

Schools Forum Key Decisions Log September 2013 and ongoing V5 March 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.	16/10/13	3	254
Julie O'Brien, Our Lady of Peace Junior School was endorsed as Primary Maintained School Headteachers' representative.			
DSG Centrally Retained Budgets			
Schools Forum agreed the need for a framework to be agreed for reporting to Schools Forum to enable any recommendations or decisions to be made regarding any relevant DSG centrally retained items. A process is to be built into the Work Programme.	16/10/13	6	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

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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 Khlasa. 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
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

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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			

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	£		
High Needs Block			
Support for Inclusion			
F406 Inclusion Management	103600		
F166 Hard to Place Protocol	267000		
F430 Vulnerable Children	61700		
F417 Vulnerable Children	251770		
F191 Early Years Inclusion	70000		
F321 Roma Community Project	15200		
F235 Traveller' Service (DSG)	27400		
SEN Support Services			
F406 Inclusion Management	6340		
F446 Educ Resource Services (former LACES)	106780		
F410 Autism	185730		
F417 Sensory Impairment	470000		
F460 SENASS	399300		
F461 Retained SENASS	182000		
SEN Transport			
F413 SEN Transport	40000		
EOTAS			
F418 Haybrook Provision (EOTAS)	130995		
Schools Block			
F169 Admissions (DSG)	178180		
F840 Schools Forum	53055		
E903 Schools Apportionment (AN)	149100		
F322 Extended Schools Sustainability	335285		
F333 Raising Standards	576176		
F348 Primary Strategy	26210		
F384 Gifted and Talented	31000		
F254 Infrastructure/Broadband Con	30000		
F260 Primary Strategy Central Coordinator	36300		
Early Years Block			
E901 Nursery Growth	159211		
Central Early Years Expenditure	132070		

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Issue and Decision	Date	Agenda item no.	Minutes
Budget Process			
It was noted that the formula recommended by the Forum in January 2014 had been ratified by the Chief Executive and Cabinet Member for Education and submitted to the DfE.	26/02/14	5	305
Membership			
It was agreed that: Schools Forum membership should be increased to 21. Academy proprietors be asked to elect an additional academy representative, giving 9 academy members in total Academy proprietors be asked to consider this being Helen Huntley to represent the PRU and special academies. Nicky Willis also takes up vacancy as previously agreed - see 15/11/2013 above.	19/03/14	11	320
Membership			
Academies had agreed that Helen Huntley should take up the vacant position so Helen was confirmed as an academy representative.	07/05/14	3	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

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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			
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

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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 AWPU 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. Decision regarding de-delegation of the Trades Union budget was deferred until January 2015.	10/12/14	8	376
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. 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.	10/12/14	9	377
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			
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

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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