

## SLOUGH SCHOOLS FORUM

### SCHOOLS GROUP:

John Constable (Chair), Peter Collins, Philip Gregory, Valerie Haffrey, Ray Hinds, Kathleen Higgins, Navroop Mehat, Angela Mellish, Carol Pearce, Kathy Perry, Jon Reekie, Jo Rockall, Jamie Rockman, Coral Snowden, Neil Sykes, Maggie Waller, Nicky Willis and Maxine Wood

### OBSERVERS:

Jo Matthews, Eddie Neighbour and Councillor Martin F. Carter

### LOCAL AUTHORITY:

Cate Duffy, Michael Jarrett, Johnny Kyriacou, Neil Wilcox, Susan Woodland and John Wood

**DATE & TIME: TUESDAY, 14TH JULY, 2020 AT 2.30 PM**  
**VIRTUAL MEETING**

### AGENDA

### Page

#### Apologies

1. Any Other Business
2. Declarations of Interest

*The Chair will ask Members to confirm whether they have any declarable interests in relation to any item on the agenda.*

*All Members who believe they may have such an interest must declare it and may only:*

- (a) remain in the meeting while that matter is discussed at the discretion of the Chair or Vice Chair, and*
- (b) speak on the matter by invitation.*

*Examples of declarable interests include: where the outcome of a discussion may provide a personal advantage or avoid disadvantage (pecuniary or non-pecuniary), or where the focus of an agenda item and the likely impact of any outcome is wholly or mainly on a school with which the Member is associated.*

3. Minutes of Previous Meeting held on 15 January 2020

**(Pages 1 - 8)**

4. Update on National/Local Funding Issues
5. Confirmation of School budgets 2020/21
6. Update on Growth Allocations/Issues
7. Annual DSG Report 2019/20
8. High Needs/SEND Review Update 2020/21
9. Early Years Update
10. Impact of Covid-19 on School Finances: DfE Guidance on Exceptional Costs
11. Impact of Covid-19 on School Finances: Local perspective
12. Update from Task Groups: 5-16, HNB, Early Years (to include annual review of Terms of Reference) **(Pages 9 - 14)**
13. Academies Update
14. Election of Chair and Vice Chair
15. Forward Action Plan 2020/21 & Key Decision Log **(Pages 15 - 20)**

**Slough Schools Forum- Meeting held on Wednesday, 15th January, 2020**

- Present:** John Constable, Langley Grammar School (Chair)  
Peter Collins, Slough & Eton CofE Business and Enterprise College  
Valerie Haffrey, Ryvers School  
Ray Hinds, Baylis Court School  
Kathleen Higgins, Beechwood Secondary School  
Navroop Mehat, Wexham Court Primary School  
Angela Mellish, St Bernard's Catholic Grammar School  
Carol Pearce, Penn Wood Primary School  
Jon Reekie, Godolphin Infant School  
Jo Rockall, Herschel Grammar School  
Coral Snowden, Western House Academy  
Maggie Waller, Holy Family Primary School  
Nicky Willis, Cippenham Primary School  
Jamie Rockman, Haybrook College  
Neil Sykes, Arbourvale School
- Observers:** Eddie Neighbour, Upton Court Grammar School and Ishrat Fatima, Slough Borough Council
- Officers:** Catherine Cochran, Domenico Barani, Michael Jarrett, John Wood and Neil Wilcox
- Apologies:** Philip Gregory and Maxine Wood

The Chair welcomed everyone to the meeting, in particular new member Coral Snowden and in attendance Ishrat Fatima, Acting Accountant at Slough Borough Council.

Apologies were received from: Philip Gregory and Maxine Wood. There were no apologies from Kathy Perry.

All those present introduced themselves.

**746. Declarations of Interest**

There were none.

**747. Any Other Business**

Nothing was tabled.

**748. Update on Membership**

The Clerk informed the meeting that following due process Philip Gregory, Headteacher of Baylis Court Nursery and Peter Collins, Headteacher of Slough & Eton CofE School, had been re-appointed unopposed as nursery maintained and secondary academy school representatives respectively on Schools Forum.

The Chair added that Maxine Wood from Langley College (Windsor Forest Colleges Group), who had sent apologies on this occasion, had been appointed as 16-19 provider representative.

#### **749. Minutes of Previous Meeting held on Tuesday 12 November 2019**

The minutes of the Schools Forum meeting held on 12 November 2019 were agreed as a correct record, subject to the following amendments:

Valerie Haffrey should have been included under the heading of 'Attendees' and that Ray Hinds represented Baylis Court School.

#### **Matters Arising from those Minutes:**

There were none.

#### **750. Update on National/Local Funding Issues**

This issue was included under agenda item 6.

#### **751. Final 2020-21 DSG Settlement**

At the meeting on 12 November 2019 Schools Forum had agreed a £500,000 transfer from the High Needs to Schools Block in relation to PFI, in order to correct inaccurate baselining. The DfE had informed the LA that the funding for PFI had now been allocated in the premises factor within the Schools Block and the transfer was unnecessary. The LA would make an adjustment to reverse the transfer. It was acknowledged that part of the PFI funding was the LA's contribution. This would need to be kept under review in future years when the DfE advised how PFI was to be dealt with.

The final DSG settlement was higher than originally estimated, with an additional £1.6m against the projected amount for 2020-21, and an overall £7m increase from 2019-2020 when growth had been taken into account.

It was noted that the DfE had raised the Primary Unit Funding (PUF) and Secondary Unit Funding (SUF) rates by 2% rather than the anticipated 1.84%.

#### **752. Schools Block 2020-21: Final Authority Proforma Tool (APT) and budget timeline**

The APT (final formula factors and values) had not yet been finalised but were due with the ESFA by Tuesday 21 January. Nic Barani explained that the figures had been released later than in previous years and therefore, submission was due later. The final APT would be shared with Schools Forum members electronically.

The deadline for LAs to publish school budgets was Wednesday 26 February following receipt of confirmation from the ESFA. Schools would be advised when this information became available and would receive their proformas. It was anticipated this would be before the Spring half term (*week beginning Monday 17 February*).

Schools Forum requested assurances there would be no significant changes between the final APT submission and the consultation model. Nic Barani would carry out further work on the consultation version, adding a commentary to be shared with members, along with the final budget settlement: this was expected to be middle to late February.

### **753. Central Schools Services Block 2020-21**

Nic Barani confirmed this item referred to services funded from the Central Schools Services Block (CSSB). Schools Forum were asked to agree the types of provision for 2020-21, as outlined in the report and as agreed in previous years. To support these functions a request was being made to transfer £250,000 from High Needs to CSSB.

#### **8.28am: Angela Mellish arrived at the meeting**

Costs were as per 2019-2020, apart from a small increase in copyright licences.

It was confirmed this process would need to be repeated for the year 2021-22 but no major changes were anticipated.

Schools Forum **APPROVED** the transfer of £250,000 from High Needs to CSSB and **AGREED** the service allocations as detailed.

### **754. Early Years Block 2020-21: including Centrally Retained and proposed formula**

The settlement for the Early Years Block 2020-21 was £14.3m, of which 5% could be withheld to support central services. The report reflected an annual piece of work, indicating the proposed breakdown of how that funding would be utilised, using a formula previously approved by Schools Forum. As there was no provision for 2-year-old funding it had been accounted for in the same way as 3-and 4-year-old funding. It was proposed that the strategic formula should be reduced although it was confirmed that SEBDOS would remain the same and could not be reduced.

A revised settlement was due in July 2020, based on January 2020 census figures. Therefore, as in previous years, these figures were subject to change dependent on parental up take of provision. In Slough it was known that there had been a positive increase in those taking up 2-year old provision from 33% to 63%. There were ongoing discussions with parent champions and providers: a number of strategies had been introduced and campaigns would continue to promote increased participation. Take up was not affected by demographics and it was noted that nationally the LA was performing better than a number of its' neighbours.

It was explained that there was no requirement to retain a central percentage for High Needs so any such decision would be made by the LA concerned. An element of funding within Early Years was Inclusion funding but this was not a direct transfer from High Needs. It was acknowledged that the funding received did not meet need.

Schools Forum **AGREED** the proposed use of centrally retained funds at 5% across the Early Years Block 2020-21, as outlined.

### **755. 2019-20 DSG Budget monitoring report (all blocks)**

The total DSG settlement of £67m (after academy recoupment) was noted, along with the allocations by block. The DSG before academy recoupment was £170.3m. The projected forecast for DSG was due at the end of March 2020 and no variations were currently anticipated. No variations were currently anticipated regarding the support grants.

**Schools Block:** a table had been included in the report to show the breakdown of the Schools Block funding, with 0.5% allocated to the Growth Fund. The underspend of £0.3m related to the Growth Fund and the underwriting of Grove Academy. Therefore, £303,000 was to be rolled forward.

**Early Years:** It had been drawn to members' attention that Early Years funding for 2020-21 was based on take up rates and that the January 2020 census figures would affect the actual funding received. It was pointed out that in January 2019 the settlement had been revised downwards in line with the census.

An overspend was currently projected for the current financial year (approximately £0.1) although uptake had increased, by approximately 4.5% for the PVI sector so this amount could be reduced.

It was noted that the majority of funding streams broke even although historically there was a projected underspend on 2-year olds. The July data would confirm the expected small overspend in the PVI sector for which the LA was expecting some reimbursement from the ESFA. The carry forward from 2018-19 would be just over £50,000 which would be used as contingency.

As noted, the Early Years campaign was being promoted again, with an added emphasis on disability access and those not yet diagnosed. This became difficult when parents/carers would not disclose information. There was also increased pressure on the Early Years sector for children with additional needs and it was queried whether some of the funding could be used for preventive work. Michael Jarrett agreed that a small amount might be used from 2-year olds but 3 and 4-year old funding was restricted. It was noted that parents were not taking up the 2-years offer.

Confirmation had been received from the DfE of funding for maintained nurseries in the following year although no further commitment had been made. Strategic planning was difficult without knowing the future of funding and Michael Jarrett confirmed he had been working with Headteachers on possible options. The potential loss of the supplementary funding stream should be considered a risk.

**High Needs:** it was reiterated that the majority of LAs were experiencing financial pressures in this Block. A S215 data review had been conducted which had shown a possible cumulative national deficit between £1.2bn and £1.6bn by 2021. If the Government's additional funding promise for 2021 of £750m materialised the national deficit could be in the region of £450m and £850m.

Slough had been one of 32 authorities requested to submit a DSG recovery plan. The High Needs block was projected to overspend by an estimated £13.2m by the end of 2019-2020, 56% of the total annual settlement. £8.3m was the cumulative deficit balance rolled forward from previous years resulting in a projected in-year overspend of £4.9m.

A table had been provided, showing the expenditure pressure points. This included £1.3m top-up funding, which following analysis showed an increased number of pupils with EHCPs, and a rebanding at Arbour Vale resulting in approximately 127 revised pupil packages at a cost just under £1m.

The number of placements at the high end of the banding model had risen, with more learners and increased unit costs. There was also a projected overspend of £1.2m on out of Borough placements and costs had increased at post 16 with the expectation this budget would increase. £0.7m worth of invoices relating to the financial year 2018-19 were not accrued thereby increasing the 2018-2020 end of year position from £2.86m to £3.56m, and the cumulative position from £8.3m to £9m.

**CSSB:** there was a projected underspend, with a carry forward of £15,000. This was due to staffing efficiencies in the Admissions Team and VAT which could be claimed against copyright licenses. This was a genuine underspend which could not be held in reserve. The claim would be made via HMRC and reimbursement would be made to that fund. It was added that this was subject to change due to further possible staff related expenses.

With reference to the whole DSG it was queried whether an accurate picture was being given by DfE of those LAs nationally showing a surplus. John Wood confirmed that some LAs did carry a surplus; they tended to be large LAs within large counties and able to take up the bulk of the pressure. However, the number of LAs going into DSG deficit was likely to increase. Approximately 20% of LAs had been asked to submit recovery plans. It was agreed it would be of interest to know other LAs' High Needs Block expenditure and it was felt this information would be publicly available. John Wood suggested that Slough's deficit was disproportionate to the size and profile, when compared against other LAs.

#### **9.15am: Neil Wilcox left the meeting**

The Chair thanked Nic Barani and his team for all their work in compiling the comprehensive report.

Schools Forum **NOTED** the financial position and **APPROVED** the deficits to be rolled forward into the new financial year.

#### **756. High Needs Place Change Notification**

Three reports were tabled at the meeting by John Wood, Interim Service Lead - Inclusion (*following the meeting these reports have been made publicly available*). The document outlining the DSG recovery plan gave a summary of the information submitted to the ESFA by the LA in November 2019 and referred to the DfE's response (*referenced under the item 'DfE response and update'*).

Information on academy SEND baselines, and the main changes in the 2019-2020 position were highlighted. This included an increase of 13 pupils at Arbour Vale and the Pitstop provision taken on by Haybrook (it was confirmed these were not new places, but funding was now made via the ESFA). There had also been an increase of 40 places at the Windsor Forest Colleges Group and it was anticipated this figure would increase further in November.

It was explained that a further review of Resource Bases and specialist provision was needed and, as a result, further changes could be anticipated.

John Wood confirmed that written communication would be sent to Headteachers within 2-3 weeks of this meeting giving a summary of the position as at the last review, the actions implemented, the current provision in place and the further work required. Examples were given of incomplete documentation since the introduction of the new banding system and it was stressed that more comprehensive structures were required. A further detailed report, on Resources Bases and specialist provision would be shared in due course.

John Wood noted the request for a further breakdown by type of provision, maintained and academy school in any future reports.

#### **757. SEND Banding quarterly update**

The first quarterly update following the SEND banding review had been made in September 2019. John Wood stated he would provide a general update electronically and further analysis would be contained within the next report. The new system was still embedding and there was need for further work regarding hearing impairment and SEMH. There had been a trend for schools to use the new banding matrix differently to panel officers and challenges had been made against panel decisions.

Feedback had generally been positive. The banding model had been adopted by RBWM and had been praised by Ofsted in the recent Local Area Re-inspection.

It was acknowledged that if SEND issues were not identified at the Early Years stage, this could lead to behaviour issues later in school. Michael Jarrett confirmed that training was available for Early Years but the take up was low.

EHCP assessments had also been made for children on the point of transitioning to a new phase: as a result, the LA had introduced an additional review level prior to transition. A member outlined the difficulties experienced at primary level in obtaining EHCPs, with a number not being granted until pupils reached Year 6 despite repeated applications. There was an appreciation amongst members that this was an extremely complex area but the financial impact on schools had to be considered along with the possibility of creating a further issue with a rise in the pupil exclusion numbers. John Wood stressed that there was a need to reduce the number of EHCPs but this was not about setting targets for individual schools. The birth rate was going down in Slough, but concerns were increasing, and these factors had not been included in the previous piece of work.

A breakdown against the different banding levels was requested.

More information would be provided for the next Schools Forum meeting, reporting on the improvement work necessary.

#### **758. DSG Deficit Recovery Plan: DfE response and update**

A copy of the DfE's acknowledgement of the LA's DSG recovery plan had been made available with the agenda. The DfE had offered support to further develop the plan, with a request for clarity on a number of issues, the first three quoted in the letter being key. This included a lack of estimated numbers of future EHCPs, limited firm plans around savings proposals and a request for how certain calculations had been reached.



It had been noted that savings had been transferred between blocks and a DSG recovery plan should not have included High Needs. The ESFA did not expect any further block transfers.

DfE representatives were due to visit the LA for a meeting on Wednesday 22 January to discuss the recovery plan. Work was in hand to address the issues raised but time scales were tight. The plan required considerable work as the deficit was disproportionately high and needed to be brought under control. Although the deficit was high, the LA believed it was underfunded, as was the case for a number of LAs. It was stressed to Forum that it would not be possible to achieve a break-even balance within three years.

There was a need to prepare for the meeting with the DfE which it was hoped would result in establishing what was required, with time scales and expected outcomes. It was expected there would be 6-7 months to finalise any proposals. The DSG recovery plan would be revised and proposals presented to Forum to allow for 2021/22 budget planning. It was agreed that the National Funding Formula (NFF) would impact on schools and add further complexities.

It was pointed out that Slough's figures were disproportionate to statistically and physically neighbouring authorities and more information as to why Slough was an outlier could be provided to members.

#### **9.50am: Ray Hinds left the meeting**

A member asked that the LA consider the unintended consequences of SEND tribunals. It was acknowledged that the expectations placed upon schools were challenging and there was a need to give priority to the children involved. It was added that, if the LA were not in the current deficit situation, consideration could be given to increasing inclusive support work. It was acknowledged there was a need to be more inclusive but not all the funding available was for SEND.

Neil Sykes and Jamie Rockman offered their support to work with LA colleagues on this issue and it was agreed the High Needs Task Group should arrange to meet with some urgency.

LA colleagues would report back to Schools Forum members on the DfE's response, following the meeting scheduled for Wednesday 22 January.

#### **759. Update from Task Groups: 5-16, HNB and Early Years**

None of the Task Groups had met since the last meeting of Schools Forum.

As previously noted, the High Needs Task Group would arrange to meet as soon as possible.

#### **760. Academies update**

There were no academy conversions to report.

#### **761. 2019-20 Forward Agenda Plan/Key Decisions Log**

It had been proposed to hold a Schools Forum meeting in April, to replace the meetings scheduled for Tuesday 3 March and Wednesday 13 May.

The Chair would discuss this further with LA contributors and members of Forum would be kept informed of any change.

The Key Decisions Log was noted for information.

**Any Other Business**

Nothing had been tabled.

(Note: The Meeting opened at 8.15am and closed at 10.00am)

**SLOUGH SCHOOLS FORUM  
 TERMS OF REFERENCE  
 5-16 GROUP TASK GROUP**

**Objectives**

This Task Group is established in line with the Slough Schools Forum Constitution which states: *'The Forum will agree to establish, as and when appropriate, task related sub-groups to discuss specific issues, and to produce draft advice and decisions for the Forum itself to consider. These groups can, where it is considered appropriate, include wider representation to ensure that the necessary expertise is included in the group'* (paragraph 4.3: Slough Schools Forum Constitution, revised November 2017).

To advise and work with the LA on any proposed formula funding changes and other issues relating to the funding of 5-16 pupils.

To ensure financial probity, transparent consultation and decision making in relation to additional resources to meet identified needs as funded by 5-16 resources.

To fulfil the function of a Schools Forum 5-16 Task Group.

**Decision Making/Consultation**

The group will inform decision making, consultation and allocation of 5-16 Funding.

**Governance**

This group will report to Schools Forum as required with at least verbal feedback being provided at each Schools Forum meeting.

SBC Finance will provide financial acumen for the 5-16 budget.

**Membership**

- Chair
- SBC Finance category manager for 5-16
- Schools Forum members as advised by Schools Forum, ensuring balanced representation, across phases and types of provision with additional members invited as agreed by Schools Forum to ensure the full spread of expertise required to fulfil the function of the group.
- Observers by invitation only, eg school senior leadership team members, including school business managers.

**Frequency**

The Task Group will meet as required, with the agreement of the Schools Forum. Preferably termly to align with Schools Forum annual plan.

***These Terms of Reference were approved at the Slough Schools Forum meeting held on < >, under minute number < > and will be reviewed annually.***

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**SLOUGH SCHOOLS FORUM  
TERMS OF REFERENCE  
HIGH NEEDS BLOCK TASK GROUP**

**Objectives**

This Task Group is established in line with the Slough Schools Forum Constitution which states: *'The Forum will agree to establish, as and when appropriate, task related sub-groups to discuss specific issues, and to produce draft advice and decisions for the Forum itself to consider. These groups can, where it is considered appropriate, include wider representation to ensure that the necessary expertise is included in the group'* (paragraph 4.3: Slough Schools Forum Constitution, revised November 2017).

To inform and ensure consistent and appropriate decisions within the statutory framework for special educational needs and disabilities (SEND) meet the identified needs of children and young people.

To ensure financial probity, transparent consultation and decision making in relation to additional resources to meet identified needs as funded by High Needs Block resources.

To fulfil the function of a Schools Forum High Needs Block Task Group.

**Decision Making/Consultation**

The group will inform decision making, consultation and allocation of High Needs Block Funding.

**Governance**

This group will report to Schools Forum as required with at least verbal feedback being provided at each Schools Forum meeting.

SBC Finance will provide financial acumen for the High Needs budget.

The group will report annually to the Slough SEND/Inclusion Partnership Board.

**Membership**

To include:

- HOS SEND as Chair
- SBC Finance category manager for the High Needs Block.
- Schools Forum members as advised by Schools Forum, ensuring balanced representation, across phases and types of provision with additional members invited as agreed by Schools Forum to ensure the full spread of expertise required to fulfil the function of the group.
- HOS Education Standards and Inclusive learning.
- HOS Access and Inclusion.
- Observers by invitation only, eg social workers, SENCOs, other health professionals.

**Frequency**

The Task Group will meet as required, with the agreement of the Schools Forum. Preferably termly to align with Schools Forum annual plan.

***These Terms of Reference were approved at the Slough Schools Forum meeting held on < >, under minute number < > and will be reviewed annually.***

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**SLOUGH SCHOOLS FORUM  
TERMS OF REFERENCE  
EARLY YEARS TASK GROUP**

**Objectives**

This Task Group is established in line with the Slough Schools Forum Constitution which states: *'The Forum will agree to establish, as and when appropriate, task related sub-groups to discuss specific issues, and to produce draft advice and decisions for the Forum itself to consider. These groups can, where it is considered appropriate, include wider representation to ensure that the necessary expertise is included in the group'* (paragraph 4.3: Slough Schools Forum Constitution, revised November 2017).

Inform and ensure consistent and appropriate decisions, to advise and work with the LA on any proposed Early Years formula funding changes and other issues relating to the funding of Early Years pupils.

To ensure financial probity, transparent consultation and decision making in relation to additional resources to meet identified needs as funded by Early Years resources.

To fulfil the function of a Schools Forum Early Years Task Group.

**Decision Making/Consultation**

The group will inform decision making, consultation and allocation of Early Years funding.

**Governance**

This group will report to Schools Forum as required with at least verbal feedback being provided at each Schools Forum meeting.

SBC Finance will provide financial acumen for the Early Years budget.

**Membership**

To include:

- HOS Early Years - Chair
- SBC Finance category manager for Early Years
- Schools Forum members as advised by Schools Forum, ensuring balanced representation, across phases and types of provision with additional members invited as agreed by Schools Forum to ensure the full spread of expertise required to fulfil the function of the group.
- Observers by invitation only, eg Early Years providers

**Frequency**

The Task Group will meet as required, with the agreement of the Schools Forum. Preferably termly to align with Schools Forum annual plan.

***These Terms of Reference were approved at the Slough Schools Forum meeting held on < >, under minute number < > and will be reviewed annually.***

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**Slough Schools' Forum: 2020/21  
Forward Agenda Plan**

**Meeting 1 – Thursday 1 October 2020**

<b>No.</b>	<b>Description</b>	<b>Lead</b>
1	Schools Forum Appointment Vice Chair	Chair
2	Schools Forum Membership	Chair
3	Update on Return to School (in relation to Covid-19)	
4	Update on National/Local funding issues	Susan Woodland
5	DSG Budget Monitoring Report 2019/20	Susan Woodland
6	DSG Budget 2020/21	Susan Woodland
7	Schools Block: agree timeline	Susan Woodland
8	Scheme for Financing Schools 2020/21	Susan Woodland
9	Update on Central Retained: all blocks	Susan Woodland
10	Early Years Update	Michael Jarrett
11	5-16 Funding 2020-21	Susan Woodland
12	High Needs Block Deficit Strategy	John Wood
13	SEND Quarterly Update	John Wood
14	Update from Task Groups: 5-16, HNB and Early Years	
15	Academies Update	
16	2020/21 Forward Agenda Plan/Key Decisions Log	

**Meeting 2 – Wednesday 2 December 2020**

<b>No.</b>	<b>Description</b>	<b>Lead</b>
1	Schools Forum Membership	Chair
2	Update on National/Local Funding issues	Susan Woodland
3	Growth Fund 2021/22	Tony Madden
4	Scheme for Financing Schools 2020/21	Susan Woodland
5	Schools Block 2021/22	
6	High Needs Block Centrally Retained Budget	John Wood
7	High Needs Block Deficit Strategy	John Wood
8	SEND Update	John Wood
9	Update from Task Groups: 5-16, HNB and Early Years	
10	Academies Update	
11	2020/21 Forward Agenda Plan/Key Decisions Log	

**Meeting 3 – Tuesday 19 January 2021**

<b>No.</b>	<b>Description</b>	<b>Lead</b>
1	Update on National/Local Funding issues	Susan Woodland
2	Schools Block Budget - Final Authority Proforma Tool (APT) and timeline for 2021/22	Susan Woodland
3	DSG Budget monitoring report (all blocks)	Susan Woodland
4	High Needs and SEN budget monitoring report including QA report and High Needs Place Change Notification	
5	Central Schools Services Block budget 2021/22: Approvals	
6	Growth fund allocations and issues	Tony Madden
7	Early Years Block 2021/22	
8	High Needs Block Deficit Strategy	John Wood
9	SEND Quarterly Update	John Wood
10	Update from Task Groups: 5-16, HNB and Early Years	
11	Academies Update	
12	2020/21 Forward Agenda Plan/Key Decisions Log	

**Meeting 4 – Wednesday 10 March 2021**

No.	Description	Lead
1	Update on National/Local Funding issues	Susan Woodland
2	Confirmation of Schools budgets 2021/22	Susan Woodland
3	High Needs Places and Update on HNB 2021/22	
4	Update on Centrally Retained Items: all blocks 2021/22	
5	High Needs Block Deficit Strategy	John Wood
6	SEND Update	John Wood
7	Update from Task Groups: 5-16, HNB and Early Years	
8	Academies Update	
9	2020/21 Forward Agenda Plan/Key Decisions Log	

**Meeting 5 – Thursday 13 May 2021**

No.	Description	Lead
1	Update on National/Local Funding issues	Susan Woodland
2	High Needs Block Deficit Strategy	John Wood
3	SEND Quarterly Update	John Wood
4	Update from Task Groups: 5-16, HNB and Early Years	
5	Academies Update	
6	2020/21 Forward Agenda Plan/Key Decisions Log	

**Meeting 6 – Tuesday 6 July 2021**

No.	Description	Lead
1	Update on National/Local Funding issues	Susan Woodland
2	Update on growth allocations and issues	Tony Madden
3	Annual DSG Report 2020/21 including impact	Susan Woodland
4	Review of the Scheme for Financing Schools 2020/21	Susan Woodland
5	Early Years Update	Michael Jarrett
6	High Needs Block Deficit Strategy	John Wood
7	SEND Update	John Wood
8	Update from Task Groups: 5-16, HNB and Early Years To include annual review of Terms of Reference	
9	Academies Update	
10	2021/22 Forward Agenda Plan/Key Decisions Log	

**Schools Forum Key Decisions Log January 2018 ongoing**

Issue and Decision	Schools Forum date	Schools Forum agenda item no.	School Forum Minute
<b>Matters Arising</b>			
Peter Collins agreed as member of Schools Forum, representing academy schools.	17/01/18	3	617
<b>2017/18 DSG Monitoring Report</b>			
Schools Forum noted DSG projected overspend of £3.4M across all three blocks – Schools, Early Years and High Needs with projected £4.1m cumulative overspend in High Needs Block.	17/01/18	4	618
<b>Funding Formula Changes 2018/19</b>			
Consultation with schools closed, 41% response, majority in favour of Option 2. £165k additional funding available following transfer into CSSB agreed under agenda item 6; Forum endorsed SB Task Group recommendation to allocate this funding in proportion across the factors in the formula.	17/01/18	5	619
<b>Central Services Schools Block (CSSB)</b>			
Forum approved transfer of £124,000 for licences and £52,000 for historical items to CSSB from Schools Block, to cover partial shortfall in DfE funding. Updated report subsequently posted on SBC website following meeting	17/01/18	6	620
<b>Early Years</b>			
Forum noted EY Task Group recommendations regarding implementation of EYNFF for 2018-19	17/01/18	7	621
<b>Growth Fund 2017-18</b>			
Forum approved approximately £90,000 from 2017/18 underspend to part-fund Grove Academy 'ghost places' places. Forum agreed Growth Fund criteria for 2018/19, with AWPU rates based on 2018-19 formula.	17/01/18	8	622
<b>De-delegation Report</b>			
Maintained school members agreed de-delegation for SEBDOS Behaviour Support Service, subject to revised unit costs, to reflect rates for primary and secondary as agreed in December 2015.	17/01/18	9	623
<b>2017-18 Forward Agenda Plan and Key Decision Log</b>			
Forum agreed appointment of Chair and Vice Chair be held at July 2018 meeting, prior to first meeting in the 2018-19 academic year.	17/01/18	12	626
<b>Confirmation of Indicative Budgets 2018-19</b>			
Schools Forum agreed to transfer funding as follows: £17,325 from HNB to the CSSB £100,045 from HNB to the CSSB for ongoing responsibilities £548,000 from HNB to the SB for PFI	06/03/18	5	632
<b>Early Years Block</b>			
The same level of activity and model for 2018-19 would be required to maintain a similar level of centrally retained spend. In principle, Schools Forum endorsed this and a detailed report would be presented at the next meeting for formal approval.	06/03/18	6	633
<b>PFI Update Report</b>			
The Schools Block contribution was confirmed as £297,000 for one academic year only, 2018-19 and would be reviewed for 2019-20 A table would be produced to show where contributions had been made to the sum of £297,000.	06/03/18	8	634
<b>High Needs Block Budget 2018-19</b>			
Members approved the centrally retained element for 2018-19 of £2.3m, which was a slight decrease on 2017-18.	06/03/18	9	635
<b>Membership</b>			
Kathy Perry from Mighty Acorns Nursery, was welcomed as the new PVI representative member. The Chair thanked Helen Huntley (who was retiring at the end of the Summer Term) for her valuable contributions as both a member of Schools Forum and as a champion of children and young people with special needs.	05/07/18	1	640
	05/07/18	1 & 11	640/652
<b>Annual DSG Report 2017-18</b>			
Schools Forum noted the comprehensive DSG annual report and requested this appear as an annual item on agendas	05/07/18	7	646

## Schools Forum Key Decisions Log January 2018 ongoing

<b>Review of the Scheme for Financing Schools 2017-18</b>			
Schools Forum noted the consultation but requested that details of any licensed deficit scheme be circulated to Schools Forum prior to consultation	05/07/18	8	647
<b>Early Years Centrally Retained 2018-19</b>			
The details of the centrally retained Early Years funding for 2018-19 set out in the report were noted and lines of expenditure approved	05/07/18	9	648
<b>Update from Task Groups</b>			
Draft Terms of Reference for all three Task Groups were approved by Schools Forum	05/07/18	10	649
<b>Election of Chair and Vice Chair</b>			
<b>The current Chair of Schools Forum would stand down at the end of the academic year: John Constable was proposed and duly elected to Chair of Schools Forum with effect from 1 September 2018, for a term of two years.</b>	05/07/18	11	652
<b>Schools Forum Membership/appointment of Vice Chair</b>			
Noted that three members' terms of office due to finish 30 November 2018 and one further member had resigned.			
Forum agreed re-appointment of Jo Matthews as Special School/PRU Headteacher representative for a further year.			
Nominations to be sought from academy proprietors for the other three roles.			
One nomination for the role of Vice Chair and Nicky Willis, Executive Principal of Cippenham Primary School duly appointed for a two-year term.	10/10/18	4	656
<b>Update from Task Groups: 5-16, HNB and Early Years</b>			
Following 5-16 Task Group meeting, consultation to run with local schools from 15 October - 5 November 2018 regarding two options to move towards NFF (National Funding Formula of either 50% or 75%. Comments from schools to be invited. Task Group to meet again on 13th November following outcome of consultation.	10/10/18	9	658
<b>Consultation results on the Scheme for Financing Schools and Licensed Deficit Scheme</b>			
LA to write into the Scheme that maintained schools will be involved in discussions.			
Schools Forum approved the Scheme for Financing Schools.	10/10/18	6	659
<b>Schools Forum Membership</b>			
Following due process, Jon Reekie, governor at Phoenix Infant Academy reappointed, Susan Marsh, Headteacher Colnbrook Primary School and Ray Hinds, Baylis Court appointed, all for terms of two years. Eddie Neighbour, Upton Court Grammar School agreed to continue as an observer.	04/12/18	5	668
<b>Growth Fund 2019/20</b>			
DSG top slice for 2019/20 of £900,000 was requested. SBC was also asked to underwrite Year 7 places at Grove Academy: Schools Forum agreed to fund £90,000 for 2018/19, and to continue the underwriting into 2019/20 as the third and final year with a maximum of £60,000 or 50% of the cost, whichever was the lower.			
Schools Forum also agreed the criteria for accessing Growth Fund in 2019/20 as proposed. With all these commitments taken into account, SF agreed a reduced DSG top slice of £800,000, leaving an estimated carry forward of £130,000 at the end of 2019/20. Falling rolls were thought likely to really impact in the year 2021/22 and it was suggested a supporting paper be presented to Schools Forum in the summer 2019.	04/12/18	8	671
<b>DSG Budget 2019/20</b>			
A request was made to Schools Forum to approve re-allocation of funds to the correct blocks in order to correct DfE baseline errors.			
Schools Forum agreed to transfer £264,566 from High Needs Block to CSSB, £500,000 from High Needs Block to Schools Block, to re-allocate Virtual School funding of £100,000 from Historical commitment to Ongoing commitment within the CSSB, a move from 50% to 65% NFF in 2019/20 formula (following inconclusive consultation outcome). Schools Forum rejected SBC's proposal to transfer 0.5% (approximately £650,000) from 5-16 Schools Block to High Needs Block, based on the outcome of the consultation with schools.	04/12/18	9	672
<b>Banding (High Needs top-up funding) Working Group update</b>			
New Banding model to continue to be tested, with workshops and training sessions to be made available during the Spring term 2019.	04/12/18	10	673
<b>Minutes of Previous Meeting</b>			
Jo Matthews had stood down as Special School/PRU Representative but would continue as an Observer. The 3 special/PRU academies had confirmed that Neil Sykes would become Academy Special School member and Jamie Rockman Academy PRU member, both for 2 year terms of office w/e/f date of S/F meeting	16/01/19	4	681
S/F acknowledged the projected DSG outturn and approved the overall deficit should be carried forward into 2019-20	16/01/19	4	681
<b>De-delegated funding for behaviour support services</b>			
3 out of 4 S/F members representing maintained schools had voted against the de-delegation of funding from maintained school budgets for inclusion in the Schools Block APT	16/01/19	7	684
<b>Early Years Centrally Retained Funds 2019/20</b>			
Schools Forum members noted and agreed the use of Centrally Retained Funds 2019/20 for the Early Years block.	16/01/19	8	687
<b>High Needs Block - Deficit Reduction Strategy</b>			
The ESFA had requested that LAs inform them how deficits, particularly in High Needs, were being addressed. The LA had responded that it was doing all it could to address the issue and this work was ongoing. There was evidence of underfunding whilst demand was increasing. The link between High Needs and PFI was			

## Schools Forum Key Decisions Log January 2018 ongoing

acknowledged and would be taken into account to reduce the deficit. A supporting paper would be presented to S/F for their March 2019 meeting.	16/01/19	10	685
<b>High Needs Block – Centrally Retained Budget 2018/19</b>			
New commissioned Speech & Language service commissioned to be available from Friday 1 February. Communication to be made re. launch.	16/01/19	11	686
<b>Any Other Business</b>			
Chair of S/F to write to the Education Secretary, on behalf of members, regarding the proposal to withdraw supplementary funding for maintained nursery schools.	16/01/19	15	692
<b>Minutes of Previous Meeting</b>			
S/F meeting scheduled for Wednesday 15 May cancelled.	05/03/19	3	695
<b>High Needs Funding - final proposal for banding model</b>			
Consultation was extended by 2 weeks, closing on 1 March. New banding model to be introduced 1 April 2019, agreed feedback be given July and December 2019, and April and July 2020. Some continuing concerns from special schools but work ongoing with Vikram Hansrani. Key monitoring reports to be shared with S/F.			
S/F approved the new banding model and agreed to receive feedback reports at the key stages noted.	05/03/19	6	698
<b>Update on Central School Services Block</b>			
Due to slight increase in copyright costs the amount required for transfer from High Needs to CSSB reduced by approximately £10,000.	05/03/19	8	700
<b>PFI Update</b>			
Noted Council reviewing High Needs Block and possible Section 106 funding.	05/03/19	9	701
<b>Schools Forum membership</b>			
Terms of office of nine members due to finish 31 July 2019. Clerk to arrange nomination process/elections (if appropriate)	05/03/19	12	704
<b>Matters Arising</b>			
Decision made taken by SBC to fund the £184,000 to 3 PFI schools and guarantee to be taken.	04/07/19	3	709
<b>Growth Fund 2018/19</b>			
Forum noted the contents of the Growth Fund 2018/19 outturn report and agreed the underwriting for Grove of £90,000 to £25,000 (2018/19) and maximum from £60,000 to £90,000 (2019/20)	04/07/19	5	711
<b>DSG Budget Deficit Recovery Plan</b>			
Neil Wilcox and Nic Barani to clarify whether historic £184,000 related to PFI contribution for Arbour Vale.	04/07/19	7	713
<b>Review of the Scheme for Financing Schools 2019/20</b>			
LA noted that maintained schools to be consulted on dates of publishing such consultations in future.	04/07/19	8	714
<b>Update from Task Groups</b>			
All Task Groups to meet before November 2019 Schools Forum meeting. A list of respective Task Group members to be drawn up for regular circulation to members.			
Terms of Reference for 5-16, HNB and Early Years Task Groups approved, without change, for academic year 2019/20	04/07/19	9	715
<b>Schools Forum membership</b>			
An email sent to all local schools, inviting nominations for membership	04/07/19	10	716
<b>Any Other Business</b>			
Forum approved the transfer of approximately £54,153 to Local School Improvement Board (LSIF) from Slough Primary Heads' Association (SPHA), being the remainder of £70,000 grant from DSG underspend agreed in 2016 to address issues around Recruitment and Retention.	04/07/19	13	719
<b>Schools Forum Membership</b>			
Following due process, it was confirmed that nine members of Schools Forum had been reappointed for a further two-year term.	01/10/19	4	723
<b>Update on National/Local funding issues</b>			
Schools Forum approved the transfer of £500,000 from HNB to Schools Block, to correct an historical error in the 2017/18 baseline.			
Schools Forum agreed that the consultation to schools should give two options for consideration, 65% and 85% National Funding Formula.	01/10/19	5	724
<b>SEND Banding Update</b>			
Schools Forum noted that Forum was to receive quarterly updates on the new banding model.	01/10/19	9	728
<b>Growth Fund 2020-21</b>			
S/Forum noted primary 'bulge' classes now working through secondary sector. Only two primary schools receiving Growth Fund allocations. S/Forum noted primary 'bulge' classes now working through secondary sector, with continued high pupil movement into and out of Slough. For the past two years S/Forum had agreed to support 50% underwriting for Grove Academy. Members queried Grove moving from 2 form entry to 4 form entry in 2020/21 in light of falling rolls.			
S/Forum approved Growth Fund top slice of £600,000 giving an estimated underspend of £24,000 and underwriting for Grove 2019/20 at £90,000 (previously £60,000) Falling Rolls Fund not considered necessary at this time.	12/11/19	6	738
<b>Proposed Transfer from Schools Block to High Needs Block</b>			

### Schools Forum Key Decisions Log January 2018 ongoing

S/Forum noted the response to the consultation on the proposal to transfer 0.5% from Schools Block to High Needs Block and rejected the application, upholding the outcome of the consultation. LA representatives confirmed they would not apply to the DfE to overturn this decision.	12/11/19	7	739
<b>Schools Block 5-16 Formula Consultation Outcome</b>			
S/Forum noted the outcome to the other element of the consultation and recommended the LA follow the support to finalise budgets based on an 85% move towards the National Funding Formula (NFF). Final APT to be shared with S/Forum at next meeting.	12/11/19	8	740
<b>Scheme for Financing Schools</b>			
S/Forum noted 41% had responded to consultation on minor changes. Scheme only applicable to maintained schools and respective S/F members representing that sector approved the changes to the Scheme 2019/20. LA representatives noted request for changes to be shared earlier, although dependent on DfE	12/11/19	9	741
<b>Update on Membership</b>			
Philip Gregory, representing nursery sector and Peter Collins, representing academy sector reappointed unopposed as members of S/F. Maxine Wood appointed as 16-19 provider representative.	15/01/20	3	748
<b>Final 2020-21 DSG Settlement</b>			
Noted that the PFI premises factor had been allocated within Schools Block and transfer of £500,000 from High Needs in relation to PFI unnecessary. LA to adjust transfer and to be kept under review.	15/01/20	6	751
<b>Schools Block 2020-21 - Final Authority Proforma Tool (APT) and budget timeline</b>			
Final APT to be shared with S/F members electronically.	15/01/20	7	752
<b>Central Schools Services Block 2020-21</b>			
S/F approved the transfer of £250,000 from High Needs to CSSB and agreed the service allocations as detailed at the meeting.	15/01/20	8	753
<b>Early Years Block 2020-21</b>			
S/F agreed the use of centrally retained funds at 5% across the Early Years Block 2020-21.	15/01/20	9	754
<b>2019-20 DSG Budget monitoring (all blocks)</b>			
S/F approved the deficits to be rolled forward into the new financial year.	15/01/20	10	755
<b>High Needs Place Change Notification</b>			
Detailed report on Resource Bases and specialist provision to be shared.	15/01/20	11	756