# Schools’ Forum agenda pack 15 January 2019

Venue: Strood Academy, Carnation Road, Strood, Rochester, Kent, ME2 2SX

Time: 4:00pm to 6:00pm

## Agenda

1. Apologies

2. Declarations of Interest.

3. Minutes from the previous meeting.

4. Matters arising from previous meeting – Fair Access Placement Programme.

5. Funding Support Business Cases

6. 2018- 19 Revised Dedicated Schools Grant Allocation

7. Round 2 Schools Block: 2018-19 Centrally Retained Forecast

8. 2019-20 Initial Dedicated Schools Grant Allocation

9. Finial 2019-20 Centrally Retained & De-delegated Budgets

10. 2019-20 Final Schools and Academy Funding Formula

11. Date, time and venue of the next meeting.

## WIFI Password:

# Minutes of Schools’ Forum Meeting

# 21 November 2018

**Date and time:** 21/11/18 04:00 pm to: 21/11/18 06:00 pm

**Present:** Peter Martin, Paul Jackson, Maria Beaney. Julia Harris. Kathy Sexton. Kim Gunn,

Clive Mailing, Barbara Fincham. Kathy Sexton, Steve Geary, David Watkins, Karen

White and Paul Jackson.

**Location:**

**Clerk:** Strood Academy, Carnation Road, Strood, Rochester, Kent, ME2 2SX

Sarah Phillipson

## Discussion

**1. Apologies**

Martin Daniels - apologies given and agreed

**2. Declarations of Interest.**

None.

**3. Minutes from the last meeting.**

Accurate and agreed.

**4. DSG Reserves.**

MB updated the members on the DSG Reserves, noting the following points:

In 2013/14 the method for disturbing and allocating the Dedicated Schools Grant (DSG) changed. At

this time the Schools Forum had reserve balances totalling £2.740m and approved the funding of a

number of key projects designed to improve education across Medway.

As at 31 March 2018, the forum has agreed 11 projects totalling £2.703m with a residual £37,863 of

funding which still remains uncommitted and is available for future projects. Of the 11 projects

agreed the last project (teacher recruitment) finishes at the end 2018/19.

From April 2013 any in year over or underspends will be recouped from future years (biannually)

DSG allocations before the schools and academies individual budgets are set unless agreed

otherwise by the school’s forum.

MB outlined the current reserve levels explaining that at the end of the 2016-17 financial year, the

school block DSG underspent by £432,000. At their meeting on 10 July 2017, members agreed to

earmark this funding for future school improvement schemes and asked for a special meeting in

November to allocate this funding.

The funding available for school improvement projects is now £469,863. Members were asked to

approve or reject funding bids later on this agenda but are asked to remember this funding is a one

off and will not be available again once it has been fully committed or spent.

If some of this funding still remains uncommitted after this meeting it will roll forward in reserves

until the Schools Forum have agreed to commit the funds.

## Action for the Schools Forum

The Schools Forum is asked to agree what percentage of school block DSG funding if any should be

earmarked for:

a) School improvement bids?

b) Carried forward in reserves for future years projects?

c) Added to the 2019-20 school funding formula funding allocation

Chair pointed out to the forum members that high needs support in Medway is likely to need to

support going forward, so it was suggested that a strong reserve should be marked for this.

DW inputted to the forum members, he explained projected overspend of £1.2 million overspend for

Medway with a final figure becoming clearer in January 2019. He further explained that there had

been a 55% increase of Children with SEN needs and so this had created an added pressure to meet

these pupils needs.

It was noted to members that there are two LA projects under way.

1. LA Submitted a a bid for SEND schools. The results of this bid is due in Jan 2019 from the DfE. If

this is successful the LA would be aiming for a 2021/22 completion date.

2. LA -is also in the process of applying to build a SEND school (Cornwallis land adjacent to the

cemetery.) Approximately £25 million budget - This proposal is with the Government cabinet.

LA recommended to the members to allocate £400k into a reserve for high needs, and £70k for

school improvement projects.

**Q- What is happening with Year 11 agreement as the Schools forum had previously agreed at to**

**fund this project up until Aug 2018/19. Will this be continuing as this has a cost of £68k a year?** A -

Members discussed this funding agreement and there was a slight confusion over when this

agreement was due to finish.

**Task** - MB to find the minutes regarding the ongoing year 11 agreement.

**Task** – MB. KG and PJ -members asked for more information regarding the contents of the Year 11

project and how it works.

**Decision -** Members voted and agree to keep a general reserve for the school forum of £330k for

future use.

**Decision** - £70k kept if needed for the ongoing 11 year agreement.

## 5. Request for Funding: Mental Health

Mental Health.

This scheme was devised by the MELA, Medway Secondary Heads Association and NAHT to develop

practitioners’ skills and leadership capacity in trauma and mental Health in Medway Schools. The

requests ask for funding over 3 years totalling £30,154 with the full scheme details outlined as the

Project:

Year 1 - Develop practitioners’ skills and leadership capacity in Trauma and Mental Health in

Medway Schools.

Year 2 - Zone support for schools 5 days release focusing on developing.

Year 3 - MTSA to allocate SLE status for on-going support (capacity)

Funds Required £30,154- Course Cost £1,959 for validated 12 days training and travel costs to

London.

### Detailed breakdown:

8 places with 75% of the course funded (£1,469.25) costing £11,754

Travel costs for 12 days training per place (Medway to Islington)

£24.00/person/trip £2,400

5 days per Practitioner to support schools including delivering training

(£150 max) £6,000

Other £10,000

Total: £30,154

A Liability clause was explained that if approved applicant fails to complete the course, the home

school will be liable for the 75% contribution. If the practitioner leaves the authority up to two years

after completing the course, the school will be liable for 50% in Year One and 25% in Year 2.

Fund Allocation is for 8 primary places (per geographical zone) and 4 secondary places (per

geographical zone)

It was explained that the desired outcome was 12 zone-based Trauma and Mental Health Informed

Schools Practitioners. 12 teachers (8 primary and 4 secondary) qualified mental health practitioners,

who will be able to support pupils across the authority with regards mental health. This would give

support to colleagues and add leadership capacity in a key area. It was explained it would improve

inclusion within local schools, provide mental health support for pupils as a first stop shop and

Reduce Exclusions while adding to capacity to SSG.

The Course Outline was discussed it was noted that the funding would give Practical skills-based

training course supported by over 1000 evidence-based research studies, designed to inform and

empower school staff to help vulnerable children and most importantly how to feel supported and

nurtured in the process. The course aims to enable staff to respond effectively to vulnerable

children and those who have suffered a trauma or have a mental health issue.

The psychologist led supervision element of the course, provides practitioners with key insights and

skills as well as vital support and encouragement. Delegates will learn to use ‘Motional’ – an online

tool for assessing, improving, and measuring change in emotional health and wellbeing.

It explained that this would be particularly useful to schools because of the evidence it provides of

non-academic improvement with individual students and across different groups of students.

The course Aims and Objectives were noted to be: - to train school staff and community staff to be

mental health literate, and trauma-informed practitioners, who are able to: -

Work with other school staff / community workers

• Work to increase the protective factors and ‘safety cues’ in the school culture to prevent

adverse childhood experiences from becoming long term mental, physical and societal health

problems

• Enable staff to think psychologically about pupils and make empathic responses as

Appropriate

• Support staff to relate to children in ways that enable them to move from blocked trust to

Trust

• Educate staff to understand when challenging behaviour and explosive outbursts are likely

to be trauma triggers and how to calm children

• Using accessible language, support staff with the brain science and psychological research on

child mental health problems and their impact on quality of life and learning

• Educate staff about what children need in their relationships with adults, so they don’t suffer

misdiagnosis, distress or additional trauma in the school environment

• Support staff in ways that prevent them suffering from high levels of stress, developing

secondary trauma and leaving the profession as a result.

It was explained that Candidates applications would be welcome from each zone. (date to be

agreed) and that the Heads’ Panel will consider applications and invite candidates for interview.

There are 12 places allocated as described above. It was noted there would be a taster day on the

24th November Taster Date (expectation that candidates would attend) and the starting date would

be January 2019.

https://www.artspsychotherapy.org/join/1-taster-days-evenings

The liability clause was discussed, as there were concerns regarding holding the schools to account.

It was suggested that there is a reward to stay in the school as opposed to a fee for leaving. It was

felt that the important factor was getting these persons trained and enable the to training to roll

out.

Members discussed that there were a concerns regarding the attractiveness of attending this

training given the amount of work going forward for these members of staff, and how releasble

would the members of staff be, to move around all the schools when they are members of staff in

their own schools. Members discussed which members of staff would be best suited to take the

training.

The mental health of staff was then discussed.

JH noted to the members that the Trade union also offers staff training for mental health support.

There are no supply costs for this. A working party was suggested. Mela and medway heads could be

asked to join this, working party.

**Task - KG –** to approach MELA and Medway Secondary Heads Association and to arrange a working

party to review the mental health program proposal before any agreement on funding can be made.

**Decision –** All members voted and agreed the £30k funding, but noted that they would like to see in

more detail how this program would work.

## 6. Request for Funding: Exclusion Training Medway Heads and Governors

This scheme was devised by the MELA, Medway Secondary Heads Association and NAHT to

understand exclusion by senior leaders and governors from a legal perspective.

It was explained that the requests ask for funding totaling £20,000 with the full scheme details

outlined as: -

Project - Supporting Exclusions reduction in Medway

With an aim to raising the understanding of exclusions from a legal perspective aimed at Senior

Leadership and Governors.

### Breakdown

Exclusion Expert (barrister) 40 places : £2,995 (minimum)

100 places: £8,395

200 places: £15,895

It was noted that Non-attenders will be charged for price of the place (£100), which would be

returned to Schools Forum funds. Schools Forum funds would be returned if minimum take up of 40

places is not reached.

Outcome - Senior leaders and Governors will have a thorough understanding of exclusion from a

legal perspective, including supporting the needs of pupils in school, both diagnosed and

undiagnosed. This high-quality leadership training would complement the current Exclusions project

running in Medway, supporting exclusion reduction. Increase leadership capacity to support schools

with challenging pupils. Increase the pool of trained leaders who can sit on ISR panels for the

authority.

It was noted that the Expert supporting this training was Tanya Callman Barrister MA Cantab,

Exhibitioner at Peterhouse, Cambridge

Consultant Editor to the Education Title of Halsbury’s Laws of England, (Fifth Edition), published

September 2015

Tanya was called to the Bar in 1993 and practised as a barrister at the Chambers of Lord Campbell of

Alloway QC, 2 Kings Bench Walk, Temple. In 2007, she set up Edulaw Training, a bespoke lecturing

business providing training on education law.

In 2012, Tanya founded Edulaw Chambers, alongside Senior Clerk Sally Collyer. Tanya practices as a

sole practitioner at the Bar. She also accepts public access instructions. Tanya has appeared regularly

before all types of Courts and Tribunals advising local authorities on a wide range of education law

and policy issues. She has also acted for parents and children as well as for many independent

schools and academies.

Tanya has been recognised as a leading practitioner in education law by both of the main legal

directories, “Chambers & Partners” and “Legal 500”. She represented the City of Westminster in the

first case of an appeal from the decision of the (then) Special Educational Needs Tribunal (S v Special

Educational Needs Tribunal and the City of Westminster) – taking the case ultimately to the Court of

Appeal.

Tanya was formerly Consultant Editor of Education, Public Law and the Individual, the journal which

she founded and she is a member of the Practical Law Company Public Sector Consultation Board.

A founder member of the Advisory Group for the National Autistic Society ’s Advocacy for Education

Service, Tanya has also been involved with a range of educational and special educational needs

charities. She was co-Chair of an access advisory group on disability issues. She regularly Chairs the

Education Law Association’s annual conferences.

Tanya has appeared on Legal Network Television, presented a paper at the Institute of Advanced

Legal Studies, written for Judicial Review and contributed course material for the Open University.

Course Outline In this in-depth day, attendees will cover the following:

* The mechanics of exclusions in detail
* A detailed look at the 2017 exclusions guidance and how the school can “get it right first

time”

* The role of Heads and governors in the exclusions process
* How to avoid legal challenges
* Issues which schools need to think about to future-proof themselves against legal challenges

e.g. the kind of information they gather, what should be in policies

* What the governors need to do at the PDC meetings
* What can happen at an IRP in outline and how to be prepared for (and ideally avoid) the

possibility of an IRP

* What can happen after an IRP.

In addition, they would cover:

* How the Equality Act impacts on exclusions, in particular trying to avoid claims of disability

discrimination in the exclusions process.

* an overview of other government guidance on relevant matters that impact on exclusions,

such as activities outside the school gate etc., bullying, behaviour and discipline etc.

Aims and Objectives of this course was explained as -By covering all the above matters, this would

ensure that the training also covers the mandatory training requirements in case the Heads (or

governors) would like to sit on an IRP after the event

Applications for the course will be welcomed from all SLT including governors. Start date June 2019.

Members discussed LA Inclusion program which is ongoing and now is showing to have an impact on

the number of exclusions. It was explained that Lyn Symms offers training regarding the actual

exclusion process for Governors and Heads, while this training is aiming to cover the process of

independent review appeal. The members discussed the benefits of this training.

**Decision -** Members agreed to spend £20k. - All members voted and agreed. Forum members asked

to be updated on this training along with a monitoring of attendance.

## 7. Request for Funding: School CPD Release

Outlined by KS on behalf of MELA zones.

The Members discussed the School CPD release funding which requests £20,000 to be used to fund

cross school working and other School Improvement projects for the schools in each zone- £5,000

per zone.

Schools will be able to demonstrate examples of cross school working to raise standards in their

individual Zones and ultimately across Medway.

School leaders have the capacity to release staff for good quality school improvement work during

the school working day without any financial short falls being incurred. Any CPD pertaining to school

improvement can be financed wholly or in part using the economies of scale on the zones rather

than schools paying individually

Inclusive of all schools regardless of individual financial situations however can only be utilised for

schools working across the zone together not for individual projects or school priorities. It was noted

that this funding would give 25 days CPD release time per zone.

It was explained that this would benefit all schools on the 4 MELA Zones.

**Q – Are the SLEs not already doing this?** A - SLEs could be used as a part of this funding program.

Members discussed the existing support and the level of statutory service available, and whether or

not the schools could easily access this.

**Task:** DM - Members asked for teaching schools to come to the zone meetings to discuss the detail,

along with the school improvement team.

**Decision -** Members agreed in principal to fund £20k for one year - starting Jan 2019 but members

asked of more details regarding the format of the program.

## 8. AOB

Forum Membership - Secondary representation for Head teachers waiting for nominations MB will

bring this data to the 15th Jan meeting.

Primary representation has been nominated and now will need to voted by the schools.

**Task -** MB to arrange nominations for primary representation in the school’s forum to be voted

upon. (One school, one vote)

## 9. Date, time and venue of the next meeting.

15 Jan 2018

I confirm as Chairman of the Governing Body this is a factual representation of the meeting.

Sign……………………………………

Date ……………………………………

## Actions Arising

|  |  |
| --- | --- |
| Action | Complete by |
| **Task** - MB to find the minutes regarding the ongoing year 11 agreement. | MB |
| **Task** – MB. KG and PJ - members asked for more information regarding the  contents of the 11year agreement project and how it works. | MB, KG, PJ |
| **Task: KG –** to approach MELA and Medway Secondary Heads Association  and to arrange a working party to review the mental health program  proposal. | KG |
| **Task:** DM - Members asked for teaching schools to come to the zone  meetings to discuss the details of the CPD training proposal, along with the  school improvement team. | DM |
| **Task -** MB to arrange nominations for primary representation in the school’s  forum to be voted upon. | MB |

## Agenda Item 4: Year 11 Fair Access Placement Programme

### 1 Background Information

1.1. In October 2014, the Schools Forum agreed to support the introduction of a

programme for the placement of Year 11 pupils in Medway secondary schools with the

participation of The Will Adams Centre. This agreement included funding to support

the administration and quality assurance costs for the one year.

1.2. The secondary schools and Local Authority officers undertook a review of the

programme following successful completion of the initial pilot period. The review

concluded that the programme had met its agreed objectives and should continue and

the Schools Forum approved additional funding for future academic years.

### 2 Fair Access Placement Programme.

2.1 This scheme was devised by Medway Council and the Secondary Heads

Association to speed up the school admission process for students new to the area.

2.2 Students are placed and taught in a mainstream environment within 3 weeks and

championed by Will Adams staff thereby offering them the same opportunities as

other young people in Medway. The school employee’s additional staffing resource.

2.3 The Schools Forum funded the 2016/17 academic year, with Medway Secondary

Heads part funding the programme for the 2017/18 academic year.

2.4 However there appears to be some confusion on who approved to pay for the

2018/19 academic year? The secondary School Forum members believe the Schools

Forum agreed to fund the programme whist the primary and other school forum

members believe the Medway Secondary Heads are funding the 2018/19 academic

year. The Schools Forum minutes of 10 January 2018 are not clear on who agreed to

fund the 18/19 academic year. They state:

“*The question has been raised if there is funding available in 2018/19 and 2019/20.*

*17/18 academic £30k funding by Secondary Heads.*

*The money stays with schools where the children are on the roll but the children go*

*to mainstream school. If the children are not on a school roll there is no funding for*

## them.

*Cannot be funded through the funding formula but could be funded via a*

*contingency.*

*If schools forum has a balance to cater for it and it could it be used?*

*A discussion took place as to whether to fund the Year 11 Fair Access but it needs to*

## be done before July. “

**2.5** The school has incurred additional cost to employee the staffing resource to carry

out this programme and as the School forum has a moral responsibility to ensure the

school does not face financial difficulties as a result of this confusion. **The Schools**

**Forum are asked to fund the programme for the 2018/19 academic year at a cost of**

**£68,000.** All members are eligible to vote.

2.6 If approved the 2018/19 academic year will be the last year the Schools Forum

agrees to fund the scheme. If the scheme continues thereafter it will need to be

funded by Medway Secondary Heads.

**3 The Schools Forum**

3.1 The Schools Forum are asked to **APPROVE** or **REJECT** the proposal to fund the

2018/19 academic year fair access programme at a cost of 68,000?

**Report Authors:**

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**Background:**

## 10 January 2018: Item 4 – Year 11 Fair Access.

Appendix 1

## Year 11 Placement Scheme

The Year 11 Placement scheme was devised by Medway Council and Secondary

Headteachers to speed up the process of school admission for students new to the

area. Students are now placed within 3 weeks and championed by Will Adams staff

whilst taught in a mainstream environment, offering them the same opportunities as

other young people in Medway.

## Scheme advantages for the school:

* New year 10 (term 6) and year 11 casual admissions will not have an impact on

the school’s exam or attendance figures.

* More support is available for these students which means they can be

immediately accessed.

## Scheme advantages for the students:

* Students will be placed more quickly and receive less disruption to their

education.

* Additional support for the student is available if required which can be

immediately accessed.

## For a yearly investment of £68,000. The year 11 placement coordinator offers:

* Attend Pre-admission
* Attend any other relevant meetings
* Liaise with previous establishment
* Monitoring attendance and liaise with parents where necessary
* 1:1 mentoring of students
* Additional student ‘in class’ support or assistance with work
* Extra support for parents/carers (including home visits)
* Assistance with investigating alternative packages
* Completion of referrals to outside agencies
* Liaise with outside agencies
* Advice on post 16 pathways

## Anything can be asked for and will do if possible

## Schools Forum 19 January 2019

## Agenda Item 5:

## Funding Support Business Cases.

## 1 Background Information

1.1 The Schools Block Dedicated Schools Grant (DSG) funds budgets delegated to schools/academies (via

the funding formula) and funding retained by the Local Authority (LA) to support schools.

1.2 The Schools’ Forum is required to approve the centrally retained budgets to support schools. In July 2018, the Schools Forum approved the Schools in Financial difficulty due to class sizes policy. This policy requests a business case to support the September 2019 class are approved as part of the budget setting process in January each year.

1.3 The schools Forum also approve the growth funding new classes on a school by school basis.

## 2. New Class Funding.

2.1 The Schools’ Forum have previously decided that the following support ( see below) should be given to schools/academies with PAN increases in order to allow the PAN changes to \*to be embedded through the school/academy funding system.

Infant 3 years maximum support

Junior 4 years maximum support

Primary 7 years maximum support

Secondary 5 years maximum support

2.2 This support would cease as soon as capacity is reached or if a change is made back to the original PAN or PAN reduction.

2.3 Included in the 2018/19 budget setting was a new class funding payment for Greenacre School subject to their approval to release the funding on assurance of the new class. **The LA are now** **requesting approval to pay this one off funding of £55,000.**

**3. Schools in Financial Difficulty due to Class sizes – Small Class Sizes.**

3.1 The Schools in Financial Difficulty due to Class sizes policy was introduced to provide stability for those schools whose numbers in key stage 2 are less than 2/3’s full.

3.2 Ongoing Support for schools which have been agreed previously is as follows:

* Crest – Business Case is attached at Appendix 1.

Support is requested for two year groups at a total cost of £110,000. This is support for last

years, Year R class which is moving into year 1 and the new year R class for September 2019.

Support was approved in July for the 2018/19 academic year. **Suggest funding is approved.**

* Hempstead Infants - Business Case is attached at Appendix 2

Support is requested for one year group at a total cost of £55,000. This is support for last years, Year R class which is moving into year 1 from September 2019. Pupil numbers have recovered sufficiently for September 2019. Support was approved in July for the 2018/19 academic year. **Suggest funding is approved.**

3.2 New Support for schools which have not been agreed previously but now met the criteria and wish to apply:

* Warren Wood – Business Case is attached at Appendix 3.

Support is requested for two year groups at a total cost of £110,000. This is support for last

years, Year R class funding not requested previously which is moving into year 1 and the new year R class for September 2019. One of these classes will be funded by the 2018/19 budget. **Suggest funding is approved.**

* Park Wood Infants – Business Case is attached at Appendix 4. Support is requested for one year group at a total cost of £55,000. This is support for the new year R class from September 2019. **Suggest funding is approved.**
* Luton Infants – Business Case is attached at Appendix 5. Support is requested for one year group at a total cost of £55,000. This is support for the new year R class from September 2019. **Suggest funding is approved.**
* Oaklands – Business Case is attached at Appendix 6. Support is requested for one year group at a total cost of £55,000. This is support for the new year R class from September 2019. **Suggest funding is approved.**

3.3 If all the classes above are approved a total funding requirement of £330,000 will be required in 2019/20 as part of the contingency growth fund budget.

**4 The Schools Forum**

4.1 The Schools Forum is asked to APPROVE or REJECT:

* The new class funding for Greenacre School - £55,000. Budget agreed in January 2017 as per section 2.63 above.
* Ongoing small class funding for Crest Infants at £110,000 for 2019/20 as per section 3.2 above?
* Ongoing small class funding for Hempstead Infants at £55,000 for 2019/20 as per section 3.2 above?
* New small class funding for Warren Wood at £110,000 for 2019/20 as per section 3.3 above?
* New small class funding for Parkwood Infants at £55,000 for 2019/20 as per section 3.3 above?
* New small class funding for Luton Infants at £55,000 for 2019/20 as per section 3.3 above?
* New small class funding for Oaklands at £55,000 for 2019/20 as per section 3.3 above?

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**Background:**

Schools Forum: 04 July 2018 – Confidential Business Case

**Appendix 1 – 6 have been classified as confidential.**

## Agenda Item 6:

## 2018-19 DSG Budget Allocation Update

1. **Background Information**
   1. The Education and Skills Funding Agency (ESFA) requires all Local Authorities (LA) to provide information to its Schools’ Forum about its Dedicated Schools Grant (DSG) on a regular basis.
   2. The DSG consists of four notional funding blocks.

1) Schools Block – 99.5% mandatory pass through rate for schools and academies.

2) High Needs Block

3) Early Years Block – 95% mandatory pass through rate for schools, academies and early

year’s providers.

4) Central Services School Block – Funding to operate statutory services such as admissions and the schools forum.

1.3 The LA uses its DSG grant to fund educational activities across Medway either through direct payments to schools/academies, other educational providers or if approved centrally

retained for education purposes. The LA’s retained DSG allocation is adjusted several times

throughout the year when maintained schools convert to academies.

1. **Current 2018 - 2019 DSG Allocation**

2.1 The tables below outline the changes to Medway’s DSG allocation by the ESFA in December 2018.

* Table 1 outlines the allocations before academy deductions.
* Table 2 outlines the LA’s retained allocation after academy deductions.

**Table 1 - 2018-2019 DSG Allocation before academy deductions.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | July allocation £m | December allocation £m | Adjustment £m |
| Schools Block | 174.775 | 174.775 | 0 |
| High needs block | 36.401 | 37.138 | 0.737 |
| Early years block | 17.014 | 17.014 | 0 |
| CSSB | 0.714 | 0.714 | 0 |
| **Total** | **229.436** | **229.641** | **0.737** |

2.2 Medway’s overall DSG allocation has increased by £737,000 to £229,641,000 due to an

increase in the high needs allocation. This is due to two factors:

* The SEN pupil import/export adjustment – Medway receive additional funding in year when other LA pupils are educated in Medway special schools. This adjustment is normally undertaken in July but Medway queried the July adjustment and it has been revised in our favour.
* £667,000 which is Medway’s share of the Government’s increase in high needs

funding.

**Table 2 - 2018-2019 LA retained DSG allocations after academy deductions.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | July allocation £m | December allocation £m | Adjustment £m |
| Schools Block | 40.527 | 40.527 | 0 |
| High needs block | 24.397 | 25.412 | 1.015 |
| Early years block | 17.014 | 17.014 | 0 |
| CSSB | 0.714 | 0.714 | 0 |
| **Total** | **82.652** | **83.666** | **1.015** |

2.3 The LA’s DSG allocation was increased by £1.015m due to:

* £667,000 which is Medway’s share of the Government’s increase in high needs funding

as explained in section 2.2 above.

* £348,000 as a repayment for an over collection of academy deductions from the

September 18 commissioned place changes.

2.4 Medway propose to use the additional income it receives to help cover the cost of the

2018/19 high needs budget.

1. **Schools’ Forum Actions and Recommendations**
   1. The Schools’ Forum are asked to **NOTE** and **COMMENT** on this report.

**Report Author:**

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**Background:**

## 4 October 2018 - Agenda Item 6: 2018-19 DSG Budget Allocation Update

## Schools Forum 15 January 2019.

## Agenda Item 7:

## 2018-19 Round 2 Monitoring

1. **Background Information**
   1. At their meetings in October 2017 and January 2018 the Schools’ Forum, approved the local authority (LA) 2018-19 central services schools block dedicated schools grant (CSSB DSG) and the centrally retained budgets schools block (SB DSG).
   2. This report is intended to provide an update on the year-end forecast of these budgets.

**2. The 2018-19 Centrally Retained Forecasts**

2.1 The Schools’ Forum approved centrally retained budgets of £1,657,367 from the schools

block of the DSG which can be grouped into four categories:

* Growth Funding: £1,046,511
* Copyright Licenses: £248,203
* Contingency – Schools in Financial difficulty: £300,000
* Contingency – Other: £62,653

2.2 Table 1 below shows the round two monitoring forecast which predicts an overspend of

£80,000 due to the additional rates funding which had to be paid to three schools costing

£270,000 offset by the underspend of £190,000 on the schools in financial difficulty

earmarked funding.

2.3 With the Schools Forum approval this overspend will be deducted from the 2020 schools

block DSG as per there September 2018 meeting.

**Table 1 – R2 Centrally Retained Budgets Schools Block.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Approved Budget £000’s | Forecast Outturn  £000’s | Budget Variance  £000’s |
| Ongoing – Agreed New Class Lump Sums  School/academies with approved PAN increases. | 825 | 825 | 0 |
| New – New Class Funding - Lump Sums  School/academies with approved PAN increases. | 73 | 73 | 0 |
| Bulges classes | 148 | 148 | 0 |
| Sub-total growth fund | 1046 | 1046 | 0 |
| Schools in financial difficulty | 300 | 110 | 190 |
| Other | 63 | 333 | 270 |
| Copyright licenses | 248 | 248 | 0 |
| Sub-total others | 611 | 691 | 80 |
| Total | 1658 | 1737 | 80 |

**3. The 2018-19 De-delegated Services and Central Services Schools Blocks Forecasts**

3.1 For 2018-19 financial year, the maintained members of The Schools’ Forum approved three De-delegated services. Table 2 below shows the round one monitoring forecast which predicts a breakeven position.

**Table 2 – R2 De-delegated Services and Central Services Schools Block.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Approved Budget £000’s | Forecast Outturn  £000’s | Budget Variance  £000’s |
| Assessment of Eligibility for Free School Meals\* | 6 | 6 | 0 |
| Trade Union facilities | 12 | 10 | (2) |
| Retained Statuary Services – Maintained Schools Only | 679 | 679 | 0 |
| Central Services Schools Block – Maintained and Academy | 714 | 714 | 0 |
| Total | 1411 | 1409 | (2) |

\* Only shows the de-delegated element and not the academy buyback.

* 1. Maintained School Forum members are asked to approve the underspend on de-delegated services of £2,000.
  2. Tables 3 provides members with an update on the monitoring forecast for the maintained schools top slice. 2018/19 is the first year of LA’s top slicing maintained schools to pay for statutory services after the Education Service Grant was paid into the schools block of the Dedicated Schools Grant (DSG), rather than receiving the ESG grant directly.
  3. At their January 2018 meeting, members approved the top slicing of £66 per pupil for all maintained schools. As the round 2 forecast anticipates an overall overspend of c£132,000 it is not the intention of the local authority to request additional funding support from the Schools Forum to cover this overspend but it will met this costs from its own resources.

**Table 3 – Maintained schools top slice**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Responsibilities for maintained**  **schools** | Schools contribution 2018-19 £ | Total budget 2018-19 £ | Forecast outturn 2018-19 | Budget Variance  £ |
| Functions relating to LA pensions: | £302,755 | £635,435 | £808,500 | £173,065 |
| General landlord duties for all  maintained schools. | £100,000 | £250,000 | £237,000 | (£13,000) |
| National curriculum assessments  and virtual head teacher. | £100,000 | £100,000 | £105,000 | £5000 |
| Monitoring of school  improvement. | £176,000 | £350,000 | £317,000 | (£33,000) |
| Total | £678,755 | £1,335,435 | £1,467,500 | £132,065 |

## Special Educational Needs and the High Needs budget.

4.1 Special Educational Needs (SEN) is forecasting to spend in excess of the budget by

£1.319million. New additional packages of support have been agreed, forecasting to cost

£1.193million, and in addition 158 pupils are now forecast to either stay on in education or

have had their package of support increased, forecasted to cost £865,000. These are

partially mitigated by 79 pupils either having their package of support reduce or stop,

forecasted to save £498,000. In addition to SEN placements, the High Needs DSG budget also funds Alterative Provision, the SEN and Psychology teams including the 0-25 team and the forecast continues to assume a reserve drawdown of £200,000.

4.2 New arrangements have been implemented to strengthen controls around SEND

assessments, including a review by panel of all parent requests for Educational Health and

Care Plans prior to being passed for assessments; it is anticipated this may reduce the level

of EHC Plans being agreed which may in turn reduce spend in this area.

4.3 Management action included within the forecast assumes that if these budgets

under/overspend at the end of the financial year as forecast, the overspend will be moved

into the High Needs DSG reserve, putting it into a deficit of £1.650million.

4.4 The Education and Skills Funding Agency (ESFA) have indicated that from 2019/20 they will be restricting Local Authority use of this reserve, with the outcome of the technical

consultation due by the end of the current calendar year. What has already been announced is that from March 2019, the ESFA will require authorities with an overall reserve deficit of more than 1% to produce a report that sets out plans to bring the reserve into balance within three years and these plans must be discussed with the Schools Forum.

4.5 It will now be necessary for the recovery plan to be prepared to bring the reserve out of the deficit position and will be presented to the schools Forum for their comments in July 2019.

4.6 The round 3 monitoring forecasting is indicating this has increased.

**5. Schools’ Forum Actions and Recommendations**

5.1 The Schools’ Forum are asked to **NOTE, APPROVE** and **COMMENT** on this report.

* **Approve:** The £80,000 overspend will be deducted from the 2020 schools block DSG as per section 2.3 above?
* **Approve:** Maintained School Forum members are asked to approve the underspend of £2,000 as per section 3.2 above?
* **Note:** The Special Educational Needs Recovery Plan is timetabled for July 2019.

All members are eligible to vote.

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## Agenda Item 9:

## 2019-2020 Local Authority Centrally Retained Budgets

**1 Background.**

1.1 The Schools Block Dedicated Schools Grant (DSG) funds budgets delegated to

schools/academies (via the funding formula) and funding retained by the Local

Authority (LA) to support schools.

1.2 From April 2018, the DSG was spilt into four block of funding, one of which is the LA’s

central services school block (CSSB) funding which requires ratification and approval

by the Schools’ Forum.

1.3 LAs can only retain funds for the provision of central education services in circumstances

which have been set by the Department for Education (DFE); these are known as

**Centrally Retained Budgets** and fall into three headings;

a) Statutory Functions of the Local Authority

b) Growth Fund

c) De-delegated Services

1.4 Each year the Schools’ Forum is required to approve the centrally retained budgets and

from April ratify the CSSB funding.

1.5 The Schools’ Forum have previously decided that the following support ( see below)

should be given to schools/academies with PAN increases in order to allow the PAN

changes to \*to be embedded through the school/academy funding system.

Infant 3 years maximum support

Junior 4 years maximum support

Primary 7 years maximum support

Secondary 5 years maximum support

1.6 This support would cease as soon as capacity is reached or if a change is made back to

the original PAN or PAN reduction.

**2 Statutory Functions of the Local Authority**

2.1 The new CSSB DSG funding is intended to provide funding for LA’s to continue to

operate and run their statutory functions and for 2019-20 the DSG allocation awarded

is £0.743m broken down as follows:

£373,603 for Co-ordinated Pupil Admissions processes

£5,000 for Schools Forum administration

£372,315 for general statutory duties relating to both maintained schools and

academies as per table 1 below.

**Table 1 – How is the CSSB funding spent?**

|  |  |  |
| --- | --- | --- |
| Service | Total budget 2019-20 £ | 2019-20 SB retained services £ |
| C&A Directorate Management Team | 488,477 | 59,690 |
| Commissioning Management Team | 172,129 | 137,00 |
| Schools Forum Administration | 5000 | 5000 |
| SACRE | 15094 | 15094 |
| Achieve Officer | 32623 | 32623 |
| Admissions and Medway Test – Excluding  Appeals. | 373603 | 373603 |
| Planning and Review Team | 167272 | 100000 |
| Governor Services | 19990 | 19990 |
| Total | 1274188 | 743000 |

2019/20 budgets are provisional until approved by Council in February.

2.2 Any underspends at the year-end will be carried forward to fund the statutory

functions of the LA in 2020-2021.

2.3 **The Schools Forum are asked to approve the LA’s CSSB funding of £0.743m for 2019-**

**20?** All school Schools Forum members can vote.

1. **Growth Funding and Pupil Number Variations**

3.1 Permanent PAN Increases must be funded via the Funding Formula and not through

the growth fund of the centrally retained funds held by LA. This means the LA require

the Schools’ Forum approval to adjustment the school/academy pupil on roll number,

used in the Funding Formula on all funding factors and not just on the Basic

Entitlement (AWPU).

3.2 Estimated pupil numbers have been used to for the new PAN increases and have also

been weighted to take account of the different school and academy funding years.

a) 7/12ths have been used for maintained schools - i.e. September 19 – March 20

b) 12/12ths have been used for academies - i.e. September 19 – August 20.

3.3 For 2019-20 this is the first LA request requiring approval by the Schools Forum as

they are the same as last year. (i.e. *additional* pupil numbers over and above the

upcoming October 2018 census).

3.4 Table 3 below shows a number of new schools places required from September 2019

relating to PAN increases agreed at previous Schools’ Forum meetings. The new class growth funding associated with this group of schools is £660,000.

**Table 3 – On-going Identified School PAN Increase**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| School | Year of support | Academy | Maximum pupil increase per class | Number of pupils  R | Number of pupils  1 | Number of pupils  2 | Number of pupils  3 | Number of pupils  4 | Number of pupils  5 | Number of pupils  6 | Number of pupils  7 | Number of pupils 8 | Total pupils | Total pupils |
| Napier primary academy | 7 of 7 | Y | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | - | - | 210 | 210 |
| Wainscott Primary school | 7 of 7 | N | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | - | - | 210 | 122.5 |
| Delce Junior Academy (yr R) | 3 of 3 | Y | 30 | 30 | 30 | 30 | - | - | - | - | - | - | 90 | 90 |
| Brompton Westbrook primary academy | 6 of 7 | Y | 15 | 15 | 15 | 15 | 15 | 15 | 15 | - | - | - | 90 | 90 |
| Saxon way primary academy | 6 of 7 | Y | 30 | 30 | 30 | 30 | 30 | 30 | 30 | - | - | - | 180 | 180 |
| Cedar primary school | 5 of 7 | Y | 15 | 15 | 15 | 15 | 15 | 15 | - | - | - | - | 7 | 75 |
| New horizons primary academy | 5 of 7 | Y | 30 | 90 | 90 | 90 | 90 | 90 | 90 | 60 | - | - | 600 | 600 |
| Hundred of hoo academy – primary phase | 5 of 7 | Y | 30 | 30 | 30 | 30 | 30 | 30 | - | - | - | - | 150 | 150 |
| Bligh Federation | 3 of 7 | Y | 30 | 30 | 30 | 30 | - | - | - | - | - | - | 90 | 90 |
| Cliffe Woods | 3 of 4 | Y | 15 | 15 | 15 | 15 | 15 | 10 | 15 | - | - | - | 85 | 85 |
| Woodlands Academy | 5 of 7 | Y | 30 | 30 | 30 | 30 | 30 | 30 | - | - | - | - | 150 | 150 |
| Halling | 2 of 7 | N | 20 | 20 | 20 | - | - | - | - | - | - | - | 40 | 23.3 |
| Riverside | 2 of 7 | Y | 30 | 30 | 30 | - | - | - | - | - | - | - | 60 | 60 |
| Greenacre (Chatham) | 2 of 5 | Y | 30 | 30 | 30 | - | - | - | - | - | - | - | 60 | 60 |
| St Mary’s Island | 2 of 7 | N | 60 | 60 | 30 | - | - | - | - | - | - | - | 90 | 52.5 |
| Holcombe (Chatham) | 2 of 5 | Y | 30 | - | - | - | - | - | - | - | 30 | 30 | 60 | 60 |
| Sir Joseph Williamson (Rochester) | 2 of 5 | Y | 30 | - | - | - | - | - | - | - | 30 | 30 | 60 | 60 |
| Rainham Mark (Rainham) | 2 of 5 | Y | 30 | - | - | - | - | - | - | - | 30 | 30 | 60 | 60 |
|  |  |  |  | 485 | 455 | 345 | 285 | 280 | 210 | 120 | 90 | 90 | 2360 | 2218 |

Please note:

New classes are shown in red and highlighted and total 554.17 (pro-rated to reflect

the different financial years) and are reflected in the funding formula proposals later

on the agenda.

3.5 Table 4 below shows the new schools places required from September 2019 but

where the place planning team are still negotiating with schools or where a school is

converting into an academy on 1 April 2019. The growth funding associated with this

group of schools is £72,631 and are acting as a contingency and represents £1.83 per

pupil.

## Table 4 – Newly unspecified school places.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School | Years of Support | Academy | Maximum pupils | Total pupils |
| A school or schools in Medway | 2 of 5 | Y | 30 | 30 |
| Total |  |  |  | 30 |

3.6 In 2018-18 Medway created a Schools In Financial Difficulty Policy due to class sizes

policy, known as the small class size policy.

3.7 The Schools Forum has previously agreed to support the three schools shown in table

5 below. The Small class size funding equates to £55,000 per class for year R, 1 and 2

as it moves through the school. As this school has a mandatory maximum class size of

30 pupils per class. The ongoing cost of this support for the schools approved totals

£330,000.

## Table 5 – Small class sizes.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| School | Years of Support | Academy | R | 1 | 2 | Total |
| Hempstead Infants | 2 of 3 | Y | 0 | 1 |  | 1 |
| Crest Infants | 2 of 3 | Y | 1 | 1 |  | 2 |
| Warren Wood | 2 of 3 | Y | 1 | 1 |  | 2 |
| Total number of class |  |  | 2 | 3 | 0 | 5 |

3.8 The 2019-20 growth fund budget has been allocated at £1,062,631 this compares to

the £1,346,511 allocated in 2018/19.

1. **De-Delegated Services**

4.1 There is a short list of budgets that are currently held centrally that must be delegated

to schools/academies through the funding formula in 2019-20. However, the LA can

ask the Schools Forum’s approval for them to be ‘de-delegated’ in order for these

funds to be pooled centrally and managed by the LA.

4.2 Any underspends at year-end will be carried forward to De-delegations or to the

Schools Block of the Dedicated Schools Grant.

4.3 De-delegation applies only to mainstream maintained schools (so not academies,

special schools or PRUs) as only these schools would benefit from the services that are

funded centrally. It is, however, possible for academies, special schools and PRUs to

buy into these services as part of the LA’s ‘buy-back’

**VOTE: Primary and secondary maintained school members must vote separately to**

**approve or reject the three proposed 2019-20 de-delegated services to adopt for**

**2019-20?**

4.4 **Assessment of Eligibility for Free School Meals**

In 2018-19 the Schools Forum approved a de-delegation of £0.55 per pupil from both

primary and secondary schools, in order for the LA to check pupils’ eligibility for free

school meals on behalf of LA maintained schools.

**For 2019-20, the Forum is asked to approve a de-delegation rate of £0.60 per pupil**

**from primary and secondary schools.**

4.6 **Trade Union Facilities**

For 2018-19 the Schools Forum approved a de-delegation of £1.20 per pupil from both

primary and secondary schools, which enables the teaching unions to represent their

members in disciplinary, grievance, and complaints hearings and to respond to LA

consultations on policies and procedures which affect teaching staff in Medway

schools.

The budget is used to reimburse schools which employ the union reps so the schools

concerned don’t bear the cost of covering their absence. Giving teachers access to

local expert trade union support can have benefits for both schools and the LA in

terms of improved employee relations in schools.

This cost of this service is the same for both academies and maintained schools but

has been pro-rated to reflect the different financial years for academies and

maintained schools.

**The LA is seeking the Forum’s approval for 2018-19 to de-delegate £1.40 per pupil**

**from primary and secondary schools.**

* 1. **Central Services**

Pre 2018-19 the local authority received an education service grant which paid for the

LA’s statuary services in respect of schools. In 2017-18 this grant was rolled into the

schools block DSG. In 2018-19 the Schools Forum approved a de-delegation rate of

£66 per pupil based on 9,786 pupils (£649,913 per year) and the LA had to request this

funding through the de-delegated process.

At their meeting in October 2018, the schools forum members provisionally agreed to

de-delated £66 per pupil for both primary and secondary schools again in 2019-20.

Table 6 below shows how this funding will be spent.

Please see appendix 1 for the full list of services but in summary this funding will cover

the following services;

**Table 6 – Schools Top Slicing.**

|  |  |  |  |
| --- | --- | --- | --- |
| Responsibilities for maintained schools | Total Budget 2019-20 £ | School contribution % | Schools contribution 2019-20 £ |
| Functions relating to LA pensions:  a) administration of teachers’ pensions  b) Retrospective membership of  pension schemes.\*  c) Dismissal or premature retirement\*  \* when costs cannot be charged to the  school. | £635,435 | 43% | £273,913 |
| General landlord duties for all  maintained schools. | £250,000 | 40% | £100,00 |
| National curriculum assessments and  virtual head teacher. | £100,000 | 100% | £100,000 |
| Monitoring of school improvement. | £350,000 | 50% | £176,00 |
| **Total** | £1335,435 | 49% | £649,913 |

19/20 Budgets are provisional until agreed by Council in February.

**The LA is seeking the Forum’s approval for 2019-20 to de-delegate £66 per pupil**

**from primary and secondary schools.**

**5. Action for the Schools’ Forum**

5.1 The Schools’ Forum is asked **to NOTE, APPROVE, REJECT** and **COMMENT** on this

paper.

a) The Central Service School Block funding of £743,000 as per section 2.3 of this

report.

b) The ongoing PAN commitments as per section 3.4 And table 3 above.

c) 1 newly unspecified school PAN increase as per section 3.5 table 4 above.

d) The ongoing Small class sizes funding support of £ as per section 3.6 above.

e) To Ratify the Growth fund budget of £1,007,631 for 2019-20.

f) The de-delegated Services as highlighted in section 3 of this report.

i. Trade Union support - £1.40 per pupil for both primary and secondary.

ii. Central Services - £66.00 per pupil for both primary and secondary

Schools.

iii. Free School Meals - £0.60 per pupil for both primary and secondary.

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|  |  |
| --- | --- |
| Responsibility held for all schools | Responsibilities held for maintained schools only |
| * **Director of children’s services and**   **personal staff for director**   * **Planning for the education service as**   **a whole**   * **Revenue budget preparation,**   **preparation of information on**  **income and expenditure relating to**  **education, and external audit**  **relating to education**   * **Authorisation and monitoring of**   **expenditure not met from schools’**  **budget shares**   * **Formulation and review of local**   **authority schools funding formula**   * Internal audit and other tasks related   to the authority’s chief finance  officer’s responsibilities under  Section 151 of LGA 1972 except  duties specifically related to  maintained schools   * Consultation costs relating to nonstaffing   issues   * Plans involving collaboration with   other LA services or public or  voluntary bodies   * **Standing Advisory Committees for**   **Religious Education (SACREs)**   * **Provision of information to or at the**   **request of the Crown other than**  **relating specifically to maintained**  **schools** | **Functions of LA related to best**  **value and provision of advice to**  **governing bodies in procuring**  **goods and services**   * **Budgeting and accounting functions**   **relating to maintained schools**  **(Functions relating to the financing**  **of maintained schools)**   * **Authorisation and monitoring of**   **expenditure in respect of schools**  **which do not have delegated**  **budgets, and related financial**  **administration Monitoring of**  **compliance with requirements in**  **relation to the scheme for financing**  **schools and the provision of**  **community facilities by governing**  **bodies**   * **Internal audit and other tasks**   **related to the authority’s chief**  **finance officer’s responsibilities**  **under Section 151 of LGA 1972 for**  **maintained schools**   * Functions made under Section 44 of   the 2002 Act (Consistent Financial  Reporting)   * Investigations of employees or   potential employees, with or  without remuneration to work at or  for schools under the direct  management of the headteacher or  governing body   * **Functions related to local** |
| Responsibility held for all schools | Responsibilities held for maintained schools only |
|  | **government pensions and**  **administration of teachers’**  **pensions in relation to staff**  **working at maintained schools**  **under the direct management of**  **the headteacher or governing body**   * **Retrospective membership of**   **pension schemes where it would**  **not be appropriate to expect a**  **school to meet the cost**   * HR duties, including: advice to   schools on the management of staff,  pay alterations, conditions of service  and composition or organisation of  staff determination of conditions of  service for non-teaching staff;  appointment or dismissal of  employee functions Consultation  costs relating to staffing   * Compliance with duties under   Health and Safety at Work Act   * Provision of information to or at the   request of the Crown relating to  schools   * School companies * Functions under the Equality Act   2010   * Establish and maintaining computer   systems, including data storage   * Appointment of governors and   payment of governor expenses |

Education welfare

|  |  |
| --- | --- |
| Responsibility held for all schools | Responsibilities held for maintained schools only |
| * **Functions in relation to the**   **exclusion of pupils from schools,**  **excluding any provision of education**  **to excluded pupils**   * School attendance * Responsibilities regarding the   employment of children | * Inspection of attendance registers |

## Asset management

|  |  |
| --- | --- |
| Responsibility held for all schools | Responsibilities held for maintained schools only |
| * **Management of the LA’s capital**   **programme including preparation**  **and review of an asset management**  **plan, and negotiation and**  **management of private finance**  **transactions**   * General landlord duties for all   buildings owned by the local  authority, including those leased to  academies | * **General landlord duties for all**   **maintained schools;** School  Premises Regulations 2012) to  ensure that school buildings have:   * appropriate facilities for   pupils and staff (including  medical and  accommodation)   * the ability to sustain   appropriate loads   * reasonable weather   resistance   * safe escape routes * appropriate acoustic levels * lighting, heating and   ventilation which meets the  required standards   * adequate water supplies and   drainage   * playing fields of the |

|  |  |
| --- | --- |
| Responsibility held for all schools | Responsibilities held for maintained schools only |
|  | appropriate standards   * General health and safety duty as an   employer for employees and others  who may be affected (Health and  Safety at Work etc. Act 1974)   * Management of the risk from   asbestos in community school  buildings (Control of Asbestos  Regulations 2012) |

## Central support services

|  |  |
| --- | --- |
| Responsibility held for all schools | Responsibilities held for maintained schools only |
| * No functions | * Clothing grants * Provision of tuition in music, or on   other music-related activities   * Visual, creative and performing arts   Outdoor education centres (but not  centres mainly for the provision of  organised games, swimming or  athletics) |

## Premature retirement and redundancy

|  |  |
| --- | --- |
| Responsibility held for all schools | Responsibilities held for maintained schools only |
| * No functions | * **Dismissal or premature retirement**   **when costs cannot be charged to**  **maintained** |

## Monitoring national curriculum assessment

|  |  |
| --- | --- |
| Responsibility held for all schools | Responsibilities held for maintained schools only |
| * No functions | * **Monitoring of National Curriculum**   **assessments** |

## Other ongoing duties

|  |  |
| --- | --- |
| Responsibility held for all schools | Responsibilities held for maintained schools only |
| * Licences negotiated centrally by the   Secretary of State for all publicly  funded schools: this does not require  schools forum approval   * **Admissions** * Places in independent schools for   non-SEN pupils Remission of  boarding fees at maintained schools  and academies   * **Servicing of schools forums** * Back-pay for equal pay claims * **Writing to parents of year 9 pupils**   **about schools with an atypical age**  **of admission, such as UTCs and**  **studio schools, within a reasonable**  **travelling distance (new addition to**  **CSSB, to be included in 2018 to 2019**   * **regulations)** | * No functions |

## Historic commitments

|  |  |
| --- | --- |
| Responsibility held for all schools | Responsibilities held for maintained schools only |
| * Capital expenditure funded from   revenue   * Prudential borrowing costs | * No functions |

|  |  |
| --- | --- |
| Responsibility held for all schools | Responsibilities held for maintained schools only |
| * Termination of employment costs   Contribution to combined budgets |  |

Please note sections highlighted in purple and bold are particularly relevant to Medway.

Other services not highlighted still remain relevant but are paid for outside of the central

services de-delegated budgets such as SLA buy back’s.

## Agenda Item 10:

## The Final Schools and Academies Funding Formula 2019-20

**1 Background**

1.1 At previous School Forum meetings and previous papers on this agenda, Members discussed and agreed the following:

* To use a local funding formula which is moving towards the NFF.
* The 9 factors to be included in Medway’s local funding formula.
* To continue to use the Sparsity tapering and lump sum method.
* Agreed the pupil number variations - PAN increases.
* Agreed the Growth Fund payments.
* The Council Statutory Retained Functions.
* The Council pooled school services - De-Delegations.
* To transfer 0.5% of the Schools Block to the High Needs Block.
* To use the governments minimum funding guarantees:
  + A 0.5% year on year baseline per pupil increase.
  + Primary Schools will receive £3,500 per pupil and £4,800 for Secondary Schools.
  + To set an MFG of -1.5% for losing schools.

2 **Final 2019-20 Schools and Academies Funding Formula**

2.1 The final 2019-20 schools and academies funding formula, funding factors remain the same as the provisional formula, shown in appendix 1.

2.2 The funding unit costs remain the same as the provisional formulas except for the;

* Lump Sum which has reduced to £75,000. This is reduction of £35,000 when

compared to the lump sum previously reported to the Schools Forum. Please see

appendix 2 showing the final funding formula unit costs.

* Primary Low Prior Attainment. This has halved to £511 per pupil because the number

of eligible pupils has doubled from the numbers used in the consultation document.

Although the unit cost has reduced, the funding allocated through this factor is broadly

in line with last year.

2.3 Please see confidential appendix 3 for each school’s 2019-20 funding.

2.4 Under this formula, there will be 63 schools who gain funding but 33 schools who will lose funding. Of the 33 schools losing funding, 27 schools have lost funding due to a reduction in pupil numbers and 6 schools have lost funding despite a gain in pupil numbers. The average loss of funding ranges from £2,553 to £9,110. However there is one school which is an outlier and has lost funding of £18,509 despite gaining 1 pupil.

3 **2019-20 Schools Block Dedicated Schools Grant (SB DSG)**

3.1 The Funding Formula is used to distribute the Schools Block element of the DSG to all

mainstream schools and academies fairly and transparently.

1

3.2 The total SB allocation available for distribution after allowable deductions is £177,569,736 (£173,180,427 in 2018/19 or an increase of 2.4%) calculated as follows;

Initial Allocation Schools Block £179,530,017

Less: 2019-20 Growth Fund £- 1,062,631

Les: School block to HN Block Transfer £- 897,650

Total for Allocation in Funding Formula **£177,569,736**

3.3 Table 1 below shows the total funding allocated for each funding factor in 2019-20 and

2018-19 for comparison.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Funding factor | 2019-20 allocation £m | 2019-20 percentage % | 2018-19 allocation £m | 2018-19 percentage % |
| Basic entitlement – primary | 70.481 | 40% | 69.467 | 40.11% |
| Basic entitlement – secondary | 65.594 | 37.2% | 65.250 | 37.68% |
| Deprivation | 16.570 | 9.4% | 15.172 | 8.76% |
| Prior attainment | 9.259 | 5.25% | 8.485 | 4.9% |
| EAL | 1.435 | 0.78% | 1.328 | 0.77% |
| Mobility | 0.063 | 0.04% | 0.125 | 0.07% |
| Lump sum | 7.2 | 4.09% | 13.094 | 7.56% |
| Split sites | 0.115 | 0.07% | 0.111 | 0.06% |
| Sparsity | 0.002 | 0.01% | 0.017 | 0.01% |
| Rates | 1.693 | 0.96% | 1.128 | 0.65% |
| Exceptional circumstances (listed building and monument) | 0.109 | 0.06% | 0.027 | 0.02% |
| **Sub total** | 172.460 | 97.87% | 174.204 | 100.59% |
| MFG / cap on gains | 5.110 | 2.13% | (1.024) | (0.59%) |
| **Total delegated** | 177.570 | 100% | 173.180 | 100% |

*Rounding differences will occur in the above table and relate to the LFF.*

3.4 Table 2 below highlights the difference between the DSG School Block allocation provided

and how the formula allocates the funding.

|  |  |  |  |
| --- | --- | --- | --- |
| Funding factor | 2019-20 SB DSG allocation £m | 2019-20 formula allocation £m | 2018-19 variance £m |
| Pupil funding | 176.451 | 174.464 | (1.987) |
| Premises and mobility factors | 1.391 | 1.871 | 0.480 |
| Growth fund | 1.688 | 2.297 | 0.609 |
| Total funding | 179.530 | 178.632 | (0.898) |

3.5 Additional Information:

a) Primary pupil numbers (excluding nursery pupils and PAN variations) have increased from

24,118 in 2018-19 to 24,482 in 2019-20; an increase of 364 pupils.

b) Secondary pupil numbers (pre-16) have increased from 15,669 in 2018-19 to 16,080 in 2019-20; an increase of 411 pupils.

c) In 2019-20 77.9% of funding is distributed through the basic entitlement factor compared to 77.8% in 2018-19.

d) In 2019-20 93.5% of funding is distributed through pupil lead factors compared to 92.4% in 2018-19.

e) Primary schools will receive at least £3,600 per pupil and £4,800 for secondary schools.

**4 Actions for the Schools Forum**

4.1 The Forum are asked to **NOTE, COMMENT** and **APPROVE:**

* To agree to transfer £897,650 or 0.5% from the schools block to the high needs

block.

* Medway’s Final Schools and Academies Funding Formula 2019-20. This will then

be reported to the Council’s Cabinet on 5 February 2019 for ‘political approval’ –

as per ESFA instructions.

**5 Next Steps**

5.1 The Funding formula allocations for 2019-20 (i.e. the Schools Block allocation) will be

notified to schools and academies as follows;

28 February 2019: Medway to confirm allocations to schools

29 March 2019: ESFA to confirm allocations to academies

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**Background Papers:**

Appendix 1

**The Schools and Academies Funding Formula.**

1 Each year the government issues guidance to ensure each local authority calculates its

school funding using the same methodology but it’s a local decision on which of the

available 13 funding factors a local authority chooses to introduce into its funding formula.

2 There are 10 funding factors included in Medway Schools and Academies Funding Formula

and they are:

**a) Basic Entitlement**

A compulsory factor which assigns funding on a per pupil basis for each school or

academy based on the October census multiplied by a unit funding rate. There are

different funding rates for key stage 2, 3 and 4 as well as primary age pupils.

**b) Deprivation**

A compulsory factor which assigns funding to pupils from deprived areas. LAs can

either use the free schools meals indicator and/or the income deprivation affecting

children Index (IDACI).

Medway uses both and different funding rates are attached to each level of the IDACI

system with different funding rates for primary and secondary.

**c) Prior Attainment**

This is an optional factor which acts as a proxy indicator for low level, high incidence

special educational needs.

Funding is applied for primary pupils not achieving the expected level of development

within the Early Years Foundation Stage and for secondary pupils not reaching L4 at KS2

in either English or maths.

**d) English as Another Language**

This is an optional factor where EAL pupils may attract funding for up to 3 years after

they enter the school system based on census data.

**e) Pupil Mobility**

This is an optional factor which measures the pupils who entered a school during the

last 3 years who did not start in August, September or January of a reception class.

There is a 10% minimum threshold; therefore, if a school/academy has a 12% mobility

factor, 2% (12% - 10%) of the school/academy pupils will attract mobility funding.

No longer used by Medway.

**f) Sparsity**

This is an optional factor. In order to qualify for this funding the school or academy

must meet two criteria set by the government; first they are located in an area where

pupils would have to travel significant distance to the nearest school; and second, they

are a small school.

Primary schools/academies must have a sparsity distance greater than 2 miles and an

average year group of less than 21.4

Secondary school/academies must have a sparsity distance greater than 3 miles and an

average year group of less than 120.

All through school/academies must have a sparsity distance greater than 2 miles and

an average year group of less than 62.5?

The maximum funding is £25,000 for primary schools and £65,000 for secondary

schools tapered (pro-rata) to the class size and distance.

**g) Lump Sum**

This is an optional factor where each school will receive a maximum lump sum up to

£175,000. The lump sum may be different for primary and secondary

schools/academies but Medway has the same lump sum for both primary and

secondary schools/academies at £75,000.

**h) Split Sites**

This is an optional factor which is designed to help support schools which are located

on separate sites. The school sites must be separated by a road. Schools sharing

facilities, federated schools and schools with remote sixth forms are NOT eligible for

split site funding.

**i) Rates**

This is an optional factor which funds a school or academy based on their estimated

rates bills for the coming year. Medway also adjusts the rates funding to account for

any over or under funding of rates from the previous financial year.

**j) Exceptional Premises Factors**

This is an optional factor where LAs can apply to the ESFA to use exceptional factors

relating to premises. These factors must be more than 1% of a schools budget and

apply to fewer than 5% of Medway schools and academies. There are two ESFA

approved exceptional factors for Medway. Firstly a listed building factor and secondly

an Amalgamated Schools/Academies factor.

Appendix 2

**2019-20 Local Funding Formula Funding Factors.**

|  |  |  |  |
| --- | --- | --- | --- |
| Funding factors | Description | Primary per pupil | Secondary per pupil |
| Basic entitlement | Primary (years r-6) | 2847 | - |
| Basic entitlement | Secondary KS3 (years 7-9) | - | 3863 |
| Basic entitlement | Secondary – KS4 (years 10-11) | - | 4386 |
| Deprivation | FSM | 440 | 440 |
| Deprivation | FSM6 | 540 | 785 |
| Deprivation | IDACI Band F | 200 | 290 |
| Deprivation | IDACI Band E | 240 | 390 |
| Deprivation | IDACI Band D | 360 | 515 |
| Deprivation | IDACI Band C | 390 | 560 |
| Deprivation | IDACI Band B | 420 | 600 |
| Deprivation | IDACI Band A | 575 | 810 |
| English as an Additional  Language (EAL) | EAL 3 | 515 | 1385 |
| Mobility | Pupils starting school outside of  normal entry dates | 150 | 150 |
| Prior attainment | Low Attainment % new EFSP -  38.4% | 511 | - |
| Prior attainment | Secondary low attainment  (year 7) - 58.5% | - | 1550 |
| Prior attainment | Secondary low attainment  (year 8) - 48.2% | - | 1550 |
| Prior attainment | Secondary low attainment  (years 9 to 11) | - | 1550 |
| Lump sum | Lump Sum | 75000 | 75000 |
| Sparsity | Sparsity - Tapered | 25000 | 65000 |

## Agenda Item 11:

## The Forward Plan

**1 Background Information**

1.1. This report advises members of the current work programmes for discussion in the

next four meetings and the proposed meeting dates.

**2 The Forward Plan**

2.1 The latest forward plan of forthcoming reports and decisions are shown in

appendix 1. Members are asked to consider whether any changes need to be made to

the forward plan.

**3 The Schools Forum**

3.1 The Schools Forum are asked to consider whether any changes need to be made

to the forward plan.

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|  |  |
| --- | --- |
| Report title | Author |
| School Forum Governance Report - Standard Item | Maria Beaney |
| DSG 2018-19 Outturn and Reserves Report | Maria Beaney |
| Schools 2018-19 Outturn and Reserves Report | Maria Beaney |
| Traded Union 2018-19 Outturn Report | Nikki Smith |
| High Needs Recovery Plan | TBC |
| Schools Forum Policy Review - Standard Item | Maria Beaney |
| Funding Support Business Cases - Standard Item | Various |
|  |  |
| 2019-20 DSG Budget Allocation Update | Maria Beaney |
| 2019-20 Round 1 Monitoring SB Centrally Retained Services | Maria Beaney |
| 2020-21 Budget Setting Timetable | Maria Beaney |
| Provisional 2020-21 Centrally Retained & De-delegated Budgets | Maria Beaney |
| Funding Support Business Cases - Standard Item | Various |
| Medway Development Programme | Nikki Smith |
|  |  |
| Arrangements for the education of pupils with SEN | Wendy Vincent |
| Will Adams Fair Access Report - Academic Year 2017-18 | Karen Bennett |
| LFF Consultation Feedback | Maria Beaney |
| Growth Funding Budget | Maria Beaney |
| Provisional School / Academy Funding Formula 2019-20 | Maria Beaney |
| Pupil Number Variations | Maria Beaney |
| KS2 School Improvement - Linked to School Forum Funding | David Watkins |
| Arrangements for Early Years Provisions | David Watkins |
| 2019- 20 Revised Dedicated Schools Grant Allocation | Maria Beaney |
| 2020-21 Initial Dedicated Schools Grant Allocation | Maria Beaney |
| Finial 2020-21 Centrally Retained & De-delegated Budgets | Maria Beaney |
| 2020-21 Final Schools and Academy Funding Formula | Maria Beaney |
| Round 2 Schools Block: 2019-20 Centrally Retained Forecast | Maria Beaney |