the growth fund and reduce 16-17 "topslice" by this amount. 60,010

Early years block underspend 2014-15- keep this within Early year. 6,597

For information

High needs block underspend, this will be used to fund expected growth in HN places and "top up" in 2016-17 plus any outstanding prior years commitment. For the July 2015 the LA can no longer ask for additional funding for increases in placement all this needs to be funded from the HN block. Confirmation of 16-17 High needs block will be made in November. 1,045,571

Grand Total

1,512,230

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DSG OUTTURN REPORT 2014.15

Description	DSG 2014.15			DSG Outturn 14.15	Variance	Comments
	DSG Actuals Apr- Budget Apr 2014-Mar 2015	Actuals Sep 2014 (contract year 1)	Actuals Oct-Mar 15 (contract year 2)			
Schools Block						
School Improvement DSG	934,971	273,989	413,379	687,368	-247,603	
Admissions (DSG)	178,180	93,492	99,297	192,789	14,609	
	1,113,151	367,481	512,676	880,157	-232,994	Underspend resulting in funding being considered by Schools Forum
High Needs Block						
Autism	185,730	71,187	78,781	149,968	-35,762	
SENASS	399,300	155,593	123,986	279,579	-119,721	
Littledown Outtreach	109,940	51,800	51,800	103,600	-6,340	
High Needs Block: Vulnerable Chil	61,700	30,850	30,850	61,700	0	
Hard to place	267,000	139,013	125,105	264,118	-2,882	
SEN Transport	40,000	80,000	80,000	160,000	120,000	
Access to Education (was Travelle	42,600	4,151	9,321	13,472	-29,128	
	1,106,270	532,594	499,843	1,032,437	-73,833	In totality the underspend is predominantly associated with vacancies
Early Years Block						
PVI ISB	2,335,283	1,343,054	1,359,875	2,702,929	367,646	
Early Years Inclusion	70,000	29,020	27,406	56,426	-13,574	
Two Year old funding	1,961,090	596,475	1,157,866	1,754,340	-206,750	
Early Years Growth	323,947	-59,930	0	-59,930	-383,877	
Central Early Years Expenditure	132,070	32,032	80,893	112,925	-19,145	
					-1,285,737	
	4,822,390	1,940,650	2,626,040	4,566,691	-1,541,436	see supporting documentation: Schools Forum Paper
GRAND TOTAL *	7,041,811	2,840,725	3,638,559	6,479,284	-1,848,264	

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SLOUGH SCHOOLS' FORUM
23rd September 2015

School Improvement Savings suggested allocation 2015-16
(Directorate of Wellbeing)

1 PURPOSE OF REPORT

- 1.1 To inform Schools' Forum that savings of £308k have been identified in the centrally-retained budgets from School Improvement in 2015-16.
- 1.2 To ask Schools' Forum for permission to use £200k of these savings to contribute to the Council's funding of the schools' PFI scheme. Leaving any remainder to go into the 2016-17 budget to increase the lump sum so that all schools receive a share.
- 1.3 To ask Schools' Forum for permission to use £35,000 of these savings to support Our Lady of Peace Infant and Nursery School and Our Lady of Peace Junior School in amalgamating to establish an all-through primary school. The funding would be used as follows:
 - Appointment of a Project Manager to plan and lead on the consultation and amalgamation process
 - Temporary appointment of support to enable the release of the School Business Manager (SBM) from her normal role in order that she can lead on the operational side of the amalgamation
 - Release of Headteacher for half a day a week to liaise with the SBM
 - HR support in the TUPE arrangement for transferring current staff to the new all-through Primary school

2 RECOMMENDATIONS

- 2.1 It is recommended that these savings be used in this way for the following reasons:
 - The Council has made savings of over £31m over the past three years and is required to deliver further savings of 35% of its budget over the next four years. With these planned future cuts it is now making it difficult for the Council to carry on funding this commitment.
 - Each year the LA will continue to come to the Schools' Forum to gain approval for the centrally held items and in that meeting the School Forum can change the proposal. This is therefore a one year commitment.
 - The amalgamation of Our Lady of Peace Infant and Nursery School and Our Lady of Peace Junior School to form an all-through primary school would benefit the schools as follows:
 - Consistent leadership and management across key stages through one Headteacher and one Governing Body
 - Continuity and consistency for teaching and learning and achievement
 - Strengthened 'tracking' of pupil learning and achievement

- Staff retention, recruitment and development opportunities with greater scope for more efficient deployment of staff and resources
- More cost effective use of resources by creating economies of scale with a greater proportion of the School's budget available for teaching and learning
- Improved relationships with pupils, parents and the school throughout their primary education

3 REASONS FOR RECOMMENDATIONS

- 3.1.1 The Council is facing significant pressures to balance its budget under the current financial constraint from central Government. Savings are required of £34m over the next four years.
- 3.1.2 The Council has been innovative in reducing its budget in recent years with a variety of transformation and efficiency schemes to deliver savings. However, the 2015-16 budget contained significant disinvestment, and in light of the financial planning assumptions, this will continue over the medium term.
- 3.1.3 Non-ringfenced grants, like the Education Services Grant (ESG), have been reduced year on year by the DfE, as well as also being reduced by Academy conversions. The Council currently does not link education-related spend to the ESG; if it did, there would be significant reductions to education-related support services to Schools.
- 3.1.4 The schools' and Academies' budget has remained relatively stable with a maximum yearly reduction of £1.5%.
- 3.1.5 The Local Authority is asking the School's Forum to assist the Council in achieving its savings plans to ensure as many priority services, including those to Schools, can continue to be delivered.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1.1 Slough Learning Partnership has provided an alternative proposal (see appendix A). The Local Authority feels that if Schools' Forum chooses this option then the budget will be delegated to the Schools via the 2016-17 budget and the SLP can then arrange a trading agreement between the schools directly.
- 4.1.2 An alternative option for the Local Authority is to passport this money to the High Needs Block because in the 2016-17 July guidance, the DfE will no longer have a mechanism for Local Authorities to apply for growth funding for places. Currently the shortfall is approx. £2m. Cabinet has asked that the budget be balanced as the Council is not in a position to subsidise the shortfall.

5 SUPPORTING INFORMATION

- 5.1 Not applicable.

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.

Contact for further information

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Teacher recruitment and retention

Proposed use of surplus centrally-retained DSG to fund a research, marketing and recruitment strategy to benefit. This paper draws on background information provided for Cabinet by Cambridge Education in June 2015.

1. The challenge of teacher recruitment in Slough

There is a growing and increasingly serious problem of teacher recruitment and retention across Slough schools, which is a reflection of national trends. Recruitment has been a significant issue over the last five years and has now become a significant and universal challenge across the Slough community of schools. This has been exacerbated by the expansion of schools in response to a rapidly growing school population; since 2008 an additional 27 forms of entry have been added to the primary sector and an additional 15 forms of entry in the secondary phase.

Additionally, demand is still increasing across the primary sector for the next couple of years. In the secondary sector, a further 22 forms of entry are required by 2022. This will necessitate a substantial number of additional teachers, while at the same time many other local authorities are rapidly expanding due to the increase in pupil numbers and are in need of additional teachers. Current estimates are that 250 additional teachers required by 2022

In the secondary phase, there is a particular need for senior and middle leadership, maths, science, English and modern foreign language teachers. Across the primary phase there is a need for senior and middle leadership, general teachers, special educational needs co-ordinators (SENCOs) and specialist teachers for mainstream SEN resource bases. Within the special needs area, there is a need for teachers who have specialisms in managing challenging behaviour.

There are a number of specific challenges for Slough, including:

- Slough itself does not have a positive image;
- there are more 'desirable' areas around in which to teach, with less challenging circumstances in some neighbouring authorities;
- teachers have ready access to higher salaries in West and Inner London (Outer and Inner London pay scales);
- housing costs are high and access to housing can be restricted

However there are a number of positives which are not necessarily effectively communicated:

- Slough's close to central London, with good road access;
- there is a very strong community of schools with a high level of collaborative working;
- Slough has a high percentage of good and outstanding secondary schools, with strong GCSE examination results (7th nationally);
- the town provides a stimulating and exciting context through a very diverse school community;
- the close community and high number of schools in a small area give opportunities for promotion.

2. The need for a joined up approach

Other services are experiencing difficulties in appointing staff, most especially in Social Care. Anecdotally, recruitment challenges also exist with the Police and in the Health sector. Within education there are also challenges in appointing to key posts such as educational psychologists.

Krutika Pau, Interim Director of Children's Services, has been focused on improving recruitment in Social Care. She has led on the development of a workforce strategy and the recent appointment of a lead officer for workforce development. Krutika has promoted a joint approach with schools on recruitment and has also draw in the Local Authority's Human Resources team to be part of the group considering solutions.

Individually, schools continue to explore different strategies to attract high quality staff. However, the majority of schools are positively committed to developing a collective solution following discussions in

the summer term of 2015 by a representative group of headteachers and within the headteacher phase associations.

3. A collective recruitment strategy?

Slough headteachers propose that unused centrally retained DSG in 2015-16 and ongoing is directed towards the funding of a collective recruitment strategy comprising three elements – research, marketing, and direct recruitment.

a) Research

The proposal is to commission a one-off piece of research to inform future strategy. An initial approach has been made by SASH to the Recruitment and Employment Confederation to undertake a focused piece of research looking at:

- What are the factors that influence attraction and retention of staff?
- What factors are specific to Slough?
- What existing trends in turnover and how is this influenced through the year?
- What innovative approaches might support recruitment?

Research will also establish seek to establish the full cost of recruitment across Slough: time, searching, advertising etc, and to look at the possible extent of savings. The indicative cost of this work on behalf of secondary schools has been quoted at £26k, over a timescale of 6-12 months. The findings may be applicable to the primary sector, or it may be preferable for primary headteachers to commission a similar piece of work, which would most likely be at a broadly similar cost as indicated in the table in section (4).

b) Marketing

The marketing strategy would include a number of aspects, some of these could be commissioned from professional companies, others through direct employment. Aspects might include:

- commissioning online video resource to promote the Slough schools community;
- greater use of social media to notify and attract applicants;
- developing a joint Slough recruitment website with links to websites for individual schools;
- differential marketing to attract teachers at different career stages;
- developing a Slough 'presence' at university recruitment fairs;
- engagement with university-based teacher training courses;
- general promotion of the benefits of working in Slough;
- promoting careers in teaching to current students in Slough schools;
- encouraging residents across the community to be teachers locally in Slough;
- joint action, such as single advertising across a number of schools, rather than or alongside schools doing what they want individually.

c) Recruitment

To address the central issue of direct recruitment of staff to fill specific vacancies, the proposal is to set up a not-for-profit recruitment agency focusing on recruitment to agreed priority areas (eg general primary teaching, secondary maths and science). This would involve the direct employment (through the Slough Teaching School Alliance or the Slough Learning Partnership as representative organisations) of professional and experienced recruitment staff whose work would be informed by the research evidence base. Schools would pay a basic sum to access the service. An alternative approach would be to commission an existing major recruitment provider to act on behalf of the Slough schools collectively.

d) Other possible activities

Additional elements of the recruitment strategy could include:

- establishing a bursary fund which could be used for recruitment and retention, intended to contribute towards housing costs;

- providing training over the summer holiday period to get new staff 'up to speed' for the beginning of the new academic year;
- developing a teaching pool which can be drawn on by schools needing teachers;
- through the Slough Teaching School Alliance, develop programmes to retrain or upskill existing staff to teach shortage subjects of areas.

4. Likely costs

The following table presents some initial estimates for costs of the activity described above. The figures given are based on some research of typical costs but do not constitute a full business case; the intention is to provide Forum members with some indication of how the sum of £300k could be spent.

Area of proposed activity	2015-16 financial year (April 2015 to Mar 2016)	Subsequent annual funding required
Research		
Secondary-based research	£26k	
Primary research	£20k	
Marketing		
Promotional video production	£15k	
Development of recruitment website	£8k	£5k
Social media and online promotional campaign <i>~1-2 days per week commissioned</i>	£5k	£10k
Visiting recruitment fairs (headteachers) – travel costs and accommodation	£25k	£25k
Collective advertising campaigns eg TES	£30k	£45k
Direct recruitment		
Recruitment agent – salary and on-costs <i>Assumes £40k basic salary plus bonuses and oncosts</i>	£40k	£65k
Administrative backup and office expenses	£30k	£70k
Indicative funding for main activities	£200k	£220k
Other possible activity		
Summer holiday induction and training (eg 120 new teachers for two weeks)		£120k
Upskilling/retraining programmes for existing staff	£k	£15k
Recruitment bursary fund (eg 120 staff @ £1k)	£120k	

5. Conclusion

Slough headteachers request that Forum considers and approves in principle the use of up to £300k of centrally retained DSG in the 2015-16 financial year; a detailed business case can then be developed with a 3-year timeframe. Although the use of centrally retained DSG can only be agreed by Forum on an annual basis, headteachers are seeking a commitment in principle to fund the recruitment initiative for three years.

Appendix A

SLOUGH SCHOOLS' FORUM

23rd September 2015

Schools Forum Self-Assessment Review and Updated Constitution

1 PURPOSE OF REPORT

- 1.1 To seek members' views on the Schools Forum self-assessment review attached as **Appendix A**.
- 1.2 To seek views on the updated Schools Forum Constitution attached as **Appendix B**.
- 1.3 To bring the revised membership position to the attention of members.

2 RECOMMENDATIONS

- 2.1 That Schools Forum gives views on the self-assessment review document (**Appendix A**) and discusses ways of improving those areas identified where there is room for improvement.
- 2.2 That Schools Forum notes and comments on the updated Constitution attached as **Appendix B** and commends this to the LA for approval.
- 2.3 That Schools Forum notes and comments on the updated membership table included as Appendix B to the Constitution.

3 REASONS FOR RECOMMENDATIONS

- 3.1 To ensure that the Schools Forum is operating effectively and efficiently and within current regulations and DfE guidance.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 This report is presented by the Chair of the Schools Forum in her capacity as LA Support and Advising Consultant for the Slough Schools Forum, having liaised with Sarah Forsyth, the LA Children's Services Partnerships and Policy Officer.
- 5.2 In March 2015 the DfE published a Schools Forum self-assessment toolkit which provides the Schools Forum and the LA a framework for assessing the strengths and weaknesses of the local Schools Forum.

- 5.3 The self-assessment template has been reviewed by the Chair and Vice-Chair of Schools Forum and the proposed areas for review are indicated in **Appendix A**. Members of the Forum are asked to comment on the self-assessment review, in particular those areas identified for possible action.
- 5.4 The latest version of the School Forum Constitution has been updated in line with current regulations and DfE guidance including:
- Schools and Early Years Finance Regulations 2014
 - Schools Forum Regulations 2012 (post 2014 Finance Regulations)
 - DfE Schools Forum Structure March 2015
 - Schools Forum Powers and Responsibilities 2015 to 2016 (DfE March 2015)
- 5.5 The membership of the Schools Forum has been reviewed in the light of any required changes and the proposed membership is included as Appendix B to the Constitution.
- 5.6 The following are the key changes:
- Membership is reduced to a total of 20 members
 - The former Trades Union member is no longer designated as an Observer member, although the meeting is a public meeting and therefore attendance is still possible
 - Vacancy in Special / PRU academy sector
 - Vacancy arising from Jon Reekie's resignation as member representing James Elliman School
- 5.7 This leaves three vacancies and a revised letter to academy proprietors has been drafted with the three suggestions previously agreed by Schools Forum: Jon Reekie, Eddie Neighbour and Jo Matthews.
- 5.8 Forum members' attention is also drawn to the latest DfE Schools Forums Good Practice Guide March 2015 which can be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417661/Schools_forums_good_practice_guide.pdf
- 5.9 Schools Forum is asked to note and comment on the updated Constitution attached as **Appendix B** and to commend it to the LA for approval.

Attention is drawn particularly to the following amendments:

Paragraph	Topic
2.1.1	Governors can include interim executive members of an Interim Executive Board (IEB)
2.1.4	Trades Union member no longer designated as an Observer

	member
2.9	Greater detail included to clarify voting rights and procedures
4.6	Feedback to include a brief report to all schools and Forum members after each meeting

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

- 6.2 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

- Schools and Early Years Finance Regulations 2014
- Schools Forum Regulations 2012
- DfE Schools Forum Structure March 2015
- Schools Forum Powers and Responsibilities 2015 to 2016 (DfE March 2015)

Contacts for further information

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Schools forum self-assessment toolkit

This toolkit provides local authority officers and elected members with a framework for assessing the strengths and weaknesses of their schools forum. The toolkit is designed as a set of questions which can be considered by individuals or the forum as a whole.

Slough Schools Forum Review July 2015			
Question	Yes / No	Notes	Proposed area for review
1. Are meeting dates set in well advance and details (including time and venue) published in an accessible manner to enable interested parties to plan their attendance?	Yes	Meeting dates are set annually at the end of the academic year for the following academic year. Dates are included in the Work Programme published for each meeting. SBC website lists meeting dates to the end of the academic year.	
2. Are meetings timed to coincide with key dates? (e.g. reporting of funding formula)	Yes	SBC Finance Officer advises on key dates and prepares a draft set of dates.	
3. Are meetings held in an accessible venue to enable observers to attend easily?	Yes	Yes. The meetings are held in a school / conference centre. The school has good car parking.	
4. Is there a dedicated website link for schools forum, is it current and	In part	Although there is no separate website for Schools Forum, Schools Forum	See also 17 below

Slough Schools Forum Review July 2015			
Question	Yes / No	Notes	Proposed area for review
regularly updated?		papers are all on the SBC website within Council meetings' information. In addition, key information is included in the overall 'School governance, management and finance' section of SBC site (e.g. the Scheme for Financing Schools, Key Decisions Log and links to meeting dates and papers). These are all kept updated.	<i>Comment received:</i> <i>Worth communicating with school leaders and Governors from time to time to remind them that published on the SBC web site.</i>
5. Are the agenda and papers publicly available on the authority's website at least 6 working days in advance of the meeting?	No	Papers are always available prior to the meeting and the link to the SBC website circulated. However, this is not always 6 days in advance of the meeting.	From September 2015, ensure that papers are published at least 6 working days in advance of the meeting date. <i>Comment received: good idea</i>
6. Are the papers published as a single document, so that users can download easily?	Yes	Published as single pdf file with agenda frontsheet also available separately.	
7. If papers are tabled at the meeting, are they published on the website promptly after the meeting?	Yes		
8. Are draft minutes published a reasonable time (e.g. within 2-3 weeks) after the meeting, rather than waiting until the following meeting?	Yes in part	Draft minutes are always published prior to the next meeting. This is not always within 2-3 weeks of the meeting though this is the aim.	From July 2015, ensure that draft minutes are published within 3 weeks of the meeting. <i>Comment received: good idea</i>

Slough Schools Forum Review July 2015			
Question	Yes / No	Notes	Proposed area for review
9. Are the minutes clear and unambiguous, with sufficient detail to illustrate the discussions, without reporting verbatim every point made?	Yes		
10. Is the constitution clear and appropriate? Including eg a. a clear process for ensuring proportional representation b. the process for electing members and their tenure c. the timescale for review is clearly set out d. the process for dealing with repetitive non attenders	Yes	The Schools Forum Constitution has been reviewed to ensure that it is compliant with the most recent financial regulations and, where necessary, more detail has been included.	
11. Is there an induction pack or training programme available for new members?	Yes	Induction training is provided for new members.	
12. Is the election process clear and transparent? i.e. representatives are elected only by the group they are representing, whether phase-specific for maintained schools, or by the proprietors of academies for academy members.	Yes	See Constitution	
13. Do the papers contain clear recommendations and indicate in a consistent manner whether the item	Yes	Papers are presented in SBC Council meeting format.	

Slough Schools Forum Review July 2015			
Question	Yes / No	Notes	Proposed area for review
is for information, consultation or decision?			
14. Is it clear to observers who attendees at the forum are representing? (eg by use of name plates, indicating sector)	In part	Introductions are always done.	To provide name plates including e.g. sector, name of school, academy or organisation. <i>Comment received: good idea for new members and visitors</i>
15. Does the chair manage the meeting well, ensuring that all are able to contribute to the agenda items, that no bias towards any sector is evident and that no single person or organisation is able to dominate the discussion?	Yes	This is the aim.	What are Forum members' views? <i>Comment received: Chair fulfils this requirement well</i>
16. Is there inclusive participation in discussions for all phases and types of members?	Yes	This is the aim of the meeting.	What are Forum members' views? <i>Comment received: Everyone attending has an opportunity to contribute but it may be useful to ask from time to time, and for particular issues, for a balance of comment from all phase groups rather than relying on phase groups to come forward automatically</i>
17. Do members actively canvass views and objectively represent their whole peer group at the forum and provide	Yes in part	This is certainly in place for both the Headteachers' phase groups. It is also done by individual governors to their	What are Forum members' views? Introduce a brief 'Impact report' after

Slough Schools Forum Review July 2015			
Question	Yes / No	Notes	Proposed area for review
feed back after meetings?		own governing bodies. It is more difficult for governors as there is no overall governors' association in Slough. The Chair occasionally attends Chairs of Governors' meetings by invitation.	each meeting: Chair and Vice-Chair to provide a brief outline of key decisions and issues from each meeting and draw attention to relevant minutes. this will be circulated to all Schools Forum members and to schools within a month of each meeting. <i>Comment received: good idea</i>
18. Where votes are required, is it clear who is eligible to vote for different items?	Yes	This is always clarified e.g. as part of an LA paper or verbally by the Chair. The Constitution also refers to this.	
19. Where votes are required, are the arrangements for recording the votes clear and unambiguous?	Yes	Where necessary, votes are recorded by the Clerk.	
20. Is there a system in place for a decision if votes are tied?	Yes	Yes, the Chair has a second or casting vote (see Constitution).	
21. Is the operational & good practice guide used to regularly review the forum's adherence to good practice?	Yes		The Schools Forum Constitution has been updated in light of the most recent guidance March 2015. The Constitution is reviewed at least every three years and sooner should changes in regulations or DfE guidance warrant this.

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SLOUGH SCHOOLS FORUM APPENDIX B
(September 2015)

CONSTITUTION

1.	Introduction
	<p>The Government requires that each Local Authority (LA) maintains a Schools Forum.</p> <p>Slough Borough Council established a Schools Forum in accordance with the requirements of the Education Act 2002 and subsequent regulations.</p> <p>The Slough Schools Forum is constituted in line with the Schools Forums Regulations 2012 and the Schools and Early Years Finance Regulations 2014 and recent amendments and any further detail can be found within those regulations.</p> <p>The Slough Schools Forum is constituted in line with the Department for Education (DfE) Schools Forum Structure as updated in March 2015 (Appendix A – see link at end of this document).</p> <p>The Constitution will be reviewed every three years, or sooner should there be changes to the relevant regulations or DfE guidance which warrant this.</p> <p>The Forum shall be called the ‘Slough Schools Forum’ referred to in this Constitution as ‘the Forum’.</p>
2.	Membership
2.1	<p>A written record of the membership of the Forum is maintained. A list of the composition of the Forum as at July 2015 is attached as Appendix B.</p> <p>A Forum must comprise:</p> <ul style="list-style-type: none"> ➤ schools members ➤ academies members ➤ non-schools members <p>Maintained schools members and academies members must together make up at least two thirds of the membership of the Forum.</p> <p>Academies and maintained primary and secondary schools must be broadly proportionately represented on the Forum, having regard to the total numbers of pupils registered at them.</p> <p>Vacancies will not be filled until it has been confirmed that the correct proportionality will be maintained by such a replacement.</p>
2.1.1	Schools Members (maintained schools)

	<p>Schools members have voting rights.</p> <p>At least one member must be a representative of the governing bodies of maintained schools and at least one member must be a representative of the Headteachers of such schools. Governors can include interim executive members of an Interim Executive Board (IEB).</p> <p>Where the LA maintains one or more secondary school, at least one schools member must be a representative of a secondary school.</p> <p>This also applies to where the LA maintains one or more special schools, nursery schools or Pupil Referral Units. Currently in Slough there are schools members representing both the maintained nursery and special schools.</p> <p>When elections take place, these are in line with maintaining broadly proportionate phase balance in the membership of the Forum (having regard to the total numbers of pupils in each phase). In addition, electing groups are asked to be mindful of the types of school i.e. Community, Foundation, Voluntary Aided and Voluntary Controlled and to seek to maintain representation across these groups.</p> <p>The aim will also be to achieve a balance in the numbers of Headteacher members* and Governor members wherever possible.</p> <p><i>*Schools may also be represented by Members of the Senior Leadership Teams including School Managers or Bursars.</i></p> <p>Schools members are elected by the relevant Headteacher groups or relevant Governing Bodies as appropriate.</p> <p>2.1.2 Academies Members</p> <p>Academies members have voting rights.</p> <p>Academies members must be elected to the Forum by the proprietors of the academies in the LA's area.</p> <p>There are three sub-groups for academy members: mainstream academies, special academies and alternative provision academies and it is for the proprietors of academies within each of these sub-groups to elect their representatives.</p> <p>In the interest of proportionality the Forum would wish to seek to maintain a balance in numbers between phases and when a vacancy arises, academy proprietors will be asked to take account of phase balance (primary and secondary) in electing members.</p> <p>Academies representation is not necessarily restricted to Principals, senior staff or Governors.</p>
<p>2.1.3</p>	<p>Non Schools – Members</p> <p>Non Schools Members have voting rights with some restrictions in place.</p> <p>Non-schools members must not number more than a third of the Forum's total membership.</p>

	<p>There must be representatives for 16-19 providers and the early years' Private, Voluntary and Independent (PVI) sector.</p> <p>The Forum has 3 non-schools members who represent: Private, Voluntary and Independent (PVI) providers; 16-19 provider and Children's Centres.</p>
2.1.4	<p>Observer Members</p> <p>Observer members do not have voting rights</p> <p>The Education Funding Agency has observer status at Forum meetings with the right to participate in discussions.</p> <p>Other Attendees</p> <p>Attendees have no voting rights.</p> <p>The Lead Commissioner for Education and Children's Services will be invited to attend all meetings.</p> <p>LA Officers will attend to present to the Forum and to provide advice and information. Regulations restrict attendance to the Director of Children's Services (or their representative), Chief Finance Officer (or their representative) or other officers providing specific financial or technical advice (including presenting a paper to the Forum).</p>
2.2	<p>Substitutes</p> <p>Each member of the Forum may have one substitute from the same group. Substitutes will only be permitted where they have been nominated formally and approved by the Forum prior to attendance.</p>
2.3	<p>Attendance</p> <p>Where a member has not been in attendance for four consecutive meetings, the Clerk to the Forum shall write to the member seeking an explanation.</p> <p>The Forum reserves the right, with the LA, to recommend replacing that member where it is felt that it is not possible for the member to provide consistent attendance.</p>
2.4	<p>Period of Membership</p> <p>Each term of office for each member shall be a maximum of three years and shall be agreed with each new member, seeking to ensure that terms of office end at staggered intervals to maintain continuity of experience.</p> <p>Membership may be terminated by the LA in advance of the full term if the member ceases to act in the capacity for which s/he was appointed (e.g. ceases to be a Governor or Headteacher) or if the member communicates in writing to the Clerk a wish to resign.</p> <p>For non- schools members the member may be replaced by the LA, at the request of the body the member represents, by another person nominated by that body.</p> <p>Vacancies will be filled as soon as practicable through the appropriate group.</p>

2.5	<p>Proportionality and elections</p> <p>There will be an annual review of proportionality of pupil numbers in maintained schools and academies and within each phase, based on verified census pupil data (usually the October census), to take account of schools converting to academy status. Where this review shows an imbalance this will be addressed through the appropriate election procedures.</p> <p>In addition, where practicable, where a vacancy arises, the Chair will confirm the proportionality of pupil numbers in maintained schools and academies and within each phase and recommend filling the vacancy/ies.</p> <p>Representatives will be elected by their constituent groups.</p> <p>Maintained schools:</p> <p>For the election of Headteachers or their representatives this will be the maintained school Headteachers in the appropriate Headteachers' phase group</p> <p>For Governors, the Chair will write to all Chairs of Governors of the relevant phase/s seeking nominations. Once nominations are received the Chair will write again with nominations and the Clerk will manage the election process on behalf of the schools.</p> <p>For Academies:</p> <p>The Chair or Vice Chair will write to all academy proprietors asking them to elect members to fill the relevant vacancy/ies.</p>
2.6	<p>Election by the Local Authority</p> <p>If, for any reason, an election for a schools member, an academies member or 16-19 provider representative does not take place by any date set by the LA or any such election results in a tie, the LA must appoint the schools member, academies member or 16-19 provider to the Forum instead.</p>
2.7	<p>The Chair and Vice-Chair of the Forum</p> <p>The Chair and Vice-Chair will be elected from among the voting members of the Forum.</p> <p>Elections will take place as required at the first meeting of the academic year and the Chair and Vice-Chair will serve for a two year term.</p> <p>The Chair may not make decisions on behalf of the Forum though s/he can give a view to the LA on an urgent issue.</p>
2.8	<p>Number required for Quorum</p> <p>The Forum shall be quorate if at least forty percent (40%) of the current membership (excluding vacancies) is present at a meeting.</p> <p>A meeting may proceed if inquorate but cannot take decisions legally.</p>

2.9	<p>Voting Procedures</p> <p>Maintained Schools: Only primary representatives can vote on primary school de-delegation. Only secondary representatives can vote on secondary school de-delegation. All schools members can vote on the Scheme for Financing Schools. All schools members can vote on any other Schools Forum business, including the consultation on the funding formula.</p> <p>Academies: Academy members may not vote on de-delegation or the Scheme for Financing Schools. Academy members may vote on any other Schools Forum business, including the consultation on the funding formula.</p> <p>Non-school members: Non-school members may not vote on de-delegation or the Scheme for Financing Schools. Only PVI representatives can vote on the consultation on the funding formula. Non-schools members, other than those who represent early years providers, must not vote on matters relating to the formulae to be used by the local authority. All non-school members can vote on any other Schools Forum business</p> <p>Any matter will be decided by a simple majority of those members voting and present in the room at the same time the question was put.</p> <p>If there are equal numbers for and against, the Chair will have a second or casting vote.</p> <p>Unless a recorded vote is requested, the Chair will take the vote by a show of hands, or if there is no dissent, by the general affirmation of the meeting.</p>
3.	Powers and Responsibilities of the Schools Forum
3.1	<p>The Forum is both a consultative and decision making body.</p> <p>Decision making responsibilities include: de-delegation from mainstream schools budgets; to create and agree the criteria for any fund for significant pupil growth and /or falling rolls; continued funding at existing levels for prescribed historic commitments where the effect of delegating this funding would be destabilising;</p> <p>Areas where the LA must consult the Schools Forum include: amendments to the school funding formula; arrangements for the education of pupils with special educational needs in particular the places to be commissioned by the LA and schools and the arrangements for paying top-up funding; arrangements for early years provision.</p> <p>Appendix C (see link at end of this document) is a Department for Education (DfE) table which provides an overview guide to the current main powers and responsibilities of the Forum.</p>

Comment [M1]: Seeking advice from DfE re contradictory advice in SF Regs and Finance Regs

	<p>The local process for the consultation and decision making framework is attached as Appendix D.</p> <p>The Forum has a duty to report to school governing bodies on the consultation in which it has been involved.</p>
4.	Conduct of Meetings/Expenses
4.1	<p>Meeting Schedule</p> <p>Meetings of the Forum will be scheduled for the academic year and agreed by the Forum in advance.</p> <p>The Forum must meet at least four times a year.</p> <p>Frequency and timing of meetings will take into account statutory requirements and the annual financial cycle. It is likely that there will be five or six meetings per year.</p> <p>A Work Programme will be determined for the year and updated throughout the year as necessary.</p> <p>These arrangements may be changed by a quorate meeting of the Forum.</p>
4.2	<p>Public Access to Meetings and Confidentiality</p> <p>Meetings of the Forum shall be open to the public. Any member of the public may attend but may only ask questions or join in the discussion if specifically asked to do so by the Chair.</p> <p>The Chair may require that an item of business is considered by the Forum in private and may therefore exclude the press and public. Any such items will normally be taken at the end of the agenda.</p> <p>Agendas, reports and minutes will be made available to the public by being published promptly on the Slough Borough Council website.</p>
4.3	<p>Task Groups</p> <p>The Forum will agree to establish, as and when appropriate, task related sub-groups. These groups can, where it is considered appropriate, include wider representation to ensure that the necessary expertise is included in the group.</p>
4.4	<p>Declarations of Interest</p> <p>Forum members must declare an interest in any agenda items where the outcome may give them a personal advantage or avoid disadvantage (pecuniary or non-pecuniary).</p>
4.5	<p>Expenses and Budget</p> <p>Regulations require the LA to pay the expenses of the Forum out of the Schools Budget and to reimburse all reasonable expenses of members in connection with their attendance at meetings of the Forum and charge those expenses to the Schools Budget.</p> <p>The Forum maintains a budget which is used, for example, to commission research and to provide training.</p>

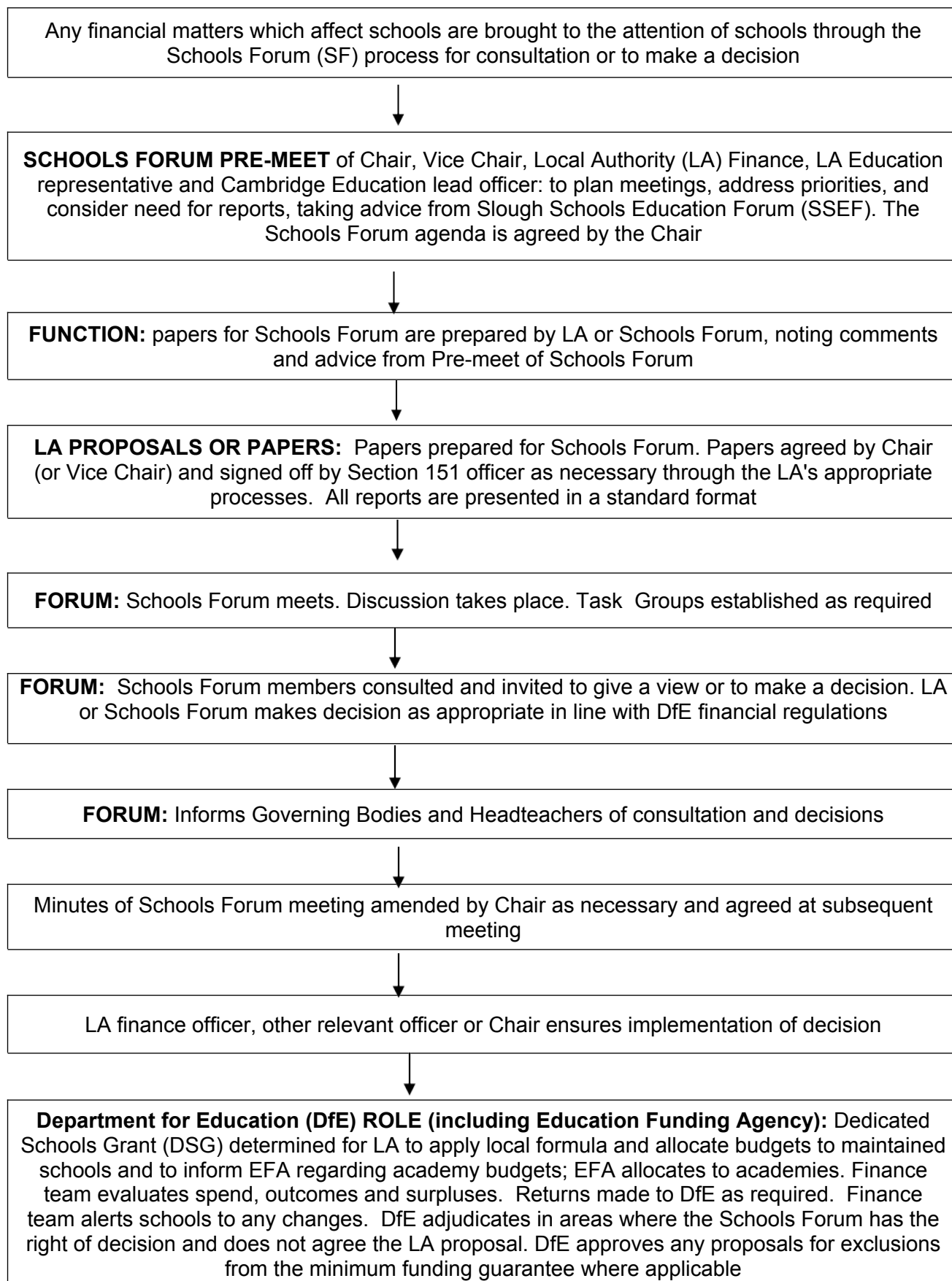
4.6	Feedback: Members will commit to feeding back to and from their constituent groups. After each meeting a brief report will be circulated by the Chair and Vice Chair to all Schools Forum members and to all schools and academies. This will include key decisions and will draw attention to relevant minutes.
4.7	Minutes of meetings Agendas, reports and minutes (once approved by a meeting of the Forum) will be placed on the Slough Borough Council website.

Appendices	
Appendix A	Schools Forum Structure (DfE March 2015) www.gov.uk/government/uploads/system/uploads/attachment_data/file/417331/Schools_forums_structure.pdf
Appendix B	Schools Forum Membership July 2015 – see below
Appendix C	Schools Forum Powers and Responsibilities 2015 to 2016 (DfE March 2015) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417333/Schools_forums_powers_and_responsibilities_2015_to_2016.pdf
Appendix D	Schools Forum local consultation and decision making framework

Appendix B

School	Type of School	Governor (G) / Headteacher (H/T)	Elected by	Term of office ends
Academies (9 members)				
Special Schools / PRUs (2 members)				
Haybrook College	Special School/PRU	Helen Huntley (H/T)	Academies	May-17
Vacancy	Special School/PRU	Vacancy		
Primary Academies (3 members)				
Lynch Hill Primary School	Academy	Gillian Coffey (H/T) Substitute Nicky Willis		Aug-15
Vacancy	Vacancy	Vacancy		
Cippenham Primary School	Academy	Nicky Willis (H/T)	Academies	Mar-17
Secondary Academies (4 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		
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
Khalsa 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 Maintained (1 member)				
Arbour Vale School	Special	Debbie Richards (H/T)		Nov-16
Nursery Maintained (1 member)				
Baylis Court Nursery	Nursery	Philip Gregory		Aug-15
Non -school members (3 members)				
16-19 Provider (1 Member)				
16 - 19 Provider	16-19 Provider	Kate Webb (sub Virginia Barrett)	EBC	Jul-16
PVI Provider (1 Member)				
PVI Provider	PVI Provider	Sally Eaton	Early Years	Mar-18
Children's Centres (1 Member)				
Slough Children's Centres	Children's Centres	Emma Slaughter	Cambridge Education	Apr-18
Total Membership:				20 Members
Observer:		Education Funding Agency		

PROCESS CHART FOR SBC SCHOOLS FORUM
(agreed by LA / Schools Forum 2014 – unchanged)



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SLOUGH SCHOOLS' FORUM
23th September 2015

2015-16 Scheme for Financing School
(Directorate of Wellbeing)

1 PURPOSE OF REPORT

- 1.1 To seek the Schools' Forum approval (maintained school and nurseries only) on the changes made in the scheme and to provide feedback on the consultation process concluded on the 11th September 2015.

2 RECOMMENDATIONS

- 2.1 Slough Borough Council recommends that the 3 adjustments to the scheme for financing schools be approved please see Appendix A as these amendments are designed to protect schools finances so that it can be used for the benefit of the children.

3 REASONS FOR RECOMMENDATIONS

- 3.1 To get the scheme in line with the Academy requirements as recommended by the DFE and to make the scheme more financially robust.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Schools that returned the consultation form and from verbal conversation with the Early years provider, it was suggested that schools should be given 3 year to plan any excess balances. See 4.2.

5 SUPPORTING INFORMATION

Please see Appendix A.

Number of schools 17 and number of schools that have responded:

- Khalsa Primary agreed with all changes, but wanted the council to provide guidance on what is a good supported document from LA point of view.
- St. Anthonys disagreed with having a register publicly accessible.
- Claycots agreed with 1 & 2 and disagree with 3 wanting the extension to be 3 year rather than 2.

- Cippenham nursery also wanted to go for 3 year rather than 2 years.
- St Mary's agreed with all 3 points.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 Not applicable.

Section 151 Officer – Strategic Director of Resources

6.2 Not applicable.

Access Implications

6.3 There are no access implications.

7 CONSULTATION

Principal Groups Consulted

7.1 None.

Method of Consultation

7.2 The consultation sheet has been send to all maintained school for comments back by 11th September 2015.

Representations Received

7.3 Not applicable.

Background Papers

None

Contact for further information

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

Scheme for Financing Schools

Consultation on Revisions

2015-16

Introduction

The Department for Education (DfE) requires each local authority to provide a Scheme for Financing Schools, setting out details of the financial relationship between the local authority and its maintained schools. This scheme does not apply to academies which are subject to separate arrangements.

The DfE and the Local authority has recommended some changes to the guidance on the local authority scheme. Local authorities must consult all maintained schools and then receive the approval of the members of their schools forum that represent maintained schools.

Some of the areas are very minor and are just wording changes and some are not directly relevant to Slough.

You will find at the end of this document the consultation response form and this should be returned to Coral Miller, Interim Principal Accountant, Schools Finance, by Friday **11th September 2015**.

Responses can be by email to coral.miller@slough.gov.uk or by post to:

Schools Finance
2nd Floor
The Centre
Farnham Road
Slough
SL1 4UT

Changes recommended by Slough Borough Council

1	
Addition to the scheme	2.9 Register of business and other interest
This register should be published for example on a publicly accessible website. The DfE requires that the register be publicly available, suggesting a publicly accessible website.	

2	
Addition to the scheme	3.6 Borrowing by schools
Please see the new wording to make it clear as recommended by the DfE that financial leases is borrowing and the Secretary of State need to approve any such contract. Governing bodies may borrow money only with the written permission of the	

Secretary of State (this includes finance leases).

A finance lease is a leasing contract in which the school takes ownership of the asset and is responsible for all maintenance and insurance, but pays for the asset over a period of time. **This is effectively a borrowing agreement.**

A operating lease is a leasing contract in which the ownership for the asset remains with the lessor and they remain responsible for the maintenance, insurance and repairs. This is a rental agreement.

Schools may not use credit cards as this is regarded as borrowing. However, the use of procurement cards by schools is permissible and can be a useful means of facilitating electronic purchases.

However from time to time, the Secretary of State may introduce limited schemes in order to meet broader policy objectives which are available to school i.e. Salix Scheme designed to support energy saving and these schemes will not require specific approval.

3	
Addition to the scheme	4.2 Revenue Balance Control Mechanism (BCM)
<p>This is a Local Authority change, to set a level of surplus carried forward that will require School Forum approval (schools only) to be carried forward and extend the period of when you can spend the carried forward from 1 year to 2. Please see below:</p> <p>The BCM threshold is set at 5% for secondary schools and 8% for primary and special schools. For any school exceeding the threshold, local authority officers will expect evidence of intend spend over 2 financial years in the school's return on Planned Use of Balances. The highest amount acceptable for explanation is 16%. The retention of surplus above this higher level will be conditional on individual cases made by the schools to the Schools Forum (schools only members).</p> <p>Amounts not fully supported by evidence will be considered as potentially subject to clawback and again this will be reported to the School Forum for final decision. For example, if a primary school has a balance of 16% then it will be asked to supply evidence to cover all of that balance. If evidence is supplied for 8% then 8% would be recoverable, being the figure above 8%. Similarly, for a primary school with a balance of 16%, if evidence for 7% were supplied, 8% would be recovered, again being the amount above 8%. However there would be no recovery if evidence were supplied for 16%.</p>	

Scheme for Financing Schools – Consultation 2015-16 Response Form

Name	
School	
Role	

Please tick to agree or disagree as suggested in the narrative above.

<u>Suggested Change</u>		<u>Agree: Yes/No?</u>
1	<p>Addition: 2.9 Register of business and other interest.</p> <p>The addition of publicly publishing the Register with the DFE suggestion on making it available on a publicly accessible website.</p>	
2	<p>Addition: 3.6 Borrowing by schools</p> <p>As recommended by the DFE and supported by the LA to make borrowing much clearer and define which leases are defined as borrowing and need the Secretary of States approval.</p>	
3	<p>Addition: 4.2 Revenue Balance Control Mechanism (BCM).</p> <p>This is from the LA to keep the ideal levels of surplus but to define the maximum level you can exceed this with the appropriate evidence, now allowing you to plan over 2 year instead of 1year to bring your levels back to 8% and 5%.</p> <p>Then any surpluses above this will require the School to make a case for keeping this funding to the School Forum rather than automatically clawback.</p>	
<u>Any Comments:</u>		

Please return by Friday 11th September 2015

Consultees on Changes to the Scheme for Financing Schools

Heds and Chairs of Governors for maintained Slough Schools

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5- 16 Formula Timetable

The table below sets out the key dates which underpin the planning and consultation process for the 5 – 16 formula / 2016/17 budget. The table includes the timescales for the Cost of Provision Review report commissioned by the LA in partnership with Schools Forum.

Please note the dates for the LA consultation with schools during November, prior to Schools Forum in December.

It should also be noted that the government's Comprehensive Spending Review date in November could be later.

	5- 16 Formula Timetable
29th September 2015	Schools Forum Task Group meeting
6th October 2015	Schools Forum meeting
6th October 2015	Following Schools Forum, presentation by Paul Scaife (Tribal) with key findings from Cost of Provision Review
October 2015	Cost of Provision Review report
31st October 2015	Draft factors submitted to DfE by LA
2nd to 27th November 2015	LA Consultation with all schools on any proposed changes to the formula and the cash values of factors
November 2015 (date tbc)	Schools Forum Task Group meeting
9th December 2015	Schools Forum meeting
Early January 2016	LA submits final budget information to DfE

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Slough Schools' Forum – 2015-16 Forward Agenda Plan

Tuesday 6th October 2015

(Longer meeting (8.00 for 8.15 to 10.30) to allow for separate item after main meeting for feedback on Cost of Provision Review)

No.	Description	Lead
1.	Split sites criteria policy in Schools block	Coral Miller
2.	Falling rolls criteria policy in Schools block	Coral Miller
3.	Fair Funding / Formula review for 2016/17	Coral Miller
4.	Current DFE Consultations\changes on the School funding 2016/17	Coral Miller
5.	Cambridge Education	Robin Crofts
6.	Academies update	Robin Crofts
7.	2015-16 Forward Agenda Plan and Key Decisions Log	Maggie Waller
<i>After main meeting</i>	<i>Feedback on Cost of Provision Review</i>	<i>Paul Scaife, Tribal</i>

Wednesday 9th December 2015

No.	Description	Lead
1.	Results of the Consultation – Scheme for financing schools update for approval and adjustment if required. (Schools members only).	Coral Miller
2.	2016-17 Budget Timetable.	Coral Miller
3.	Growth Fund Update 2015-16 estimated requirement for 16-17.	Coral Miller and/or Tony Madden
4.	Centrally retained items Schools Block approval	Coral Miller
5.	De- delegated items <ul style="list-style-type: none"> • Trade union • Behavioural support 	Service providers
6.	Cambridge Education	Robin Crofts
7.	Academies update	Robin Crofts
8.	2015-16 Forward Agenda Plan and Key Decisions Log	Maggie Waller

Tuesday 12th January 2016

No.	Description	Lead
1.	Early Years Formula Review / changes for 2016/17	Coral Miller
2.	Draft version of the School block budgets 2016-17 for information with a comparison with 2015-16 budgets includes the amounts being transferred to the EFA.	Coral Miller
3.	Confirmation of the DSG allocation for 2016-17 <ul style="list-style-type: none"> • School block. • High needs. • Early years. 	Coral Miller
4.	Centrally retained items High Needs block for consultation <ul style="list-style-type: none"> • SBC • CE 	Coral Miller Robin Crofts

5.	PFI updates	Joseph Holmes\Paul Wilson
6.	Cambridge Education	Robin Crofts
7.	Academies update	Robin Crofts
8.	2015-16 Forward Agenda Plan and Key Decisions Log	Maggie Waller

Tuesday 8th March 2016

No.	Description	Lead
1.	Confirmation on when the indicative budgets will be adjusted to the final budgets where applicable 2016-17.	Coral Miller
2.	Seek approval of any outstanding Early years Centrally retained items Centrally retained items Early Years approval <ul style="list-style-type: none"> • SBC • CE 	Coral Miller Coral Miller Robin Crofts
3.	Confirm High needs places for 2016-17 Academic year, with a report on any rejected and approved business cases for additional places.	Paul Wilson
4.	Annual consultation on the 2016-17 High Needs budget.	Coral Miller
5.	Cambridge Education	Robin Crofts
6.	Academies update	Robin Crofts
7.	2015-16 Forward Agenda Plan and Key Decisions Log	Maggie Waller

Wednesday 11th May 2016

	To be confirmed nearer the time	
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Wednesday 6th July 2016

No.	Description	Lead
1.	14/15 Early Years Block carry forward and SEN Early Years inclusion fund	Robin Crofts and Nandita Sirker
2.	PFI recommendation.	Coral Miller or Paul Wilson
3.	Centrally retained Out-turn reports 2015-16 report. (HN,EY,SB). <ul style="list-style-type: none"> • SBC • CE 	Coral Miller Robin
4.	Review of Scheme for Financing Schools.	Coral Miller
5.	Updates School Forums operational and good practice guide.	Coral Miller
6.	Cambridge Education	Robin Crofts
7.	Academies update	Robin Crofts
8.	2016-17 Forward Agenda Plan and Key Decisions Log	Maggie Waller
9.	Dates and venues of next year's meetings	Coral Miller and Jo Cooke (clerk)

Schools Forum Key Decisions Log September 2013 and ongoing V7 June 2015

Issue and Decision	Schools Forum date	Schools Forum agenda item no.	School Forum Minute
Chair and Vice-Chair			
Maggie Waller was elected Chair and John Constable Vice-Chair	11/09/13	1	241
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	245
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	246
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	247
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	247
Membership			
Hardip Singh, Khalsa Primary School was appointed as a Governor Primary Representative for Maintained Schools. Julie O'Brien, Our Lady of Peace Junior School was endorsed as Primary Maintained School Headteachers' representative.	16/10/13	3	254
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	257
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	258
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	259
Membership			
Debbie Richards was welcomed as the new member representing maintained special schools.	15/11/13	3	263
Jon Reekie was welcomed as academy primary representative and Nicky Willis as reserve for next relevant academy vacancy.	15/11/13	3	265
Repayment			
It was noted that St Joseph's has now repaid £400,000 to the Dedicated Schools Grant (DSG)	15/11/13	3	265
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	269
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	273
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	276

Schools Forum Key Decisions Log September 2013 and ongoing V7 June 2015

Nicky Willis was approved as substitute for Gillian Coffey.	11/12/13	3	276
Split Site Factor			
The Split Site Factor was agreed at a value of £34,300.	11/12/13	5	278
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	279
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	281
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	282
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	291
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	291
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	292
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	293
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	293
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	294
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	294
2014-15 DSG Blocks (Early Years Block)			
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	295
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			

Schools Forum Key Decisions Log September 2013 and ongoing V7 June 2015

Schools Forum Key Decisions Log September 2013 and ongoing V7 June 2015

Academies had agreed that Helen Huntley should take up the vacant position so Helen was confirmed as an academy representative.	07/05/14	3	325
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	325
No nominations for a maintained school governor representative had been received. SASH asked to find a maintained school member.	07/05/14	3	325
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	326
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	326
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	335
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	335
Carol Pearce will become a governor member representing maintained primary schools, from September 2014.	02/07/14	3	335
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	335
Schools Forum Constitution			
The updated Schools Forum Constitution was approved.	02/07/14	3	335
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	336
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	338
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	338
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	339
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	340
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	342
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	353
Centrally Held DSG Underspend			

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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	354
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	351
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	361
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	361
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	361
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	362
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	363
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 AWP for the relevant part of the year for 2015/16.	10/12/14	6	374
Centrally Retained DSG Underspend			
The principle of distributing the final underspend by numbers on roll was re-affirmed.	10/12/14	7	375
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.	10/12/14	8	376
Decision regarding de-delegation of the Trades Union budget was deferred until January 2015.			
Membership			
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.	10/12/14	9	377
It was agreed that academy proprietors be asked to fill the three 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.			
Membership			
Angela Mellish (St Bernard's Grammar School) was welcomed to the Schools Forum as the new maintained secondary school member.	14/01/15	1	382
Minutes of previous meeting 10th December 2014			
It was reported that confirmation had been given by the LA (Joseph Holmes) that no monies would be top-sliced from the DSG in future without a request to Schools Forum and its subsequent approval.	14/01/15	3	384
It was noted that Louise Lund was no longer a member of Schools Forum as she is no longer in a PVI setting and therefore not eligible and that a replacement was being sought.	14/01/15	3	384
Centrally Retained DSG Underspend			

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Schools Forum agreed that the £998k underspend be redistributed to schools but not that the pensions deficit owed be netted off; schools to be notified of their pensions liability and billed separately from any underspend payment.	14/01/15	5	386
Centrally Retained DSG 2015/16			
The centrally retained DSG 15/16 budget figure for Cambridge Education was agreed. Further detail is to be brought back to Schools Forum of the allocation of the individual strands of funding and the associated justification for spend. LA retained element: the bottom line figure of £241,034 was agreed. A report will be brought to the March Schools Forum of 14/15 anticipated spend and what the budgets are likely to be spent on in 2015/16. This will be a matter for final decision in March. The £241,034 to be held in reserve pending the further report in March.	14/01/15	6	387
2015/16 Budget Process			
Schools Forum noted the 2015-16 formula factors and timetable (factors and budget pro-forma are predicated on the recommendations of the Schools Forum 5-16 formula Task and Finish group). To be submitted to the DfE following Council ratification.	14/01/15	7	388
2015-16 DSG Schools Block and de-delegation of Trade Union support budget			
Schools Forum noted the Schools Block budget for 2015-16. De-delegation of Trade Union support: the 3 maintained primary schools' members present voted unanimously in favour of de-delegation at the current unit cost. Both secondary maintained schools members present voted in favour of de-delegation at the current unit cost.	14/01/15	8	389
2015-16 DSG Blocks (High Needs Block)			
Schools Forum agreed to carry forward £600,000 from 2014/15.	14/01/15	9	390
Membership			
Sally Eaton attended the meeting as an observer, with a view to taking on the role of member representing the PVI's. Maggie Waller thanked Jean Cameron for her valuable contributions and support to both the Schools Forum and the Early Years Task and Finish Group over many years as this was her last meeting. A new member to represent Children's Centres is being sought (<i>since meeting advised: Emma Slaughter, Interim Head of Children's Centres</i>).	25/03/15	1	396
PFI			
It was noted that the £500,000 previously removed from the DSG in 2014/15 in respect of PFI had been returned and would be distributed to all schools and academies imminently. The £500,000 for 2015/16, removed in error, will also be returned.	25/03/15	3	398
Commissioning of Places in Special Settings			
It was noted that an annual review of places should take place (report to Schools Forum)	25/03/15	4	399
Early Years			
Schools Forum agreed the 2015/16 Early Years centrally held budgets and noted the summary of the Early Years block budget.2015/16 including forecast growth.	25/03/15	6	401
Membership			
John Constable is to write to academy proprietors regarding the three membership vacancies, following a review of the January 2015 census.	25/03/15	12	407
Membership			
New members, Emma Slaughter (new Children's Centres' member) and Sally Eaton (new PVI member), were welcomed to the meeting.	06/05/15	1	408
Schools Forum suggested Eddie Neighbour and Jo Matthews as potential members for academy proprietors to consider.	06/05/15	3	410
School Improvement Budget 2015-16 Update from Cambridge Education			
The revised funding for 15/16 was noted as £932,905 which is a reduction of £310k. It was agreed that Schools Forum, at the July meeting, will consider the business cases put forward and decide which of the the priorities identified will be funded from the £310k.	06/05/15	4	411
PFI 2015/16			

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It was noted that the £500,000 (part of SBC's PFI contribution for 15/16) that was not added to the DSG in 15/16 and given to schools would be returned to schools. Appendix A noted that the £500k will be part of the future budgets whatever decisions are made. Beverley Pennekett (EFA) advised that once schools have their budgets they cannot be re-determined in-year and if such an adjustment is required in-year to the Schools Budget an application can be made to the Minister to dis-apply this regulation. It was agreed that a joint letter would go from the LA and the Schools Forum seeking to re-distribute this year and to distribute based on numbers on roll .	06/05/15	5	412
PFI School Improvement Savings Schools Forum was asked to consider using £200k of the savings identified in the centrally-retained budgets for School Improvement (minute 411 above) to contribute to SBC's funding of the School's PFI scheme in 2015-16. It was agreed that this proposal would come back to the Schools Forum meeting in July along with any other proposals (supported by a business case) for consideration and decision. Note the 2 PFI reports are both noted here as item 5 as one had been omitted from the agenda list.	06/05/15	5	413
Growth Fund Out-Turn 2014 - 15 Schools Forum agreed to carry forward an additional £88,000 to the Growth Fund for 2015 - 16. It was confirmed that the 2015 - 16 total Growth Fund was now approximately £1.25 million.	06/05/15	6	414
High Needs Block Schools Forum noted the detail of the High Needs Block centrally retained budgets for SBC and Cambridge Education, as set out in the two appendices to the report.	06/05/15	7	415

