



SCHOOLS FUNDING FORUM AGENDA

8.30 - 11.00 am	18 September 2014	CEME, Room 233, Main Entrance
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Members: 26 Quorum: 10

MEMBERSHIP:

Representative Groups

Head Teachers (12):

Margy Bushell
Kirsten Cooper, Nelmes Primary
David Denchfield
Julian Dutnall
Bill Edgar, Gaynes School
Nigel Emes
Chris Hobson
Simon London, Hall Mead School
Keith Williams
Angela Winch
Tim Woodford, Upminster Junior Academy
Geoff Wroe

Christine Drew, PRU

Governors (7):

Daniel Gricks
John McKernan
Tracey Walker
Joe Webster

Non-School

Representatives (4):

Katrina Karwacinski, Early Years/PVI Sector
Maria Thompson

Trade Unions (3):

Ray Waxler, NUT
Keith Passingham, NASUWT
John Giles, UNISON

For information about the meeting please contact:
Jan Grainger jan.grainger@havering.gov.uk 01708 432436

If you are unable to attend please contact your named substitute or ask Jan Grainger to do so on your behalf.

1. **APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS OR OBSERVERS**

Emma Allen (substitute for Geoff Wroe).

2. **TO AGREE THE NOTES OF THE MEETING HELD ON...** (Pages 1 - 8)

The notes are attached at Appendix A.

3. **MATTERS ARISING**

4. **ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

To elect a Chairman and Vice Chairman until the first meeting of the autumn term 2015.

5. **MEMBERSHIP**

- I. To note that Kirsten Cooper, Head Teacher of Nelmes Primary School has been appointed as Head Teacher representative for primary cluster D.
- II. To note that Christine Drew has been appointed as representative of the Pupil Referral Unit in place of Noel McNab.
- III. To note that John Giles is appointed as UNISON rep in place of Dave Thomas. Pauline Lewis is the named substitute.
- IV. To note the vacancies of two primary school governors, a special governor.
- V. To note the retirement of Trevor Sim, representative of vulnerable children. The Schools Forum regulations no longer require this category of representation and the LA is therefore not proposing to seek a replacement.

6. **SECTION 251 OUTTURN 2013-14** (Pages 9 - 18)

To receive the provisional section 251 outturn statement for 2013-14. Appendix B refers.

The Chief Finance Officer is required to sign off the deployment of DSG. The CFO statement is attached at Appendix C with explanatory notes at Appendix C.1 for information.

7. **SCHOOL CARRY FORWARD BALANCES**

To consider the returns from schools on use of balances carried forward from 2013-14. This document will be sent confidentially to Schools Funding Forum members as it is not for publication.

8. **SCHOOLS IN FINANCIAL DIFFICULTY** (Pages 19 - 20)

At the meeting of the Schools Funding Forum in June 2014 it was agreed to provide financial support to schools that were considered to be in financial difficulty due to falling roll numbers. The funding was allocated on a formulaic basis based on pupil numbers below capacity with an excluding factor of high carry forward balances. This was to be reviewed following receipt of schools' explanations for their high balances.

The criteria for financial support are attached at Appendix D. The application of the criteria to schools will be sent to members confidentially as it is not for publication.

9. **FAIRER FUNDING OF SCHOOLS - DfE FUNDING ARRANGEMENTS FOR 2015-16**

To note the funding arrangements for 2015-16. This 33 page document will be tabled at the meeting. The link to the DfE website is:

<https://www.gov.uk/government/publications/fairer-schools-funding-arrangements-for-2015-to-2016>

This document will be summarised at the meeting.

10. **SCHOOLS REVENUE FUNDING 2015-16 - OPERATIONAL GUIDANCE**

To note the EFA guidance on the implementation of the funding arrangements for 2015-16. This 75 page document will be tabled at the meeting. The link to the DfE website is:

<https://www.gov.uk/government/publications/fairer-schools-funding-arrangements-for-2015-to-2016>

This document will be summarised at the meeting.

11. **DfE CONSULTATION ON THE SCHOOL AND EARLY YEARS FINANCE REGULATIONS 2014**

Changes in school and early years funding are determined through regulation. The DfE has launched a consultation on the changes to the regulations with a response deadline of 17th October.

The documents can be found at:

<https://www.gov.uk/government/consultations/school-and-early-years-finance-england-regulations-2014>

The LA is not proposing to respond to the consultation regulation.

12. **EXCEPTIONAL FACTORS AND MFG EXCLUSIONS FOR 2015-16**

The deadline for submitting applications to the DfE for exceptional premises factors and MFG exclusions relating to 2015-16 is 30th September 2014.

The LA is not proposing to submit applications for exception.

13. **LBH CONSULTATION WITH SCHOOLS** (Pages 21 - 36)

A draft consultation document for schools on funding changes is attached at Appendix F.

14. **ACADEMY CONVERSIONS**

To note that Pyrgo Priory School has received approval to convert to an academy. The expected date is 1st January 2015.

Including Pyrgo there are 8 primary academies (of 59), 14 secondary academies (of 18) and a University Technical College (ELUTECH).

The OASIS Academy Romford (a Free School) is expected to open in September 2015.

15. **EDUCATION SERVICES AND COUNCIL BUDGET** (Pages 37 - 38)

LAs and Academies receive an Education Services Grant for services based on the number of children attending maintained schools. The impact on Havering of changes in 2015-16 is outlined at Appendix G.

Significant reductions to other council funding and other legislative changes also impact on the Council's overall budget.

16. **NEXT MEETINGS** (Pages 39 - 40)

Document attached

17. **ANY OTHER BUSINESS**

Public Document Pack Agenda Item 2

**MINUTES OF A MEETING OF THE
SCHOOLS FUNDING FORUM
ROOM 235 - CEME
13 June 2014 (8.30 - 11.00 am)**

Present:

Headteachers:

Nigel Emes (Chair) (Primary)
Margy Bushell (Primary)
David Denchfield (Primary)

Chris Hobson (Primary)
Tim Woodford (Primary Academy)
Bill Edgar (Secondary)
Julian Dutnall (Secondary Academy)
Simon London (Secondary Academy)
Emma Allen (Special Schools) Substitute for
Geoff Wroe

Governors:

Joe Webster (Vice Chair) (Secondary)
Tracey Walker (Primary)
John McKernan (Secondary Academy)

Pupil Referral Units

Christine Drew (Primary)

**Non-School
Representatives:**

Maria Thompson (14-19 Partnership)
Trevor Sim (Vulnerable Children)

Trade Unions:

Ray Waxler (NUT)

Officers in Attendance:

David Allen (LBH)
Mary Pattinson (LBH)
Lorraine Hunter-Brown (LBH)

15 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS OR OBSERVERS

Apologies were received for the absence of Daniel Gricks, Katrina Karwacinski, Noel McNab, Keith Passingham, Keith Williams and Geoff Wroe. Emma Allen was welcomed as substitute for Geoff Wroe.

16 TO AGREE THE NOTES OF THE MEETING HELD ON 20 MARCH 2014

The notes of the meeting held on 20 March 2014 were agreed as a correct record and signed by the Chairman.

17 **MATTERS ARISING**

No matters were raised.

18 **MEMBERSHIP**

The Chairman welcomed Tim Woodford, Head Teacher at Upminster Junior School, as the newly appointed representative of Primary Academies.

Members were asked to note that the vacancies for Governor Representatives of Special and Primary Schools would be filled in due course and to also note the vacancy to replace Christine Drew (Primary Representative).

The Forum considered the report on primary and secondary representation in relation to pupil numbers as referred to in Appendix B. It was noted that current representation was not in line between primary and secondary sectors. Officers advised that a further three schools would convert from maintained schools to academies in September 2014. In addition, it was expected that there would be further school place expansion within the primary sector.

Following a discussion, the Forum agreed to maintain the current status quo for the time being and to revisit the matter at either the November or December meeting when up to date census information would be available. It was also agreed to retain representation from each of the six primary clusters.

19 **2013-2014 STATEMENT OF EXPENDITURE ON SCHOOLS PARTNERSHIP AND SCHOOLS CAUSING CONCERN**

Members of the Forum were asked to note the Statement of Expenditure, Appendix C. The statement listed the schools in Partnerships or giving cause for concern that had been supported during 2013-2014. The statement also provided details of how the centrally held funds of £40k and £196k had been utilised. £5k was given to supported schools and £15k to supporting schools in partnerships. Schools that were not in partnerships had been awarded £6k for staff training.

20 **2013-14 STATEMENT OF EXPENDITURE ON PUPIL GROWTH**

The Forum referred to Appendix D, Statement of Expenditure on Pupil Growth that detailed how funds had been spent during 2013-2014. Officers advised that the budget was overspent by £108k and that the shortfall had been provided by the DSG.

The Chairman thanked Forum members for all their hard work and efforts in dealing with these issues.

21 ALLOCATION OF 2013-2014 DSG BALANCE CARRIED FORWARD

Members were advised that £1.689m had been carried forward from the centrally retained DSG and that proposals to allocate the funds were described in Appendix E.

The Forum agreed the following:

- The allocation of £120k to 3 schools to fund imbalances between budget and cash.
- To increase the budget previously agreed of £2.4m to accommodate in year pupil growth by £300k.
- Schools in Financial Difficulties caused by falling rolls to be allocated £150k. This was a separate agenda item.
- Prior Year Business Rates adjustments of £150K.
- A contingency of £125k which was set aside for SEND reforms.
- A contribution of £300k to the pension deficit.
- Universal Infant Free School Meals contingency of £100k.
- General distribution to schools of £440k.

22 2013-2014 SCHOOL BALANCES

The Forum noted the school balances at year end 2013-2014 as outlined in Appendix F and the content of a letter (Appendix G) to be sent by the Local Authority to schools with balances in excess of 8% (primary and special) and 5% (secondary). Officers advised that, where appropriate, letters would be sent to schools requesting further details on excess balances for more than three years, two years and for just the current year.

23 2014-2015 DSG BLOCK FUNDING

Members were referred to Appendix H and asked to note the funding allocated to the Local Authority through the Early Years, Schools and High Needs block. This was an update since the information was first provided at the meeting on 16th January 2014. The total DSG of £193m included changes to the Early Year allocation based on the last 2014 census and additional funding for the High Needs Block for growth following a successful bid to the EFA by the Local Authority. The total allocation of £193.9m included the amount that would be recouped by the DFE for allocation to academies and to non-maintained high needs providers.

24 2014-15 SECTION 251 STATEMENT

Members of the Forum noted the 2014/2015 Section 251 Statement of LA planned spend on Children's Services including the £193.9m DSG covered in item 9. Non DSG funding allocated to the LA through the Education Services Grant reduced each time a school became an academy on the basis of the transfer of statutory responsibilities. Officers advised that benchmarking would be brought to the meeting when available.

25 **2014-15 BUDGET FOR CENTRAL EARLY YEARS FUNDING**

The Forum was asked to note the funding in support of early years education totalling £12,089,699 as outlined in Appendix J. The allocation had been updated and had taken into account the January 2014 Early Years Census subject to confirmation by the DfE. The Appendix included a breakdown of Early Years expenditure including budgeted payments to providers of 3 and 4 year old education, 2 year olds and £303,720 for centrally held support teams. The paper showed the hourly rates used for PVI and maintained providers and the rates used for supplements.

26 **2014-15 HIGH NEEDS BLOCK FUNDING AND ARRANGEMENTS FOR SEN AND ALTERNATIVE PROVISION**

Members referred to Appendix K and were asked to note the total funding allocation for the High Needs Block to support pre and post 16 SEN and Alternative Provision. This provided an explanation of the funding within the following categories of provision:

PRE 16

- a) Mainstream Schools (Maintained and Academy Schools)
- b) High Needs Units or Resourced Provision in Mainstream Schools (Maintained and Academy Schools)
- c) Special Schools
- d) Non-Maintained Special Schools
- e) Independent Schools
- f) SEN Pre 16 Top Up

POST 16

- a) Mainstream Schools (Maintained and Academy Schools)
- b) Special Schools (Havering and OoB Schools (Other LAs))
- c) Non-Maintained Special Schools
- d) Independent Schools
- e) Further Education Colleges
- f) Post 16 Independent Specialist Providers
- g) SEN Post 16 Top up

ALTERNATIVE PROVISION

- a) Pupil Referral Service
- b) Hospital Education
- c) Alternative Provision Central Support
- d) Home Education Central Support
- e) Inclusion Service Central Support
- f) Social Inclusion Support

g) PRU Transport

OTHER HIGH NEEDS EXPENDITURE

- a) Formula Headroom – Notional £6,000
- b) SEN Contingency for in-year statements
- c) Other Central Expenditure including provision for the Learning Support Service, Under 5 Inclusion Service, Bridge Nursery, Social Communication Service and Individual Special Education Needs Support for under 5s.

Officers advised of the complex nature as to how this would be funded which the DfE recognised. The funding for out of borough provision often involved difficult negotiations with providers.

There was a discussion regarding the allocation of the £10,000 per place for schools and academies with special units or resourced provision.

Simon London declared an interest owing to his school receiving resources for SEN pupils and took no part in the discussion thereon.

The £10,000 provided elements 1 and 2 (£4,000 + £6,000) but the AWPU value equivalent to the number of places in the unit/provision was deducted from the school budget. This meant that for every place in the secondary sector schools lost out on the difference between £4,000 and the value of the AWPU (approximately £4,500). It was agreed to fund this shortfall from the High Needs Contingency and that David Allen would write to the relevant three schools/academies.

27 **SEND REFORM**

The Forum received a presentation from the Head of Learning and Achievement on the Children & Families Act 2014. The Act which aims to create a more family friendly SEND process by putting parents at the heart of all the decisions will be phased in as of September 2014. Members were asked to note the following reforms:

- The drawing together of all the support that a child requires across education, health and social care from 0 to 25 years
- Statements of Special Educational Needs will be replaced by Educational Health and Care Plans. It was noted that there are currently 1,200 SEND children in Havering and it was the intention of the Local Authority to replace all statements within two years
- There will be a new process of working to outcomes and not needs and that all processes are multi-agency
- Education, Health and Care plans will be co-ordinated
- Local Offer to show how services can be accessed and there is a requirement to publish a transparent local offer for services for SEND children on the website

- Parents must be able to comment on the website and the Local Authority must respond publicly to comments
- Joint commissioning arrangements between health, education and social care
- Parents can request a personal budget and the Local Authority cannot refuse without good reason although managed budgets will probably be the most favoured option. All budgets may include elements spent in schools
- A decision-making panel will begin to consider requests for new assessments in September. The local offer with initial services will be ready for use from June. School settings will be asked to update their websites from September

The Forum agreed that it would be useful for Head Teachers to receive further information about the Act, how it works and the financial implications. The Head of Learning and Achievement would provide some dates and times for further briefings.

It was agreed to circulate an electronic copy of the presentation to all Forum members.

28 **FALLING ROLLS FUND - LOCAL ARRANGEMENTS FOR SCHOOLS IN FINANCIAL DIFFICULTIES**

The Forum were advised that the Schools Finance Regulations allowed Local Authorities to create a fund to support only good and outstanding schools and academies with falling rolls but where surplus places would be needed in the near future.

Officers proposed that the current criteria be extended to enable a local arrangement to support schools subject to other Ofsted judgements with falling rolls. Officers advised that a list would be drawn up of schools in the borough with falling rolls. The formula would consist of the difference between the number on the roll against 85% PAN x 85% of AWPU subject to exclusion if the schools had carry forwards in excess of 8% for primary and 5% for secondary.

Following a discussion, it was agreed that the £150k allocation be held for the time being pending a further report from officers which would be made available at the next meeting. In the meantime funding for the schools not subject to the excluding factor of high carry forwards was agreed.

29 **ACADEMY UPDATE**

Members of the Forum noted the following dates for schools becoming academies:

- 1 July 2014 – Brookside Junior (sponsored by Drapers Company and Queen Mary University)
- 1 September 2014 – Rise Park Infant

- 1 September 2014 – Rise Park Junior (sponsored by Rise Park Infant Academy Trust)

30 **SERVICES FOR SCHOOLS - TRANSITION PROTOCOL FOR ACADEMY TRANSFER**

Officers apologised that there was no paper available for the meeting and it was agreed to defer the item to the July meeting.

31 **FREE SCHOOL MEALS FOR KS1 PUPILS**

The Forum noted the calculation of the grant to allocate £2.30 per meal for newly eligible pupils as referred to in Appendix L. Letters would be sent to school shortly advising of their allocations.

32 **DFE CONSULTATION - FAIRER FUNDING 2015-2016**

Members of the Forum noted the joint response from the Forum and the Local Authority to the DFE consultation on Fairer Schools Funding in 2015/2016 as outlined in Appendix M. This consultation was to level up school funding nationally through the allocation of an additional £350m. Havering did not qualify for any of this funding.

33 **DFE CONSULTATION - SIMPLIFYING THE ADMINISTRATION OF ACADEMIES FUNDING**

The Forum noted the Local Authority response form, Appendix N, to the DFE consultation on simplification of academies funding. The consultation proposed that the DSG be used to allocate growth funding to free schools and University Technical Colleges which the LA did not support.

34 **NEXT MEETING**

Members of the Forum were asked to note the next meeting would take place on July 10 2014 at 8.30 am.

It was agreed that the meeting dates for the academic year 2014/2015 year would be discussed at the July meeting.

35 **ANY OTHER BUSINESS**

None.

Chairman

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DEPARTMENT FOR EDUCATION DATA COLLECTION
 Year 2013-14
 TABLE A LA Level Information

LA

Havering

LA No.

311

Description	Early Years	Primary	Secondary	Special / AP	Post School	Gross	Income	Net	Net(Budget Totals)
1.0.1 Individual Schools Budget (before Academy recoupment)	9,266,674	71,991,256	19,839,838	3,827,306		104,925,074		104,925,074	169,435,056
1.1.1 Contingencies		6,470	5,213			11,683	0	11,683	209,655
1.1.2 Behaviour support services		187,234	8,783			196,017	1,862	194,155	205,983
1.1.3 Support to UPEG and bilingual learners		230,277	0			230,277	0	230,277	228,842
1.1.4 Free school meals eligibility		29,056	2,113			31,169	672	30,497	22,960
1.1.5 Insurance		525,700	59,910			585,610	0	585,610	585,597
1.1.6 Museum and Library services		0	0			0	0	0	0
1.1.7 Licences/subscriptions		14,353	1,044			15,397	1,280	14,117	44,864
1.1.8 Staff costs supply cover		407,789	109,607			517,396	62,197	455,199	442,994
1.2.1 Top up funding - maintained providers	0	2,125,724	372,249	4,815,329	0	7,313,302	63,706	7,249,596	7,808,132
1.2.2 Top up funding - Academies and Free	0	935,496	1,028,473	531	22,611	1,987,111	0	1,987,111	1,590,601
1.2.3 Top up funding - independent providers	0	0	0	990,081	1,525,630	2,515,711	192,625	2,323,086	2,367,679
1.2.4 Other AP provision	0	5,654	236,195	70,763	0	312,612	0	312,612	279,889
1.2.5 SEN support services	474,152	558,279	586,425	43,884	0	1,662,740	165,320	1,497,420	1,538,850
1.2.6 Support for inclusion	0	0	76,672	0	0	76,672	0	76,672	68,750
1.2.7 Hospital education services				131,457		131,457	0	131,457	75,000
1.2.8 Special schools and PRUs in financial				0		0	0	0	3,881
1.2.9 PFI and BSF costs at special schools				0		0	0	0	0
1.2.10 Direct payments (SEN and disability)	0	0	0	0	0	0	0	0	0
1.3.1 Central expenditure on children under 5	1,299,718					1,299,718	0	1,299,718	2,406,988
1.4.1 Contribution to combined budgets	0	219,656	16,120	0		235,776	0	235,776	236,000
1.4.2 School admissions	0	293,092	177,425	3,053		473,570	0	473,570	454,980

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Agenda Item 6

Description	Early Years	Primary	Secondary	Special / AP	Post School	Gross	Income	Net	Net(Budget Totals)
1.4.3 Servicing of schools forums	0	23,559	18,570	320		42,449	0	42,449	43,250
1.4.4 Termination of employment costs	0	5,427	1,001	17		6,445	0	6,445	39,421
1.4.5 Carbon reduction commitment allowances	0	113,381	34,591	7,687		155,659	0	155,659	200,000
1.4.6 Capital expenditure from revenue (CERA)	0	0	325,613	0		325,613	201,025	124,588	87,490
1.4.7 Prudential borrowing costs	0	0	0	0		0	0	0	0
1.4.8 Fees to independent schools without SEN	0	0	0	0		0	0	0	0
1.4.9 Equal pay - back pay	0	0	0	0		0	0	0	0
1.4.10 Pupil growth/ Infant class sizes	0	1,727,554	90,277	0		1,817,831	0	1,817,831	1,000,000
1.4.11 SEN transport	0	0	0	0	0	0	0	0	0
1.4.12 Exceptions agreed by Secretary of State	0	0	0	0	0	0	0	0	62,429
1.5.1 Other Specific Grants	0	0	0	0	0	0	0	0	0
1.6. TOTAL SCHOOLS EXPENDITURE	11,040,544	79,399,957	22,990,119	9,890,428	1,548,241	124,869,289	688,687	124,180,602	189,439,291
1.7.1 Dedicated Schools Grant brought						2,913,616			
1.7.2 Dedicated Schools Grant for 2013-14						122,763,415			
1.7.3 EFA funding						192,071			
1.7.4 Local Authority additional contribution									
1.7.5 Total funding supporting the Schools						125,869,102			
1.8.1 Dedicated Schools Grant for 2014-15						1,688,581			
2.0.1 Therapies and other health related						0	0	0	0
2.0.2 Central support services						191,964	0	191,964	218,860
2.0.3 Education welfare service						590,817	82,757	508,060	507,751
2.0.4 School improvement						872,340	370,712	501,628	545,773
2.0.5 Asset management - education						139,898	0	139,898	151,300
2.0.6 Statutory/ Regulatory duties - education						2,270,331	856,824	1,413,507	1,076,435
2.0.7 Premature retirement cost/ Redundancy						0	0	0	0
2.0.8 Monitoring national curriculum						61,000	0	61,000	61,000
2.1.1 Educational psychology service						932,256	57,254	875,002	1,012,548
2.1.2 SEN administration, assessment and						463,630	0	463,630	399,950
2.1.3 Parent partnership, guidance and						0	0	0	101,244
2.1.4 Home to school transport (pre 16): SEN	0	0	0	1,793,833		1,793,833	11,411	1,782,422	
2.1.5 Home to school transport (pre 16):	0	91,374	71,793	0		163,167	0	163,167	

Description	Early Years	Primary	Secondary	Special / AP	Post School	Gross	Income	Net	Net(Budget Totals)
2.1.6 Home to post-16 provision: SEN/LLDD					72,525	72,525	0	72,525	
2.1.7 Home to post-16 provision: SEN/LLDD					67,055	67,055	0	67,055	
2.1.8 Home to post-16 provision transport:					0	0	0	0	
2.1.9 Supply of school places						168,660	0	168,660	178,070
2.2.1 Young people learning and development			144,452	0		144,452	4,000	140,452	209,892
2.2.2 Adult and Community learning						2,127,910	1,988,268	139,642	41,656
2.2.3 Pension costs						715,990	0	715,990	546,545
2.2.4 Joint use arrangements						0	0	0	0
2.2.5 Insurance						0	0	0	0
2.3.1 Other Specific Grant						0	0	0	0
2.4.1 Total Other education and community						10,775,828	3,371,226	7,404,602	
3 Capital Expenditure (excluding CERA)	0	10,481,652	762,302	762,302		12,006,256	0	12,006,256	20,423,803

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EXPLANATORY NOTES ON HOW TO COMPLETE THE CHIEF FINANCE OFFICER'S (CFO) STATEMENT FOR THE DEDICATED SCHOOLS GRANT (DSG):

OUTTURN 2013-14

1. This explanatory note has been prepared by the Department for Education to assist local authorities in the completion of the DSG CFO statement for the actual deployment of the 2013-14 DSG.
2. Before signing the CFO Statement, Chief Finance Officers should satisfy themselves that the DSG was fully deployed in support of the Schools Budget.
3. The Statement is formally linked with the Note to the Local Authority's accounts concerning the DSG, and the CFO is asked to confirm that the audited Note correctly states the deployment of the DSG. In the (unlikely) event that this is not the case, the CFO should submit a corrected version of the Note with an explanation of how the discrepancy arose, and make an appropriate manuscript change to the Statement.
4. The CFO will also need to ensure that there are no adverse comments that relate to the DSG in the 2013-14 audited accounts or any supporting external audit correspondence. If adverse comments were made and if there is any other supporting audit correspondence, then copies should be sent to the Department.
5. In signing the statement, the CFO should take into account the Annual Governance Statement, robustness of pupil data and arrangements to ensure value for money as referred to in the DSG operational guidance available at:

<http://media.education.gov.uk/assets/files/doc/d/dsg%20operational%20guidance%202013-14.doc>

6. A copy of the Local Authority's Note to the Accounts concerning the DSG should be submitted to the Department along with the signed CFO statement. This Note to the Accounts is required by regulation 7(2) of the Accounts and Audit Regulations 2003, as amended by the Accounts and Audit (Amendment) (England) Regulations 2006.
7. The Department requires information relating to:
 - **any contribution by the LA from its own resources, other than school balances:** information about school balances **should not** be

included in the LA's Note to the Account concerning the DSG.

The Department does not require information about:

- **expenditure funded from other sources, such as the EFA grants.**

8. Where the carry forward figure from 2012-13 shown in the Note to Accounts differs from that previously agreed with the Department, an explanatory note must be provided.

9. If the Chief Finance Officer is unable to sign the Statement, then an explanation should be sent to the Department along with the unsigned statement and a copy of the 2013-14 audited accounts.

10. The Department will follow up with the Authority **all** discrepancies highlighted in its scrutiny of the Statement and Note to the Accounts.

11. A copy of CIPFA's guidance note on the completion of the Authority's Note to the Accounts is attached to this explanatory note. Further advice should be obtained from CIPFA.

Additional criteria to the DSG assurance system

12. On receipt of the 2013-14 Outturn data we will be approaching specific LAs to request information on how they are proposing to address the issue if an:

A: LA has over-spent its Dedicated Schools Grant by 2% or more (ie it is 2% or more in deficit)

B: LA has under-spent its Dedicated Schools Grant by 5% or more (ie it is 5% or more in surplus)

C: LA has 2.5% of its schools that have been in deficit of 2.5% or more for the last 4 years and their individual deficit must have been at least £10,000 each year. We will only ask LAs for more information where at least three schools in the LA meet the criteria

D: LA has 5% of schools that have had a surplus of 15% or more for the last 5 years and their individual surplus must have been at least £10,000 each year. We will only ask LAs for more information where at least three schools in the LA meet the criteria

13. For advice on the completion of this CFO Statement or the Department's operational guidance, please contact Marcia Richards on 020 7340 7762 or Faustina Ofori on 0207 340 7771.

LA Name: Havering

LA No: 311

Local authority assurances

Outturn 2013-14 DSG deployment

CFOs to confirm that:

		Yes/ No
DSG (A)	The DSG received by this authority for 2013-14 was fully deployed in support of the schools budget in accordance with the conditions of grant and the School Finance (England) Regulations 2012.	
DSG (B)	The audited Note to the Accounts concerning the DSG gives a correct statement of how the DSG was deployed.	
DSG (C)	A copy of the audited Note to the Accounts, completed in line with CIPFA's Code of Practice on Local Authority Accounting in the United Kingdom, has been submitted to the EFA.	
DSG (D)	Any adverse statements published in the authority's audited 2013-14 Statement of Accounts, relating specifically to schools budget, regarding regularity or propriety, has been brought to the attention of the EFA.	

NMSS DSG statement

CFOs to confirm that:

		Yes/ No
NMSS (A)	Based on this authority's work in reviewing Individual Placement Agreements for high needs pupils/students within Non-Maintained Special Schools, nothing has come to their attention that causes them to believe that the learners reviewed were not correctly defined as high needs students (i.e. those whose additional support costs more than £6000 for the academic year).	

Fraud cases reported in schools for 2013-14

CFOs to confirm:

		Number	Value (£)
FEO (A)	The number and value of fraud* cases reported in schools maintained by the local authority in 2013-14.		
FEO (B)	The number and value of cases reported in line FEO (A) above that have been investigated and where appropriate action has been taken.		

CERTIFICATE OF THE CHIEF FINANCE OFFICER*

I confirm/certify that the above are accurately stated and funding has been spent for the purposes intended and in line with any notified condition(s) of grant. I also confirm that there are no adverse comments in either the Statement of Accounts or in any reports issued by the authority’s Chief Internal Auditor relating to regularity, propriety and/or fraud with regard to this expenditure.

Signed

Chief Finance Officer

Name: Andrew Blake-Herbert

Date

* We define fraud as an intentional false representation, including failure to declare information or abuse of position that is carried out to make gain, cause loss or expose another to the risk of loss. We include cases where management authorised action has been taken, including, but not limited to, disciplinary action, civil action or criminal prosecution. Further information about fraud can be found in Cabinet Office guidance available at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/340578/CAS-FED-Guidance-version-2.1-July-2014_P1.pdf

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APPENDIX D

Schools Funding Forum 18th September 2014

SUPPORT FOR SCHOOLS IN FINANCIAL DIFFICULTY

EXTENSION OF CRITERIA FOR SCHOOLS WITH FALLING ROLLS

The DfE School Finance Regulations allow LAs to create a fund for schools with falling rolls where the capacity will be required in the next three years when the school population begins to rise. This fund may be used only for schools and academies judged to be Good or Outstanding at their last Ofsted Inspection.

With the approval of the Schools Funding Forum Havering has developed a scheme which supports secondary schools that fall within this category.

For maintained schools, it was agreed at the meeting of the Schools Funding Forum held in June 2014 to extend the criteria for supporting schools in financial difficulty that are not Good or Outstanding where falling rolls are the cause.

This is for maintained primary and secondary schools only for as long as the Schools Funding Forum continues to de-delegate a budget.

The arrangements replicate those agreed for Good and Outstanding schools through the Falling Rolls Fund as follows:

Surplus capacity as at the October count date exceeds 15% of the published admission number in Reception or Year 7

Local planning data shows a requirement for at least 90% of the surplus places within the next 3 years

Formula funding available to the school will not support provision of an appropriate curriculum for the existing cohort

The school will need to make redundancies in order to contain spending within its formula budget

Formula for distributing funding:

85% of the appropriate AWPU x vacant places below 85% of the PAN

Excluding factors are if the school has already received financial support through the pupil growth fund or if the carry forward balance from the previous year exceeded 5% for secondary or 8% for primary.

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APPENDIX F

Schools Funding Forum 18th September 2014

CONSULTATION ON SCHOOL FUNDING CHANGES FOR 2015-16

1. The current position

1.1 The School Funding Formula

In 2013-14 the Government implemented its School Funding Reforms. This restricted the funding that LAs could hold centrally and limited the number of factors through which funding could be distributed to schools. The changes from previous years' arrangements were discussed with the Schools Funding Forum.

The factors for distribution of funding to schools are prescribed by the DfE although the values attached to these factors are determined locally by LAs in consultation with the Schools Funding Forums. For 2014-15, Havering's values were set as below and most were reduced by 1% from the previous year to balance the budget. The current rates are above the national Minimum Funding Levels set by the DfE.

Section	Group	Factor	Unit Value		
Basic Entitlement	1) Age Weighted Pupil Unit (AWPU)	AWPU (Primary)	£3,074		
		AWPU (KS3)	£4,542		
		AWPU (KS4)	£4,740		
Additional Educational Needs	2) Deprivation	Free School Meals (P)	£1,240		
		Free School Meals (S)	£2,238		
		IDACI (P1)	£0		
		IDACI (P2)	£26		
		IDACI (P3)	£135		
		IDACI (P4)	£594		
		IDACI (P5)	£609		
		IDACI (P6)	£624		
		IDACI (S1)	£0		
		IDACI (S2)	£26		
		IDACI (S3)	£135		
		IDACI (S4)	£594		
		IDACI (S5)	£609		
		IDACI (S6)	£624		
			3) Looked After Children	LAC	£1,000
			4) Low cost, high incidence SEN	Low Attainment (P)	£489
		Low Attainment (S)	£803		

	5) English as an Additional Language	EAL (P) EAL (S)	£230 £727
	6) Mobility	Mobility (P) Mobility (S)	£241 £535
School Factors	7) Lump Sum	Lump Sum (P) Lump Sum (S)	£150,000 £175,000
	8) London Fringe	n/a	
	9) Split Sites	n/a	
	10) Rates	Rateable value	At cost

Other changes introduced in 2014-15 were:

- the introduction of a LAC factor of £1,000;
- an equalisation between primary secondary of IDACI values;
- a reduction in secondary attainment rates because of the change to the criteria; and
- an increase in the lump sum for secondary schools to £175,000.
- schools that had funding reduced because of these changes were protected by a national Minimum Funding Guarantee (MFG) of -1.5% but the Gains Cap was set at 0% so no school received a per pupil increase.

1.2 Centrally Held Budgets

Before the funding formula is applied to distribute funding to schools and academies, some funding is held centrally in support of schools and school related provision against a limited number of budget headings. These are shown below along with the budgets that have been agreed with the Schools Funding Forum for 2014-15.

	£
Contingencies for pupil growth & infant class sizes	2,400,000
Falling Rolls Fund	500,000
Contribution to combined budgets	236,000
School admissions and appeals	511,014
Servicing of schools forums	43,250
Termination of employment costs	39,421
Capital Expenditure from revenue	87,490
Total	3,817,175
National Copyright Licence administrative charge	101,197

1.3 De-Delegated Funding

Other than the centrally held budgets, all other funding that falls within the Schools Block that was previously held centrally is delegated to schools and academies through the funding formula. For some activities, the Schools Funding Forum decides on behalf of all maintained primary and secondary schools to de-delegate budgets to continue to have them retained centrally on behalf of schools. No de-delegation is permitted for academies, special schools or PRUs who can make individual decisions on whether or not they wish to buy into the services. The areas subject to de-delegation are as follows:

Newly delegated funding	De-delegated in 2014-15	
	Primary schools	Secondary schools
Behaviour Support Service	Yes	No
Support to underperforming ethnic minority groups and bilingual learners	Yes	No
Free school meals eligibility	Yes	Yes
Insurance	Yes	Yes
Licences/subscriptions	Yes	Yes
Staff costs - maternity cover & T.U. facility time	Yes	Yes
Support for schools in financial difficulty	Yes	Yes

1.4 Special Educational Needs

From 2013-14 schools are required to meet the first £6,000 of the costs of pupils with SEN from their delegated budget. Above that, top up funding is allocated by the commissioning LA.

The provision of the £6,000 is delivered through the amount that schools receive through the funding formula. In 2014-15 this was determined as the funding allocated by 1.2% of AWPU, 16.5% of Deprivation and 100% of Attainment factors.

If insufficient funding is allocated through those factors for the pupils with statements and validated hours, it is topped up from the centrally held high needs block to ensure the allocation meets the required £6,000 for each pupil.

1.5 High Needs

The High Needs Block funds special schools, special units and resourced provision at £10,000 per place and pupil referral units at £8,000 per place. It also funds top ups above the place funding and allocations to mainstream schools where the support required is above £6,000. This block also funds SEN support services and post 16 provision including independent specialist provision.

1.6 Early Years

Early Years providers are funded through a single funding formula from the Early Years Block.

2. DFE Changes for 2015-16

The DFE changes for 2015-16 are minor. These are:

2.1 The Schools Funding Formula

- a change to the sparsity factor to allocate funding to small schools;
- changes to the application of exceptional factors for amalgamating schools and to allow additional exceptional premises factors

These changes are unlikely to have an impact on Havering's funding formula.

2.2 Early Years

There are no proposed changes to the Single Funding Formula but a Pupil Premium will be introduced from April 2015 for 3 and 4 year olds. This will be approximately £300 per annum or 58p per hour. There was a consultation during the summer to extend Pupil Premium to 2 year olds.

Funding to LAs for 2 year olds will be based on participation from census data rather than on targets and trajectory as in the two previous years.

2.3 High Needs

The DfE is changing the way in which LAs are funded for High Needs places. There will be no annual data collection as in previous years and funding will remain as in 2014-15. There are limited opportunities to apply for growth.

From 2015-16 Alternative Provision will be funded at £10,000 per place rather than £8,000 as at present but there is no expectation that providers will receive additional funding overall. Top up allocations will therefore reduce.

3. LBH Proposals for 2015-16

3.1 Schools Funding Formula

Once new data is received from the DfE on which to base school funding, funding for schools will be modelled to determine if factor values can be increased or the gains cap can be increased. Options will be presented at the October meeting.

At this stage there are no proposals to vary the formula factors for 2015-16. However, a transitional arrangement relating to SEN Headroom that was agreed for 2014-15 will cease in 2015-16.

In 2014-15, fewer schools than in the previous year received SEN headroom funding following a change in the determination of the amount included in the school funding formula. Five schools received headroom and 16 received a transitional allocation (including the five) to reduce the reduction between the methodologies between 2014-15 and 2013-14 to 50%. This transitional arrangement expires in 2015-16 and will release £145,000 back to the High Needs Block.

3.2 Centrally Held Budgets

Changes to the budgets to be held centrally as at 1.2 above are as follows:

	2014-15 £	2015-16 £	Variation £
Contingencies for pupil growth & infant class sizes	2,400,000	2,500,000	100,000
Falling Rolls Fund	500,000	500,000	
Contribution to combined budgets	236,000	236,000	0
School admissions and appeals	511,014	499,734	-11,280
Servicing of schools forums	43,250	43,250	0
Termination of employment costs	39,421	39,421	0
Capital Expenditure from revenue	87,490	87,490	0
Total	3,817,174	3,905,894	88,720
National Copyright Licence administrative charge	101,197	115,000	13,803

3.2.1 Pupil Growth Fund and Infant Class Size Funding £2,500,000

Funding is allocated to schools to meet the unfunded costs from September to March of permanent expansions, to fund school commitments to additional bulge classes, and to meet infant class size regulations.

The budget of £2.4 million has proved insufficient in 2014-15 and an additional £300,000 was agreed by the Schools Funding Forum from DSG carry forwards. It is estimated that £2,500,000 will meet the costs in 2015-16.

3.2.2 Falling Rolls Support Fund £500,000

The Falling Rolls Fund is to support schools who are judged as Good or Outstanding from the most recent OFSTED inspection where numbers have reduced temporarily and the capacity will be needed in the near future. This

fund supports secondary schools and academies with low intakes where numbers are expected to increase in future years.

3.2.3 Contribution to Combined Budgets £236,000

This budget holds £196,000 of funding to support the schools supporting schools programme and £40,000 for the LA to support schools causing concern. It is proposed to retain both sums.

3.2.4 School admissions and appeals £499,734

The LA retains statutory responsibility for the coordination of school admissions for all schools and academies and the allocation of places for maintained schools.

3.2.5 Servicing of Schools Forums £43,250

The LA retains responsibility for servicing and providing support to the Schools Funding Forum.

3.2.6 Termination of employment costs £39,421

A small fund to support maintained schools in meeting the costs of ill health retirement

3.2.7 Capital expenditure from revenue £87,490

A long running commitment following the provision of major energy reduction schemes at three secondary schools: Bower Park, Brittons and Hall Mead. The agreement was that the schools and the LA all make a contribution towards the overall costs and the schools receive the benefit of reduced energy costs.

3.2.8 Copyright Licensing administrative charge £115,000

A charge borne by the LA towards a national contract with the Copyright Licensing Agency. The amount is set by the DFE based on pupil numbers. The licences covered are as follows:

- Copyright Licensing Agency (CLA)
- Music Publishers Association (MPA)
- Newspaper Licensing Authority (NLA)
- Education Recording Agency (ERA)
- Motion Picture Licensing Company (MPLC), and
- Filmbank Distributors Ltd. (for the PVSL)

4 De-delegation

From 2013-14, a range of budgets that were previously held centrally were delegated into school budget shares with the Schools Funding Forum deciding on behalf of maintained primary and secondary schools to de-delegate for some services. De-delegation is not permitted for academies or special schools.

The services for which funding was de-delegated in 2014-15 were as follows:

Delegated funding	De-delegated	
	Primary schools	Secondary schools
Attendance and Behaviour Service	Yes	No
Support to underperforming ethnic minority groups and bilingual learners (EAL Team)	Yes	No
Free school meals eligibility	Yes	Yes
Insurance	Yes	Yes
Licences/subscriptions	Yes	Yes
Maternity cover	Yes	Yes
Trade Union Facility Time	Yes	Yes
Support for schools in financial difficulty	Yes	Yes

The Funding Forum is asked to make the same decisions on de-delegation for 2015-16 and to what extent it wishes to consult with head teacher colleagues.

4.1 Attendance and Behaviour Service

Service provision from a de-delegated budget is set out as attached at Appendix F.1

The budget to be de-delegated for this service would be as follows:

	Factor	Rate £	Budget £
Primary	AWPU	2.74	47,714
	FSM	23.63	64,526
	IDACI 4	8.11	14,794
	IDACI 5	389.52	19,140
	IDACI 6	623.70	13,368
	Attainment	9.11	36,888
Total			196,430

This a reduction in the total de-delegated budget in 2014-15 because of an increase in the number of academies.

4.2 EAL Service

Service provision from a de-delegated budget is set out as attached at Appendix F.2

The budget delegated for this service is as follows:

Factor: EAL3

	Rate £	Budget £
Primary	230.37	395,764
Secondary	727.46	149,204

De-delegation

	Rate £	Budget £	Schools retain £
Primary	107.54	171,907	223,857
Secondary			149,204

4.3 Free School Meal Eligibility Service

This service checks the eligibility of children for free school meals and pupil premium grant by accessing a central government hub. Without this service schools would need to make their own arrangements to determine eligibility.

Factor: FSM

	Rate £	Budget £
Primary	8.21	17,859
Secondary	8.21	3,399

4.3 School Insurance

Insurance for maintained schools is currently held centrally following the decision to de-delegate the budget for 2014-15. This will be discussed at the meeting.

4.4 Licences/Subscriptions

The majority of licences are now part of the national arrangements although the Performing Rights Society is not part of these. The LA is able to obtain discounts on behalf of schools through a single LA licence and save schools the administration in arranging individual licences.

Factor: AWPU

	Rate £	Budget £
Primary	2.01	35,002
Secondary	2.01	5,580

De-delegation

	Rate £	Budget £	Schools retain £
Primary	1.09	18,981	16,021
Secondary	1.09	3,026	2,554

4.5 Maternity Insurance

The LA administers an insurance scheme that meets the costs of teachers who are on maternity leave. The benefit of de-delegating the budget is that schools do not have to pay premiums or make claims.

If the funding is delegated, schools would need to make individual choices to buy into the scheme which, if some schools decided not to, may make it unviable to run.

The de-delegated budget overspent in 2013-14 and the costs of this scheme may increase in 2015-16 due to Government changes on shared leave.

The budget de-delegated for this service would be as follows:

Factor: AWPU

	Rate £	Budget £
Primary	15.54	270,614
Secondary	15.54	22,906

4.6 Trade Union Facility Time

During 2014-15 a working group of the Schools Funding Forum considered issues raised in a DfE advice and guidance document and made comparisons of costs with other LAs of trade union facility time. Decisions were made to reduce the amount of facility time and therefore the costs to schools and academies.

The pooled arrangements continue to benefit schools through the provision of support from locally based and accredited trade union officials.

The costs have reduced from £5.70 per pupil to £4.00 per pupil.

The total budget required has reduced from £200,000 to £146,051. The amount requested for de-delegation and the sum to be charged to academies, special schools and the PRS are as follows:

De-delegation

	Rate £	Budget £
Primary	4.00	71,208
Secondary	4.00	11,104

Invoiced

	Rate £	Budget £
Academies etc	4.00	63,739

4.7 Support for Schools in Financial Difficulty

By agreeing to de-delegate a budget, the Schools Funding Forum is able to offer support to schools who find themselves in financial difficulty through unforeseen circumstances, falling rolls etc. This has benefited many schools in the past allowing them to recover their financial position.

Factor: AWPU

	Rate £	Budget £
Primary	13.54	235,786
Secondary	13.54	37,587
Total		273,373

Havering Attendance, Behaviour and Traveller Support Service

The Attendance, Behaviour and Traveller Support Team are a needs-led flexible service in Havering. The overall aim of the service is to promote social inclusion in the broadest sense. We aim to improve the attainment of all children and young people by helping schools to build capacity for better outcomes for children who have attendance, behavioural, emotional and social communication difficulties, which can often cause a barrier to their education. We aim to promote systems and skills for early identification and assessment to ensure the most effective response to individual needs and whole school approaches across Havering's Primary, Secondary and Special Schools.

At the heart of our work is a strategy for inclusion which is based on an integrated learning approach to service delivery and ensuring that schools are offered a suite of alternatives to help prevent exclusions. In challenging these diverse and complex difficulties we currently work across schools with key staff. This includes SENCO's, teachers, support staff, parents/carers and other professionals in statutory and voluntary agencies who have responsibility and accountability for children and young people at most risk of exclusion and/or disengagement from school.

The Core Offer to LA Maintained Schools

Support for pupils with challenging classroom behaviour

Support for **up to** six individual children per academic year (this may vary depending on the current need in the school and the last academic year we supported 158 individual children in schools and students who are undertaking a school transition move through the IYFAP process). Requests for individual student support come via a referral form and through an information sharing meeting with staff within the school. Key observations will be noted, plus triggers identified, leading to specialised and practical plans to address that child's needs.

A planning meeting may be called, including the students' parents and other key professionals involved. SMART targets will be set with meaningful and individualised rewards offered, some in-class support and progress closely reviewed. Some students will be worked with individually in the classroom and some will offered a programme of group-work to promote and enhance learning behaviours in the classroom such as the 12 week evidenced-based 'Dina Dinosaur emotional regulation programme.

In order to work as preventatively as possible, senior staff will consider offering a supportive team coaching model or a staff reflective group within school and school clusters. Current schools that we work with in this way find that this improves outcomes for a focus child and also benefits many children in any given classroom.

As a service we also offer a package of transitional in-school support with a dedicated TAM's worker assigned through IYFAP for entry and exit to schools or Manor green College key stage 1-4 PRU.

School professionals can also be supported through our comprehensive professional development training programme (listed below).

Core offer for Education Welfare Officer Support:

We offer experienced named officer/s who will work flexibly with school and visit regularly to monitor attendance, advise and work with school and families to improve attendance.

This includes early intervention when patterns of poor attendance arise and multi-agency working to support the family and improve outcomes

Early intervention includes training for school staff on first day calling, late gate, presentations at new intake meetings, staff meetings and school assemblies

Preparation of cases that meet the threshold for legal action including:

- Support for children on child protection plans and children missing from education (CME).
- Issuing of child performance, chaperone and employment licenses.
- Advice and guidance when a parent wants to educate their child at home.
- Provision of advice and guidance on child protection issues.
- Issuing and full administration of Fixed Penalty Notices including holiday fines
- Regular support from a linked Attendance and Behaviour Support Officer (including absence cover when linked officer is unavailable due to ill health, etc.)
- Advice and guidance on promoting early intervention for pupils with poor attendance.
- Guidance on strategies for managing pupil absence.
- Detailed casework with pupils with low attendance that will reach the threshold for legal intervention, if required.
- Outreach work with pupils and families, including home visits and attendance at multi-agency meetings and case conferences for pupils causing serious concern.
- Meetings at school with staff and parents.
- Cross border liaison in relation to out-borough pupils.
- Pre- Ofsted 'health check'

To cover any kind of query related to attendance, behaviour, traveller support or exclusion we offer a dedicated Mon-Fri 9am-5pm duty telephone system for EVERY school in Havering, where a member of our team will be here to answer any questions and provide you with a quick and timely follow-up.

Dedicated Traveller Education Support

We have a wealth of experience of dealing with traveller families. With the dedicated support of our specialist Traveller Education Support Officer and our knowledge of the traveller community we aim to improve the attendance, educational outcomes and school engagement of all pupils from a traveller background. We maintain close and regular contact with parents. We visit families living on privately owned sites, Fairgrounds and Circuses as well as those in private and council accommodation, by building trust and confidence this has led an increase in school attendance, and a wider participation in the life and activities in Havering schools.

Our commitment:

- Support positive relationship building between Traveller families and schools
- Liaise with other agencies within the Borough to improve the quality of services available to traveller families
- Provide intensive support packages and initial integration support for pupils who demonstrate great need.
- Share information with other agencies, schools, out of borough authorities by developing systems and protocols where necessary, and develop and maintain effective joint working relationships.
- School presentations, parent meetings and trainings according to need

Training/CPD offer to all schools and Academies

The core training offer is flexible in terms of venue, full-day/half day and twilight options. **LA maintained schools** are entitled to **one whole day** and **one half day** training **inclusive** within the SLA. We offer a wide training menu to schools depending on the needs of the school in consultation and partnership with the Head teacher. We will deliver training packages that will improve the implementation of policy into practice and enhance the confidence of teaching staff. These packages are approved and recommended by the DfE, NICE and OFSTED. We can train whole school staff teams or smaller targeted groups of staff; teachers, NQT's, TAs and SMSAs.

Trainings available to you are:

- Positive Classroom Behaviour Management for teachers, including NQT's and support staff support via CPD programme to assist teaching staff in developing understanding of the motivations behind children's challenging behaviour. Key stage 1-4
- Positive Lunchtimes! – a specific half day training for SMSAs in-line with the new OFSTED framework Key stage 1-2
- Accredited 1 and 2 day Team Teach Training: de-escalation and positive handling Key stage 1-4 (with staff groups of more than 24 staff at any one time there may be a minimal extra cost for extra tutors for this course only in line with accreditation specifications)
- Restorative Approaches –a whole school approach to behaviour management. We are able to offer whole school or part school training across key stages 1-4.
- Problem solving and circle time. Programmes/workshops that promote better social skills and related to the PSHE curriculum using the 'Dina Dinosaur' programme, building capacity and developing a school culture. Key stage 1-2
- Engaging Traveller Families Workshop Key stage 1-4
- Teacher and staff reflective problem solving sessions Key stage 1-4
- Training for Governors and schools on the attendance legal framework Key stage 1-4

Our training packages are well researched and received, providing enormous value when compared to the price charged by private providers for similar training programmes. In the last academic year we have trained over 1000 Havering staff!

We aim to support schools to manage the most challenging pupils with the human resources that they currently have, hence ensuring good value for money and crucially increase staff confidence.

All schools under the current SLA are entitled to one full day and one half days training. For other schools wishing to access this service and benefit from the training offer, we have a very successful traded buy-back service. For further discussion please contact: Penelope Denny (Lead Professional for Attendance, Behaviour and Traveller Support) email: Penelope.denny@haverling.gov.uk or call 01708 433 828

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Ethnic Minority Achievement Service

Core provision.

1. Training and consultancy advice for schools:

- Provision of ethnic minority achievement health-check audits using RAISEonline data and directed questions, related to the latest Ofsted framework, to support schools in identifying and addressing achievement gaps and strengthening their provision
- Unlimited access to a range of central CPD and networking meetings with a focus on EAL, provision for minority ethnic learners and Social, Moral, Spiritual and Cultural development
- Strategic support for HTs and SLTs
- Operational support for Inclusions Managers, Class Teachers and TAs
- Prompt contingency support for schools, e.g. school visits to discuss admissions and induction arrangements for newly-arrived learners
- Support with the assessment and tracking of learners whose starting points are different from other learners
- Direct access to telephone and email support
- Tailor-made school-based CPD
- Free access to a comprehensive range of resources on Fronter MLE site and access to dual-language books and dictionaries
- Advice and training in the use of key publications, including those produced by the team and archived National Strategies materials
- Training in high-quality EAL interventions, including Talking Partners and Talking Maths (small fee applies for initial training but ongoing support is available at no additional charge)

2. Strategic work with LA-based services on behalf of all LA schools, and Academies buying back services, through liaison with:

- the Pupil Services team to facilitate the admission of vulnerable learners
- Childrens' Centres to develop provision available for schools such as ESOL classes and parenting courses
- other education teams (e.g. Learning Support) to facilitate transitions for vulnerable pupils
- the LMS team to adapt the SIMS system to incorporate EAL assessment

For all maintained schools in Havering, access to the services of the team is available at no additional charge and school requests are always met within agreed time schedules.

3. Rationale for maintaining a central team with EAL and EMA expertise in Havering

- The demographic of Havering is changing rapidly. In a period of just over 4 years, the percentage of learners in Havering schools from minority ethnic backgrounds has risen from 17% (Oct 08) to 27% (Jan 13) whilst the percentage of those with EAL has risen from 6% (Oct 08) to nearly 13% (Jan 13). One school's EAL population has risen from 27% to 51% over this period whilst other schools have seen their EAL population increase by 20 or more pupils over the past year.

- Children with EAL and from certain minority ethnic backgrounds are potentially vulnerable groups who may underachieve if their ongoing needs are not recognised or addressed. The current Ofsted framework places an increased focus on narrowing attainment gaps and highlights the need to provide effectively for learners whose starting points are different from other learners.
- Unlike many other Local Authorities, we have no dedicated EAL teacher-expertise in schools as the relatively small amount of devolved EAL funding has been used to fund TA support where schools fulfil certain criteria. It is recognised that there is growing expertise at both EAL Co-ordinator and TA level, but there is also an ongoing need for such work to be supported and developed through high quality CPD and mentoring. The central EMA team can help schools manage this operational support whilst also providing the strategic support that would otherwise be missing.
- The need for EAL support is unpredictable so we need to ensure a mechanism that can provide a prompt response to changing demand, without the requirement for individual maintained schools having to buy into a pre-determined service level agreement.
- The use of de-delegated budget will bring economies of scale to all schools and allow them to pool resources to maintain an established, quality service.
- The capacity to meet learners' needs is increasing in a number of our schools; however, there are still schools that have very little experience of meeting the needs of learners of EAL. The new co-ordinated admissions policy is impacting on such schools that are now starting to receive early-stage EAL learners for the first time. Without a central service, such schools would need to buy in support from external providers.
- Over 110 different first languages are spoken by pupils in Havering schools and we still have "isolated" speakers of particular languages. This makes it hard for schools to target resources accordingly but the EMA team have the knowledge and experience to signpost schools to organisations and publications to address the needs of such learners.
- The central team has a crucial role to play in managing school-to-school support networks and ensuring the sharing of best practice. Our established networks of EMA co-ordinators and EAL TAs could be at risk if these functions were not managed centrally.

4. **Rationale for de-delegation of EAL funding to maintain a small contingency fund**

The retention of a contingency fund would allow schools to apply for funding in the case where funds transferred through the EAL3 formula, based on previous census data, may be low but where learners arrive mid-phase and no additional funding would otherwise be available until the next budget period.

In addition, although the limitation of funding for 3 years from the point a child enters the compulsory school system is responsive to genuine need for early intervention, some children transfer from infant to junior schools with ongoing EAL needs. The EMA team recognise the need for some targeted EAL funding in junior schools where EAL numbers may previously have been low but where cohorts of pupils are transferring from infant schools with a low Average Point Score at end of KS1 assessment.

If schools were to agree to the retention of a small contingency fund, this would maintain an additional level of response to genuine need whilst allowing control over their own funds through a simpler and more transparent system.

APPENDIX G

Schools Funding Forum 18th September 2014

EDUCATION SERVICES GRANT 2015-16

The Education Services Grant (ESG) is allocated per pupil to LAs and academies according to the number of pupils on roll. The grant is intended to fund a range of LA statutory responsibilities which transfer to academies when they convert. Following a consultation by the DfE the grant will reduce in 2015-16. In 2014-15 LAs receive £113.17 per pupil (reduced from £116.46 per pupil in 2013-14) for the number of pupils attending maintained schools and £15 per pupil for all pupils regardless of whether they attend maintained schools or academies. Academies receive £140 per pupil which includes £27 transitional protection.

In 2015-16 the grant to LAs will reduce to £87 per pupil and academies will lose the transitional protection but will have their budgets protected overall.

The grant to LBH for 2014-15 is £3,219,159 but on the basis of current pupil numbers will reduce to £2,603,243, a reduction of £615,917 (19%). The final allocation for 2015-16 will be recalculated based on the increased pupil numbers attending LA maintained schools but will also take into account three primary schools that became academies during 2014-15. The net effect will be a further reduction in grant.

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Agenda Item 16

The next meetings have been arranged as below and further meetings are to be arranged for the spring and summer terms.

Key Actions	Deadline	Meeting Date
Deadline for submitting requests for: <ul style="list-style-type: none"> • MFG exclusions • Exceptional premises factors • Sparsity factor variations • Lump Sum variations for amalgamating schools • Pupil Number variations 	30 September 2014	18 September 2014
School census day	2 October 2014	
Schools Forum consultation/political approval for provisional 2015-16 funding formula	By mid-October 2014	16 October 2014
Deadline for submission of exceptional cases for amending the place led funding baseline	17 October 2014	16 October 2014
Deadline for LAs to submit provisional 2015-16 school budget proforma to EFA	31 October 2014	16 October 2014
Budget tool re-issued to LAs containing October 2014 census-based pupil data	Mid-December	
Publication of DSG Schools Block allocations for 2015-16 (prior to academy recoupment)	w/c 15 December 2014	
Deadline for submitting final window requests in exceptional circumstances only for: <ul style="list-style-type: none"> • MFG exclusions • Exceptional premises factors • Sparsity factors • Lump sum variations for amalgamating schools • Pupil number variations 	31 December 2014	11 December 2014
Schools Forum consultation/political approval for final 2015-16 funding formula	By mid-January 2015	
Deadline for LAs to submit final 2014-15 school budget proforma to EFA	20 January 2015	
Deadline for LAs to confirm budgets for their maintained schools	27 February 2015	
Funding issues 2015-16, Year end Issues 2014-15		
Section 251 statement 2015-16, LA comparative data		
Hold for urgent issues		
Commence funding cycle for 2016-17		

All meetings to be held at CEME at 8.30am.

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