

Schools Forum Meeting

5 October 2015

Venue: Warren Wood Primary Academy, Arethusa Road, Rochester, Kent ME1 2UR

Time: 4:00pm to 6:00pm

Agenda

1. Minutes of the meeting held on 7 September 2015 and matters arising
2. Updated Pupil Variation Numbers
3. Provisional School / Academy Funding Formula 2016-17
4. Revised Medway Scheme for Financing Schools Policy
5. AOB
6. Date of next meeting

Wednesday 13 January 2016 – 4:00pm until 6:00pm – Warren Wood Primary Academy, Arethusa Road, Rochester, Kent ME1 2UR

Agenda Item 2: Updated Pupil Variation Numbers

1 Background

- 1.1 At the last Schools' Forum meeting on the 7 September 2015 the Forum were unable to approve the pupil variation numbers presented of 1,025 pupils because further clarification was required on the pupil numbers and length of support offered to schools.
- 1.2 This paper is designed to provide this clarification and to seek approval to adjust the pupil variation numbers by 1025.

2 Introduction

- 2.1 Changes to pupil numbers as a result of permanent PAN increases must now be funded via the Funding Formula and not the Growth Fund.
- 2.2 The Schools' Forum have previously decided that the following support should be given to schools/academies with PAN increases in order to allow the PAN increase in the entry year to work its way through the school/academy.

Infant	3 years maximum support
Junior	4 years maximum support
Primary	7 years maximum support
Secondary	5 years maximum support

- 2.3 This support would cease as soon as capacity is reached or if a change back to original PAN or PAN reduction.
- 2.4 Estimated pupil numbers are weighted to take account of the different school and academy funding periods using the estimated September intake; therefore for schools it is, 7/12ths (i.e. September 2017 – March 2018) and academies it is 12/12ths (i.e. September 2017 – August 2018).
- 2.5 LAs will estimate the pupil numbers basing these estimates also on previous data. This may mean that estimates may be less than the new PAN so as to reflect likely take-up in September 2017. This also means that these estimated pupils will form part of the school/academy pupil roll so will be funded not just on the Basic Entitlement (AWPU), but on all factors within the formula.
- 2.6 An adjustment will be made the following year by comparing the estimates to the actual pupil numbers within the October 2017 census. Any pupil number variances will then be made in 2017-18.

3 Pupil Number Variations

- 3.1 For 2016-17 the LA is requesting the following variation to pupil numbers (i.e. additional pupil numbers over and above the upcoming October 2016 census) to reflect the additional likely take-up in September 2016 shown in table 2 below: Please note the new year intake are highlighted in red and shaded in blue.

School	Year of Support onto 2016/17	Maximum Pupil Increase Per Class	Number of Pupils by Year Group							Total Pupils	Weighted Total Pupils
			R	1	2	3	4	5			
Napier Primary Academy	4 of 7	30	30	30	30	-	-	-	120	120.0	
Wainscot Primary School	4 of 7	30	30	30	30	-	-	-	120	70.0	
Delce junior Academy	3 of 4	40	-	-	40	40	40	-	120	120.0	
Brompton Westbrook Primary Academy	3 of 7	15	15	15	-	-	-	-	45	45.0	
Saxon Way Primary Academy	3 of 7	30	30	30	-	-	-	-	90	90.0	
Cedar Primary School	2 of 7	15	15						30	30.0	
Cuxton Infant Academy	2 of 3	10	10						20	20.0	
Cuxton Junior Academy	2 of 4	10	10						20	20.0	
New Horizons Primary Academy	2 of 7	30	90	90	60	60	-	-	390	390.0	
Hundred of Hoo Academy - Primary Phase	2 of 7	30	30						60	60.0	
Woodlands Acadmey	2 of 7	30	30						60	60.0	
			290	290	195	160	100	40	1075	1025.0	

360 pupils estimated new class intake for the year = Yr R 290 + Yr 3 70

665 support for pupils moving through year groups until maximum support is reached.

- 3.2 Although the maximum academy/school support will be up to 7 years (see section 2.2), the pupil variance numbers are calculated up to the number of years support as at 2016/17. Therefore if the PAN is 30; with support starting in 2015/16 and the maximum level of support is 7 years; the 2016/17 pupil variance number will be 60 (2 x 30) and not 210 (7 x 30.)
- 3.3 **The Schools' Forum are asked to approve pupil variation numbers of 1,025 (665 continued additional estimated places + 360 total new estimated places). Please refer to the Voting Matrix to see who is eligible to vote.**

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Agenda Item 3: Provisional School / Academy Funding Formula 2016-17

1 Introduction

- 1.1 In the last Schools' Forum meeting of 7 September 2015 the government's arrangements for the 2016-17 Funding Formula were presented. The Schools' Forum were asked to note the changes the Department for Education (DFE) have decided need to be implemented in 2016-17– which did not affect Medway.
- 1.2 The Schools' Forum discussed, noted and agreed;
- The 11 factors included in Medway schools and academy funding formula.
 - To continue to use the sparsity tapering method and lump sum of £100,000.
 - To continue to cap school gains at 1.5%.
 - To set a lump sum factor of £112,000
 - To continue to transfer £2m of funding from the Schools Block to the high needs block.
- 1.3 There were no new decisions agreed by the School Forum as a result of DFE changes; and as a result Medway schools and academies were consulted on the modelling assumptions used for the 2016-17 Funding Formula.

2 Consultation for 2016-17

- 2.1 Medway School and academy contacts were e-mailed on 14 September 2015 and the consultation ran until 30 September 2015
- 2.2 There were no specific consultation items other than the 2016/17 modelling assumptions.
- 2.3 1 response was received asking the Schools' Forum to reconsider the 1.5% cap on school gains as this was adversely affecting their school. This compares to the 3 responses received last year.
- 2.4 For the Schools' Forums consideration Appendix A shows all schools whose modelling showed a cap on gains and resulting loss of funding. This shown in a confidential appendix.
- 2.5 Appendix B shows the modelling for all schools if the 1.5% cap on gains is removed. Again this is shown in a confidential appendix.
- 2.6 However please remember this will not be the financial budget as these are for modelling purposes only.

3 Action for the Schools' Forum

- 3.1 In light of the responses received in section 2.3, The Schools' Forum is asked to consider the consultation responses and confirm or agree the following:

- To continue to use the sparsity tapering method and lump sum of £100,000.
- To continue to cap school gains at 1.5%.
- To continue to use a lump sum factor of £112,000

4. Next Steps

- 4.1 If the Schools' Forum have approved the pupil variation numbers (in the previous agenda item of today's meeting) and the information in section 3.1 this means that the **Medway's Provisional Funding Formula for 2016-17 has now been approved.**
- 4.2 The next step, per the DFE timetable, is for Medway Council's Cabinet on 28 October 2015 to consider the Forum's recommendations and approve the Funding Formula for 2016-17. (The DFE call this 'political approval'). The LA then to submit the Provisional Funding Formula to the EFA by 31 October 2015.
- 4.3 Due the tight national timetable however, the DFE will accept Schools' Forum approval pending 'political approval'. So LAs can submit before the deadline.
- 4.4 The Final Funding Formula will not be known until after the October 2015 census is known. This will be discussed the next Forum meeting on 13 January 2016.

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Agenda Item 4: Revised Medway Scheme for Financing Schools Policy

1 Introduction

- 1.1 The Medway Scheme for Financing Schools (MSFS) is the policy which sets out the rules and regulations a maintained school must comply with to maintain their devolved budget status. The Schemes is based on the legislative provisions in sections 45-53 of the Schools Standards and Framework Act 1998.
- 1.2 All proposals to revise the Scheme no matter how small and regardless of their nature are subject to consultation with maintained school head teachers and governors.
- 1.3 The consultation responses are reported to the Schools Forum and only the LA maintained schools representatives will be eligible to vote to approve or reject the proposed changes.
- 1.4 However, the authority can apply to the Secretary of State for approval in the event the Forum rejects a proposal or approve a modification that is not acceptable to the authority.

4 Consultation

- 4.1 The current MSFS policy was last revised in January 2013 and a recent overview of the scheme identified seven areas where the policy needs to be revised or updated.
- 4.2 Medway maintained school contacts were e-mailed this consultation on 10 September 2015, and the consultation remained open until 5pm on 30 September 2015.
- 4.3 A request was made for this consultation to be uploaded to the school forums and governor hub websites partway through this consultation process by a school governor.
- 4.4 The consultation asked the responder if they agreed to the proposed changes in 7 Yes/No questions; these can be seen in appendix A.
- 4.5 10 responses were received in total but not all responders answered all questions.
- 4.6 A summary of the responses received was as follows:

Table 1 – Number of responses grouped by type.

	Number of Responses
Governors	4
Head Teachers	3
School Finance Staff	3
Total	10

Table 2 – Number of responders who agreed or rejected the proposed change.

	Agreed	Rejected	No response	Total Responses
Question 1	10	0	0	10
Question 2	10	0	0	10
Question 3	9	0	1	10
Question 4	10	0	0	10
Question 5	10	0	0	10
Question 6	10	0	0	10
Question 7	7	3	0	10

- 4.7 The following comments were received in favour or rejection of introducing an online payment process in question 7:

“It is an absolute must that schools can make payment by BACs so that we can be more efficient and save time on current processes.” – Head Teacher.

And

“I’ve transferred from an academy who were using BACS to make payments to having to write CHEQUES each week; it’s very frustrating.” – Finance staff.

And

“I would be worried about the potential for fraud if a BACS process was introduced and would like to see the guidance about the process before I would approve the use of BACS.” – School Governor

And

“I’m concerned that there will be insufficient staff to ensure adequate separation of duties (will probably need at least 4) and insufficient use to ensure that staff are fully trained to do this adequately.” – School Governor

- 4.8 Medway would like to adjust the proposed question 1 change. Instead of naming Maria Beaney directly in the policy, we now propose to name just the post in order to future proof the policy.
- 4.9 Although all board members are eligible to take part in the discussion about the policy, only maintained school members are eligible to vote. Please see the voting matrix to see if you are eligible to vote.
- 4.10 The Schools Forum is asked to accept the changes identified by the 7 questions in appendix A. Voting for each question is required separately.**

5 Next steps

- 5.1 A revised Medway Scheme for Financing Schools will be uploaded to the schools forum and governor hub websites incorporating the changes approved in section 2.9.
- 5.2 If the introduction of online payments is approved, more detailed guidance will be added to the Medway Schools Finance Manual. This updated guidance will be added to the schools forum website.

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