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

**Present:**

**Headteachers:**

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

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

**Governors:**

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

**Pupil Referral Units**

Christine Drew (Primary)

**Non-School  
Representatives:**

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

**Trade Unions:**

Ray Waxler (NUT)

**Officers in Attendance:**

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

**15 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS OR OBSERVERS**

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

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

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

17 **MATTERS ARISING**

No matters were raised.

18 **MEMBERSHIP**

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

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

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

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

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

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

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

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

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

## 21 **ALLOCATION OF 2013-2014 DSG BALANCE CARRIED FORWARD**

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

The Forum agreed the following:

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

## 22 **2013-2014 SCHOOL BALANCES**

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

## 23 **2014-2015 DSG BLOCK FUNDING**

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

## 24 **2014-15 SECTION 251 STATEMENT**

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

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

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

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

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

PRE 16

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

POST 16

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

ALTERNATIVE PROVISION

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

**g) PRU Transport**

OTHER HIGH NEEDS EXPENDITURE

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

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

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

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

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

**27 SEND REFORM**

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

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

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

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

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

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

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

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

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

## 29 **ACADEMY UPDATE**

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

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

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

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

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

31 **FREE SCHOOL MEALS FOR KS1 PUPILS**

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

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

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

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

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

34 **NEXT MEETING**

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

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

35 **ANY OTHER BUSINESS**

None.

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**Chairman**

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