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NOTICE

OF

MEETING

SCHOOLS FORUM

will meet on

WEDNESDAY, 25TH APRIL, 2018

At 2.00 pm

in the

COUNCIL CHAMBER - TOWN HALL, MAIDENHEAD,

TO: MEMBERS OF THE SCHOOLS FORUM

HEAD TEACHER REPRESENTATIVES: ISABEL COOKE, RICHARD PILGRIM (CHAIRMAN), HELEN MCHALE, ALISON PENNY, JOOLZ SCARLETT, MIKE WALLACE, CHRIS TOMES, AMANDA HOUGH AND MARTIN TINSLEY (VICECHAIRMAN).

GOVERNOR REPRESENTATIVES: HUGH BOULTER AND JO HASWELL.

NON- SCHOOL REPRESENTATIVES: ANNE ENTWISTLE.

Karen Shepherd – Service Lead - Democratic Services - Issued: 11 April 2018

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AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APOLOGIES</u> To receive apologies for absence.	
2.	<u>DECLARATIONS OF INTEREST</u> To receive any Declarations of Interest.	5 - 6
3.	<u>MINUTES</u> To confirm the minutes from the previous meeting.	7 - 12
4.	<u>SCHOOLS BUDGET OUTTURN 2017-18 AND SCHOOL BALANCES</u> To consider the above item.	To Follow
5.	<u>BUDGET SETTLEMENT 2018/19</u> To consider the above item.	13 - 16
6.	<u>SCHOOLS FORUM MEMBERSHIP</u> To consider the above item.	To Follow
7.	<u>SCHEME FOR FINANCING SCHOOLS</u> To consider the above item.	To Follow

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MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
 - a) that body has a piece of business or land in the area of the relevant authority, and
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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Agenda Item 3

SCHOOLS FORUM

TUESDAY, 16 JANUARY 2018

MEMBERS OF THE SCHOOLS FORUM

HEAD TEACHER REPRESENTATIVES: RICHARD PILGRIM (CHAIRMAN), MARTIN TINSLEY (VICE CHAIRMAN), ISABEL COOKE, AMANDA HOUGH, ALISON PENNY, JOOLZ SCARLETT AND CHRIS TOMES

GOVERNOR REPRESENTATIVES: HUGH BOULTER AND JO HASWELL.

NON- SCHOOL REPRESENTATIVES: AMANDA DEAN.

Officers: Alison Crossick, Shilpa Manek, Kevin McDaniel, Tracey Anne Nevitt, James Norris and Ben Wright

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mike Wallace and Helen McHale.

DECLARATIONS OF INTEREST

Chris Tomes declared an interest as Head of Churchmead Church of England (VA) Secondary School.

MINUTES

The minutes of the meeting held on 12 December 2017 were approved as a true and correct record.

The Forum discussed the position of Achieving for Children and asked what Kingston and Richmond were doing for their financial accounting. The Forum was informed that their financial accounting detail was the same as ours and they were in the same position. There was a sense of reduction and benefits. This was the same as many other boroughs but it was good to check we were not at a disadvantage.

ACTION: The Clerk to keep this item on the standard Agenda.

SCHOOL FUNDING AND SCHOOL PLACE PLANNING

Ben Wright reported that the school capacity survey (SCAP) was an annual exercise where local authorities report their existing school capacity and pupil projections to the government. The survey was submitted in July each year, and the borough also published it on the website at:

https://www3.rbwm.gov.uk/info/200168/schools_and_schooling/1117/school_organisation_places_and_planning/5

The pupil projections reported in the SCAP for primary sector schools were based on the data from the January School Census, and the GP registration data from the local NHS (this gives information about the numbers of children resident in the borough by postcode). A mathematical relationship between the numbers of children resident in an area and attending a school in the area can be calculated, based on data collected over several years.

For secondary, middle and upper schools, the 'base' data was the number of children on roll in borough primary sector schools, rather than the GP registration data. Information on new housing from the planning policy team was also used, and was currently based on the housing trajectory to 2032, as being used in the Borough Local Plan. Finally, the projections also take into account the change in the size of cohorts in school as they move up from one year to the next.

More information about the forecasting model is set out at the link above.

Pupil projections were not carried out at an individual school level (except where that can't be avoided because an area only has one school, e.g. Ascot and Datchet/Wraysbury).

There were some issues with calculating the projections where a large proportion of the children attending are from a neighbouring borough area.

The forum discussed the impact of new free schools opening in Slough, particularly on Churchmead Secondary School. Officers reported that the borough kept in contact with neighbouring authorities so that they were aware of relevant changes. The forum asked whether they could be informed before a new school opened and also work with neighbouring authorities to take greater account of new housing in their area. Officers reported that the DfE website on free schools had recently been checked, and there did not appear to be any further free schools in the pipeline. However, a new wave of bidding was likely to open soon. The Chairman noted the connection of this topic to the later item on the falling rolls fund, and the criteria in that requiring a recovery from low numbers to 70% capacity within three years. Was three years a suitable timeframe? Officers informed the Forum that projections, particularly at school level, could only ever be an estimate.

WELLBEING TEAM EVALUATION AND FUTURE

Alison Crossick, Senior Educational Psychologist, presented the report to the Forum. The Forum were informed of all the amazing work carried out by the wellbeing team and the initial period for the project was three years. The recommendation was a request for continual funding for the project. The project offered CBT and counselling and play therapy.

The Forum only had praise for the project and many benefits and advantages were discussed. The support for the children and their parents was very positive. This project had had the largest impact in the last four years. The staff training and increase in staff confidence and early intervention reduced the escalation of many issues.

It was asked if the project would be measured long term and what the impact of it would be on other healthcare providers. The Forum were informed that all healthcare providers worked together and complimented each other. It had been agreed after a meeting with large health providers that a joint group at senior level would be created to get rid of any artificial barriers and work together using local authority, health and school expertise and funds.

The Head of Finance (RBWM) Achieving for Children informed the Forum that this would put pressure on the schools grant and new funding would need to be identified.

The Forum unanimously agreed that the project should continue after January 2019. The Forum were very happy to support the project. It was a service that would be used increasingly in the future.

The Chairman requested that the Head of Finance (RBWM) Achieving for Children presented funding models to fund the project for the next 3-5 years at the next meeting and Forum Members discussed this with their individual groups and came prepared for discussions to the next meeting. A decision would be made at the next meeting.

ACTION: Clerk to place this item on Agenda for next meeting.

ACTION: The Head of Finance (RBWM) Achieving for Children to prepare and present some funding models to fund the project for the next 3-5 years.

ACTION: Forum Members to discuss with their individual groups and come prepared for a discussion at the next meeting.

Resolved Unanimously that the Schools Forum noted the report and the associated full evaluation reports and were in agreement with the continuation of the funding for the Wellbeing Team to be approved from January 2019 for a further 3-5 years subject to discussion at the next meeting.

FALLING ROLLS FUND 2018 / 19

The Head of Finance (RBWM) Achieving for Children presented the Falling Rolls Fund 2018/19 to the Forum. The recommendations to the Forum were to note the report, approve the continuation of the Falling Rolls Fund to support good and outstanding schools to deliver an appropriate curriculum while remaining significantly under capacity but with projected growth and to approve a Falling Rolls Fund not exceeding £100,000.

The Head of Finance (RBWM) Achieving for Children informed the Forum that they had revisited the application from Altwood School and it did not meet the criteria as the future total pre 16 pupil numbers were unlikely to exceed the 70% of the school PAN in the next three years.

The Chairman informed the Forum that at the previous meeting, no decision could be made as the Altwood School application was still being considered. The Schools block budget now had £100K 'headroom' and therefore more funding than the Forum were aware of at the meeting in December.

The Head of Churchmead Church of England (VA) Secondary School commented that it would be very useful to receive any funds and that they would make a big difference. The funds would be used for revenue costs as the numbers were on the rise and this would continue.

It was suggested that other creative funding methods be explored such as secondments to other schools. It was very important to be open and transparent.

Other points discussed by the Forum included:

- The fund was available for a school for three years, however an annual check was carried out.
- If a school required the fund year after year for three years or more, the borough would be asking why and approval for funding would be unlikely to be awarded to the school.
- It was too early to say if headroom of £100K was going to be available in 2019-20 financial year. DSG Schools Block funding was allocated to LAs annually, based on each year's October headcount.
- A school may become eligible for falling rolls funding if the pupil numbers were due to increase, by another school closure or a new development being built near the school.

The Forum Unanimously noted the report, approved the continuation of the Falling Rolls Fund to support good and outstanding schools to deliver an appropriate curriculum while remaining significantly under capacity but with projected growth and approved a Falling Rolls Fund not exceeding £100,000.

BUDGET MONITORING AND FORECAST 2017/18

The Head of Finance (RBWM) Achieving for Children presented the Budget Monitoring and Forecast 2017/18 report to the Forum. The Forum were asked to note the contents of the report including the reported variance, schedule of Risks & Opportunities and the projected deficit balance carried forward as at 31 March 2018.

A question was asked about when decisions would be clear on SEN. The intentions were to make all clear by the end of March 2018 and would be put into place by the next academic year, September 2018. There were two plans in place, more resources for the Better Care Plan and alternate provisions. The challenge was on how we supported them.

There had been a deficit situation with a broad academy trust, this was made into a loan but none of it has been paid. The school has now been released from the trust and the borough has contacted the creditor that we should be paid.

This was noted by the Forum.

Resolved Unanimously that the Forum noted the report including the reported variance, schedule of Risks & Opportunities and the projected deficit balance carried forward as at 31 March 2018.

CENTRALLY RETAINED BUDGETS 2018/19

The Head of Finance (RBWM) Achieving for Children presented the Centrally Retained Budgets 2018/19 report to the Forum. The Forum were asked to approve the central commitments and de-delegated allocations detailed in this report.

The borough had consulted all schools and no comments had been received.

The Forum carried out a separate vote for primary schools and secondary schools. Both voted in favour for approving the central commitments as in the report.

The Forum then voted unanimously to de-delegate allocations detailed in the report.

Resolved Unanimously that the Forum approved the central commitments and de-delegated allocations in the report.

DEDICATED SCHOOLS GRANT INDICATIVE SETTLEMENT 2018/19

The Head of Finance (RBWM) Achieving for Children presented the Dedicated Schools Grant Indicative Settlement 2018/19 report to the Forum. The Forum were asked to note and comment on the contents of the report.

Resolved Unanimously: The Forum noted the report.

DATE OF NEXT MEETING

The Forum discussed the date of the next meeting and when the papers should be sent to them.

It was agreed Unanimously that the next Schools Forum meeting should be moved to the week after the Easter holidays, week commencing 16 April 2018. It would be ideal if papers were sent to the School Forum Members before the Easter break, week commencing 26 March 2018, before 29 March 2018, when the schools break up for the Easter break.

The meeting, which began at 2.30 pm, finished at 4.00 pm

CHAIRMAN.....

DATE.....

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ROYAL BOROUGH OF WINDSOR & MAIDENHEAD SCHOOLS FORUM

Date:	25 th April 2018	AGENDA ITEM:
Title:	Dedicated Schools Grant Indicative Budget Settlement 2018/19	
Responsible officer:	Kevin McDaniel, Director of Children's Services	
Contact officer:	James Norris, Head of Finance (RBWM) Achieving for Children	Email: James.norris@achievingforchildren.org.uk

1 PURPOSE AND SUMMARY

- 1.1 This paper provides information in respect of the Royal Borough's 2018/19 Dedicated Schools Grant (DSG) settlement announced on 26th March 2018.
- 1.2 In December 2017 local authorities received funding notifications detailing the 2018/19 gross settlement. The breakdown in funding per block and the March 2018 confirmation of the Education and Skills Funding Agency (ESFA) High Needs placement deduction is shown in table 1.

2 RECOMMENDATIONS

- 2.1 Schools Forum is asked to note and to comment on the contents of the paper.

3 FINANCIAL SUMMARY

- 3.1 On 19th December 2017, the Education Funding Agency (EFA) published the indicative 2018/19 settlement giving details of each Local Authority's 2018/19 DSG allocation. (table 1)
- 3.2 In January 2018 Local Authorities received the gross block funding allocations. The EFA deadline for notifying Local Authorities of the net position was deferred until the end of March 2018.
- 3.3 From 2018/19 onwards Local Authorities have limited powers to move funding between the DSG blocks. Block movements from the schools block and central spend budget lines require the agreement of Schools Forum. A paper detailing the proposed central spend elements of the DSG was shared with Schools Forum 16th January 2018.

4 SUMMARY OF DSG FUNDING 2018/19

- 4.1 The latest gross DSG settlement for 2018/19 is £114,184,000 and net funding due to RBWM of £63,188,000. The March 2018 notification informed Local Authorities of the EFSA deduction to be made at source for allocations direct to Colleges and Academy schools. Table 1 sets out the breakdown of the DSG Settlement for 2018/19.

Table 1: DSG Settlement 2018/19

Block	2018/19 £000	Schools £000	Central £000	Early Years £000	High Needs £000
Schools	84,100	84,100			
Central (new Block)	1,142		1,142		
EY 3 & 4 Year olds	7,412			7,412	
EY additional hours	2,159			2,159	
EY 2 year olds	585			585	
EY Pupil Premium	38			38	
EY Disability Fund	18			18	
High Needs	18,730				18,730
2018/19 Gross DSG (i)	114,184	84,100	1,142	10,212	18,730
March 2018 Notification:					
HN EFSA Deduction	(1,368)				(1,368)
Academy Recoupment	(49,628)	(49,628)			
2018/19 Net Grant (ii)	63,188	34,472	1,142	10,212	17,362
RBWM Block Movement	-	(416)			416
RBWM Block Funding Totals (iii)	63,188	34,056	1,142	10,212	17,778

5 Budget Allocations 2018/19

Schools Block Allocations 2018/19

- 5.1 For 2018/19 the Schools Block funding has been allocated in full. Table 2 sets out the Schools Block Allocation 2018/19.

Table 2: Schools Block Allocations 2018/19

	Budget £'000
Schools Formula Budget Shares	82,808
De Delegated Services	374
Falling Rolls Fund	100
Schools Growth Fund	402
Less: recoupment	(49,628)
Total Net Schools Block Funding	34,056

Central Block Budget Allocations 2018/19

- 5.2 The RBWM Central Block allocation for 2018/19 has been set at £1,142,000. The new block is allocated to local authorities on a per pupil rate and historic commitments, as per the September 2017 EFA announcement. The historic commitment element of the RBWM Central block totals £268,000 and was approved by the Schools Forum in the January 2018 meeting, along with the Education Support Grant (ESG) retained services. Table 3 sets out the Central Block Budget Allocation 2018/19.

Table 3: Central Block Budget Allocations 2018/19

	Budget £'000
Combined Budget Contributions	268
ESG retained Services	315
Admissions service, including overheads	282
Schools Licences (EFA charge to Local Authorities)	107
Non SEN places in independent sector	110
Apprentice levy and Pensions deficit recovery	40
Subscriptions, recharges and service overheads	19
Total Central Block Funding	1,142

Early Years Block Indicative Budget Allocations 2018/19

- 5.3 RBWM's initial allocation for the early years block is estimated at £10,212,000. In the summer 2018, the block funding will be updated by the EFA to reflect the spring term Census.
- 5.4 From 2018/19 Local authorities are expected to budget and passport funding to providers of a minimum of 95% of the 3 & 4 year block allocation. For 2017/18 the government pass through level was set at 93%.

- 5.5 The Early Years Block allocation is set out in table 4. The detailed budget allocations will be listed in the S251 budget statement.

Table 4: Early Years Block Indicative Allocations 2018/19

	Indicative 2018/19 £000's
EY entitlement for the three and four year olds (including central element)	9,589
Participation funding for disadvantaged two year olds	585
Early Years Pupil Premium Grant	38
Total Early Years Block Funding	10,212

High Needs Block Draft Budget Allocations 2018/19

- 5.6 The draft High Needs block allocations are reflected in table 5. For 2017/18 the High Needs Block placement deduction totalled (£1,148,000). The 2018/19 further reduction in RBWM net funding of (£220,000) is mainly due to the part year effect of increased places at Berkshire College of Agriculture. The full year effect will result in a budget pressure to be met from the High Needs Block in 2019/20.
- 5.7 The budget book estimates, produced in the autumn term, included an estimate of the Berkshire College of Agriculture place change and movement in High Needs pupil import and export numbers. The Section 251 budget statement and budget allocations are updated to reflect the final settlement.

Table 5: High Needs Draft Budget allocation 2018/19

	Budget £'000
Top up funding and placements	12,182
Maintained Special School places and EFA grant Income	2,268
Support for Inclusion	1,386
Alternative Provision	890
SEN Support Services	914
Hospital Education Services	33
Targeted High Needs Funding	105
Total High Needs Funding	17,778