

<b>SCHOOLS FUNDING FORUM AGENDA</b>
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<b>8.30 - 11.00 am</b>	<b>22 October 2015</b>	<b>CEME, Room 233</b>
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**Members: 26 Quorum: 10**

**MEMBERSHIP: Representative Groups**

<b>Head Teachers (13):</b>	Emma Allen, Special School Margy Bushell Kirsten Cooper, Nelmes Primary David Denchfield Malcolm Drakes, Broadford Primary School Julian Dutnall, Secondary Academy Bill Edgar, Gaynes School Nigel Emes Chris Hobson Simon London, Hall Mead School Keith Williams Tim Woodford, Upminster Junior Academy
<b>Governors (7):</b>	Wayne Chretien Sheila Clarke Bernard Gilley Daren Jackson John McKernan Derek Smith MBE, Secondary School
<b>Non-School Representatives (4):</b>	Katrina Karwacinski, Early Years/PVI Sector Maria Thompson, Post 16 - Non School Representative
<b>Trade Unions (3):</b>	John Giles, Unison Ian Hogg, Special School Academy (substitute member) Keith Passingham, National Association of Schoolmasters Union of Women Teachers (NASUWT) Gary Pocock, Special School Academy Ray Waxler, NUT - Trade Union Joanna Wilkinson, Early Years/PVI Sector

For information about the meeting please contact:  
David Allen [david.allen@havering.gov.uk](mailto:david.allen@havering.gov.uk) 01708 432436

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

**1. Apologies for absence and announcement of substitute members or observers**

**2. To agree the minutes of the meeting held on 24th September 2015 (Pages 1-8)**

The minutes are attached as an appendix marked "Item 2".

**3. Matters Arising**

**4. DSG Contribution to Support Vulnerable Children in Educational Settings (Pages 9-12)**

To re-consider proposals at the last meeting for use of the balance carried forward from the 2014-15 centrally held DSG to support vulnerable children. The appendix marked "Item 4" refers.

**5. School Partnership Fund (Pages 13-16)**

To consider the retention of a central budget to support schools through partnership arrangements with other schools. The appendix marked "Item 5" refers.

**6. Trade Union Facility Time (Pages 17-18)**

To consider a report from the Trade Union Facility Time Working Group. The attached appendix marked "Item 6" refers.

**7. De-delegation of budgets for central services (Pages 19-20)**

To consider the de-delegation of budgets for trade union facility time and general insurance. The attached appendix marked "Item 7" refers.

**8. Section 251 2015-16 Benchmarking**

To receive benchmarking data on LA planned expenditure for 2015-16 as recorded in the section 251 budget statement.

A summary of Havering's position along with detailed comparative data will be tabled at the meeting.

**9. School and Early Years Finance Regulations 2015 (Pages 21-34)**

To consider a response to a government consultation as attached.

**10. High Needs Funding 2016-17 (Pages 35-36)**

To consider the implications of the DFE's approach to the funding of High Needs places in 2016/17. The appendix marked "Item 10" refers.

**11. Next Meetings**

To note meeting dates arranged as follows:

Thursday 10th December 2015

Thursday 21st January 2016

Thursday 17th March 2016

Thursday 28th April 2016

Thursday 23rd June 2016

**12. Any Other Business**



## MINUTES OF A MEETING OF THE SCHOOLS FUNDING FORUM CEME, RAINHAM

24 September 2015 (8.30 – 11.15am)

### Present:

#### Head Teachers

Nigel Emes (Chair) (Primary)  
Emma Allen (Special)  
Margy Bushell (Primary)  
Kirsten Cooper (Primary)  
David Denchfield (Primary)  
Malcolm Drakes (Primary)  
Julian Dutnall (Secondary Academy)  
Bill Edgar (Secondary)  
Chris Hobson (Primary)  
Simon London (Secondary Academy)  
Gary Pocock (Special Academy)  
Keith Williams (Academy)

#### Governors

Sheila Clarke  
Daren Jackson  
Derek Smith MBE

#### Trade Union

John Giles (UNISON)

#### Representatives

Ray Waxler (NUT)  
Keith Passingham (NASUWT)

#### Officers in Attendance

David Allen (LBH)  
Graham Smith (LBH)  
Agatha Williams (LBH)

### 114. APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS OR OBSERVERS

Apologies were received from Bernard Gilley, Maria Thompson, Katrina Karwacinski and Mary Phillips.

### 115. ELECTION OF CHAIR AND VICE CHAIR

The Forum agreed unanimously to appoint Nigel Emes as Chair and Keith Williams as Vice Chair until the first meeting of the autumn term 2016.

**116. TO AGREE THE MINUTES OF THE MEETING HELD ON 18 JUNE 2015**

The minutes of the meeting of the Forum held on 18 June 2015 were agreed as a correct record and signed by the Chairman.

**117. MATTERS ARISING**

Item 108 – High Needs Funding 2015-16 refers

3<sup>rd</sup> line ... “top fund funding” should read “top up funding”.

Item 111 - Trade Union Facility Time refers

The Forum was asked to note the next Trade Union Facility Time Working Group meeting will take place on 13 October at 8:00/8:15am at Hall Mead School. Chris Hobson, Simon London and Keith Williams will be in attendance. Nigel Emes was unable to attend.

All other matters arising were agenda items.

Officers noted comments that there was inconsistency in the references to appendices and how they were labelled in the agenda papers. This made documents difficult to track in a large agenda.

**118. MEMBERSHIP**

The Chairman welcomed the following new members:

- (i) Derek Smith MBE (Sanders School) governor representative of maintained secondary schools;  
Emma Allen (Corbets Tey School) head teacher representative of maintained special schools;  
Gary Pocock (Hornbeam Academy Trust) academy representative of the special academy.

The appointment of Sheila Clarke and Daren Jackson as primary school governors was reported at the last meeting but as both had been unable to attend they were welcomed to their first meetings of the Funding Forum.

- (ii) The Forum was asked to note the vacancies for governor representatives of secondary academies and of the pupil referral service.

**119. SCHOOLS FORUM OPERATIONAL AND GOOD PRACTICE GUIDE**

David Allen took members through the Schools Forum Operational and Good Practice Guide issued by the DfE in March 2015, Appendices B, B.1, B.2 and B.3 referred. The Guide was in two main sections: Constitution and

Procedural Issues and Effective Schools Forums. It was noted that Havering was compliant with all of the requirements of the Schools Forum Regulations.

Members considered and completed the self-assessment toolkit. 20 of the 21 questions were agreed as compliant with only induction training to be improved. The following points were noted:

No 4 – there is a website link to the Schools Forum documents but not a “dedicated” website.

No 10 – there is a place on the Funding Forum for a Diocesan Board representative which should be logged as “non attendance” rather than a vacancy.

No 11 – induction training pack – there is no formal induction programme in place, however it was agreed that new members should receive some training/induction which would assist them with their four year term of office.

No 17 – communication with sectors represented - David Allen advised that he would be attending the termly informal meetings with Chairs of Governors to feedback on Forum meetings.

No 20 – system for decision if votes are tied – Forum agreed that the Chairman would have the deciding vote.

## **120. SECTION 251 OUTTURN 2014-15**

The Forum received and noted the section 251 outturn statement of Children’s Services expenditure for 2014-15, Appendix C referred. It was noted that the outturn figures were of limited value when budgets were not recorded. The DSG expenditure reconciled with the £1.68m balance carried forward as reported at previous meetings. The central expenditure on Social Care was £2m overspent.

The Chief Finance Officer will sign off the deployment of DSG. The CFO statement was attached for information at Appendix C.1 with explanatory notes at Appendix C.2 for members’ information. It was noted that Havering would not fall within the range of expenditure and balance carry forwards listed by the DfE for further investigation

## **121. ALLOCATION OF THE DSG BALANCE CARRIED FORWARD FROM 2014-15**

The Forum received and re-considered the proposals from the previous meeting regarding the use of the balance from the 2014-15 centrally held DSG funds.

(i) SEND Reforms - Appendix D referred. This was a proposal for £125k from the DSG underspend from the previous meeting at which members had asked for further information. A number of members raised concerns regarding the costs and timeframes for the appointment of the additional

staff requested. Current SENCO staff are capable but in some cases lacked the capacity to clear the number (or backlog) of in-house cases without additional support. Members agreed that when the additional staff were in place they should provide support to each school/academy on a regular and fair basis. The Forum approved the proposal subject to timeframes and equitable distribution of the additional resource being put into place.

(ii) Support for Vulnerable Children - Appendix E referred. This was a proposal for £70k (reduced from £100k) from the DSG underspend from the previous meeting at which members had asked for further information. The Forum was asked to note the allocation is for setting up costs, salaries and a licence fee for a professional portal for easier reference by schools to organisations that can support vulnerable children. Due to the number of questions raised, members requested that a fuller proposal should be brought to the next meeting to facilitate the decision making process.

Members stated that for future proposals a template should be produced setting out the business case and required outcomes. The proposal would then be presented to the Forum for discussion and questions before receiving approval/sign off.

(iii) Falling Rolls Fund - Appendix F referred. The following were agreed:

- the proposal to amend the calculation of 2015-16 funding;
- the £54k originally earmarked for this extension be added to the £465k uncommitted DSG to be carried forward to 2016-17;
- a further report to be received in the autumn term proposing the calculation of support to schools with falling rolls funding arrangements for 2016-17.

## **122. SCHOOL PARTNERSHIP FUND**

The Forum was asked to consider fixed rates for the provision and receipt of support through the existing school partnerships arrangements, the following costs were agreed.

Support provided/received	Cost per day
Release of teaching staff for coaching, lesson observation, moderation, sharing of good practice etc.	£250
Release time for head teacher, deputy or senior leader for leadership development activity at other school	£450
Release for SENCO support	£250
Whole staff meetings (twilight sessions)	Pro-rata daily fee
Release of support staff	£100



### 123. SCHOOLS REVENUE FUNDING 216-17

The DFE had issued a number of documents in July. These were noted as follows:

- (i) Ministerial statement
- (ii) School revenue funding 2016-2017 – operational guide. This was tabled by David Allen. The guidance was intended to help local authorities and schools forums to plan the implantation of the funding system for the 2016-17 financial year. It set out the formula factors permitted, the calculation of minimum funding guarantees, the permitted areas of central retention and de-delegation etc.
- (iii) School revenue funding 2016-2017 – criteria for allocating the growth fund, falling rolls fund and targeted high needs funding
- (iv) Schools block units of funding 2016 to 2017 – technical note
- (v) Efficiency guidelines

### 124. CENTRAL EXPENDITURE

The Forum was asked to note and agree the proposal for centrally retained services. The Forum approved all the following services:

<ul style="list-style-type: none"> <li>• Early years block provision</li> <li>• Funding to enable all schools to meet the infant class size requirement (included in the pupil growth fund below)</li> </ul>	<p>£506,424 £25,000</p>
<ul style="list-style-type: none"> <li>• Admissions</li> <li>• Servicing of schools forum</li> </ul>	<p>£499,734 £43,250</p>
<ul style="list-style-type: none"> <li>• Capital expenditure funded from revenue (i.e. no new projects can be charged to the central schools budget)</li> <li>• Contribution to combined budgets</li> <li>• Existing termination of employment costs</li> </ul>	<p>£87,490 £236,000 £0</p>
<ul style="list-style-type: none"> <li>• Funding for significant pre-16 pupil growth, including new schools set up to meet basic need, whether maintained or academy</li> <li>• Funding for good or outstanding schools with falling rolls where growth in pupil numbers is expected within three years</li> </ul>	<p>£2,700,000 £500,000</p>

Members were also advised of the increase in the costs of copyright licences from £168,160 to £185,000 as advised by the DFE. This was a DFE charge to the DSG for the central management of copyright licences.

The amount of the High Needs Block had not yet been determined by the DFE. In 2015-16 it was £19.1m before academy and other recoupment.

The proposal to continue to retain £236k for the School Partnership Fund and to support Schools Causing Concern was not approved. Further information was required on the relationship between this fund and support through Teaching Schools and MATs, how the use of this funding was monitored, why secondary schools were required to contribute and the threshold of carry forward above which schools would not receive financial support. This item should be included as an agenda item for further discussion at the next meeting.

## **125. DE-DELEGATION**

The Forum was asked to consider and endorse the proposals for de-delegated services in 2016-17 for LA schools. This was for representatives of maintained primary and secondary schools only as de-delegation was not permitted for special schools and academies. In each case the amount per pupil to be delegated was clearly stated.

The following were agreed for maintained primary schools only:

- £206,274 - Attendance and Behaviour Service - agreed unanimously. It was noted that clarification had been sought from Mary Pattinson on why the services could not be offered separately.
- £194,119 - EAL Service - agreed with 1 abstention.

It was noted that £263,717 remained delegated to schools in their budgets through the EAL factor of the funding formula

The following were agreed for maintained primary and secondary schools:

- £277,868 - Support for schools in financial difficulty – agreed unanimously.
- £321,631 - Maternity Insurance - agreed unanimously.
- £24,082 – Free School Meals Eligibility Checking Service - agreed unanimously.
- Trade Union Facility Time would be discussed at the meeting in October, once the next Facility Time Working Group meeting has taken place.
- School insurance – would be discussed at the next meeting.

It was noted that no budget was required for Licences/Subscriptions as these were now managed through a national agreement and funded from a top slice from the DSG.

## **126. SCHOOL FUNDING FACTORS**

The Forum was advised that there were no proposals to revise the current rates for the 2016-17 financial year in Appendix K. However, this was subject to DfE announcements on school funding arrangements and demands which may require a transfer of funding to the High Needs Block from the Schools Block. In 2015-16 the Minimum Funding Guarantee

(MFG) was 1.5% and a gains cap was applied to limit increases to 0.91%. The 1.5% MFG is retained for 2016-17 and the gains cap will depend on affordability.

Members were asked to volunteer for a Working Group to consider the pressures in the High Needs Block and report their findings back to the Forum. The following members volunteered: Emma Allen, Margy Bushell, Sheila Clark and Gary Pocock. David Allen will contact other members as two further representatives from secondary schools/academies would be required to complete the Working Group.

## **127. EXCEPTIONS**

The Forum was advised of the process for requesting exceptions to the MFG and any premises related exceptions using the DfE pro-forma (Appendix L). It was agreed not to recommend any exceptions as already turned down in previous years had been requests to adjust schools funding that continued to benefit from Excellence Cluster and Behaviour Improvement Grant.

The Forum was asked to note that Drapers Maylands Primary Academy opened on 1 September 2015 and Dycorts School became a sponsored academy on 1 September 2015. The LA had four months in which to close the school's accounts and transfer any surplus to the Trusts.

## **128. FUTURE MEETINGS**

Meeting to be held at CEME at 8.30am on:

22 October 2015  
10 December 2015  
21 January 2016  
17 March 2016  
28 April 2016  
23 June 2016

## **129. ANY OTHER BUSINESS**

There was no other business.

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**Chairman**

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**Schools Funding Forum 22<sup>nd</sup> October 2015**

**ITEM 4**

**Subject Heading:**

**DSG Contribution to Support  
Vulnerable Children in Educational  
Settings**

**Report Author:**

**Thelma Bartlett - Consultant**

**Eligibility to vote:**

**All members**

**SUMMARY**

This report recommends that the Havering Schools Funding Forum supports the funding of initiatives that will improve the availability to all schools of support for vulnerable children.

**RECOMMENDATIONS**

That the Schools Funding Forum approves the allocation of £70,000 towards the cost of initiatives in support of Early Help for vulnerable children funded from the balance carried forward from the 2014-15 DSG.

**REPORT DETAIL**

**1. Introduction**

At the meeting of the Schools Funding Forum held on 24 September 2015 a request was made by the Local Authority for allocation of £70,000 funding from the 2014/15 DSG underspend to support Early Help/Vulnerable Children projects. The Forum requested additional information before making a decision.

**2. Proposals for supporting vulnerable children**

Professionals' Portal/Gateway

Currently there are some online local authority information systems for families and carers in the format of a directory of services and activities and further information about the local offer for children with special educational needs.

The proposal is to now create an information portal for professionals working with vulnerable families in schools and other educational provision so they are able to access easily early intervention services and commission verified organisations to support vulnerable children and young people. The “Professionals’ Portal/Gateway” will be hosted within Learning and Achievement and it is proposed that the administration of this additional resource for schools will be supported by information from the cluster navigator who will have local information about the current project in one of the clusters ( RJ Mitchell Primary is the cluster lead school). It is not proposed to limit the parameters of the sourced information, rather to look at borough, pan-London and wider organisations that can support educational settings.

The creation of this new professionals’ portal will provide more coherent knowledge of support services in one designated area rather than the current arrangements of an information search in a plethora of locations. The feedback from schools indicates that the current arrangements are laborious, confusing and time inefficient. In addition, it is anticipated that there will be considerable cost benefits to educational settings and the possibility of increased collaboration between establishments around the purchase of services.

As part of project management these benefits will be monitored, including feedback from users, with a further report to the Forum in the summer term, 2016

The cost of this proposal is analysed as follows:

Development Officer – Professionals Gateway	£ 38k
System implementation	£ 8K
<b>Total</b>	<b>£46k</b>

The role of the Development Officer will include:

- Lead on the implementation of a comprehensive on-line professionals’ gateway of early intervention services; identify, audit and build on existing sources of information to develop the on-line resource.
- Take responsibility for the design, creation and managing of provider content pages and profiles and managing user accounts
- Lead on the consultation with both users and providers to ensure the effectiveness of the resource for multi- agency working.
- Lead on the implementation of systems to monitor user interaction in order to ensure that the gateway can be used as an effective preventative tool.
- Lead on the development of the early intervention offer through the creation of multi-agency teams in geographical locations across the Borough to ensure that children and families are supported at the earliest opportunity by sharing information and acting in collaboration.

The recruitment of this officer will be by way of a competitive process, with preference given to existing staff that are at risk of redundancy. Assuming that a suitable candidate can be found from with “at risk” staff, it is anticipated that an appointment can be made during November 2015. If there is no such suitable candidate this appointment may be delayed.

The Development Officer – Professionals Gateway will liaise with schools and other settings to ensure that proposals meet their needs and will then procure the system and software in accordance with the Local Authority’s Finance Framework. It is anticipated that the system will be procured and installed by April 2016.

The services which are advertised on the portal/gateway will be vetted so that robust systems are in place to ensure a simpler mechanism of sourcing timely and appropriate early intervention support.

### Management of Learning and Achievement Projects

The overall management and co-ordination of the two Learning and Achievement projects (one year only) in support of vulnerable children is costed at £22,000. The two projects which are currently within the local authority’s demand management strategy relate to the 2 year old + offer which is supporting vulnerable children and their families who do not meet the statutory guidelines for a funded place and who will benefit from this intervention in order to prevent further costs to statutory services later on in their educational journey.

The second project relates to the cluster navigator post. This post holder began work at the start of the autumn term for one year only with a cluster of primary schools, two secondary schools and there is a proposal to include the early years’ settings in the area. The purpose of this project is to signpost educational settings to a range of statutory, community, voluntary and faith organisation who can offer additional capacity to schools and create resilience within the settings to meet the current challenge of the changing demography of the local authority.

This management is being carried out by a consultant, who works in Havering one day per week at a cost of £500 per day and provides additional support for the project workers during the week. This dedicated resource has been appointed to ensure the projects are completed to timescale and to monitor their progress and outcomes alongside support for the implementation of the educational professionals’ portal/gateway

### Support to the pastoral deputies meetings

In the Spring Term 2015 a forum for the pastoral deputies in the secondary sector was initiated; although it is largely managed by the schools, there is a small amount of strategic and administrative support from the Education Inclusions team.

Cost £2,000

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**Schools Funding Forum 22<sup>nd</sup> October 2015**

**ITEM 5**

**Subject Heading:**

**DSG Central Expenditure 2016-17 -  
School Partnership Fund**

**Report Author:**

**Susan Sutton – Quality and  
Effectiveness Manager and David Allen  
– Strategic Finance Manager**

**Eligibility to vote:**

**All members**

**SUMMARY**

With the approval of their Schools Forums, LAs may hold budgets centrally from their DSG within a limited range of categories. This report recommends that the Havering Schools Funding Forum continues to support the retention of a central budget in financial year 2016-17 to support schools causing concern and the cost of establishing school partnerships to address areas of weakness in some schools.

**RECOMMENDATIONS**

That the Schools Funding Forum approves a budget of £200,000 to be held centrally in financial year 2016-17, funded from the DSG that will enable:

- (i) the LA to broker support for schools in areas that require strengthening for the schools to achieve a better Ofsted Judgement
- (ii) the LA to provide support to schools causing concern that cannot be funded from elsewhere

**REPORT DETAIL**

1. In setting budgets for each financial year that are funded by the DSG, the LA is permitted through national school funding regulations to seek the approval of their Schools Forums to hold funding centrally within a limited range of categories such as pupil growth, schools with falling rolls, school admissions administration etc. Since the introduction of the Schools Funding Reforms in 2013-14 the LA has, with the approval of the Schools Funding Forum, held centrally a budget of £236k to support school partnerships and those schools that have become a cause of concern. This budget provision was also retained centrally prior to 2013-14 and was

previously funded from Standards Fund grant which has since been merged into the DSG. The proposal for 2016-17 is to retain a smaller budget of £200k.

2. This budget enables the LA to broker support to schools where there are identified weaknesses that require strengthening for the schools to improve their OFSTED judgement at their next inspection. The emphasis is on schools supporting schools rather than direct support provided from the School Improvement Service (HSIS).
3. The schools partnership budget has in the last two financial years funded at least 21 partnerships that have been brokered by the LA. Both the supporting and the supported schools receive funding from this budget and for financial year 2015-16 the Schools Forum agreed daily rates of £250 and £450 for teacher and head teacher release respectively. Schools with significant balances carried forward are expected as a matter of priority to direct their resources towards addressing identified areas of weakness so do not receive additional funding from this budget.
4. Currently there is a process for Teaching Schools to bid for funding to support school partnerships through the National College for School Leadership and both the Secondary Teaching School and (at the time) the Primary Teaching School have been successful in bidding for funds to support other Havering Schools. Unfortunately the primary school has not retained its Teaching School status so that source of funding is not currently available. Any additional funding received from the NCSL reduces the demand on the Schools Partnership Fund, However the regional coordinator for teaching schools indicated that this funding is likely to be cut or severely curtailed and that currently no further bidding rounds are planned.
5. In establishing the partnership arrangements there are clear objectives agreed between the schools which are monitored and evaluated as part of the regular performance review meetings held at the schools with their strategic leads from HSIS.
6. The schools that have been supported in financial years 2013-14 and 2014-15 (as previously reported to the Schools Funding Forum) are as follows:

Benhurst Primary	Newtons Primary
Brady Primary	Ravensbourne
Clockhouse Primary	Rise Park Junior
Brookside Junior	Parklands Junior
Dycorts	Squirrels Heath Junior
Elm Park Primary	Suttons Primary
Harold Court Primary	The James Oglethorpe Primary
Harold Wood Primary	Towers Infant
Hylands Primary	Towers Junior
La Sallette Primary	Wykeham Primary
Langtons Junior	Manor Green College

The partnership funding also provided in 2014-15 academic year six good to outstanding partnerships, through small scale bursaries.

In 2014-15 the LA funded in full for year 1 and at 50% for year 2, from HSIS traded earnings, the Aspire programme for eight schools. Due to pressure on LA budgets this will not be possible to fund the other 50% for year two, nor to fund year 3. The cost of this would be £7.5k per school for year two and £15k per school for year three. This might be considered as one use of funding from the partnership fund.

School partnerships funded in the current year are Mead/Broadford, Manor Green College/Olive Academy Trust, Wykeham/RJ Mitchell. The LA is currently seeking to arrange support partnerships for Dame Tipping, Newtons and potentially two or three other schools dependent on the outcome of QA reports. This could include secondary schools, which may well need to be funded at a higher level than primary schools.

7. Should the Schools Funding Forum decide against the central retention of this budget then the LA can continue to set up school partnerships but no funding will be available to allocate to either school for teacher release and there will be no funding to support schools causing concern. There is also an option which might be considered, to continue funding but at a lower rate.

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## Schools Funding Forum 22<sup>nd</sup> October 2015

## ITEM 6

**Subject Heading:**

**Trade Union Facility Time**

**Report Author:**

**David Allen – Strategic Finance  
Manager**

**Eligibility to vote:**

**All members**

### SUMMARY

In Havering, the costs of trade union facility time are met through the de-delegation of budget from maintained primary and secondary schools and invoiced charges to academies, special schools and the pupil referral service. For 2015-16 the charges are £4 per pupil and a working group of the School Funding Forum has met to review the current arrangements.

### RECOMMENDATIONS

That the Schools Funding Forum considers whether to review the charges to schools for 2016-17 as follows:

Note: The following charges and FTE are based on all schools participating

- (i) reduce to £3.50 per pupil and therefore the total FTE that is funded from 2.39 for teaching unions to 2.07 and from 0.63 for support staff unions to 0.54
- (ii) reduce to £3.00 per pupil and therefore the total FTE that is funded from 2.39 for teaching unions to 1.76 and from 0.63 for support staff unions to 0.47
- (iii) maintain the charges at £4 per pupil

### REPORT DETAIL

1. In January 2014 the DFE issued advice to employers on the entitlement of school trade union representatives to reasonable paid time off to undertake trade union activities. A Trade Union Facility Time Working Group was set up to report to the Schools Funding Forum. Following the recommendation of the Working Group, the cost to schools and academies of buying into

pooled arrangements was reduced from £5.70 to £4 and the total FTE of facility time was reduced.

- The Trade Union Facility Time Working Group met again on 13<sup>th</sup> October 2015 to review the current arrangements. It was recognised that there were good working relationships between schools and trade unions in Havering and that the workloads of the branch secretaries was high. This was unlikely to reduce given pressures on school budgets and the support required arising from increasing levels of sickness, differing policies from academies (as separate employers) and schools not adopting LA model policies.

A survey of decisions made by Schools Forums in other LAs showed that in general, costs per pupil and the budgets held for facility time were being reduced further.

A survey of 12 Havering secondary schools showed that approximately 45 hours of direct support was provided over a year. It was recognised, however, that this did not include the support provided by trade unions on collective bargaining and responding to the concerns of individual trade union members which prevented escalation.

The Working Group felt that there was a lack of accountability of the time spent by trade union representatives as no records of their activity and support was available. It was agreed that a simple recording of time across some broad categories would be introduced, respecting the need for confidentiality.

It was noted that some schools had either refused to participate in the pooled arrangements or failed to pay invoices. This would be taken up by head teachers on the Working Group and by the LA.

- Although it was recognised that relationships were good and there was a need to retain an arrangement whereby issues arising in schools could be dealt with within reasonable timescales, the Working Group asked for reductions in FTE to be modelled based on a reduction to £3.50 and £3 per pupil. These are shown in the table below.

Union	£4 FTE	£3.50 FTE	Change £3.50	£3.00 FTE	Change £3
NASUWT	0.63	0.55	-0.08	0.47	-0.16
NUT	1.13	0.97	-0.16	0.83	-0.30
ATL	0.36	0.31	-0.05	0.26	-0.10
VOICE	0.13	0.11	-0.02	0.1	-0.03
NAHT	0.09	0.08	-0.01	0.06	-0.03
ASCL	0.05	0.05	-0.00	0.04	-0.01
<b>Total</b>	<b>2.39</b>	<b>2.07</b>	<b>-0.32</b>	<b>1.76</b>	<b>-0.63</b>
GMB	0.13	0.11	-0.02	0.1	-0.03
Unison	0.50	0.43	-0.07	0.37	-0.13
<b>TOTAL</b>	<b>3.02</b>	<b>2.61</b>	<b>-0.41</b>	<b>2.23</b>	<b>-0.79</b>

## Schools Funding Forum 22<sup>nd</sup> October 2015

## ITEM 7

**Subject Heading:**

**De-delegation of budget for 2016-17 –  
Trade union Facility Time and  
Insurance**

**Report Author:**

**David Allen – Strategic Finance  
Manager**

**Eligibility to vote:**

**Representatives of maintained primary  
and secondary schools**

### SUMMARY

At the last meeting of the Schools Funding Forum held on 24<sup>th</sup> September decisions were made on the de-delegation of budgets for a number of services as permitted by the School and Early Years Finance Regulations. Decisions on the de-delegation of trade union facility time and insurance were deferred until the October meeting.

### RECOMMENDATIONS

That representatives of maintained primary and secondary schools agree to the de-delegation of budgets for the following services in 2016-17 financial year:

- (i) trade union facility time
- (ii) general insurance

### REPORT DETAIL

1. De-delegation of budgets on a range of services is permitted by the School and Early Years Finance Regulations and decisions were made at the Schools Funding Forum meeting on 24<sup>th</sup> September as follows:

Services	Primary schools	Secondary schools
Support for schools in financial difficulty	Yes	Yes
Attendance & Behaviour Service	Yes	No
EAL Service	Yes	No

Free school meals eligibility	Yes	Yes
Insurance	Yes	Yes
Maternity cover T.U. facility time	Yes	Yes

Decisions were deferred on de-delegation of budgets for Trade Union Facility Time pending the advice of the Trade Union Facility Time Working Group and on insurance pending advice on contract costs from the LA's corporate accountants.

2. Trade Union Facility Time

In previous years the decision has been to de-delegate and the decision now needs to be made for 2016-17. The Trade Union Facility Time Working Group met on 13<sup>th</sup> October 2015 and a report and recommendations are made to the Schools Funding Forum in the item preceding this one. The amounts to be charged per pupil will apply to the delegation of the budget for maintained primary and secondary schools. A joint letter from trade unions is attached for consideration.

3. Insurance

In previous years the decision has been to de-delegate funding to retain insurance arrangements centrally and the decision now needs to be made for 2016-17.

The charges for insurance cover:

Buildings and Contents  
Employer and Public Liability

The total cost for these for maintained primary and secondary schools in 2016-17 is £687,765 compared to £647,556 last year. This includes an increase in insurance tax imposed by central government which affects all insurance premiums.

Special schools and the pupil referral service will be invoiced direct for their share of this as for them, de-delegation is not permitted.

The proposed charges for maintained primary and secondary schools are as follows:

	2015-16	2016-17
Primary	£30.01	£31.50
Secondary	£18.17	£20.00





Department  
for Education

# **School and Early Years Finance (England) Regulations 2015**

**Government consultation**

**Launch date 11 September 2015**

**Respond by 13 November 2015**

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## Introduction

The Department for Education is seeking views on the School and Early Years Finance (England) Regulations 2015. The regulations put in place the new, amended arrangements for local authorities to set school budgets for the financial year 2016 to 2017.

## Who this is for

- Chief finance officers and finance officers at local authorities;
- Chairs and clerks of schools forums; and
- Other interested parties.

## Issue date

The consultation was issued on 11 September 2015.

## Enquiries

If your enquiry is related to the policy content of the consultation you can contact the team on:

- [2015SchoolFinanceRegulations.Consultation@education.gsi.gov.uk](mailto:2015SchoolFinanceRegulations.Consultation@education.gsi.gov.uk)

If your enquiry is related to the DfE e-consultation website or the consultation process in general, you can contact the DfE Ministerial and Public Communications Division by email: [consultation.unit@education.gsi.gov.uk](mailto:consultation.unit@education.gsi.gov.uk) or by telephone: 0370 000 2288 or via the [DfE Contact us page](#).

## Additional copies

Additional copies are available electronically and can be downloaded from [GOV.UK DfE consultations](#).

## The response

The results of the consultation and the Department's response will be [published on GOV.UK](#) in Winter 2015.

## About this consultation

The Department is proposing to make the Schools and Early Years Finance (England) Regulations 2015. The Schools and Early Years Finance (England) Regulations 2014 relate only to the 2015-2016 financial year. The schools block unit of funding for 2016 to 2017 have previously been published online at [Schools funding arrangements 2016 to 2017](#) and [Schools funding 2016 to 2017: operational guide](#) on 16 July 2015. The proposed regulations will come into force in January 2016 and are to be applied for the financial year 2016 to 2017.

The Regulations largely provide for the same arrangements as last year. Some of the changes update references to key dates, to make them relevant to the financial year 2016-17.

Other changes introduced by the regulations are more substantial, but are mostly technical changes or changes to simplify the process. This consultation document makes 6 such proposed changes to the:

- Ability of local authorities to carry forward any unspent falling rolls fund or new schools fund;
- Ability of local authorities to use place-based funding for 2 year olds;
- Definition of amalgamated schools;
- Budgets of closed and amalgamated schools;
- Expenditure a local authority can incur from their non-schools education budget; and
- Authorised expenditure in respect of Children and Young People with High Needs.

We would like to hear your views on our proposals.

## Respond online

To help us analyse the responses please use the online system wherever possible. Visit [www.education.gov.uk/consultations](http://www.education.gov.uk/consultations) to submit your response.

## Other ways to respond

If for exceptional reasons, you are unable to use the online system, for example because you use specialist accessibility software that is not compatible with the system, you may download a word document version of the form and email it or post it.

### By email

- [2015SchoolFinanceRegulations.Consultation@education.gsi.gov.uk](mailto:2015SchoolFinanceRegulations.Consultation@education.gsi.gov.uk)

**By post**

Amy Sullivan  
Department for Education  
Great Smith Street  
London  
SW1P 3BT

**Deadline**

The consultation closes on 13 November 2015.

## Updating changes

The follow changes are minor updates to the regulations.

### **1) Regulation 3: Amendments to the School Forums (England) Regulations**

Regulation 8 of the School Forums (England) Regulations refers to the School and Early Years Finance Regulations 2013. Regulation 8 has been updated so that it refers to the 2015 School and Early Years Finance Regulations.

The Department is considering the ways in which the interaction between the School and Early Years Finance Regulations and the School Forums Regulations might be improved, without changing the underlying policy as reflected in the regulations.

### **2) Regulation 14: Transitional arrangements**

The transitional provision in the School and Early Years Finance (England) Regulations 2014 for separate levels of funding for Alternative Provision no longer applies. Since September 2015 the value of all such places has been £10,000.

## **Regulation 8: Determination of the individual schools budget for the funding period and limit on increase in central expenditure**

### **Background**

Regulation 8 (7) makes amendments to how local authorities calculate individual schools budgets, and the funding they can retain centrally.

### **Proposal and rationale**

Any expenditure deducted by the local authority to support outstanding or good schools with falling pupil numbers where their capacity will be needed within three years, which is unspent can be carried forward to use on these funds.

Any expenditure incurred before the opening of new schools to fund the appointment of staff and to enable the purchase of any goods and services, which is unspent can be carried forward to use for this purpose.

The purpose of this change is to allow local authorities to carry forward any unspent falling rolls fund or new schools fund for the same purpose in the following year, in line with their ability to carry forward any unspent funding for growing pupil numbers and extra infant classes.

## **Regulation 16: Early Years provision**

### **Background**

Currently, local authorities can fund early years providers on a place-based (as opposed to participation-based) approach in certain circumstances. This allows local authorities to give early years providers a guaranteed level of funding when needed. For 3 and 4 year olds, this is limited to SEN children and children in need.

When the 2 year old entitlement was introduced, the option of using place-based funding was extended to all eligible 2 year olds on a temporary basis to help local authorities grow the offer and allow them to offer providers a guaranteed income even if the places were not filled.

### **Proposal and rationale**

Local authorities will no longer be able to fund all 2 year olds eligible for the early years entitlement using place-based funding. This is to be limited to SEN children and children in need.

The flexibility to allow place-based funding for all eligible 2 years olds was a temporary measure whilst local authorities developed their offer. The two year old programme is now embedded and from 2015-16, the Department has used participation-based funding. The circumstances for participation-based funding for 2 year olds are to be brought in line with those for 3 and 4 year olds. Regulation 16 (8) provides for this change.



# Regulation 21: New schools, merged schools and closing schools

## Background

Regulation 21 of the School and Early Years Finance (England) Regulations 2014 required local authorities to calculate the budget share of a new, amalgamated school by adding together the budget share of the discontinued schools which it replaced. In the following financial year, the amalgamated school was then entitled to 85% of the total lump sums the predecessor schools would have received. In the regulation, amalgamations of schools were defined only to include cases where two or more schools have closed and a new successor school has opened.

## Proposal and rationale

A frequent way of amalgamating is where one school closes and the other extends its age range. Currently, local authorities have to submit a written request to treat these as amalgamated schools. Additionally, this type of amalgamation is specifically referred to in the department's statutory guidance on school organisation.

The definition of amalgamated schools has therefore been expanded, so that the requirements outlined above also apply where a school has had their upper or lower age range changed as a direct consequence of another school's closure. This is provided for by regulation 21(7) and 21(8).

The purpose of this change is to bring the regulations into line with current practice and departmental guidance (which envisages amalgamations of this sort), and specifically to avoid the need for local authorities to submit requests to disapply the regulations in these cases.

Regulation 21 (9) enables a local authority to transfer any budget surplus of a closing school directly to the replacement school, in whole or in part, without having to channel it through the de-delegated contingency. We also propose to amend paragraph 4.8 of the Department's statutory guidance "Scheme for financing schools", which currently encourages local authorities to have a scheme which expressly prohibits the transfer of a surplus to another school.

# **Schedule 1: Additional education and training for children, young persons and adults**

## **Background**

Section 15B of the Education Act 1996 outlines the functions of a local authority in respect of education for persons over 19. A local education authority may secure the provision of education, training, of organised leisure time occupation and other provision.

## **Proposal and rationale**

Schedule 1 of the Regulations outlines the expenditure a local authority can incur from their non-schools education budget.

In order to bring the Regulations in line with policy intention, paragraph 18 has been amended so that local authorities' functions outlined under section 15B of the Education Act 1996 are included under Schedule 1.

## **Schedule 2 Part 4: Children and Young People with High Needs**

### **Background**

The matters listed in Schedule 2 to the Regulations are part of the schools budget, on which local authority expenditure is authorised. Paragraph 17 of Schedule 2 specifies expenditure in respect of pupils at special schools and special academies, or in reserved places at primary or secondary schools, where the expenditure cannot be met from the place funding described in Regulation 14. Paragraph 21 of Schedule 2 makes similar provision in relation to Pupil Referral Units.

### **Proposal and rationale**

Paragraph 17 of Schedule 2 has been updated to allow local authorities to authorise expenditure in respect of pupils at special academies, where it is unreasonable for the expenditure to be met from the general annual grant paid to an academy.

This change is to bring the regulations in line with current practice. Special academies do not receive place funding from the local authority under Regulation 14, but instead receive equivalent funding direct from the Education Funding Agency.

Paragraph 21 of Schedule 2 has also been updated so that it makes explicit reference to alternative provision academies. Local authorities are able to authorise expenditure in respect of pupils at alternative provision academies, where it would be unreasonable for such expenditure to be met from the general annual grant paid to an alternative provision academy. Similarly to the above, alternative provision academies do not receive place funding from the local authority under Regulation 14, but receive equivalent funding from the Education Funding Agency.



Department  
for Education

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**Subject Heading:**

**Schools and Early Years Finance Regulations – DFE consultation**

**Report Author:**

**David Allen – Strategic Finance Manager**

**Eligibility to vote:**

**All members**

### SUMMARY

On 11<sup>th</sup> September the DFE issued a consultation on changes to the Schools and Early Years Finance Regulations 2015 for response by 13<sup>th</sup> November.

### RECOMMENDATIONS

That the Schools Funding Forum considers an appropriate response to the proposed changes.

### REPORT DETAIL

The proposed changes are set out in the DFE consultation paper attached to this report.

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**Schools Funding Forum 22<sup>nd</sup> October 2015****ITEM 10****Subject Heading:****High Needs Funding 2016-17****Report Author:****David Allen – Strategic Finance  
Manager****Eligibility to vote:****All members****SUMMARY**

The DFE has published a number of documents about High Needs funding arrangements for 2016-17 that limit the opportunities for LAs to apply for growth in the number of places to be funded.

**RECOMMENDATIONS**

That the Schools Funding Forum notes the DFE High Needs funding arrangements for 2016-17.

**REPORT DETAIL**

1. The results of the Government Spending Review will not be known until later in the year so the DFE is not in a position to commit to funding growth in high needs places. LAs have therefore been advised to assume: that there will be no additional high needs funding in 2016-2017; that the 2016-17 high needs block will be based on 2015-16 academic year place numbers and that there will be no change to the remainder of the high needs block.
2. A number of documents were issued by the DFE on 24 September including operational guidance for both high needs and alternative provision, technical notes and arrangements for allocating place funding to non-maintained special schools and special post 16 institutions. Two options have been proposed on the most appropriate method of calculating place funding for non-maintained special schools and special post 16 institutions and the LA

has responded opting for the method that is most advantageous to its own high needs block.

3. Changes to place numbers must be managed within existing budgets. LAs have flexibility to increase place numbers and to make changes to individual schools, academies and colleges but no additional funding will be allocated by the DfE.
4. This process will be managed by the LA. All documents can be found on the GOV.UK website at <https://www.gov.uk/government/publications/high-needs-funding-arrangements-2016-to-2017>