



<b>SCHOOLS FUNDING FORUM AGENDA</b>
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<b>8.00 - 10.00 am</b>	<b>19 October 2023</b>	<b>CEME Room 233</b>
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**Members: 27 Quorum: 11**

**MEMBERSHIP:**

**Representative Groups**

**Head Teachers (12):** Emma Allen, Special  
Margy Bushell, Primary  
Kirsten Cooper, Primary  
Georgina Delmonte, Primary Maintained  
David Denchfield, Primary  
Ray Lawrence, AP Academy  
Gary Pocock, Academy  
Jan Taylor, Primary Headteachers  
Keith Williams, Academy

**Governors (7):**

**Non-School  
Representatives (4):**

**Trade Unions (3):** Mary Bickmore  
Steve Bowers  
Denise Broom  
John Delaney, Trade Union  
Hayley Durrant  
Neil Frost  
Peter Liddle, UNISON  
John McGill, NASUWT  
Kate Ridley-Moy, Primary Academy Governor  
Representative  
David Turrell  
David Unwin-Bailey  
Dave Waters, Primary Maintained School Governor  
Representative

For information about the meeting please contact:  
Nick Carter [nick.carter@havering.gov.uk](mailto:nick.carter@havering.gov.uk) 01708 433884

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

## **AGENDA ITEMS**

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

Hayley Durrant has sent her apologies.

### **2. TO AGREE THE NOTES OF THE MEETING HELD ON 21st SEPTEMBER 2023 (Pages 1 - 9)**

To agree the notes of the meeting held on 21<sup>st</sup> September 2023 as a correct and accurate record.

### **3. MATTERS ARISING**

### **4. SCHOOLS FUNDING 2024-2025 - REVISION BY THE DEPARTMENT FOR EDUCATION (Pages 10 - 14)**

### **5. SCHOOLS FUNDING FORMULA OPTIONS FOR 2024-2025 (Pages 15 - 20)**

### **6. NOTIONAL SEN FUNDING 2024-2024 (Pages 21 - 23)**

### **7. HIGH NEEDS BUDGET FORECAST 2023-2024 (Pages 24 - 28)**

### **8. DE-DELEGATION OF FUNDING FOR CENTRAL SERVICES 2024-2025 (Pages 29 - 32)**

### **9. NEXT MEETINGS**

Future meetings have been arranged as follows:

30 November 2023

11 January 2024

8 February 2024

13 June 2024

All meetings to be held at CEME at 8am – Room 233 or 235

### **10. ANY OTHER BUSINESS**



**MINUTES OF A MEETING OF THE  
HAVERING SCHOOLS FUNDING  
FORUM**

**Thursday 21<sup>st</sup> September 2023 (8.00 –  
9.45am)**

**Present:**

**Representative Groups**

**LA Maintained School Representatives:**

**Primary:** Kirsten Cooper (Chair)  
Georgina Delmonte  
Hayley Durrant  
Hayley McClenaghan  
Chris Speller

**Special:** Emma Allen

**Academy Representatives:**

**Primary:** Chris Hobson

**Secondary:** Denise Broom  
Neil Frost

**Non-School Representatives:**

**Early Years PVI Sector:** Emma Reynolds

**Trade Unions:** John Delaney (Teaching staff union representative)  
Peter Liddle (Support staff union representative)

**Non Members in attendance:**

Angela Adams	Clerk, HGS
Nick Carter	Strategic Finance Manager
Trevor Cook	Assistant Director of Education
Kathy Freeman	Strategic Director of Resources
Caroline May	Assistant Director of Finance, People, and places
Hany Moussa	Principal Education Finance Officer

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

Forum members noted that Hayley Durrant, Head Teacher at The James Oglethorpe Primary School, had joined the Havering Funding Forum as the representative of Cluster B, replacing Garth Tucker. It was also noted that Tony Machin, Head of Olive Academy had joined the Forum replacing Gary Haines. Kathy Freeman and Caroline May, recently appointed Directors from Havering were also observing the meeting.

## **2. ELECTION OF CHAIR AND VICE CHAIR**

Kirsten Cooper advised Forum members that she would be happy to stand as Chair again. There were no other nominations put forward.

Hayley McClenaghan proposed, and Chris Hobson seconded, and all forum members agreed to elect K Cooper as Chair of the Forum until the first meeting of the autumn term 2024.

The reappointment of David Turrell as Vice Chair was discussed. There were no other nominations put forward.

Kirsten Cooper proposed, and Emma Allen seconded, and all Forum members agreed to elect D Turrell as Vice Chair of the Forum until the first meeting of the autumn term 2024.

## **3. TO AGREE THE NOTES OF THE MEETING HELD ON 15<sup>th</sup> JUNE 2023**

3.1. The minutes of the meeting held on 15<sup>th</sup> June 2023 were agreed as a correct and accurate record.

3.2. The following matters arising were noted:

3.2.1. S251 Budget submission line 1.2.5 : Forum members noted that Special Education Needs (SEN) support services included Early Years (EYFS). The expenditure shown related to the Inclusion Fund With regard to the Capital expenditure Forum members noted that S251 return required a split of the budget between phases. Known items were included under the relevant phase and the remainder split on a notional bases.

3.2.2. School Partnership and Schools Causing Concern fund 2022 – 23(exempt item) (minute 12 refers): Forum members noted that the Chair had fed back to Trevor Cook about this item.

## **4. EARLY YEARS FUNDING**

Forum members were asked to note the report on the following:

Forum members noted that the funding for the Early Years Block (EY) of the Dedicated Schools Grant for 2022–23 was initially calculated using January 2022 census data and this was then reviewed after the January 2023 census data was available. There was a reduction in hours for EY between January 2022 and January 2023, so this resulted in a reduction in funding of £195k overall. The DfE did not notify LAs of the adjustments until 31<sup>st</sup> July 2023. This change to funding had been predicted by H Moussa who had processed an accrual in Havering's accounts. His estimate had been within £7k of the actual figure. The figures reported in June 2023 therefore remained unchanged. In previous years the recalculation after the January census had resulted in extra funding, but not for 2022-23

For 2023–24 the DfE had announced there would be additional funding. The extra funding was calculated using the Early Years NFF. Havering had received a lower amount than any other London Borough. The DfE had stipulated that this funding was to be distributed to providers as an addition to the hourly funding rates.

Forum members noted the funding rates for 2023–24, as included in the papers circulated in advance of the meeting. There would be a 19p per hour increase for 3&4 year olds, £2.12 per hour increase for 2 year olds and a small increase in EY pupil premium rates. The increase applied from 1 September 2023.

It was questioned how SEN funding was going to be increased. A Forum member advised that there were issues with finding settings to support pupils with high needs under the age of 5. It was agreed that this was an issue across all sectors and it could be reviewed by the High Needs Task and Finish Group. Some schools had Additionally Resourced Provisions (ARPs) for children with SEN but there was no similar provision available for the under 5's. The need was increasing within the PVI sector and school nurseries.

The timetable for the roll out of expanded childcare was noted with the target of all schools providing or signposting wrap around care from 8am till 6pm by September 2026.

Over the last few years the central retention of Early Years funding had been £790k. This would need to be reviewed in light of additional costs associated with the expansion of funded childcare. It was noted that LAs were currently allowed to retain up to 5% of funding for 3&4 year old but Havering only retained 4%.

**Forum members noted the report.**

## **5. TEACHERS PAY ADDITIONAL GRANT 2023 -24 AND 2024-25**

Forum members were asked to note the details in the report:

Forum members noted that the Government had announced a £525m grant to support schools with the September 2023 pay award for teachers with a further £900m in 2024-25. This funding would be allocated to schools through the Teacher's Pay Award Grant (TPAG) before being consolidated into the National Funding Formula (NFF) for 2025-26 budgets.

For the period September 2023 to March 2024 Havering primary schools would receive between £5k and £38k with a median value of £19k. Secondary schools would receive between £21k and £85k with a median value of £63k.

The amount that would be received by each school would be known in advance for the budget next year. This would support the schools with planning.

For LA maintained schools, the TPAG would be received until March 2025 as a separate grant then included in the NFF from April 2025. For Academies, that follow a different financial year, TPAG would be received as a separate grant until August 2025 and then included in the NFF from September 2025.

**Forum members noted the report.**

## **6. SCHOOLS FUNDING 2024 – 25**

Forum members were asked to:

- (i) Note the announcements with regards to school finding for 2024–25.
- (ii) Agree to apply the NFF rates to schools' data when calculating funding.

Forum members noted that in July each year the DfE released indicative funding rates for the Schools Block. The NFF had been adopted by Havering since it was first introduced in 2018. Since then, the minimum funding guarantee and gains caps have been agreed by the Funding Forum. It was noted that the growth and falling rolls funding may change.

For 2024 the Mainstream Schools Additional Grant is rolled into the NFF. NFF factor rates will rise as follows:

- 2.4% to basic entitlement, low prior attainment, FSM6, income deprivation affecting children index (IDACI), English as an additional language (EAL), mobility and the lump sum
- 2.4% to the minimum per pupil levels (MPPL)
- 1.6% to the free school meals (FSM) factor

Indicative funding for 2024–25 is based on the pupil numbers from the census completed in October 2022. The final allocation is based on October 2023 numbers and is released by the DfE in December. A comparison of the funding received for 2023–24 and indicative funding for 2024-25 was included in the report.

Forum members' attention was drawn to appendix B, and it was noted that an Area Cost Adjustment (ACA) is applied to Havering's NFF rates to account for higher staffing costs due to London Weighting. The ACA for Havering is just over 8%.



**Forum members:**

- (i) Noted the announcements with regard to school finding for 2024 – 25.**
- (ii) Agreed that NFF rates and factors are used to calculate individual school budgets**

Funding options for 2024-25 would be brought back to the next meeting, 19<sup>th</sup> October 2023, and the results of the funding consultation with all schools would be brought back to the Forum on 30<sup>th</sup> November 2023.

**ACTION: N Carter**

## **7. HIGH NEEDS FUNDING 2024 – 25**

Forum members were asked to note the details in the report.

In recent years High Needs funding had increased by around 10% each year. This would not be the case for 2024-25. The DfE use a formula to calculate each LA's funding for high needs, but this calculation does not include the number of Education Health Care Plans (EHCPs) in place in the schools.

One of the factors used in the formula is historical spend from 2017–18. This does not reflect the current needs in Havering. There is a 5.2% rise in high needs funding for 2024-25 but this did not cover the increased costs of supporting high needs including the pay award for support staff.

It was questioned where any funding for early years was met from the High Needs Block. The Complex Needs funding for pre school pupils with an EHCP is met from here. It was noted that the total funding received by an early years provider for a pupil with an EHCP now matches the £16.50 hourly rate received by schools for pupils in Yr R to Yr 11. The comment was made that there was not enough funding to support the number of pupils with complex needs.

**Forum members noted the report.**

## **8. CENTRAL SCHOOLS SERVICES BLOCK (CSSB) 2024 -25**

Forum members were asked to;

- (i) Note the allocation of CSSB for 2024–25
- (ii) Consider the request to retain funding for central statutory services

N Carter advised that when the DfE introduced the block system of funding, a Central Schools Services Block (CSSB) was introduced to support some of the school related functions of the LA previously met from a separate grant. There are two elements to the block, ongoing responsibilities and historical commitments. The funding rate for ongoing commitments had been increased by £1.10p per pupil

but the historical commitment element was reducing by 20% each year and was £94k for 2024-25.

Services funded from CSSB included copyright licences. Forum members noted that these were now negotiated by the DfE and the cost was considerably higher than when it had been negotiated by the LA. An increase of 7.2% had been allowed for 2024-25 but the actual cost would not be known until December 2023.

There was a proposed increase of 2.5% to the contribution to central service costs. These costs are largely comprised of staff salaries which would rise by closer to 5%.

The historical commitment element for 2024-25 was £94k. This would be used for items that are accessible to a large number of schools. This includes the coaching bursary, Havering Academy of Leadership and support commissioned on behalf of all schools.

#### **Forum members**

- (i) Noted the allocation of CSSB for 2024–25.**
- (ii) Agreed to the proposed use of funding for central statutory services.**

### **9. DE-DELEGATION OF FUNDING FOR CENTRAL SERVICES 2024–25**

LA maintained primary school representatives on the Forum were asked to consider whether they wish to:

- 1) Continue with the de-delegation of funding to provide a contingency to support schools in financial difficulty.
- 2) Continue with the de-delegation of funding for the following services:
  - (i) Insurance
  - (ii) Free school meals eligibility checking
  - (iii) Maternity leave insurance
  - (iv) EAL service
  - (v) Behaviour support service
- 3) LA maintained primary and special school representatives on the Forum were asked to consider the delegation of funding for the following:
  - (i) Statutory and regulatory duties
  - (ii) Core school improvement activities

LA maintained school representatives were asked to take these items back to their clusters for consideration. A decision would be needed by 30<sup>th</sup> November 2023. An opportunity for feedback would be included on the agenda for the next meeting.

**ACTION: N Carter**

### 9.1. Schools in financial difficulty

With regard to schools in financial difficulty, it was questioned if this de-delegation should continue with all schools experiencing tighter budgets. De-delegation at the same rate as in previous years would generate a fund of £190k. The amount de-delegated to this fund could be increased but this would impact all school budgets. In previous years allocating £190k could make a significant difference to the schools in financial difficulty that received a share of it. Now this amount does not make a great difference to the deficits faced by schools.

Schools in receipt of funding in 2023-24 had passed on their thanks to the Schools Forum.

In response to a question, Forum members noted that for 2023– 4 21 schools had not been able to set a balanced budget compared to 17 in the previous year. School budgets were a significant issue that could not be ignored by the Forum. Some schools predicted a high deficit, and many had used up their surpluses. It was noted that even though there was an increase in the number of schools in deficit, the overall net surplus at the end of 2022-23 was still higher than in 2019-20. The pandemic had given schools some breathing space financially.

### 9.2. Insurance

If de-delegation was approved schools would be included in the Borough wide contract. Insurance costs were rising but there had been an underspend against the sum de-delegated in 2022-23.

### 9.3. Free school meals eligibility checking

This covered the costs of the administration of Free School meals (FSM) eligibility checking. Academies also bought into this service. No rate increase had been proposed even though the associated staff costs had risen as a result of pay awards. Funding was de-delegated based on the numbers of FSM eligible pupils in schools. This number was rising so the sum de-delegated was rising and this would cover the increase in staff costs.

### 9.4. Maternity

There had been an overspend in this de-delegated area in 2022–23 due to an increase in the number of staff on maternity leave. Maternity pay had also risen with rises in salaries. A 6% rise was proposed for 2024-25 in line with salary rises this year.

### 9.5. English as an Additional Language (EAL)

M Wain had provided an update paper on the work of the EAL team. The proposed rate for de-delegation remained at £38 per EAL3 pupil. An increase in the number of EAL pupils had led to increased demand for this service but

also to an increase in the total income generated by a rate of £38. This would be sufficient to cover the cost of additional hours worked by a consultant engaged by the service.

#### 9.6. Behaviour support service

Forum members noted that a restructure had created four posts in this team, of which three were filled. A change in the activity funded by de-delegation meant it was not possible to make a direct comparison with costs for the last financial year. One Forum member noted that they had not bought into this service the previous year and questioned if there was any difference in the service this year. It was noted that the changes had taken a year to implement and it was questioned whether it would take a year for them to be embedded.

The clusters would be consulted, however, it was noted that the communication of the outcome of the restructure needed to be clearer and available support needed to be shared equitably. It was advised that Liz Dunnett could visit the clusters if this would help. £200k had been delegated to the service and it was not known what the service provided. In response it was noted that de-delegation now funded Family Support Practitioners that carried out a non statutory function.

Schools wanted to ensure they received value for money.

#### 9.7. Trade union facility time

A task and finish group was meeting to discuss this so it would be deferred to the next meeting.

**ACTION: N Carter**

#### Education functions (including Special schools)

##### Statutory and regulatory duties

Forum members noted that there would be a standard increase of 2.3% for 2024–5 to £19.31 per primary school pupil and a 2.3% rise for special schools bringing it to £45 per place.

#### 9.8. Core School Improvement Activities

De-delegation was introduced to cover the withdrawal of the School Monitoring Improvement and Brokerage Grant by the DfE. The LA were only seeking half the funding that had been lost.

There had been a review of the quality assurance framework. Progress review meetings (PRMs) were one area funded through de-delegation.

LA maintained school representatives were asked to take these proposals back to their clusters for feedback to the Forum by 30th November 2023.

**ACTION: Representatives of LA maintained schools**

## **10. DELIVERING BETTER VALUE (DBV) IN HIGH NEEDS UPDATE**

Forum members were asked to approve the re-establishment of the High Needs task and finish group and to delegate the review of the updated DSG management plan to this group.

The DBV programme was intended to provide LAs with a route to balancing expenditure on the High Needs Block. It looked at how LA could mitigate projected rising costs. In practice it had only been able to reduce the rate at which the overspend increased and not to eliminate the overspend.

The LA had submitted a bid for a grant for £1m to use on implementing changes that would reduce projected costs. The bid had been successful and the full £1m would be received.

The LA would now begin to work on building parental confidence and ensuring that the offer in schools and ARPs was sufficient. This would be backed up by training and CPD. As part of the DBV programme, the Dedicated Schools Grant (DSG) Management Plan would be updated and the LA suggested that the High Needs Task and Finish group was the most appropriate group to review this. The membership would remain the same as last year and it would meet after the next Funding Forum meeting. Updates would be shared with the Forum.

**Forum members agreed to the re-establishment of the Task and Finish group for High Needs.**

## **11. NEXT MEETINGS**

The following dates for the rest of the academic year were noted:

19 October 2023  
30 November 2023  
11 January 2024  
8 February 2024  
13 June 2024

Meetings to start at 8.00 a.m. at CEME room 233 or 235.

## **12. ANY OTHER BUSINESS**

N Carter shared with members of the funding forum that he had taken the decision to retire after 34 years of service to the authority. His last day of service would be 30<sup>th</sup> November 2023.

Forum members stated that they had always been happy with the service they received and would miss him.

Meeting closed at 9:45am.

# Agenda Item 4



## Schools Funding Forum 19<sup>th</sup> October 2023

## ITEM 4

**Subject Heading:**

**Schools Funding 2024-25 – Revision by the Department for Education**

**Report Author:**

**Nick Carter – Education Finance Group Manager**

**Eligibility to vote:**

**All school and academy members**

### SUMMARY

This report provides details of revised provisional National Funding Formula allocations for 2024-25

### RECOMMENDATIONS

That the Schools Funding Forum:

- (i) notes the revision to provisional allocations for on schools funding for 2024-25

### REPORT DETAIL

#### **Government Announcement on School Funding**

On 6<sup>th</sup> October 2023 the Department for education (DfE) published revised provisional allocations for 2024-25 for the schools National Funding Formula (NFF).

The DfE published the schools NFF for 2024-25 in July and details were presented to the Forum at the meeting on 21<sup>st</sup> September 2023. The DfE has uncovered an error made by officials during the initial calculations of the NFF. Specifically, there was an error processing forecast pupil numbers, which means that the overall cost of the core schools budget would be 0.62% greater than the funds available.

The DfE has issued new NFF allocations to correct the error. This results in a fall of £2.1m in the provisional funding allocation for Havering. The £59.6 billion core schools budget promised to schools by Government would still be delivered.

The DfE has apologised for this error and the Secretary of State has asked the Permanent Secretary to conduct a formal review of the quality assurance process surrounding the calculation of the NFF, with independent scrutiny. Improvements have already been identified to ensure similar mistakes are not repeated in the future.

## **1. Operational Guidance**

The Operational Guidance issued by the DfE to local authorities has been revised in light of the funding changes. LAs use the guidance with their Schools Forums to determine the funding arrangements for the year. The revised Operational Guidance for 2024-25 can be found on the DfE website at:

<https://www.gov.uk/government/publications/pre-16-schools-funding-local-authority-guidance-for-2024-to-2025>

## **2. Revised DSG Schools Block 2024-25**

The rolling into the National Funding Formula of the Mainstream Schools Additional Grant (MSAG) is unaffected by the funding change.

Increases in NFF factors (on top of additional sum for MSAG) will be:

- 1.4% to basic entitlement, low prior attainment, FSM6, income deprivation affecting children index (IDACI), English as an additional language (EAL), mobility and the lump sum.

This was due to be a 2.4% rise. The Area Cost Adjustment (London Weighting) applied to factor values in Havering is slightly lower for 2024-25 than it was for 2023-24. The result is that the year on year increase in factor value in Havering is less than 1.4%. Appendix A shows a full list of factor values.

- 1.4% to the minimum per pupil levels (MPPL)

This was due to be a 2.4% rise.

- 1.6% to the free school meals (FSM) factor

This is unchanged from the figure released in July 2023

## **Funding for 2024-25**

The table below shows the revised indicative funding allocation announced in October 2023 and shows a comparison with the original allocations announced in July 2023.

	Pupil Numbers	Schools Block allocation excluding pupil growth and premises factors £	Allocation through premises factors £	Mainstream Schools Additional Grant £	Total allocation (excluding pupil growth) £	Allocation per pupil £
2024-25 revised	38,898	228,849,983	2,106,175	-	230,956,158	5,937.56
2024-25 original	38,898	230,968,295	2,106,175	-	233,074,470	5,991.94
Change	0	-2,118,312	0	-	-2,118,312	-54.38
% decrease					-0.91%	-0.91%

The table below compares the revised figures announced with the baseline figure for 2023-24.

	Pupil Numbers	Schools Block allocation excluding pupil growth and premises factors £	Allocation through premises factors £	Mainstream Schools Additional Grant £	Total allocation (excluding pupil growth) £	Allocation per pupil £
2024-25 revised	38,898	228,849,983	2,106,175		230,956,158	5,937.56
2023-24	38,061.5	212,548,940	2,440,293	7,479,093	222,468,326	5,844.97
Change	836.5	16,301,043	-334,118	-7,479,093	8,487,832	92.59
% increase					3.82%	1.58%

The tables above shows the comparison of indicative 2024-25 funding against the baseline figure for 2023-24. This is not the final allocation that the LA received in 2023-24. This is shown in the table below together with the indicative Schools Block funding for 2024-25.

	Actual primary unit of funding (PUF) £	Actual secondary unit of funding (SUF) £	Primary pupil numbers	Secondary pupil numbers	Pupil Funding £	Mainstream Schools Additional Grant £	Rates (NDR) £	Total Funding £
2024-25 (Oct-23)	5,170.75	6,980.96	23,584	15,314	228,849,983	0	2,106,175	230,956,158
2023-24 (Dec-22)	4,912.04	6,626.62	23,584	15,314	217,322,297	7,479,093	2,440,293	227,241,683
Change	258.71	354.34	0	0	11,527,686	-7,479,093	-334,118	3,714,475

The Schools Block funding for 2024-25 shown above will be updated in December 2023 using the primary and secondary units of funding shown above but applied to pupil numbers from the October 2023 census. Until then the LA models various options using the previous year's pupil data.

The impact of the October 2023 funding revision on the primary and secondary units of funding is shown in the table below.



	Actual primary unit of funding (PUF) £	Actual secondary unit of funding (SUF) £
2024-25 (Oct-23)	5,170.75	6,980.96
2024-25 (Jul-23)	5,220.07	7,043.34
Change	-49.32	-62.38

This means that as a result of the revision to funding for 2024-25, Havering will receive £49.32 less for each primary pupil and £62.38 less for every secondary pupil in the Schools Block of the Dedicated Schools Grant.

### 3. NFF Funding rates

The revised NFF funding values to be used in the 2024-25 formula are shown in Appendix A together with the values originally notified for 2024-25. Also shown are the values for 2023-24.

The impact of the funding adjustment in October on individual primary schools in Havering ranges from £5k to £37k, with a median value of £19k. The reduction for secondary schools ranges from £20k to £80k with a median value of £58k

### 4. Minimum Funding Guarantee and Gains Cap

For 2024-25 the range for the minimum funding guarantee (mfg) percentage that local authorities can apply is 0.0% - 0.5%. This is unchanged from the figure released in July 2023 and unchanged from 2023-24. Local Authorities can also apply a cap on the percentage gains per pupil that schools will receive, if required to ensure that the total amount allocated to schools does not exceed the total Schools Block funding. For 2023-24, in Havering, an mfg of 0.5% was applied, with a gains cap set at 3.15%.

NFF rates 2024-25

	2023-24 %	2024-25 %	Reduction %
Area Cost Adjustment	1.08553	1.08352	0.00201

NFF Factor	Primary					Secondary					
	2024-25 original £	2024-25 revised £	Reduction £	2023-24 £	Increase 2023-24 to 2024-25 revised %	KS	2024-25 original £	2024-25 revised £	Reduction £	2023-24 £	Increase 2023-24 to 2024-25 revised %
Basic per pupil	3,897.42	3,859.50	37.92	3,684.29	4.76	KS3	5,495.61	5,441.44	54.17	5,194.26	4.76
<i>excl MSAG</i>	3,768.48	3,730.56	37.92	3,684.29	1.26	KS4	6,194.48	6,133.81	60.67	5,854.26	4.78
Free School Meals	530.92	530.92	0.00	521.05	1.89	KS3	5,313.58	5,259.41	54.17	5,194.26	1.25
FSM Ever 6	899.32	888.49	10.83	765.30	16.10	KS4	5,988.62	5,927.94	60.68	5,854.26	1.26
<i>excl MSAG</i>	786.63	775.80	10.83	765.30	1.37						
IDACI A	742.21	736.79	5.42	727.31	1.30						
IDACI B	563.43	558.01	5.42	553.62	0.79						
IDACI C	530.92	525.51	5.41	521.05	0.86						
IDACI D	487.58	482.17	5.41	477.63	0.95						
IDACI E	308.80	308.80	0.00	303.95	1.60						
IDACI F	254.63	254.63	0.00	249.67	1.99						
Low Prior Attainment	1,283.97	1,267.72	16.25	1,253.79	1.11						
EAL	644.69	639.28	5.41	629.61	1.54						
Mobility	1,051.01	1,040.18	10.83	1,025.83	1.40						
Lump sum	147,033.66	145,625.09	1,408.57	138,947.84	4.81						
<i>excl MSAG</i>	142,146.98	140,738.41	1,408.57	138,947.84	1.29						
Sparsity	62,519.10	61,868.99	650.11	61,115.34	1.23						
Minimum per pupil funding level (MPPL)	4,655.00	4,610.00	45.00	4,405.00	4.65						
<i>excl MSAG</i>	4,512.00	4,467.00	45.00	4,405.00	1.41						
Minimum Funding Guarantee	0% - 0.5%	0% - 0.5%		0.5%							
Gains cap	tba	tba		3.15%							



## Schools Funding Forum 19th October 2023

## ITEM 5

**Subject Heading:**

**Schools funding formula options for 2024-25**

**Report Author:**

**Nick Carter – Education Finance Group Manager**

**Eligibility to vote:**

**All school and academy members**

### SUMMARY

This report provides options on allocating funding to schools, including a transfer to the High Needs Block and to funding for growth and falling rolls.

### RECOMMENDATIONS

That the Schools Funding Forum:

- (i) considers the options presented on allocating funding to schools for 2024-25
- (ii) considers a transfer of funding from the Schools Block to the High Needs Block
- (iii) considers the funding of pupil growth and falling rolls
- (iv) agrees the options that will form the consultation with schools on the 2024-25 funding allocations

## REPORT DETAIL

### **1. Background**

In 2018-19 a “soft” National Funding Formula (NFF) was implemented. In that year, and in subsequent years, Havering has used the NFF rates in calculating funding for its schools. Following consultation last year, the DfE are now moving towards a direct NFF.

At the meeting held on 21<sup>st</sup> September 2021, the Schools Funding Forum agreed that NFF funding factors and values should again be used in the calculation of schools’ funding allocations for 2023-24. This means that the changes to funding arrangements for 2024-25 announced as part of the move towards a direct NFF will not have any impact for Havering schools.

Since the introduction of the soft NFF the Schools Funding Forum has made decisions each year on whether funding should be transferred from the Schools Block to the High Needs Block of the Dedicated Schools Grant (DSG) and whether to supplement the funding received from the DfE for growth and falling rolls.

The Schools Funding Forum has then gone on to make decisions on the minimum funding guarantee (MFG) and a gains cap. For 2023-24, the MFG was set at 0.5% and a gains cap of 3.15% was applied to ensure affordability.

### **2. DSG Schools Block 2023-24**

Details of funding for 2024-25 and NFF factor values, as revised by the DfE in October 2023, are contained in Agenda item 4. Details of the minimum funding guarantee and gains cap are also contained in Agenda item 4.

When released in December 2023, the final Schools Block allocation for 2024-25 will also include funding for pupil growth and falling rolls. In recent years this has proved insufficient to meet the cost of funding growth and falling rolls. The best estimate at present is that the sum required to protect funding for growth and falling rolls at current levels will £500k. The allocation is expected to be around £1.8m and projected costs are £2.3m.

### **3. Minimum Per Pupil Funding Level (MPPL)**

In allocating funding to schools LAs need to ensure that minimum pupil funding levels are met. For 2024-25 these are set at £4,610 for primary schools and £5,995 for secondary schools. The increase includes an adjustment to reflect the consolidation of the Mainstream Schools Additional Grant into the NFF. The MPPL values for 2024-25 were reduced by the DfE in October 2023, along with other NFF values.

### **4. Transfers between DSG blocks and schools’ High Needs funding**

For 2023-24, with the agreement of the Schools’ Funding Forum, LAs will continue to be able to transfer up to 0.5% of their Schools Block to other DSG blocks. Using the indicative figure for 2024-25, this equates to £1,154,781 for Havering.

For 2023-24 the Schools' Funding Forum agreed to a transfer of 0.5%, a sum of £1,108,990. This was used, together with an additional £1,760,760 received in the High Needs Block in December 2023, to support increases in a number of the funding rates for schools' high needs allocations.

The Forum agreed at the meeting held on 21<sup>st</sup> September 2023 to re-establish the High Needs Funding task and finish group in order to review high needs funding rates for 2024-25. When the high needs funding rates for 2022-23 and 2023-24 were determined, the 0.5% transferred from the School Block was included in the calculations. Without a similar 0.5% transfer for 2024-25, the base rates forming the starting point for discussion of 2023-24 rates, would need to be reduced to reflect the absence of the funding transferred.

The transfer from the Schools Block to the High Needs Block for 2023-24 enabled the hourly rate in support of pupils with an EHCP to be increased from £16.00 an hour after 9.6 hours, to £16.50 an after 9.3 hours. The transfer also enabled the total funding for each Additional Resourced Provision (ARP) place to rise by 5.2% from £20,726 to £21,860.

## 5. School Funding Options

At this stage, all calculations are based on October 2022 data. These show the sums that each school would receive if there were no changes in pupil numbers or other data since October 2022 but using the 2024-25 funding rates.

Once the revised data is received in December, the LA will apply the NFF funding factors for each school to the data from the October 2023 census. Until the October 2023 data is received from the DfE it is not possible to calculate final figures for 2024-25. Changes may be needed to any decisions made by the Forum prior to the calculation of final funding figures.

Given that the LA is using the NFF factors and rates to allocate funding to schools, the options to considered are whether to transfer funding from the Schools Block to the High Needs Block, the level of the minimum funding guarantee and the level of any gains cap.

A summary of two possible options is shown below. The impact on individual schools, shown anonymously, is included at Appendix A.

The minimum funding guarantee can be set between 0.0% and 0.5%. Formula modelling shows that reducing the MFG from 0.5% to 0.0% reduces the sum allocated by £103k. In both the options considered the rate is set at 0.5%.

Funding available to distribute to schools through the formula is as follows:

<b>Funding available</b>	<b>£</b>
Schools Block allocation	230,950,158
Less: funding for business rates	-2,106,175
<b>Total Schools Block excluding rates</b>	<b>228,849,983</b>

### **Option A – Transfer 0.5% of the Schools Block to High Needs. Requires gains cap**

0.5% is the maximum transfer that the Schools Forum is permitted to authorise.

Based on current figures, if 0.5% is transferred from the School Block to the High Needs Block, a gains cap of 2.4% is required. An MFG of 0.5% together with a gains cap of 2.4% would enable a transfer of 0.5% from the Schools Block to the High Needs Block, and the allocation of additional funding for growth and falling rolls.

<b>MFG 0.5%, Gains cap 2.4%</b>	<b>£</b>
School Block (excluding rates)	228,849,983
Less transfer of 0.5% to High Needs Block	-1,154,781
Less transfer to growth and falling rolls	-500,000
<b>Schools Block available</b>	<b>227,195,202</b>
<b>Allocated through formula</b>	<b>227,185,732</b>
<b>Unallocated</b>	<b>9,470</b>

It should be noted that when indicative allocations for 2023-24 were calculated a gains cap of 2.6% was required to facilitate a transfer of 0.5% from the Schools Block to the High Needs Block. When the final funding allocation was announced in December 2022 it was possible to increase the gains cap to 3.15%.

### **Option B – No gains cap. Transfer available balance to High Needs.**

With no gains cap, after allowing for a £500k transfer to growth and falling rolls, there is a balance unallocated of £301,286. This balance would be transferred to the High Needs Block.

<b>MFG 0.5%, no gains cap</b>	<b>£</b>
School Block (excluding rates)	228,849,983
Less transfer to growth and falling rolls	-500,000
<b>Schools Block available</b>	<b>228,349,983</b>
<b>Allocated through formula</b>	<b>228,048,697</b>
<b>Available for transfer to High Needs Block</b>	<b>301,286</b>

The impact on schools of these options is shown below:

Option	MFG	Cap	No. of schools on MPPL		No. of schools on MFG		No of schools capped		Cost of MFG £000s	Saving from cap £000s
			Prim	Sec	Prim	Sec	Prim	Sec		
A	0.5%	2.4%	1	0	2	1	25	5	103	863
B	0.5%	-	1	0	2	1	-	-	103	-

Havering has 59 primary schools and 18 secondary schools

## 6. Pupil Growth and Falling Rolls Fund

Funding for growth and falling rolls is calculated by looking at the change in pupil numbers in Middle Layer Super Output Areas (MSOA), a geographical area defined by postcode, between October 2022 and October 2023. The DfE will notify LAs of allocations for 2024-25 in December.

After falling for several years, Havering's funding rose in 2023-24 but is expected to fall slightly in 2024-25.

2019-20	£2.5m
2020-21	£1.6m
2021-22	£1.6m
2022-23	£1.5m
2023-24	£2.0m
2024-25	£1.8m"

\* The figure for 2024-25 is an LA estimate.

### Growth

Havering's formula for allocating growth funding is as follows:

#### Primary

Single form of entry expansion or bulge class

28 pupils x AWPU £3,684.29 = £103,160

Cost in financial year 2024-25 (7/12 September to March) = £60,177

This is repeated as the cohort moves through the school to recognise the need to open an additional class and appoint additional staff until the school has reached its new PAN in every year group.

If a bulge classes fills, the following year it will be funded by the pupils on roll. If it does not fill funding is topped up to 28 pupils.

## Secondary

### Expansion or bulge class

Smaller increases in numbers are expected to be absorbed into existing classes. This is reflected in the pupil numbers funded as follows, using an example of an increase in PAN from 180 to 210.

Increase = 30 less 1 pupil absorbed into each of the existing 6 classes = 24 to be funded

e.g. 24 pupils x AWPU £5,194.26 = £124,662

Cost in financial year 2024-25 (7/12 September to March) = £72,720

This is repeated as the cohort moves through the school to recognise the need to open an additional class and appoint additional staff until the school has reached its new PAN in every year group.

### **Falling rolls**

From 2024-25 funding is no longer restricted to schools that are good or outstanding, however, it must be demonstrated that the capacity will be required within three years.

Havering's formula is as follows:

PAN x 85% minus NOR in intake year (YrR/Yr3/Yr7) x AWPU x 90%

Plus

PAN x 85% minus NOR in intake year +1 (Yr1/Yr4/Yr8) x AWPU x 50%

If a school is 30 or more pupils below PAN funding will be based on 85% of the next multiple of 30 above the number on roll, and not the PAN. For example if a school has a PAN of 90 pupils and admits 50 then the school would be funded to 85% of 60 and not 85% of 90.

Havering also has local arrangements that support primary schools that have significantly and consistently low numbers in some year groups.

Costs cannot be calculated accurately until the census data has been received from the DfE but are expected to be around £2.3m, slightly higher than last year, which would require £500k additional funding from the Schools Block.

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## Schools Funding Forum 19<sup>th</sup> October 2023

## ITEM 6

**Subject Heading:**

**Notional SEN funding 2024-25**

**Report Author:**

**Nick Carter – Education Finance Group  
Manager**

**Eligibility to vote:**

**LA maintained school representatives**

### SUMMARY

This item examines the calculation of the notional SEN budget in school formula budget shares.

### RECOMMENDATIONS

That the Schools Funding Forum:

- (i) agrees to revise the calculation of notional SEN budgets to include 100% of funding for Low Prior Attainment
- (ii) agrees that consideration of how inclusion funding (headroom) should be calculated is delegated to the High Needs task and finish Group

### REPORT DETAIL

#### Introduction

Primary and secondary schools are notified each year of a clearly identified, but notional, SEN budget within their overall budget allocation. Local authorities are responsible for calculating the amount of this notional budget with reference to the funding formula factors.

The notional SEN budget is intended as a guide for a school's spending decisions and should not be seen as a target or a constraint on the schools duty to use its 'best endeavours' to secure special provision for pupils with SEN.

Schools are expected to contribute towards the costs of special education needs provision up to a threshold of £6,000 per pupil per annum. The notional SEN budget is not intended to provide £6,000 for every pupil with SEN, as most support for such pupils will cost less than this.

### **Calculation of the Notional SEN budget**

There is currently no national approach to the calculation of a school's notional SEN budget. In guidance released this year the DfE state that they would expect the notional SEN budget to include:

- a small part of the basic entitlement funding
- a larger part of deprivation funding, reflecting the higher prevalence of lower-level SEN amongst disadvantaged children
- the majority, or whole, of the low prior attainment factor funding as this is the best proxy for pupils with low cost, high incidence SEN

In Havering the notional SEN budget is currently calculated as:

- 1.0% of basic entitlement funding
- 16.5% of deprivation (excluding current FSM)
- 40.0% of low prior attainment for primary schools  
45.0% of low prior attainment for secondary schools

This calculation dates back to the introduction of the National Funding Formula (NFF) in 2018-19. These percentages were, in turn, arrived at to ensure that the notional SEN budgets were broadly similar to 2017-18 and before.

### **DfE requirements for notional SEN levels**

As part of the move to a direct NFF, the DfE wants to see greater uniformity in notional SEN budgets across LAs. The DfE has examined the total of the notional SEN budgets in each LA and made the following calculation:

- a) Aggregate the notional SEN budgets for all primary and secondary schools in the LA.
- b) Deduct £6,000 for every pupil with an EHCP attending a mainstream school in the LA.
- c) Divide the remaining notional SEN funding by the number of other SEN pupils attending mainstream schools.

When this calculation is made for Havering, the notional SEN funding per other SEN pupil comes to £790. This is one of the lowest figures in the country, with Havering ranked 149<sup>th</sup> out of 153 LAs. The median value for all LAs in England is £4,349.

For 2024-25 the DfE require that the calculation above comes to at least £1,500. At LA level, notional SEN funding, not attributable to pupils with an EHCP, must exceed

£1,500 per other SEN pupil. LAs should aim for a figure of between £3,000 - £3,500 per other SEN pupil.

### **Proposed Notional SEN factor values in Havering**

An examination of the factor values attributed to notional SEN in other LAs shows that 100 of the 152 now attribute 100% of low prior attainment funding to notional SEN. If Havering were to attribute 100% of low prior attainment to notional SEN then funding per other SEN pupil would average £3,168. This falls within the DfE target range.

For 2024-25 the LA is proposing that notional SEN funding is calculated as:

- 1.0% of basic entitlement funding
- 16.5% of deprivation (excluding current FSM)
- 100.0% of low prior attainment for primary schools  
100.0% of low prior attainment for secondary schools

The notional SEN funding for each school would be higher, meaning that a greater proportion of the School Budget Share or General Annual Grant (GAG) is deemed to relate to the cost of support for SEN pupils. The School Budget Share or GAG itself does not change.

### **High Needs Inclusion Funding (Headroom)**

High Needs inclusion funding, or Headroom, is allocated to schools with a particularly high number of pupils with an EHCP. It is calculated with reference to the Notional SEN budget. With Notional SEN budgets changing, the calculation needs to be revisited.

One obvious way to calculate inclusion funding would be:

- a) Multiply the number of pupils in a school with an EHCP by £6,000
- b) Multiply the number of other SEN pupils by £3,000
- c) Sum a + b
- d) If a + b exceeds the Notional SEN funding allocated to a school, allocate inclusion funding to cover the difference

Using this methodology, however, inclusion funding would cost £1.8m, well above the 2023-24 figure of £843k. Other than the cost, another problem with this approach is that there seems to be inconsistency between schools in classifying pupils as other SEN.

Alternative approaches have been modelled by the LA and, subject to the agreement of the Forum, these will be presented to the High Needs task and finish group for consideration.

# Agenda Item 7



**Schools Funding Forum 19<sup>th</sup> October 2023**

**ITEM 7**

**Subject Heading:**

**High Needs Budget Forecast 2023-24**

**Report Author:**

**Nick Carter – Education Finance Group  
Manager**

**Eligibility to vote:**

**All members**

## **SUMMARY**

This report provides a year end forecast of expenditure against the high needs budget for 2023-24.

## **RECOMMENDATIONS**

That the Schools Funding Forum:

- (i) notes the year forecast of expenditure for financial year 2023-24

## **REPORT DETAIL**

Appendix A shows the funding available for High Needs related expenditure in 2023-24 and the current forecast of expenditure across the range of provision within Havering.

The forecast for year end 2023-24 has been updated based on the current academic year (2023-24) cohort and with an update on the estimate on the number and level of support funded through EHC plans.

## Projection

### Expenditure

£m	
46.3	High Needs estimated expenditure 23-24
<u>46.3</u>	

### Income

£m	
-37.7	High Needs funding allocation 23-24
-1.1	transfer from schools block
<u>-38.8</u>	

### Balances

7.5	projected in-year deficit 23-24
8.5	deficit brought forward from 22-23
<u>16.0</u>	projected deficit carried forward to 24-25

Further details on the projected spend is shown at Appendix A.

In financial year 2022-23, the overspend of £8.6m was offset by £0.1m of underspends in other areas of the Dedicated Schools Budget (DSG). There remains a deficit carried forward into financial year 2023-24 of £8.5m.

This is the fourth year that the combined total of all year end balances of activities funded by the DSG has been in deficit. This is due to DSG underspends in other areas being insufficient to cover the overspend in the High Needs Block.

Any LA that has an overall deficit on its DSG account at the end of the 2022-23 financial year, or whose DSG surplus has substantially reduced during the year, is required to complete the Dedicated School Grant Management Plan or to have an equivalent framework.

The DfE have setup a Delivering Better Value (DBV) in SEND Programme, which commenced in financial year 2022-23, and Havering was in the second tranche of Local Authorities involved in the programme. The DfE prioritised the programme based on the size of the LAs DSG deficit.

Havering was successful at securing two years of funding totalling £1m for the Delivering Better Value in SEND implementation, which is to be used to support projects which aspires to deliver significant improvements to services for children and young people with SEND, alongside significant financial benefits over the next 5 years. This grant cannot be used to reduce deficit in DSG, and is to be used solely for activities to support SEND as part of the DBV.

The LA will continue to keep all areas of DSG spending under review to identify potential savings to meet the forecast overspend in the High Needs block.

## **High Needs funding task and finish group**

A task and finish group was established in autumn 2021 to examine high needs funding rates for schools for the 2022-23 financial year, and the group was re-established last year to determine the arrangements for the current financial year 2023-24.

The group are due to meet after the Forum meeting has concluded and will feedback at the next Forum meeting due to be held on 30<sup>th</sup> November 2023.

**High Needs Forecast 2023-24**

Funding allocation before recoupment
Available funding after recoupment
Deficit cfwd from previous year
Transfer from Schools Block
<b>Total funding for the financial year</b>

**Summary October 2023**

£000
40,630
37,684
-8,493
1,109
<b>30,300</b>

Havering Special Schools Direct Expenditure Expenditure on therapies Direct Payments
Out of Borough Maintained Special Schools
Revised In-Borough Primary Top-up Out of Borough Mainstream Primary Expenditure on alternative tuition In year EHC Plans Total Primary High Needs funding
Revised In-Borough Secondary Top-up Out of Borough Mainstream Secondary Expenditure on alternative tuition In year EHC Plans Total Secondary High Needs funding
Schools with high nos. of pupils with SEN
Additionally Resourced Provision
In-Borough Post-16 Top-up In-Borough Post-19 Top-up Out of Borough Post-16 Expenditure on Post-16 Tuition Internships Total Post-16

Estimated Expenditure £000	No of Pupils/Places supported			
	Pre 16		Post 16	
	Apr-Aug	Sep-Mar	Apr-Aug	Sep-Mar
13,486	300	360	72	112
107				
375				
158				
1,650	57	62		
9,637	788	763		
403	32	31		
186				
430		151		
10,656	820	945	-	
4,904	435	466		
212	30	26		
524				
131		46		
5,771	465	538		
837				
2,384	121	155		
1,329			149	145
256				
687			97	106
102				
144				
2,518			246	251

Non-Maintained & Independent Special Schools Pre-16 Non-Maintained & Independent Special Schools Post-16
Early Years EHCPs
Alternative Provision
Central support teams
<b>Total</b>

Estimated Expenditure	No of Pupils/Places supported			
	Pre 16		Post 16	
	£000	Apr-Aug	Sep-Mar	Apr-Aug
2,829	54	54		
967			8	13
149	257	165		
2,420				
2,076				
<b>46,276</b>	<b>1,639</b>	<b>1,897</b>	<b>326</b>	<b>376</b>

**Total funding available**

**30,300**

**Forecast overspend**

**-15,976**





## Schools Funding Forum 19<sup>th</sup> October 2023

## ITEM 8

**Subject Heading:**

**De-delegation of funding for central services 2024-25**

**Report Author:**

**Nick Carter – Education Finance Group Manager**

**Eligibility to vote:**

**LA maintained school representatives**

### SUMMARY

This item invites feedback from clusters on the requests for de-delegation made previously and seeks the approval of de-delegation for Trade Union facility time.

### RECOMMENDATIONS

That LA maintained primary school representatives

- (i) consider the de-delegation of funding for Trade Union facility time

### REPORT DETAIL

At the meeting of Schools Funding Forum on 21<sup>st</sup> September 2023, LA maintained school representatives were asked to consider de-delegation of:

- (i) Insurance
- (ii) Free school meals eligibility checking
- (iii) Maternity leave insurance
- (iv) EAL service
- (v) Behaviour support service
- (vi) Statutory and regulatory duties

(vii) Core school improvement activities

and whether they wish to continue with a de-delegated fund for schools in financial difficulty.

A decision does not have to be made on de-delegation until the next meeting of the Forum on 30<sup>th</sup> November 2023, but any feedback from clusters at this stage would be welcomed by the LA.

**Trade Union facility time**

The de-delegation of Trade Union facility time was deferred from the last meeting as a task and finish group had been established to consider the topic. The first meeting of the group followed the meeting of the Schools Funding Forum on 21st September 2023. Following this, the LA is seeking to continue with de-delegation.

De-delegation benefits schools through the provision of support from locally based and accredited trade union officials. Further details on what is provided are contained in Appendix A.

The cost to schools in 2023-24 was £2.63 per pupil. If the price remained unchanged the figures for 2024-25 would be as follows.

2024-25	Primary
Formula factor	AWPU
Amount	£2.63
Total	£45,500

2023-24	£2.63
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Shown below are the figures if the sum per pupil was increased by 6.5% in line with the proposed rise in teachers' pay. This would bring the per pupil amount to £2.80. The figures would be as follows.

2024-25	Primary
Formula factor	AWPU
Amount	£2.80
Total	£48,400

2023-24	£2.63
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## **Trade Union facility time**

### **Introduction**

There is a legal obligation on schools as employers to ensure they have in place arrangements to negotiate and consult with accredited Trade Union representatives and to afford their employees Trade Union representation, in compliance with legislation. Such arrangements include paid time off ('facilities time') for accredited trade union representatives to undertake these duties.

This service provides confidence to participating schools that they are fulfilling their legal obligations and ensuring their staff have access to employee representation from local Union representatives from across the County.

The support from Union representatives, available through de-delegation, also ensures that sensitive issues do not spiral out of control into situations involving formal procedures which can be extremely costly in both senior leadership time and money.

The scheme helps avoid the risk of operational disruption and the cost of schools having to release their own staff for specific training to fulfil this role and other functions linked to Trade Union facilities time.

By not having access to this local experienced resource there is an increased risk of lengthy and stressful processes that could impact on the running of schools and the health of all staff involved.

There are also increased risks around the following:

- Schools not fulfilling their legal duty.
- Schools not having access to a local Union rep resulting in delays in case management and resolution.
- Application of HR Policies impacted due to lack of availability of Union support.
- Lack of local mediation/discussion with regional reps who know the area.
- Escalation of grievances and cases (including sickness absence management) which might otherwise be avoided.
- Schools having to provide training for staff to the standard of local branch secretaries in order to fulfil legal duties.
- Schools unable to find staff who want to take on the Trade Union representative role.

### **Trade union facility time and membership fees**

There is also often confusion around individual member subscriptions to Unions and the facilities payments received from schools. There is a specific distinction between the two and what they cover:

- 1) **Individual membership fees** not only pay towards the overall running costs of unions, but members also receive a number of fringe benefits, from support and guidance, legal services, training, financial assistance, compensation, non-employment law and insurance.
- 2) **De-delegated Trade Union Facilities Time** from schools funds the release of local representatives within Havering. Unions work collaboratively with schools and the LA to enable a smooth and seamless service.

### **Service provision**

School leaders and governors are likely to only see a glimpse of the activity and support provided by Unions and what actually takes place in terms of casework.

A great deal of time is spent by local reps dealing with employees' concerns and grievances 'behind the scenes' in a way which prevents things ever escalating into confrontation and formal procedures.

Local Union reps help members work through conflict and change to the benefit of the members themselves and of school leaders.

The pooled arrangements allow facility time for branch secretaries to provide support to their members in a range of areas including:

### ***General Advice and Support***

1. Access for members to advice and support on employment issues from local representatives who understand Havering school issues because they work within them.
2. Prompt response to all requests for contact or support from Trade Union/professional association representatives.
3. Joint working between Trade Union representatives, LA Officers, members and school leaders, supporting staff whilst working collaboratively with management for best outcomes - to reduce escalation; maintaining open channels of communication to create resolution in challenging and difficult circumstances.
4. Schools and their staff are kept abreast of issues on the national Trade Union agenda and pertaining to collective agreements. All Unions work at a national level, campaigning and lobbying the government to reform key issues within education to support children and their learning with the best possible outcomes for everyone.

### ***Consultation, Compliance and Policies***

5. Availability of a pool of specialist Trade Union representatives able to consult meaningfully with the Local Authority on proposed changes to HR policies on behalf of all maintained schools. This saves individual schools having to consult with the Trade Unions independently.
6. Assurance that model employment policies issued by Havering LA have been through formal negotiation and consultation with Havering Division/Branch Trade Union officials

### ***Employee Relations***

7. Employees' concerns and grievances are addressed informally wherever possible, in a way which prevents sensitive issues escalating into confrontation involving contracted formal procedures. This can be extremely costly in both senior leadership time and money as well as emotionally for all involved.
8. Matters are often addressed without recourse to regional officials.
9. Where the involvement of regional or national officials is required, named contact details are provided promptly by local reps.
10. Genuine support for the well-being of staff, through positive and productive working relationships.

### ***Restructuring and Reorganisation***

11. Specific support for staff restructurings and budget saving options.
12. Discussion about alternative individual employment options, including settlement agreements.

### ***TUPE and Academy Conversion***

13. Meaningful consultation over academy conversion.

Branch secretaries, whose facility time is funded through de-delegation are senior and experienced Trade Union representatives with a good level of knowledge and expertise on employment matters.