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NOTICE OF MEETING

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CHILDREN'S SERVICES OVERVIEW AND SCRUTINY PANEL

will meet on

TUESDAY, 21ST NOVEMBER, 2017

at

6.30 pm

in the

ASCOT AND BRAY - TOWN HALL,

TO: MEMBERS OF THE CHILDREN'S SERVICES OVERVIEW AND SCRUTINY PANEL

COUNCILLORS SAYONARA LUXTON, MARION MILLS (VICE-CHAIRMAN), NICOLA PRYER, EILEEN QUICK (CHAIRMAN), EDWARD WILSON, LYNNE JONES AND WESLEY RICHARDS

VACANCY (OXFORD DIOCESE), VACANCY (PORTSMOUTH DIOCESE), TANYA WHITE (SECONDARY HEADTEACHER REPRESENTATIVE), VACANCY (PRIMARY HEADTEACHER REPRESENTATIVE), MR LOUDEN (SECONDARY GOVERNORS REPRESENTATIVE), MR COOK (SECONDARY GOVERNORS REPRESENTATIVE), MARTIN POST (REGIONAL SCHOOLS COMMISSIONER).

Karen Shepherd - Democratic Services Manager
Issued: Monday, 13 November 2017

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator **David Cook**, david.cook@rbwm.gov.uk

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AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
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2.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest.	5 - 6
3.	<u>MINUTES</u> To consider the Part I minutes of the meeting held on 17 October 2017.	7 - 10
4.	<u>FINANCIAL UPDATE</u> To comment on the Cabinet report. (For information School Forum reports from 2 November 2017 are attached).	11 - 66
5.	<u>BUDGET PREPARATION 2018/19</u> To comment on the Cabinet report.	67 - 76
6.	<u>DELIVERING NEW SCHOOL PLACES FOR THE BOROUGH LOCAL PLAN</u> To comment on the Cabinet report.	77 - 110
7.	<u>LOCAL AREA SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) WRITTEN STATEMENT OF ACTIONS</u> To comment on the Cabinet report.	111 - 152
8.	<u>SCHOOL ADMISSION ARRANGEMENTS 2019/20 AND CO-ORDINATED ADMISSIONS SCHEME 2019/20</u> To comment on the Cabinet report.	153 - 160

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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

CHILDREN'S SERVICES OVERVIEW AND SCRUTINY PANEL

TUESDAY, 17 OCTOBER 2017

PRESENT: Councillors Sayonara Luxton, Marion Mills (Vice-Chairman), Eileen Quick (Chairman), Edward Wilson and Lynne Jones

Also in attendance: Cllr N Airey

Officers: Kevin McDaniel and David Cook.

APOLOGIES FOR ABSENCE

Apologies for absence were received by Cllr Richards, Cllr Pryer and Mr N Cook. Cllr Story attended as a substitute.

DECLARATIONS OF INTEREST

Councillor E Wilson declared a personal interest as his son worked at Holyport College as this was not a Disclosable Pecuniary Interest he stayed and considered the items.

Councillor Jones declared a personal interest in item 5 Windsor Middle School Expansion as it was in her ward, as this was not a Disclosable Pecuniary Interest she stayed and considered the item.

MINUTES

The Part I minutes of the meeting held on 20 September 2017 were approved as a true and correct record.

Cllr Jones mentioned that she had not been present at the meeting but after listening to the recording she was concerned that a Cabinet Member took part in the meeting and there was a conflict between the roles of scrutiny members and that of Cabinet.

The Chairman replied that the Head teacher of Holyport College and the Leader had asked to speak on the SEND agenda item to which the Panel agreed. Cllr Jones felt that Cabinet was the appropriate Forum for Cabinet Members to express their views.

FINANCIAL UPDATE

The Corporate Director for Children's Services introduced the latest Financial Update Cabinet report.

The Panel were informed that items within the report under the Panels remit were:

Paragraph 4.3, placement costs for children in care, had a projected overspend of £873,000 if the demand for placements continued. Over the last two years there had been an increase in the number of children in care and more children having to be placed outside the borough. Cornerstone had been contracted to run a programme of foster care recruitment. There was also an associated pressure on legal fees as highlighted in paragraph 4.5 of the report.

Paragraph 4.4, home to school transport, the £296,000 pressure reported last month remained the same.

Paragraphs 4.6 and 4.7 highlighted the pressures with agency staff costs and additional ICT costs with the transfer of health visitors into the Royal Borough. There was also a pressure to the dedicated schools grant that which had a three years recovery plan in place as approved by the Schools Forum.

Cllr Jones asked for more detailed explanation of the dedicated schools grant pressure as she was concerned about funding pressures on our schools; especially the smaller primary schools. The Panel were informed that the Schools Forum were due to consider this at their next meeting and if required the report could be brought to Panel.

Cllr E Wilson asked how many schools carried a budget surplus and how much funding academies get as he is often asked by residents. The Panel were informed that the report going to the Schools Forum would show the level of surplus carried by maintained schools with regards to academies we would have to ask for their published accounts. The Director was not aware of any late payments to schools regarding SEND but he would look into this.

Cllr Story asked about the planning for payments around placement costs and legal costs. The Panel were informed that historically the borough had been good at keeping children in our care however the last 9 months have seen an unprecedented increase in the need for out of borough placements.

The Chairman asked if we had been successful in developing our own social workers and was informed that out of the eight that had been recruited 6 had recently joined as full time social worker, one had decided not to be a practicing social worker whilst the other had decided to work elsewhere.

Cllr E Wilson asked if there had been any cost benefits of joining AFC and was informed that as it had only been three month it was not expected to see any yet but there had been additional support to services.

Cllr Jones asked if the problems with home to school transport had been resolved and the Panel were informed that there had been a processing issue earlier on due to changes to the contact centre and experienced staff moving to other areas. Lessons had been learnt and the problems were resolved.

Resolved unanimously: The Children's Services O&S Panel considered the Cabinet report and fully endorsed the recommendations under their remit.

WINDSOR MIDDLE SCHOOL EXPANSION

The Panel considered the Cabinet report for consultation on a proposal to expand St Peter's CE Middle School.

The Director explained that the council was aware of a deficit in places in the Windsor middle school system in September 2019. There were four middle schools in the borough. St Peter's was the smallest and had recently received a rating of Good by Ofsted. The report requested £20,000 to cover a feasibility study and consultation work. A report would come back to Cabinet in March 2018 to consider the feedback.

The Chairman mentioned that the report was clear that there was a need for extra spaces in the Windsor system.

Cllr Jones said that she was pleased to see the proposal to explore the expansion of St Peter's as if accepted it would help the school become bigger with better facilities. It was an opportunity for St Peters to catch up with the other Windsor middle schools.

Cllr E Wilson asked why we were planning to expand an academy school instead of Trevelyan and if the trust had given guarantees about future admission arrangements. The Panel were

informed that Trevelyan had an admission number of 150 but had asked to reduce this to 120, this request had been refused as forecasts showed that a PAN of 150 was required in the future. With regards to Trevelyan being a feeder to Slough Grammar schools the Panel were informed that a schools admission arrangements could not guarantee admission to another school, a grammar school could try and have Trevelyan as a feeder school but there would need to be a consultation period.

Cllr E Wilson asked what guarantee we had that the school would not change their admission arrangements. The Panel were informed that in November a strategy paper on school places would be brought forward and this would have lessons learnt from the Lowbrook expansion.

Resolved unanimously: that the Children's Services O&S Panel considered the Cabinet report and fully endorsed the recommendations.

SEND

The Panel received a verbal update on the SEND inspection presented at the last meeting.

The Panel were informed that the inspection took place over July / August 2017 and the inspection field work included visits to eight settings and conversations with 150 parents. The inspection letter was published by Ofsted in September 2017 and a review of the findings was with officers, schools, health partners and parent forum. A report on the findings was presented to this Panel.

In October 2017 a written statement of action and work streams would be established with the written statement of action and key targets for improvement being signed off by Cabinet in November 2017. There would be quarterly monitoring by the Department for Education with oversight by this Panel.

The Panel were provided with examples of the targeted outcomes that were expected to be achieved and were informed that the layout had been set by Ofsted. This included targeted themes that listed what Ofsted and CQC said and the outcomes trying to be achieved.

The Panel were informed that a working group of schools, health partners, parents and LA staff had developed a range of ideas that will be proposed to be included in the action plan and some of these were:

- Training and expertise to help schools develop approaches to inclusion.
- Developing pre-EHCP services based on local experience and outreach models of delivery so that everyone is up to date.
- Targeting resource to support the most inclusive settings.
- A local "Inclusion Mark" that services, settings and schools are assessed for.
- Developing a "problem solving" resource for young people when the current plans are not working.
- Refresh the Local Offer and raise awareness of reasonable expectations.
- Support wider awareness of charity and support groups for particular needs.
- Improve ability to give feedback in a consistent way across all services.

The Chairman mentioned that it was good to see progress being made and that she look forward to a more detailed progress report when they consider the Cabinet paper at the next meeting.

Cllr Jones questioned the waiting times for assessments and therapists and if this was a resource issue rather than a change in the system. The Panel were informed that the issues raised in the Ofsted report related to the change in health and care plans. With regards to staff turnover this was because of the loss of expertise rather than resources.

With regards to access to therapy resources have been identified and CCG would be commissioning more. With regards to autism there would be a drive to try and identify it earlier.

Cllr E Wilson mentioned that there did not seem to be the urgency that was mentioned in the Ofsted report. The Panel were informed that we could do quick fix initiatives but there was a need for tangible progress in the right direction. With regards to comments at the previous meeting by Walter Boyle, Head of Holyport College, the director did not recognise an issue in accessing pupil premium.

The Chairman thanked officers for bringing a progress report to Panel.

The meeting, which began at 6.30 pm, finished at 8.10 pm

CHAIRMAN.....

DATE.....

Report Title:	Financial Update
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Saunders, Lead Member for Finance
Meeting and Date:	Cabinet – 23 November 2017
Responsible Officer(s):	Russell O’Keefe, Executive Director, Rob Stubbs, Deputy Director and Head of Finance.
Wards affected:	All

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REPORT SUMMARY

1. This report sets out the Council’s financial performance to date in 2017-18. Pressures continue within Children’s Services, Housing, Visitor Management, Revenues and Benefits, Community Protection, and Library & Resident Services.
2. An in-year mitigation exercise was undertaken prior to September Cabinet and £1,290,000 of savings were identified. These savings continue to offset the pressures above.
3. The projected over spend on the General Fund is now £185,000 see Appendix A. The projected variances in each Directorate are detailed in section 4.
4. The Council remains in a strong financial position; with combined General Fund Reserves of £7,800,000 (8.82% of budget) in excess of the £5,780,000 (6.54% of budget) recommended minimum level set at Council in February 2017.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet:

- i) **Notes the Council’s projected outturn position for 2017-18 and mitigating actions to address service pressures.**
- ii) **Approves an additional revenue budget of £50,000 p.a. for three years for a service level agreement with SportsAble, as detailed in paragraph 4.14.**
- iii) **Approves a £20k capital budget to support Cookham Parish Council in developing a Neighbourhood Plan.**

2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 This is a monitoring report and cabinet are being asked to note it not make a decision.

3 KEY IMPLICATIONS

- 3.1 The Council is projecting a General Fund Reserve of £4,629,000 and a Development Fund balance of £3,171,000, see appendix B for a breakdown of the Development Fund. The combined reserves total £7,800,000. The 2017-18 budget report recommended a minimal reserve level of £5,780,000 to cover known risks for 18 months.

Table 1: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
General Fund Reserves Achieved	<£5,800,000	£5,800,000 to £6,000,000	£6,000,001 to £6,500,000	> £6,500,000	31 May 2018

4 FINANCIAL DETAILS / VALUE FOR MONEY

Managing Director's Directorate

- 4.1 The Managing Director reports a projected outturn figure for 2017-18 of £62,184,000 against a net controllable budget of £62,214,000, showing an underspend of £30,000. The underspend has reduced by £101,000 from the position reported last month.
- 4.2 The mitigations of £1,056,000 identified in the 28 September 2017 cabinet report have been extracted from the budgets and are shown on a separate line in appendix A.

Children's Services

- 4.3 Children's Services has a net overspend of £1,659,000 which in appendix A is reflected as AfC Contract £1,159,000 & pre AfC Contract £500,000. This represents an increased overspend of £102,000 from the last reported position. The material variances are explained with sections 4.4 and 4.5 of this report.

Placement costs for children in care

- 4.4 The number of children in care and under child protection has grown over the last two years; currently there are insufficient placements available locally to meet the growth in demand and complexity of need. Consequently more children, than in previous years, are being placed outside of the borough in specialist provision that is at a higher rate than locally provided placements. As at 9th October 2017, if demand and placement type continue through 2017-18 the projected overspend will be £975,000, an increase of £102,000. Mitigating action includes the continued drive to increase the level of in-house foster care provision. To support this, the service has contracted Cornerstone to run a programme of foster carer recruitment.

Children's Services previously reported variances which are unchanged

- 4.5 Other variances previously reported within Children's Services:
- Home to school transport £296,000
 - Legal Services £162,000
 - Agency and interim employees £326,000
 - Health Visitor Services (£100,000)

Dedicated schools grant

- 4.6 There is a net in year deficit of £483,000 relating to the dedicated schools grant funded services. This is an increase of £325,000 on the position reported last month, mainly relating to the release of underachievement of the High Needs Block savings plan. The deficit of £483,000 consists of:
- underachievement of the High Needs Block savings plan due to schools not agreeing to a reduction in Top Up allocations and an increase in annual fees; further strategies are underway to deliver the remainder of the savings plan £300,000
 - estimated increased numbers of pupils receiving Alternative Provision support £80,000
 - costs of conversion to academy status for Bisham Church of England Primary School £69,000
 - in year increased school rates charged to the central school budget £40,000
 - other minor variances net (£6,000) underspend
- 4.7 The net overspend will be an additional pressure on the dedicated schools grant reserve which as at 31 March 2017 was a deficit of £752,000; the revised projected deficit as at 31 March 2018 has increased to £1,235,000. The Schools Forum authorised the original deficit of £752,000 and a three year recovery plan which began in April 2017.
- 4.8 The National Funding Formula for Schools and High Needs policy document published September 2017 states there is a degree of flexibility enabling the transfer up to 0.5% of schools block into other funds such as the high needs block, with the agreement of their schools forum. Based on the latest National Funding Formula schools block allocation this transfer would contribute a maximum of £416,000 towards the mitigation of pressures in 2018-19.

Other previously reported variances which are unchanged

- 4.9 Other variances contributing to the position of the overall directorate:
- Adult Social Care (£407,000)
 - Housing £213,000 offset by grant income (£213,000)
 - Commissioning and Support (£252,000)
 - Law and Governance (£35,000)
 - Communications £60,000

Communities Directorate

- 4.10 The Executive Director reports an overspend projection of £295,000 on the Communities directorate's 2017-18 approved estimate of £14,985,000.
- 4.11 This is unchanged from the position reported to October Cabinet.

Place Directorate

- 4.12 The Executive Director projects an underspend of £80,000 in the Place directorate's 2017-18 approved estimate of £2,892,000.
- 4.13 The position has reduced by £66,000 since last month from a new pressure on the Building Control budget from the Shared Service contract terms.

SportsAble

- 4.14 An additional revenue budget of £50,000 p.a. for three years for a service level agreement (SLA) with SportsAble. The SLA will commence on January 1 2018, there will therefore be a £12,500 impact in 2017-18. Future year's budget will be adjusted through the medium term plan. The budget will be funded from the development fund.

Revenue budget movement

- 4.15 Revenue budget movements this month are in table 2, see appendix C for an expanded full year movement statement.

Table 2: Revenue budget movement

Service expenditure budget reported to October	£80,030,000
Salary budget increase (CMT)	£25,000
Redundancy cost funded by provision	£36,000
Service expenditure budget this month	£80,091,000

Cash balances projection

- 4.16 Appendix D provides details of the Borough's cash balance which is based on the assumptions contained in the 2017-18 budget report. Some of the capital schemes discussed in the 2017-18 budget report have been re-profiled prior to approval for budgets being sought. Consequently the projected new borrowing in 2017-18 has been revised downwards from £72,999,000 to £46,596,000.

Capital programme

- 4.17 The approved 2017-18 capital estimate is £74,995,000, see table 3. The projected outturn for the financial year is £72,350,000, an increase on the capital outturn in 2016-17 of £28,861,000.
- 4.18 There is no further slippage to report this month. Major slippage schemes this month include £485,000 for the Maidenhead Station Interchange and Car Park. RBWM's match funding of the works on this LEP project are now scheduled for 2018/19. £431,000 of Additional Car parking for Windsor is also likely to slip to 2018/19. A delay in the commencement of the Brill House project also means that funding is unlikely to be requested until 2017/18. Further details of variances and slippage are provided in appendix E and F. Table 4 shows the status of schemes in the capital programme.
- 4.19 Further information on key capital schemes has been provided in Appendix G.

Table 3: Capital outturn

	Exp	Inc	Net
Approved estimate	£74,995,000	(£29,386,000)	£45,609,000
Variances identified	(£59,000)	£49,000	(£10,000)
Slippage to 2018-19	(£2,586,000)	£1,281,000	(£1,305,000)
Projected Outturn 2017-18	£72,350,000	(£28,056,000)	£44,294,000

Table 4: Capital programme status

	Report Cabinet November 2017
Number of schemes in programme	300
Yet to Start	30%
In Progress	41%
Completed	14%
Ongoing Programmes e.g. Disabled Facilities Grant	15%
Devolved Formula Capital Grant schemes budgets devolved to schools	0%

Business rates

- 4.20 Business rate income at the end of September was 58.6% against a target of 57.8%. The annual collection target is 98.8%.
- 4.21 Following the Chancellor's announcement in the Spring Budget of 3 new types of Business Rate Relief, the Council has, to date, undertaken the following activity in connection with these:
- 4.22 **New business rate relief for pubs.** We identified 89 public houses that fit within the guidelines provided by DCLG. An application form was designed and issued to them on 21st July 2017, inviting them to confirm their eligibility for this assistance i.e. essentially that they are not disqualified on the grounds of State Aid. As at 12th October, we have received 39 applications back. Those eligible receive a flat £1,000 relief against their current year bill.
- 4.23 **New Discretionary Relief Scheme.** In line with the requirements for receipt of the S31 grant, the Council has consulted with the Fire Authority and received confirmation of their agreement to proceed with the proposed scheme. The Discretionary Rate Relief policy has been re-written and has now been approved by both Members and Officers. We identified 870 potential ratepayers and issued them with a claim form w/c 28th August. As at 12th October we have received 23 applications back. Only 2 have sufficient evidence/information to be able to make an award e.g. accounts or estimates of annual income/expenditure, a history of the business, details of the amount of assistance requested etc. Requests for the missing evidence/information have been made. A streamlined decision making process has now been agreed with a pro-forma developed for sign off by the S151 and Deputy Lead Member for Finance following officer recommendation.
- 4.24 **Supporting small businesses.** We have identified a potential 34 ratepayers who may benefit from this new relief and it is our intention to amend the existing Small Business Rate Relief application form to cover applications from these ratepayers. The required software upgrade has now been received by IT but it has not yet been made available for testing due to issues with the release.

5 LEGAL IMPLICATIONS

- 5.1 In producing and reviewing this report the Council is meeting its legal obligations to monitor its financial position.

6 RISK MANAGEMENT

Table 5: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
None			

7 POTENTIAL IMPACTS

7.1 None.

8 CONSULTATION

8.1 Overview & Scrutiny meetings are scheduled prior to this Cabinet. Any comments from those meetings will be reported verbally to Cabinet.

9 TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in: Immediately.

10 APPENDICES

10.1 Appendices attached to this report are shown below.

- Appendix A Revenue budget summary
- Appendix B Development fund analysis
- Appendix C Revenue movement statement
- Appendix D Cash flow projection
- Appendix E Capital budget summary
- Appendix F Capital variances
- Appendix G Key capital scheme performance

11 BACKGROUND DOCUMENTS

11.1 Background documents relating to this report are detailed below.

- Budget Report to Cabinet February 2017.

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr, Saunders	Lead Member for Finance		
Cllr Rankin	Deputy Lead Member for Finance		
Alison Alexander	Managing Director	16/10/07	
Russell O'Keefe	Executive Director	16/10/07	

Name of consultee	Post held	Date sent	Commented & returned
Andy Jeffs	Executive Director	16/10/07	

REPORT HISTORY

Decision type: For information	Urgency item? No
Report Author: Rob Stubbs, Deputy Director and Head of Finance, 01628 796222	

Revenue Monitoring Statement 2017/18 for November 2017 Cabinet

SUMMARY	2017/18		
	Budget	Approved Estimate	Projected Variance
	£000	£000	£000
Management	292	429	1
Communications	294	359	60
Human Resources	1,441	1,118	0
Law & Governance	1,918	1,912	(35)
Commissioning & Support	5,139	2,738	(252)
Children's Services - AfC Contract	0	14,547	1,159
Children's Services - pre AfC Contract	15,865	3,822	500
Dedicated Schools Grant - Spend	63,413	62,036	483
Adult Social Care - Optalis Contract	0	29,099	0
Adult Social Care - Spend	24,107	13,247	114
Adult Social Care - Income	8,152	(8,387)	(521)
Better Care Fund	9,305	11,594	0
Public Health	4,910	4,909	0
Housing	1,107	1,251	213
Grant Income	(76,396)	(77,516)	(696)
Budget Extracted in Year	0	1,056	(1,056)
Total Managing Director's Directorate	59,547	62,214	(30)
Executive Director of Communities	184	187	0
Revenues & Benefits	370	256	160
Communities & Highways	5,203	5,126	(24)
Community Protection & Enforcement	5,825	5,889	180
Library & Resident Services	3,459	3,439	67
Budget Extracted in Year	0	88	(88)
Total Communities Directorate	15,041	14,985	295
Executive Director of Place	153	301	15
Planning Service	1,471	1,491	0
Property Service	(1,805)	(2,102)	51
Finance	2,149	1,532	0
ICT	2,199	1,524	0
Budget Extracted in Year	0	146	(146)
Total Place Directorate	4,167	2,892	(80)
TOTAL EXPENDITURE	78,755	80,091	185

Revenue Monitoring Statement 2017/18 for November 2017 Cabinet

SUMMARY	2017/18		
	Budget	Approved Estimate	Projected Variance
	£000	£000	£000
Total Service Expenditure	78,755	80,091	185
Contribution to / (from) Development Fund	2,255	2,167	0
Pensions deficit recovery	2,415	2,415	0
Pay reward	500	0	0
Transfer to/(from) Provision for Redundancy	0	(353)	0
Apprentice Levy	280	211	0
Environment Agency levy	153	153	0
Variance on income from Trading Companies		143	0
Variance on Education Services Grant		(109)	0
Capital Financing inc Interest Receipts	5,069	5,110	0
NET REQUIREMENTS	89,427	89,828	185
Less - Special Expenses	(1,009)	(1,009)	0
Transfer to / (from) balances	0	(401)	(185)
GROSS COUNCIL TAX REQUIREMENT	88,418	88,418	0
General Fund			
Opening Balance	5,291	5,215	4,814
Transfers to / (from) balances	0	(401)	(185)
	<u>5,291</u>	<u>4,814</u>	<u>4,629</u>
NOTE Service variances that are negative represent an underspend, positive represents an overspend.			

Memorandum Item	
Current balance on the Development Fund	
	£000
Opening Balance	1,004
Transfer (to) / from other reserves	
Transfer from General Fund - sweep	
Transfer (to) / from General Fund - other initiatives	2,167
	<u>3,171</u>

Corporate Development Fund £000
--

Balance B/F from 2016/17		1,004
Transacted amounts in 2017/18		
To/From Capital Fund		0
To/From General Fund		
Transition Grant (2017/18 budget - February 2017 Council)	1,263	
Contribution from the General Fund (2017/18 budget - February 2017 Council)	1,109	
Restructure of the Development and Regeneration service (2017/18 budget - February 2017 Council)	-56	
Minerals and Waste Strategy (2017/18 budget - February 2017 Council)	-61	
Crematorium feasibility study (CMT April 2017)	-30	
Contact Centre investment (May Cabinet)	-58	
	2,167	
		3,171

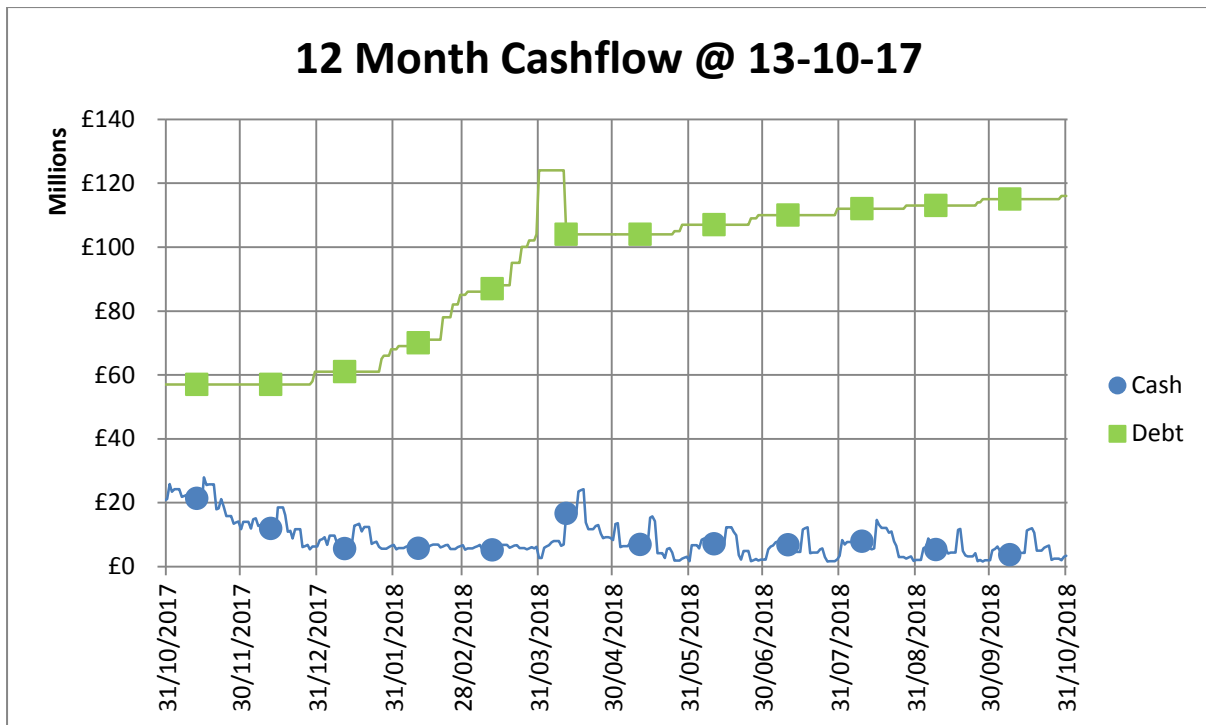
Appendix C

Budget Movement Statement 2017-18							
	Funded by Development Fund (1)	Funded by the General Fund (2)	Funded by Provision (3)	Included in the original budget (4)	Total	Approval	
	£'000	£'000	£'000	£'000	£'000		
Original Budget					78,755		
1 Carry forward of transforming services budgets re-allocated		264			264	Cabinet May 2017	
2 Optalis share of pay reward / award budget re-allocated				75	75	Council Feb. 2017	
3 Optalis share of apprentice levy budget re-allocated				36	36	Council Feb. 2017	
4 Redundancy cost			43		43	Cabinet May 2017	
5 Crematorium feasibility study	30				30	CMT April 2017	
6 Budget rounding		4			4	N/A	
7 Allocation of pay reward budget to services				425	425	Council Feb. 2017	
8 Legal budget for Heathrow expansion		40			40	Prioritisation Sub Committee Oct 2016	
9 Redundancy cost funded by provision			38		38	Cabinet May 2017	
10 Election security costs		19			19	CMT June 2017	
11 iPad / iPhone maintenance budget		10			10	Head of Finance delegated powers	
12 Return on pre-payment of Optalis pension contributions		(41)			(41)	Treasury management policy	
13 Redundancy cost funded by provision			236		236	Cabinet May 2017	
14 Contact Centre investment	58				58	Cabinet May 2017	
15 AfC share of apprentice levy budget re-allocated				33	33	Council Feb. 2017	
16 Additional Members SRA budget		5			5	Council July 2017	
17 Staff cost budget due to additional pay costs in MD's directorate		25			25	CMT	
18 Redundancy cost funded by provision			36		36	Cabinet May 2017	
Changes Approved	88	326	353	569	1,336		
Approved Estimate May Cabinet					80,091		

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NOTES

- 1 When additional budget is approved, a funding source is agreed with the Lead Member of Finance. Transactions in column 1 have been funded from a usable reserve (Development Fund).
- 2 If additional budget is approved but no funding is specified, the transaction would, by default, be funded from the General Fund Reserve. Transactions in column 2 are funded by the General Fund.
- 3 A provision for future redundancy costs is created every year and this is used to fund additional budget in services for the costs of redundancy they incur during the year. Transactions in column 3 are redundancy costs funded by the provision for redundancy.
- 4 Transactions in column 4 are amounts approved in the annual budget which for various reasons need to be allocated to service budgets in-year. An example would be the pay reward budget. Pay reward payments are not approved until June. The budget therefore has to be re-allocated.



Note 1. When the 2017-18 budget was approved by Council in February 2017, new borrowing was anticipated to be £72,999,000 for 2017/18. Due to the re-profiling of a number of schemes on the cash flow forecast, expected new borrowing has reduced to £47m by the year end.

Note 2. Capital expenditure is projected to increase steadily throughout 2017-18. The exact profile may vary and monitoring of schemes and cash balances will decide the rate at which our borrowing will increase to ensure that no unnecessary debt charges are incurred.

	2017/18 Original Budget			New Schemes – 2017/18 Approved Estimate			Schemes Approved in Prior Years			Projections – Gross Expenditure				
	Gross	Income	Net	Gross	Income	Net	Gross	Income	Net	2017/18 Projected	2017/18 SLIPPAGE Projected	TOTAL Projected	VARIANCE Projected	VARIANCE Projected
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	(£'000)	(£'000)	(£'000)	(£'000)	(%)
Portfolio Summary														
Communities Directorate														
Sports & Leisure	2,050	0	2,050	2,050	0	2,050	647	(11)	636	2,697	0	2,697	0	0%
Community Facilities	710	(70)	640	710	(70)	640	423	0	423	1,122	10	1,132	(1)	0%
Outdoor Facilities	310	(120)	190	610	(420)	190	920	(400)	520	1,530	0	1,530	0	0%
Revenues & Benefits	0	0	0	0	0	0	126	0	126	76	50	126	0	
Green Spaces & Parks	281	(231)	50	281	(231)	50	99	(81)	18	332	0	332	(48)	-17%
Highways & Countryside	5,438	(2,977)	2,461	6,094	(3,633)	2,461	3,610	(1,004)	2,606	8,751	931	9,682	(22)	0%
Community Protection & Enforcement Services	668	(608)	60	668	(608)	60	1,063	(493)	570	1,300	431	1,731	0	0%
Library & Resident Services	470	(12)	458	753	(12)	741	978	(312)	666	1,731	0	1,731	0	0%
Total Communities Directorate	9,927	(4,018)	5,909	11,166	(4,974)	6,192	7,866	(2,301)	5,565	17,539	1,422	18,961	(71)	(0)
Place Directorate														
Technology & Change Delivery	275	0	275	275	0	275	96	0	96	348	23	371	0	0%
Property & Development	4,950	0	4,950	11,350	0	11,350	852	(251)	601	12,002	197	12,199	(3)	0%
Regeneration & Economic Development	560	0	560	1,235	0	1,235	5,685	(328)	5,357	6,920	0	6,920	0	0%
Planning	470	0	470	470	0	470	339	(185)	154	665	144	809	0	0%
Total Place Directorate	6,255	0	6,255	13,330	0	13,330	6,972	(764)	6,208	19,935	364	20,299	(3)	(0)
Managing Director														
Adult Social Care	0	0	0	0	0	0	51	(51)	0	51	0	51	0	
Housing	500	(500)	0	1,995	(1,995)	0	575	(545)	30	1,770	800	2,570	0	0%
Democratic Representation	88	0	88	88	0	88	131	0	131	189	0	189	(30)	-34%
Non Schools	75	0	75	114	(39)	75	259	(234)	25	374	0	374	1	1%
Schools – Non Devolved	28,030	(16,640)	11,390	28,220	(15,812)	12,408	3,283	(1,726)	1,557	31,547	0	31,547	44	0%
Schools – Devolved Capital	223	(223)	0	292	(292)	0	653	(653)	0	945	0	945	0	0%
Total Managing Director	28,916	(17,363)	11,553	30,709	(18,138)	12,571	4,952	(3,209)	1,743	34,876	800	35,676	15	(0)
Total Committed Schemes	45,098	(21,381)	23,717	55,205	(23,112)	32,093	19,790	(6,274)	13,516	72,350	2,586	74,936	(59)	(1)

	(£'000)	(£'000)	(£'000)
Portfolio Total	45,098	74,995	72,350
External Funding			
Government Grants	(17,447)	(17,583)	(17,152)
Developers' Contributions	(3,934)	(7,396)	(6,497)
Other Contributions	0	(4,407)	(4,407)
Total External Funding Sources	(21,381)	(29,386)	(28,056)
Total Corporate Funding	23,717	45,609	44,294

Capital Monitoring Report - October 2017-18

At 31 October 2017, the approved estimate stood at £74.995m

	Exp	Inc	Net
	£'000	£'000	£'000
Approved Estimate	74,995	(29,386)	45,609
Variances identified	(59)	49	(10)
Slippage to 2018/19	(2,586)	1,281	(1,305)
Projected Outturn 2017/18	72,350	(28,056)	44,294

Overall Projected Expenditure and Slippage

Projected outturn for the financial year is £72.350m

Variances are reported as follows.

Highways & Countryside			
CD95	Safer Routes-Holyport College	(22)	0 (22) Planning Permission refused/delayed
Green Spaces & Parks			
CZ46	P&OS-Vansittart Road Skate Park-Extension /Imps	(48)	48 0 Scheme will not be undertaken due to insufficient funding
Property & Development			
CX32	MASH Building Works-Town Hall, Maidenhead	(3)	0 (3) Scheme completed
Democratic Representation			
CN75	Performance Management System	(30)	0 (30) Scheme no longer required
Schools - Non Devolved			
CSHH	Maidenhead Nursery School Structural Improvements	4	(4) 0 Revised Estimate
CSHX	Newlands Girls School	45	0 45 Revised Estimate
CSJA	Larchfield Nursery Refurbishment	(15)	15 0 No further expenditure expected
CSJK	Riverside Double Classroom	10	(10) 0 Revised Estimate
		(59)	49 (10)

There is no further slippage to report this month.

Overall Programme Status

The project statistics show the following position:

Scheme progress	No.	%
Yet to Start	91	30%
In Progress	121	41%
Completed	43	14%
Ongoing Programmes e.g.. Disabled Facilities Grant	44	15%
Devolved Formula Capital Grant schemes budgets devolved to schools	1	0%
Total Schemes	300	100%

		October 2017 @ 05/10/17																
Project	CAPITAL SCHEME	2017/18 APPROVED ESTIMATE			APPROVED SLIPPAGE FROM PRIOR YEARS			TOTAL BUDGET 2017/18			PROJECTION		PROJECT STATUS					
		Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income	Estimate	2017/18 Projected Variance <i>Underspend as negative</i>	2018/19 SLIPPAGE Projected	Yet To Start	Preliminary / Feasibility Work	Work On-site	Ongoing Annual Programme	Expected Completion	
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000						
Communities Directorate																		
	Sports & Leisure																	
CZ18	Magnet LC Reprovision Design / Initial Site Costs	1,650	0	1,650	350	0	350	2,000	0	2,000	0	0						
	Highways & Transport																	
CD12	Roads Resurfacing-Transport Asset & Safety	1,650	(1,650)	0	132	(131)	1	1,782	(1,781)	1	0	0						
CD84	Street Lighting-LED Upgrade	1,600	0	1,600	634	0	634	2,234	0	2,234	0	0						
25	Community, Protection & Enforcement Services																	
CT52	Disabled Facilities Grant	600	(600)	0	0	0	0	600	(600)	0	0	0						
Place Directorate																		
	Regeneration																	
CI14	Maidenhead Waterways Construction phase 1	0	0	0	1707	(141)	1566	1,707	(141)	1,566	0	0						
CI29	Broadway Car Park & Central House Scheme	0	0	0	2952	(187)	2765	2,952	(187)	2,765	0	0						
Managing Director																		
	Housing																	
CT51	Key Worker DIYSO	0	0	0	510	(510)	0	510	(510)	0	0	100						
CT55	Brill House Capital Funding	500	(500)	0	0	0	0	500	(500)	0	0	500						
	Non Schools																	
CKVT	Marlow Road Youth Centre Roofing and Maintenance Work	400	0	400	0	0	0	400	0	400	0	0						

Project	CAPITAL SCHEME	2017/18 APPROVED ESTIMATE			APPROVED SLIPPAGE FROM PRIOR YEARS			TOTAL BUDGET 2017/18			PROJECTION		PROJECT STATUS				
		Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income	Estimate	2017/18 Projected Variance	2018/19 SLIPPAGE Projected	Yet To Start	Preliminary / Feasibility Work	Work On-site	Ongoing Annual Programme	Expected Completion
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000					
	Schools – Non Devolved																
CSGR	Charters Expansion	3,630	(2,952)	678	203	(203)	0	3,833	(3,155)	678	0	0					
CSGT	Windsor Boys Expansion	1,120	(1,120)	0	(108)	108	0	1,012	(1,012)	0	0	0					
CSGV	Cox Green School Expansion Year 1 of 3	4,880	(2,514)	2,366	133	(133)	0	5,013	(2,647)	2,366	0	0					
CSGW	Furze Platt Senior expansion Year 1 of 3	6,750	(2,212)	4,538	431	(431)	0	7,181	(2,643)	4,538	0	0					
CSGX	Dedworth Middle School Expansion Year 1 of 3	3,780	(2,081)	1,699	153	(153)	0	3,933	(2,234)	1,699	0	0					
CSHU	Windsor Girls Expansion	1,800	(1,800)	0	(64)	64	0	1,736	(1,736)	0	0	0					

ROYAL BOROUGH OF WINDSOR & MAIDENHEAD SCHOOLS FORUM

Date: **2nd November 2017** **AGENDA ITEM: 05**

Title: **Budget Monitoring and Forecast 2017/18**

Responsible officer: Kevin McDaniel, Director of Children's Services

Contact officer: James Norris, Head of Finance (RBWM) Achieving for Children Tel: 07824478100

1 PURPOSE AND SUMMARY

1.1 The purpose of this report is to provide the Schools Forum with:

- the projected financial position for 2017/18 with associated schedule of Risks & Opportunities
- the projected reserve balance as at 31 March 2018
- an understanding of the financial pressures which are currently being faced.

2 RECOMMENDATIONS

Schools Forum is asked to note:

2.1 The Forum is asked to note the contents of this report including the reported variance, schedule of Risks & Opportunities and the projected deficit balance carried forward as at 31 March 2018.

3 FINANCIAL SUMMARY

3.1 The overall Schools Budget 2017/18 is £62,031,000. There is a net in year deficit of £483,000 relating to the dedicated schools grant funded services mainly relating to the release of underachievement of the High Needs Block savings plan. The deficit of £483,000 consists of:

- underachievement of the High Needs Block savings plan due to schools not agreeing to a reduction in Top Up allocations and an increase in annual fees £300,000; further strategies are underway to deliver the remainder of the savings plan
- estimated increased numbers of pupils receiving Alternative Provision support £80,000
- additional cost of conversion to academy status for Bisham Church of England Primary School exceeding funding available by £69,000.
- in year increased school rates charged to the central school budget £40,000
- other minor variances net (£6,000) underspend

- 3.2 The net overspend will be an additional pressure on the dedicated schools grant reserve which as at 31 March 2017 was a deficit of £752,000; the revised projected deficit as at 31 March 2018 has increased to £1,235,000.
- 3.3 The Schools Forum meeting late in 2016/17 the forum was informed of a projected year end deficit and the planned three year recovery plan for 2017/18 onwards.
- 3.4 Table 1 sets out the summarised financial position for 2017/18.

Table 1 Summarised Financial Position

Schools Budget	S251 budget	Budget Adjustments	Current Budget	Forecast Variance	Projected Expenditure/ Funding	Note
	£000	£000	£000	£000	£000	
Expenditure						
Schools Block (post recoupment)	35,839		35,839	133	35,972	1
Early Years Block	9,667	(387)	9,280	(30)	9,250	2
High Needs Block	16,912		16,912	380	17,292	3
TOTAL EXPENDITURE	62,418	(387)	62,031	483	62,514	
Funding						
Dedicated Schools Grant (net)	62,418	(387)	62,031	0	62,031	
TOTAL FUNDING	62,418	(387)	62,031	0	62,031	
Note:						
Total in year surplus / (deficit)	0	0	0	(483)	(483)	
Brought forward surplus / (deficit)	(752)		0	0	(752)	
Total surplus / (deficit)	(752)	0	0	(483)	(1,235)	4

- 3.5 The material forecast variances are set out below:

Note	Comments
1	School related costs; including Academy Conversion deficit balance £69,000; in year changes to school rates £40,000; increased licence charges £27,000; additional growth fund allocations £25,000; reduced school rental costs (£20,000); other minor variances net (£8,000) underspend
2	Reduced spend on the Early Years SEN Inclusion fund in the Spring Term (£30,000)
3	Estimated increased numbers of pupils receiving Alternative Provision support £80,000; underachievement of the High Needs Block savings plan £300,000
4	Projected deficit on DSG General Reserves for 2017/18 £1,235,000 (excluding the Risks & Opportunities listed in table 2).

3.6 Table 2 sets out the summarised Risks & Opportunities. These are potential changes in forecast that currently are not being reported as there are currently plans to contain pressures or utilise underspends.

Table 2 Summarised Risks & Opportunities

	Variance to Current Budget	Note
	£000	
Expenditure		
Schools Block	80	1
Early Years Block	0	
High Needs Block	790	2
Total Expenditure Risks & Opportunities	870	

3.7 The material forecast risks & opportunities are set out below:

Note	Comments
1	Bad debt provision outstanding school loan £100,000; Other Central Provision for increased rental income (£20,000)
2	<p>The most significant risk of a further overspend is within the High Needs Block. Currently there is a risk of the under achievement of the savings plan which was budgeted to reduce costs by £900,000. The forecast includes the under achievement of £300,000, however, there is risk of a further £600,000 shortfall. The initial plan is set out in appendix A. Progress to date has been slower than expected. The outcome of the recent Special Educational Needs inspection will add to the complexities of delivering some previously identified strategies.</p> <p>In respect of Top Ups and Independent School placements detailed work is being undertaken to review the current cohort of pupils within this category and based on historic spending a risk of £150,000 has been flagged.</p> <p>There is a potential further overspend of £40,000 relating to the estimated number of pupils requiring Alternative Provision for the remainder of the financial year.</p>

4 PROJECTED RESERVE BALANCE

- 4.1 The net overspend will be an additional pressure on the dedicated schools grant reserve which as at 31 March 2017 was a deficit of £752,000; the revised projected deficit as at 31 March 2018 has increased by £483,000 to £1,235,000.
- 4.2 The projected reserve balance as at 31 March 2018 of £1,235,000 excludes the Risk & Opportunities Register net balance of £870,000. Incorporating this the projected reserve balance as at 31 March 2018 increases to £2,105,000.

5 FUTURE ACTION

- 5.1 The level of overspend is unaffordable for the Council. Achieving for Children officers are developing a recovery plan for consideration by both the Council and schools to bring the level of annual spend back into balance. Achieving for Children and the Council are also

exploring options to address the cumulative DSG fund deficit. These options will be discussed with the Council and head teachers over the coming months.

Appendix A

Year / Details	Mainstream School Top Ups	Special School and RP Top Ups	Forest Bridge Top Ups	Indep and NMSS Schools	Sen Support Services	Alt. Provision	Totals
	£000	£000	£000	£000	£000	£000	£000
2017/18							
Reduction in Top Ups	50	50					100
Consultation Review	30	20	20				70
Reorg. of Alt Prov						100	100
SEN Support Services					100		100
Commissioning		40	50	440			530
Total 2017/18	80	110	70	440	100	100	900
2018/19							
Reduction in Top Ups	50	50					100
Consultation Review	20	20	30				70
Reorg. of Alt Prov						140	140
SEN Support Services					60		60
Commissioning			30	500			530
Total 2018/19	70	70	60	500	60	140	900
Total							
Reduction in Top Ups	100	100	0	0	0	0	200
Consultation Review	50	40	50	0	0	0	140
Reorg. of Alt Prov	0	0	0	0	0	240	240
SEN Support Services	0	0	0	0	160	0	160
Commissioning	0	40	80	940	0	0	1,060
Totals	150	180	130	940	160	240	1,800

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ROYAL BOROUGH OF WINDSOR & MAIDENHEAD SCHOOLS FORUM

Date:	2nd November 2017	AGENDA ITEM: 07
Title:	School Funding 2018/19 and Consultation	
Responsible officer:	Kevin McDaniel, Director of Children's Services	
Contact officer:	James Norris, Head of Finance (RBWM) Achieving for Children	Tel: 01628 796000

1 PURPOSE AND SUMMARY

1.1 The purpose of this report is to provide the Schools Forum with:

- the options for the soft formula years 2018/19 and 2019/20 and to seek Schools Forum views on the transitional arrangements
- the details to support the Growth Fund allocations; shown in appendix A
- the details to enable an informed discussion in respect of a budget movement from the Schools Block to the High Needs Block
- the details to allow the Local Authority to consult schools on the movement towards the National Funding Formula (NFF) model

2 RECOMMENDATIONS

2.1 That the Forum:

- note and comment on the contents of this report
- discuss the budget movement from Schools Block to the High Needs Block
- discuss the consultation options contained within this report

3 BACKGROUND

- 3.1 The Secretary of State has made several announcements on the National Funding Formula, with the latest statement made to Parliament on the 14th September 2017. This statement was accompanied by a release of illustrative funding figures for each school by the DfE.
- 3.2 The full implementation of the NFF will not occur until 2020/21. The preceding two years (2018/19 and 2019/20) are referred to as "soft" years where the authority will receive its Schools Block funding based on an NFF calculation at a national level but the money will be distributed to schools based on a local formula that is similar to the current system.
- 3.3 Further details and supporting documentation is included within the Schools Budget Funding Arrangements 2018/19 and beyond report.

4 FINANCIAL SUMMARY

- 4.1 The indicative DSG allocation for 2018/19 is £103,042,001. This is the total funding available to the Royal Borough to fund the schools Formula, High Needs and Central Schools Services Budgets for 2018/19. The provisional block funding will be updated in

December to reflect the latest Census information. Table 1 sets out the indicative NFF funding in 2018/19 excluding Early Years which will be provided following the January census.

Table 1 Indicative NFF funding 2018/19

Block	Indicative NFF funding in 2018/19 £000
Schools	83,184
High Needs	18,725
Central School Services	1,133
TOTAL Provisional Funding 2018/19	103,042

5 FUNDING FORMULA COMPARISONS

- 5.1 For comparison purposes the following has been provided in appendix B.
- current 2017/18 funding formula allocations
 - indicative NFF model allocations; reflecting the full impact of implanting the model
 - indicative formula modelling
- 5.2 In addition appendix C sets out the impact of proposed models on a school by school basis demonstrating gainers and losers of each model.
- 5.3 During the “soft” years the local authority will receive funding via a per pupil rate for primary and secondary pupils. The rates will be derived by calculating the funding each local authority school would receive using an NFF calculation. Authorities will receive schools block allocations based on a derived primary pupil rate and derived secondary pupil rate.
- 5.4 The DfE have set a minimum value of £4,800 for secondary pupils and £3,500 for primary schools for 2019/20 with interim rates of £4,600 and £3,300 for 2018/19. The DfE have also said that the per pupil rates will include a 0.5% increase per pupil per school on the preceding years per pupil funding.
- 5.5 Forum are asked to note that funding has been transferred from the High Needs block to the schools block to offset the change to the funding source of “Element 1” within Place Plus for a provision. The Schools Formula shares from 2018/19 will include the funding for Resource unit pupils. The funding rates will also include the historic funding of growth and premises
- 5.6 Included within the models are the following assumptions:
- models are based on the 2017/18 data
 - Schools Block continued funding for the growth fund; estimated as £402,076 2018/19 (see appendix A)
 - propose a transfer of 0.5% (estimated at £416,000) from the Schools Block to the High Needs block to support the implementation of the SEND strategy implementation action plan being led by a working group of headteachers, SENCOs and practitioners from a range of services. This is allowed in the operational guide. This proposal is reflected in models 1 & 2.

- 5.7 A summary of the proposed formula changes is set out in table 2. Appendix D to F demonstrate the impact of the models on individual schools.

Table 2 Proposed migration from Local Formula to National Formula

Factors	Model 1 (Appendix D)	Model 2 (Appendix E)	Model 3 (Appendix F)
	%	%	%
AWPU	60.0	60.0	65.0
Pupil Led Factors	75.0	65.0	100.0
LAC	50.0	50.0	50.0
MFG	(1.5)	(1.5)	(1.5)
Block Transfer	0.5	0.5	0.0

- 5.8 The Schools Block Funding 2018/19 and total to be distributed via the formula is set out in table 3.

Table 3 Schools Block Funding 2018/19

Schools Block Funding	£'000s
Provisional Schools Block Allocation	83,184
Less: Schools Growth Fund	(402)
Less: High Needs Block Transfer @ 0.5%	(416)
Total to be distributed via Formula	82,366

- 5.9 In the provisional Schools Block allocations to each local authority the funding for the schools block includes the Area Cost Adjustment (ACA) to reflect differences in cost between different parts of the country. For RBWM the ACA is 1.05613.

6 CONSULTATION

- 6.1 The Royal Borough have considered a number of options to migrate from the current local formula towards the NFF rates over the two 'soft' formula years, whilst still making available funding to cover the cost of growth fund commitments with RBWM schools and the ongoing pressures in the High Needs funded budgets.
- 6.2 Consultation will be undertaken during the period 8th November to 22nd November 2017. Only one submission will be accepted per school, responses will be collated and anonymised before being published at the January 2018 Schools Forum. Consultation will focus on the following areas with specific questions as proposed below:
- the level of migration to the NFF methodology
 - support for growth fund allocations
 - transfer of block funding
- 6.3 In advance of the consultation period a document providing guidance, context and the process for submission will be distributed to all schools.

7 Appendices

7.1 A summary of appendices has been provided in table 4.

Table 4 Summary of Appendices

A	Growth Fund 2017/18 & 2018/9
B (i)	RBWM Local Formula 2017/18 & National Funding Formula and ACA
B (ii)	RBWM Local Formula Options 2018/19
C	Movement on Funding from RBWM Local Formula to Models
D (i)	RBWM Local Formula Model 1 – Infant, First & Junior Schools
D (ii)	RBWM Local Formula Model 1 – Primary Schools
D (iii)	RBWM Local Formula Model 1 – Secondary & Middle Schools
E (i)	RBWM Local Formula Model 2 – Infant, First & Junior Schools
E (ii)	RBWM Local Formula Model 2 – Primary Schools
E (iii)	RBWM Local Formula Model 2 – Secondary & Middle Schools
F (i)	RBWM Local Formula Model 3 – Infant, First & Junior Schools
F (ii)	RBWM Local Formula Model 3 – Primary Schools
F (iii)	RBWM Local Formula Model 3 – Secondary & Middle Schools

School Growth Funding		Financial Year 2017-18	Indicative 2018-19
		Sept - March £	Sept - March £
<u>Primary</u>			
Holyport CE	Academy	8,432	-
St Edmund Campion	Academy	8,432	-
Wraysbury Primary		8,432	-
Oldfield Primary		21,218	21,218
Clewer Green CE		15,086	-
St Edwards Catholic First		15,086	-
Riverside Primary		25,088	25,088
All Saints CE Jnr		31,409	-
Knowl Hill	Academy	35,577	35,577
Cheapside Primary	4 classes	142,308	
<u>Secondary</u>			
Furze Platt Snr	Academy	35,577	35,577
Charters	Academy	35,577	35,577
Cox Green	Academy	35,577	35,577
Windsor Boys School	Academy	35,577	35,577
Windsor Girls School	Academy	35,577	35,577
Dedworth phase 1	Academy	35,577	35,577
Dedworth Phase 2	Academy	-	35,577
	Sub total	524,530	330,922
Contingency 1 - FP Senior phase 2			35,577
Contingency 2			35,577
	Total	524,530	402,076
Budget 2017-18		500,000	
Overspend		24,530	

RBWM Local Formula 2017-18				National funding formula (NFF) and ACA			Difference in Formula rates per pupil (2017-18 to NFF)	
				ACA 1.05613				
				£ £ £			£ £	
Age Weighted Pupil Unit (AWPU)	Primary amount per pupil	Secondary amount per pupil	Allocations	Primary amount per pupil	Secondary amount per pupil	Allocations	Primary amount per pupil	Secondary amount per pupil
Primary (Years R-6)	2,880.00		32,229,840	2,901.19		32,648,542	21.19	
Key Stage 3 (Years 7-9)		3,950.00	18,110,750		4,079.83	18,746,819		129.83
Key Stage 4 (Years 10-11)		4,502.00	13,704,088		4,632.19	14,165,237		130.19
DEPRIVATION - Income Deprivation Affecting Children & Free School Meals	Primary amount per pupil	Secondary amount per pupil		Primary amount per pupil	Secondary amount per pupil		Primary amount per pupil	Secondary amount per pupil
FSM	0.00	0.00	2,926,738	464.70	464.70	3,079,053	464.70	464.70
FSM6	696.80	604.50		570.31	829.06		-126.49	224.56
IDACI Band F	398.19	466.31		211.23	306.28		-186.96	-160.03
IDACI Band E	517.65	606.20		253.47	411.89		-264.18	-194.31
IDACI Band D	776.48	909.31		380.21	543.91		-396.27	-365.40
IDACI Band C	776.48	909.31		411.89	591.43		-364.59	-317.88
IDACI Band B	776.48	909.31		443.57	633.68		-332.91	-275.63
IDACI Band A	776.48	909.31		607.27	855.47		-169.21	-53.84
DEPRIVATION- Looked After Children & English as an additional Language	Primary amount per pupil	Secondary amount per pupil		Primary amount per pupil	Secondary amount per pupil		Primary amount per pupil	Secondary amount per pupil
LAC X March 16	1,900.00	1,900.00	80,367	0	0	-	-1,900	-1,900
EAL 3 Primary	323.13		374,996	543.91		637,341	221	
EAL 3 Secondary		987.92	188,077		1,462.74	278,866		475
DEPRIVATION - LOW PRIOR ATTAINMENT	Weighting	Amount per pupil		Weighting	Amount per pupil		Primary amount per pupil	Secondary amount per pupil
Low Attainment % new EFSP	0.40			1.00				
Low Attainment % old FSP 78		1,951.20	2,710,942		1,108.94	3,208,879	-842.26	
Secondary low attainment (year 7)	0.48	1,654.61	2,425,005	0.48	1,637.00	2,405,706		-17.61
LUMP SUM	Lump Sum per Primary School	Lump Sum per Secondary School		Lump Sum per Primary School	Lump Sum per Secondary School		Lump Sum per Primary School	Lump Sum per Secondary School
7) Lump Sum	123,738.00	125,155.00	7,441,284	116,174.30	116,174.30	6,970,458	-7,563.70	-8,980.70
8) Sparsity factor	0.00	0.00		26,403	68,648		26,403.25	68,648.45
Formula Total			80,192,087	Formula Total			82,140,901	
Rates			693,250	Rates - at 17-18 Cost			693,250	
MFG Balance (non scaled element)			-	MFG Balance @ 1.5% (non scaled element)			137,625	
Total			80,885,337	Total (excluding individual school 'floor' protection)			82,971,776	
Ratio			1 : 1.27	Ratio			1 : 1.30	
MFG Cost (pre scaling)			£ Number of Schools	MFG Cost (pre scaling)			£ Number of Schools	
Primary			263,259 12	Primary			137,675 6	
Secondary			39,882 2	Secondary			0 -	

RBWM Local Formula Options 2018-19	Model 1		
	£	£	£
	Primary amount per pupil	Secondary amount per pupil	Allocations
AWPU			
Primary (Years R-6)	2,892.71		32,553,112
Key Stage 3 (Years 7-9)		4,027.90	18,508,201
Key Stage 4 (Years 10-11)		4,580.11	14,005,976
DEPRIVATION - IDACI & FSM	Primary amount per pupil	Secondary amount per pupil	
FSM	348.52	348.52	3,044,109
FSM6	601.93	772.92	
IDACI Band F	257.97	346.29	
IDACI Band E	319.52	460.47	
IDACI Band D	479.28	635.26	
IDACI Band C	503.04	670.90	
IDACI Band B	526.80	702.59	
IDACI Band A	649.58	868.93	
DEPRIVATION- Looked After Children & EAL	Primary amount per pupil	Secondary amount per pupil	
LAC X March 16	950.00	950.00	40,299
EAL 3 Primary	488.71		572,659
EAL 3 Secondary		1,344.04	256,237
DEPRIVATION - LOW PRIOR ATTAINMENT	Weighting	Amount per pupil	
Primary Low Attainment % new EFSP	0.81		
Primary Low Attainment % old FSP 78	-	1,319.50	3,191,529
Secondary low attainment (year 7)	0.48	1,641.40	2,412,172
LUMP SUM	Lump Sum per Primary School	Lump Sum per Secondary School	
7) Lump Sum	118,065.23	118,419.48	7,088,165
8) Sparsity factor	-	-	

Total Formula Funding	81,672,458.00
Rates 17-18 Budget	693,250.00
Total	82,365,708.00

Ratio 1 : 1.29

Balance 192

MFG Cost (pre scaling)	£	No of Schools
Primary in MFG	138,077.00	6
Secondary in MFG	441.00	1

Migration from Local Formula to NFF:

AWPU
Migration at 60% of the difference between RBWM 2017-18 local formula and NFF rates.
Pupil Led Factors and Lump sums
Migration at 75% of the difference between RBWM & NFF.
LAC to be phased out and funded at 50%.

Note:

MFG set at -1.5%
0.5% Contribution to High Needs Services & Pupils

Model 2			
£	£	£	
	Primary amount per pupil	Secondary amount per pupil	Allocations
2,892.71			32,553,112
		4,027.90	18,508,201
		4,580.11	14,005,976
Primary amount per pupil	Secondary amount per pupil		
302.05	302.05		3,030,134
614.58	750.47		
276.66	362.29		
345.93	479.90		
518.90	671.80		
539.50	702.69		
560.09	730.15		
666.50	874.31		
Primary amount per pupil	Secondary amount per pupil		
950.00	950.00		40,299
466.64			546,792
	1,296.55		247,183
Weighting	Amount per pupil		
0.75			
-	1,403.73		3,190,544
0.48	1,643.16		2,414,759
Lump Sum per Primary School	Lump Sum per Secondary School		
118,821.60	119,317.55		7,135,247
-	-		

Total Formula Funding	81,672,246.00
Rates 17-18 Budget	693,250.00
Total	82,365,496.00

Ratio 1 : 1.28

Balance 404

MFG Cost (pre scaling)	£	No of Schools
Primary in MFG	133,312.00	6
Secondary in MFG	1,862.00	1

AWPU
Migration at 60% of the difference between RBWM 2017-18 local formula and NFF rates.
Pupil Led Factors and Lump sums
Migration at 65% of the difference between RBWM & NFF.
LAC to be phased out and funded at 50%.

MFG set at -1.5%
0.5% Contribution to High Needs Services & Pupils

Model 3			
£	£	£	
	Primary amount per pupil	Secondary amount per pupil	Allocations
2,893.77			32,565,041
		4,034.39	18,538,022
		4,586.62	14,025,884
Primary amount per pupil	Secondary amount per pupil		
464.70	464.70		3,079,048
570.31	829.06		
211.23	306.28		
253.47	411.89		
380.21	543.91		
411.89	591.43		
443.57	633.68		
607.27	855.47		
Primary amount per pupil	Secondary amount per pupil		
950.00	950.00		40,299
543.91			637,337
	1,462.74		278,866
Weighting	Amount per pupil		
0.955			
-	1,108.94		3,078,947
0.48	1,637.00		2,405,706
Lump Sum per Primary School	Lump Sum per Secondary School		
123,738.00	125,155.00		7,441,284
-	-		

Total Formula Funding	82,090,436.00
Rates 17-18 Budget	693,250.00
Total	82,783,686.00

Ratio 1 : 1.29

Balance - 1,867

MFG Cost (pre scaling)	£	No of Schools
Primary in MFG	111,643.00	5
Secondary in MFG	-	-

AWPU
Migration at 65% of the difference between RBWM 2017-18 local formula and NFF rates.

Pupil Led Factors

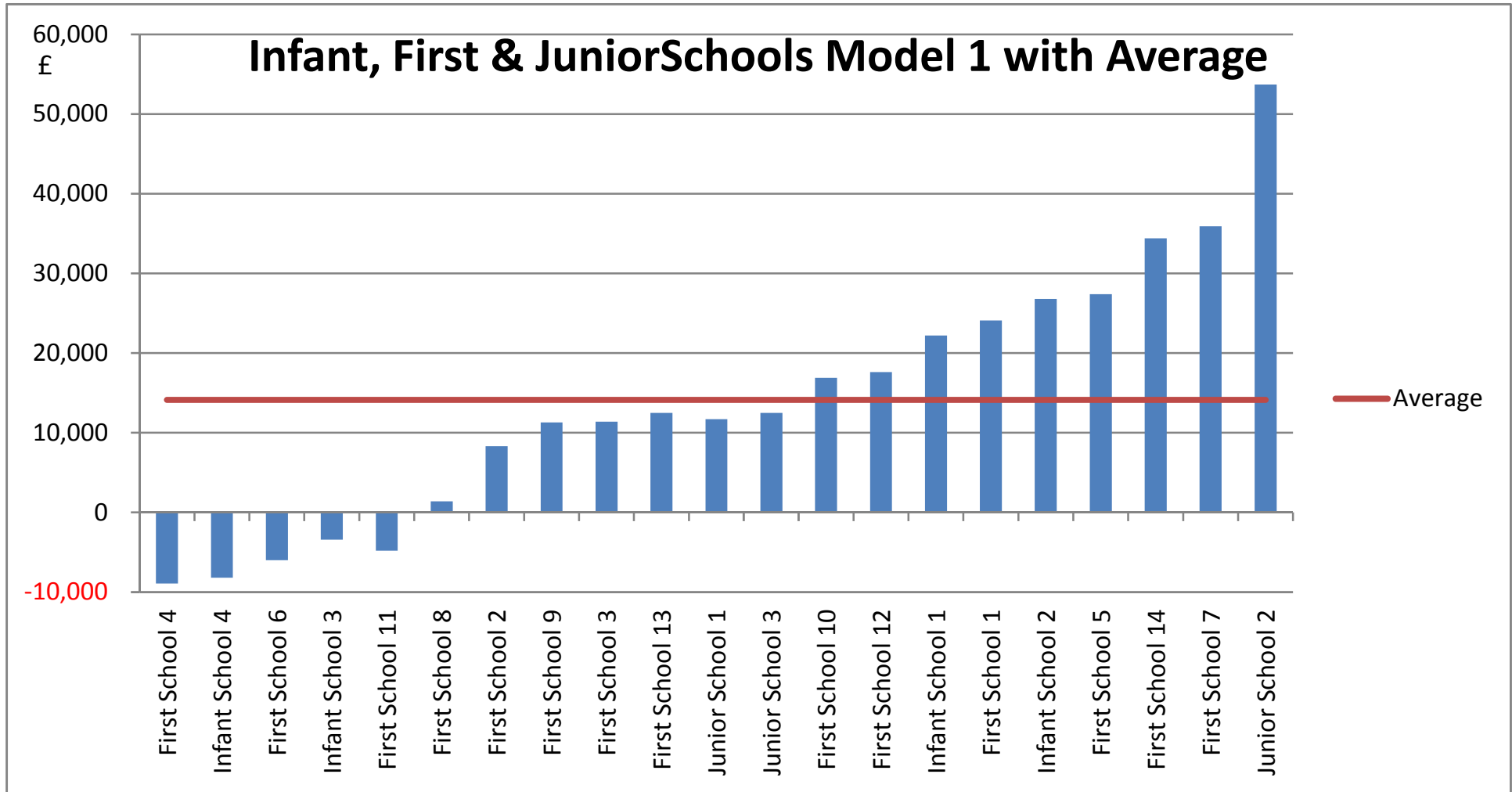
100% Migration to NFF.
LAC to be phased out and funded at 50%.
Lump sums as per 2017-18 rates

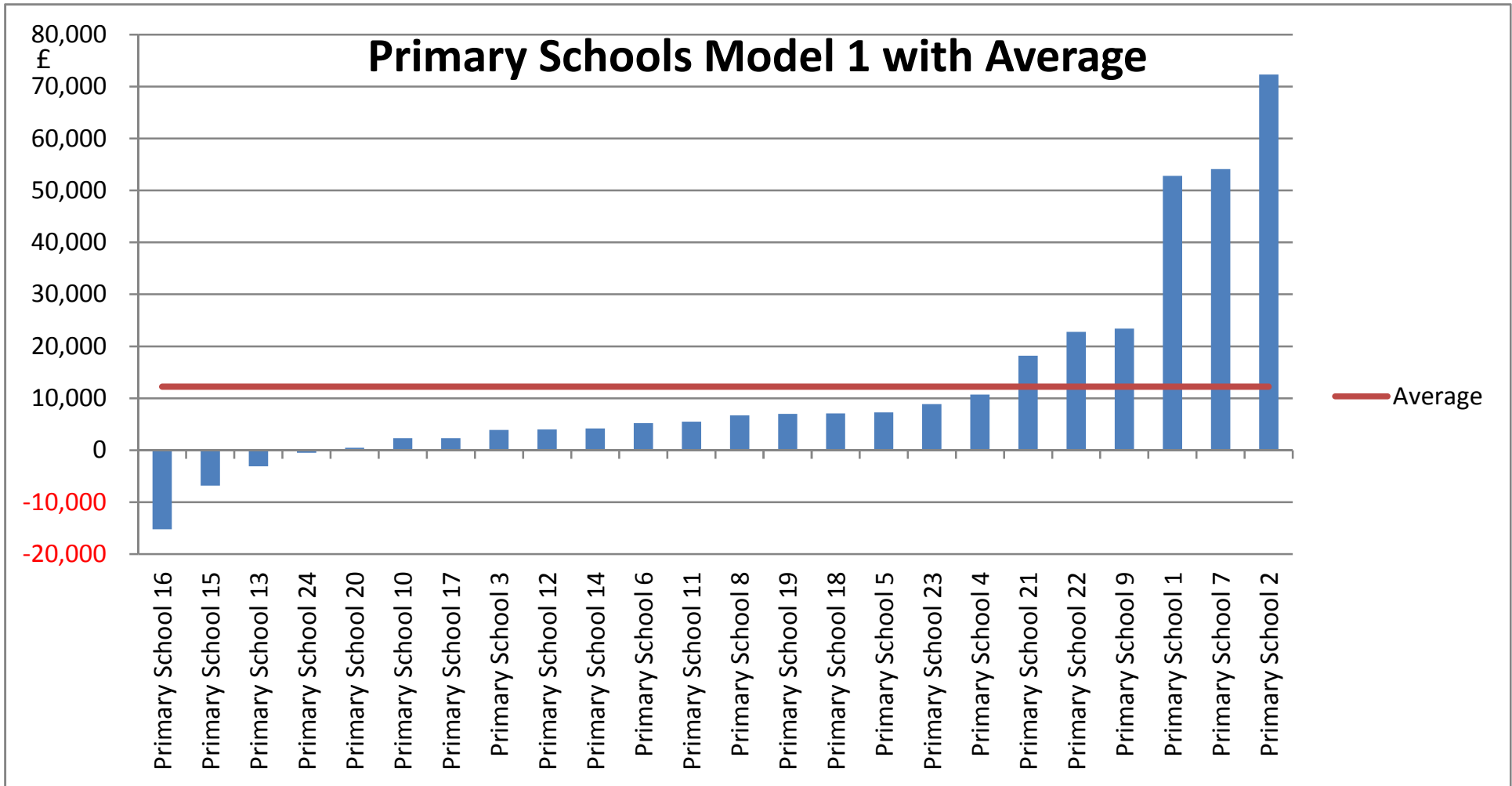
MFG set at -1.5%
Nil contribution to High Needs services & pupils

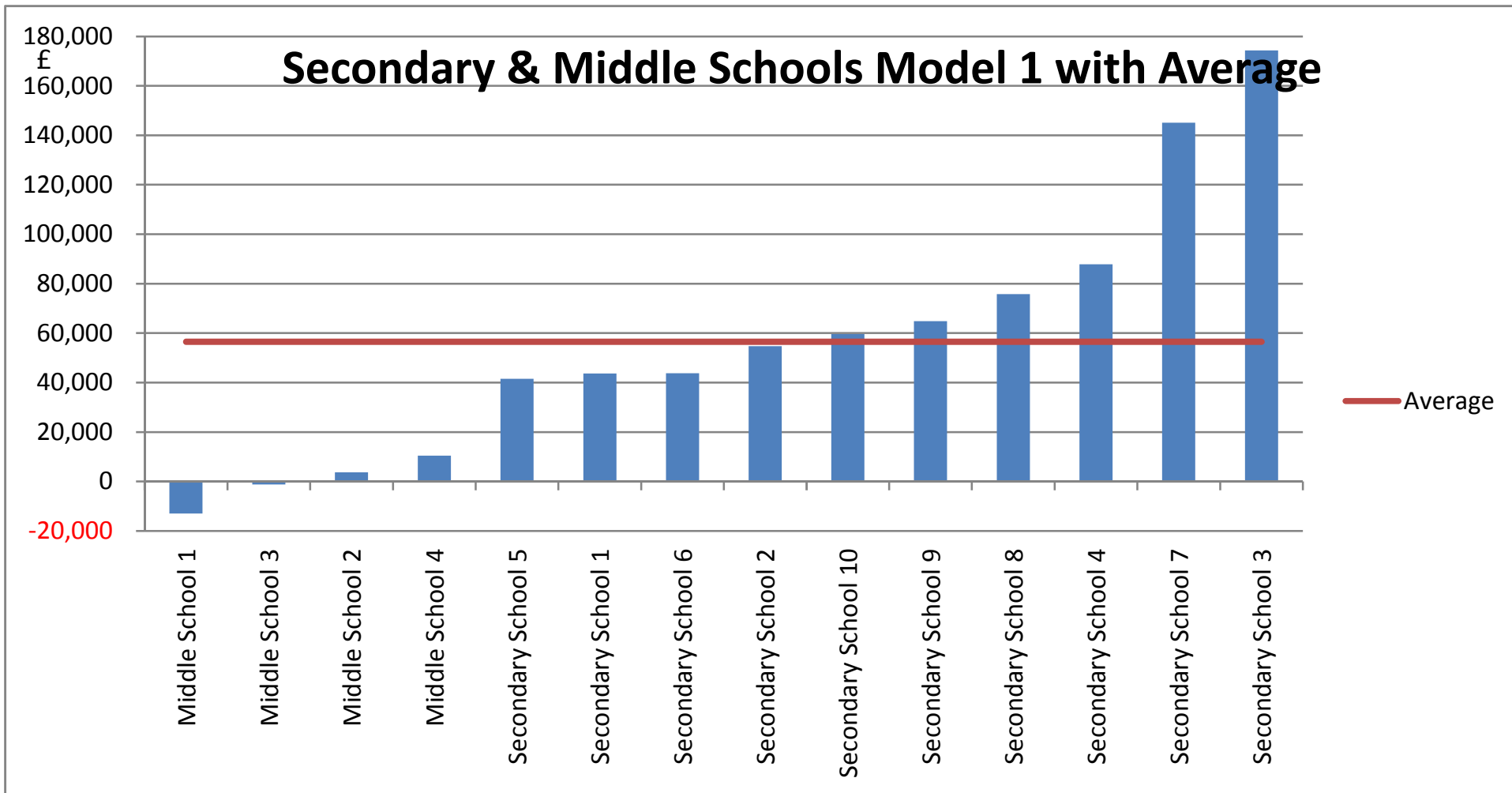
Movement in Funding from 2017-18 Budgets to Models

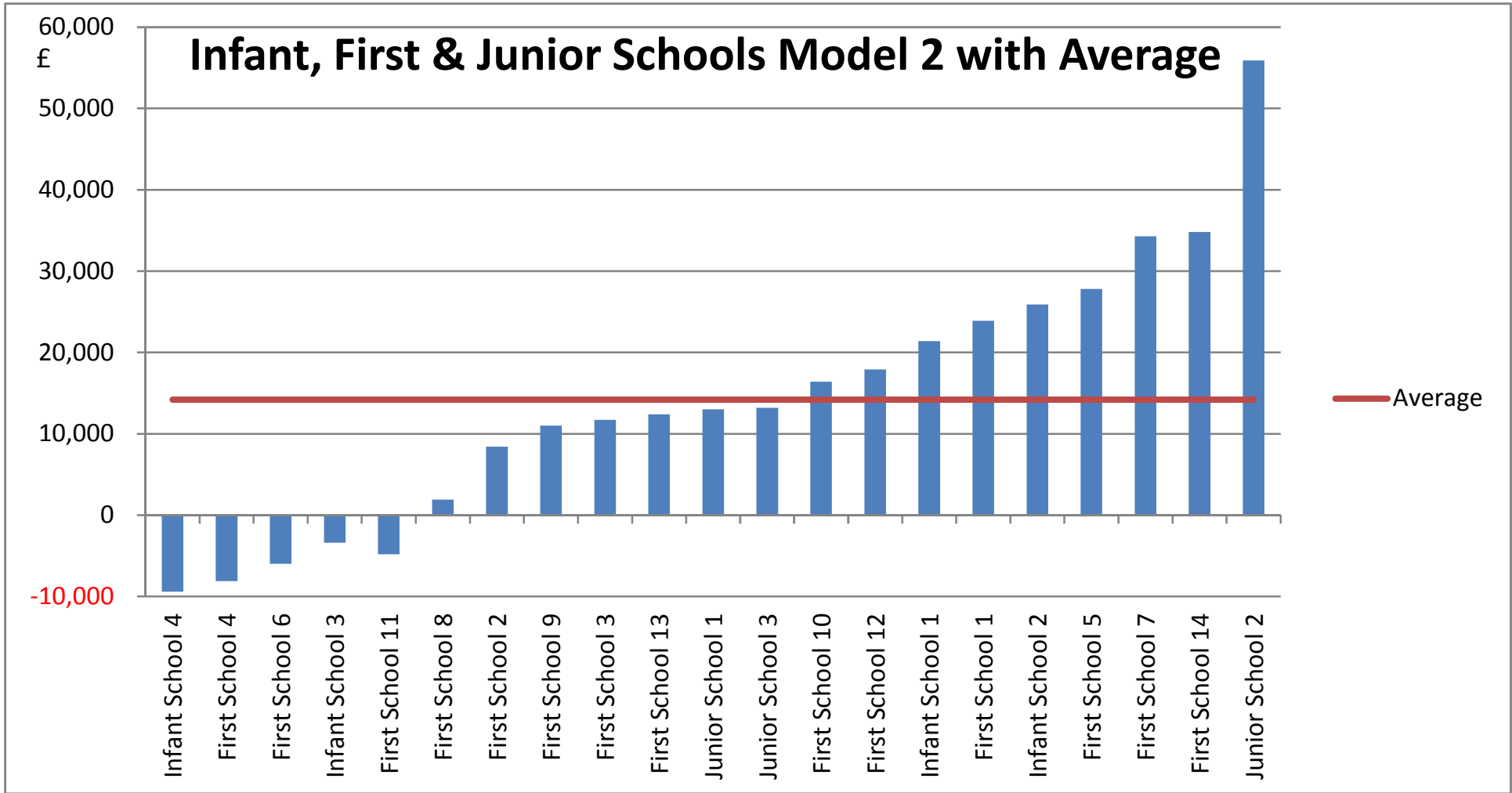
Anonomised Name	Model 1	Model 2	Model 3
	£	£	£
Primary School 16	(15,200)	(15,200)	(15,200)
Middle School 1	(13,000)	(12,900)	(8,600)
First School 4	(8,900)	(8,100)	(7,000)
Infant School 4	(8,200)	(9,400)	1,500
Primary School 15	(6,800)	(6,800)	(6,700)
First School 6	(6,000)	(6,000)	(5,900)
First School 11	(4,800)	(4,800)	(4,700)
Infant School 3	(3,400)	(3,400)	(3,300)
Primary School 13	(3,100)	(2,100)	1,500
Middle School 3	(1,200)	1,600	1,300
Primary School 24	(500)	1,200	(200)
Primary School 20	500	900	5,800
First School 8	1,400	1,900	6,200
Primary School 10	2,300	3,300	5,100
Primary School 17	2,300	2,900	6,800
Middle School 2	3,700	7,500	3,300
Primary School 3	3,900	4,200	9,700
Primary School 12	4,000	5,300	6,000
Primary School 14	4,200	4,600	9,500
Primary School 6	5,200	5,700	9,000
Primary School 11	5,500	6,100	10,700
Primary School 8	6,700	6,900	13,100
Primary School 19	7,000	7,200	12,500
Primary School 18	7,100	7,000	13,000
Primary School 5	7,300	7,700	11,900
First School 2	8,300	8,400	14,300
Primary School 23	8,900	9,900	11,200
Middle School 4	10,500	12,500	15,400
Primary School 4	10,700	11,100	15,000
First School 9	11,300	11,000	17,900
First School 3	11,400	11,700	15,900
Junior School 1	11,700	13,000	12,900
First School 13	12,500	12,400	18,300
Junior School 3	12,500	13,200	14,700
First School 10	16,900	16,400	24,300
First School 12	17,600	17,900	20,700
Primary School 21	18,200	17,900	23,600
Infant School 1	22,200	21,400	29,100
Primary School 22	22,800	23,100	28,700
Primary School 9	23,400	25,600	21,800
First School 1	24,100	23,900	30,700
Infant School 2	26,800	25,900	34,300
First School 5	27,400	27,800	31,100
First School 14	34,400	34,800	39,100
First School 7	35,900	34,300	44,500
Secondary School 5	41,500	41,200	56,100
Secondary School 1	43,700	41,200	64,500
Secondary School 6	43,800	42,500	60,500
Primary School 1	52,800	52,400	57,300
Junior School 2	53,700	55,900	54,700
Primary School 7	54,100	54,000	60,500
Secondary School 2	54,700	53,500	71,000
Secondary School 10	59,600	57,600	78,800
Secondary School 9	64,800	61,300	87,400
Primary School 2	72,300	73,500	72,900
Secondary School 8	75,800	73,400	99,000
Secondary School 4	87,800	85,100	113,100
Secondary School 7	145,100	142,300	171,000
Secondary School 3	174,300	169,900	207,400
Growing School	98,900	98,900	105,000

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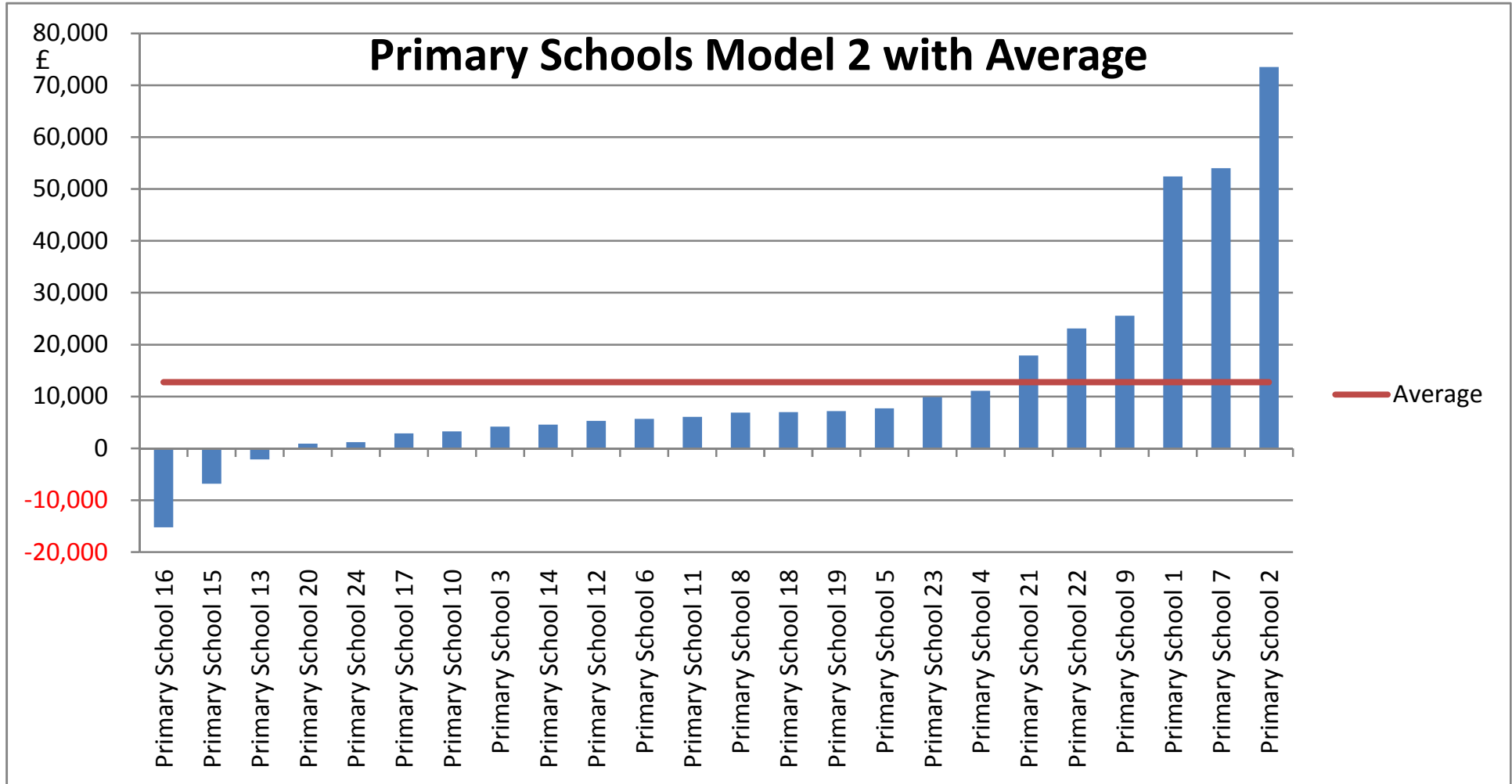


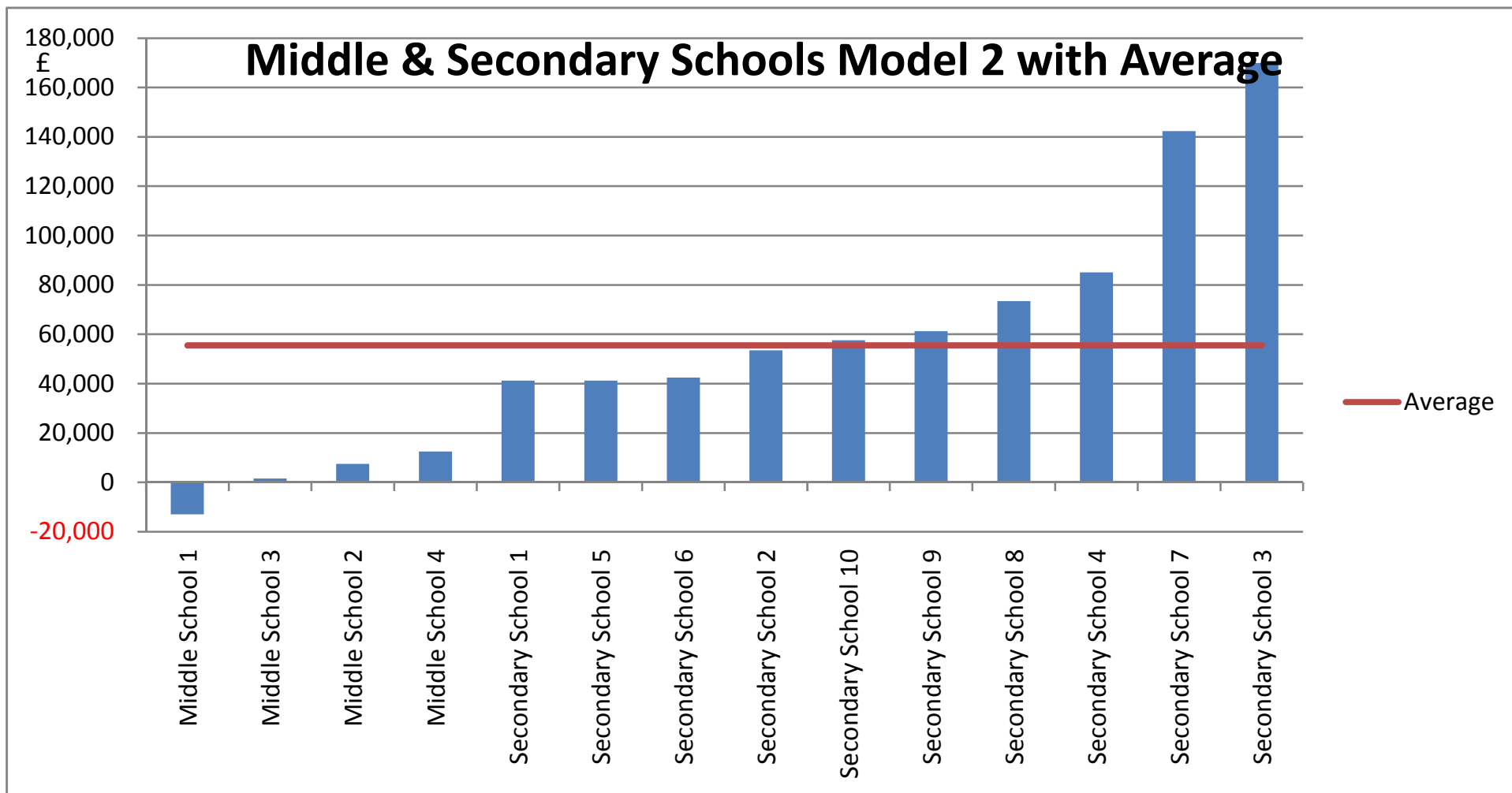




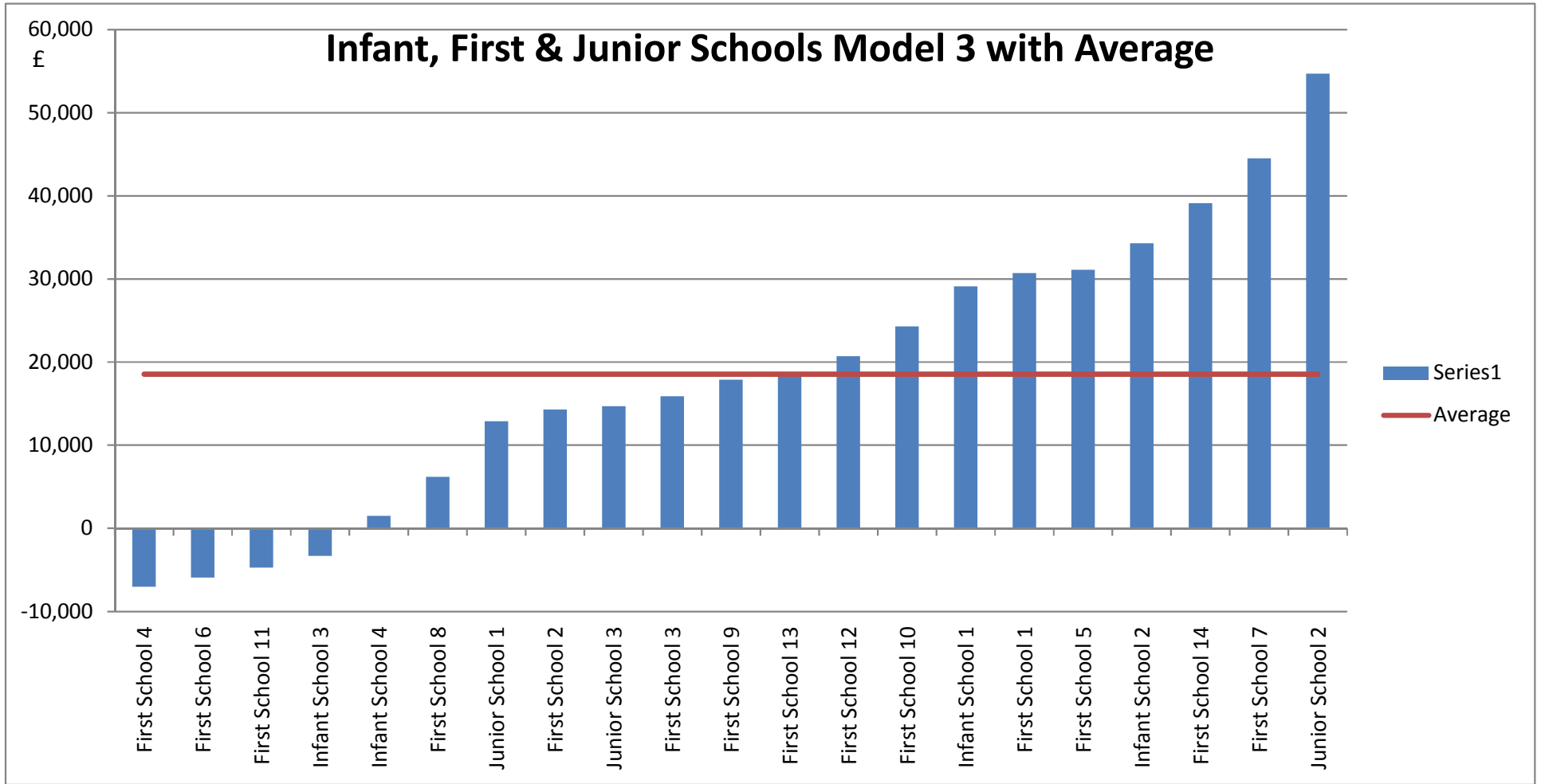


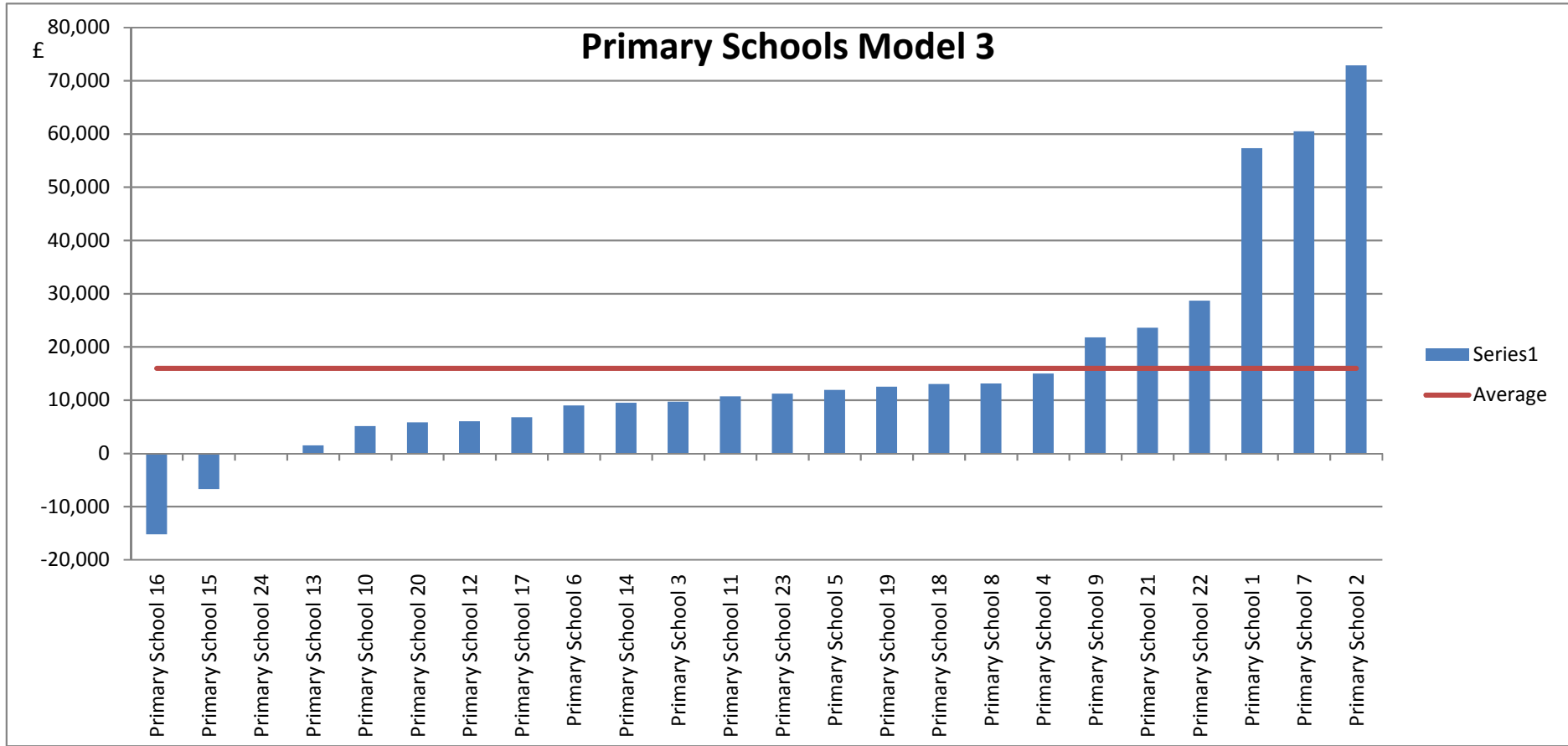
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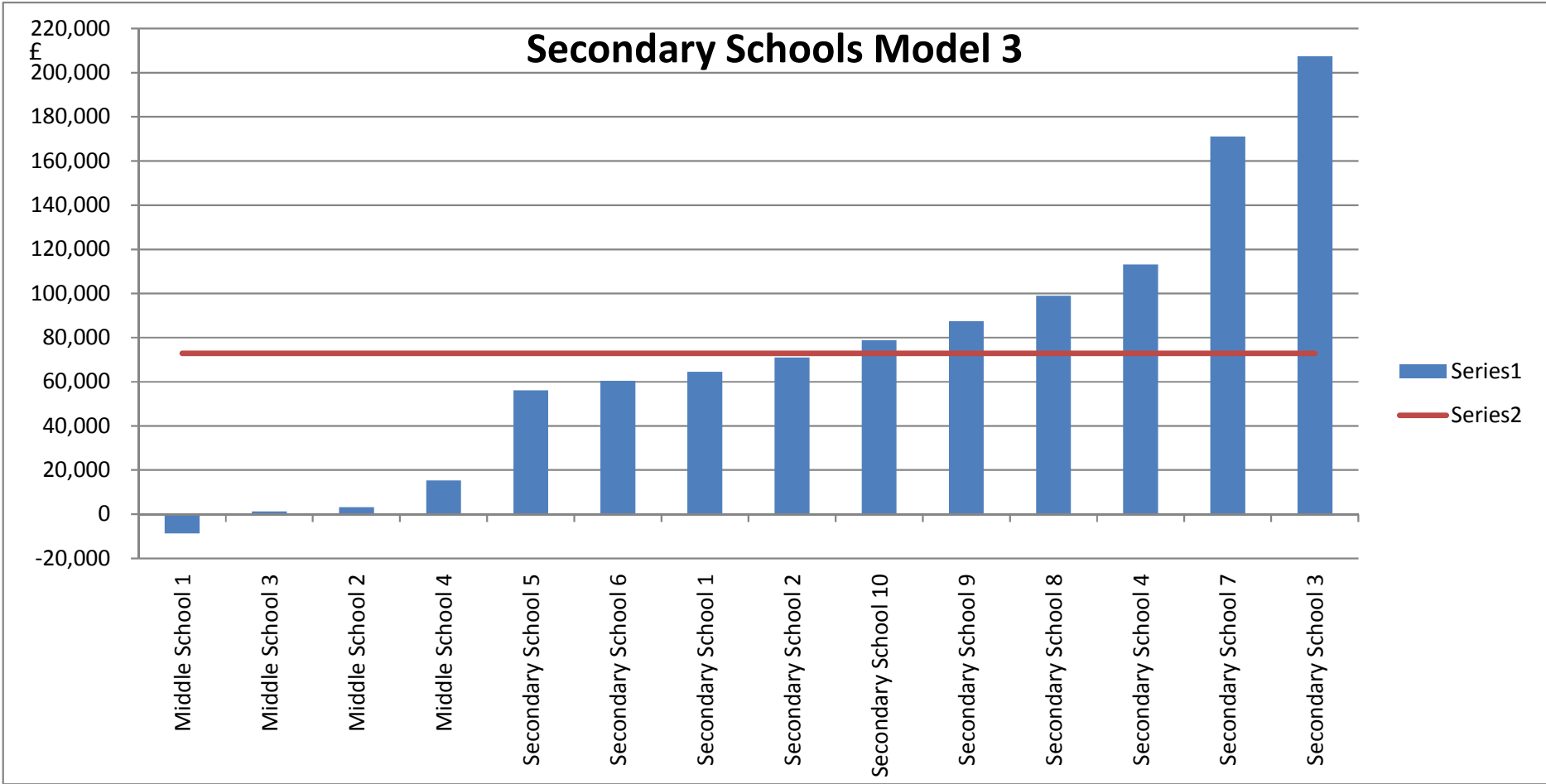




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ROYAL BOROUGH OF WINDSOR & MAIDENHEAD SCHOOLS FORUM

Date:	2nd November 2017	AGENDA	06
		ITEM:	
Title:	Schools Budget Funding Arrangements 2018/19 and beyond		
Responsible officer:	Kevin McDaniel, Director of Children's Services		
Contact officer:	James Norris, Head of Finance (RBWM) Achieving for Children	Tel:	01628 796000

1 PURPOSE AND SUMMARY

- 1.1 The purpose of this report is to make the Forum aware of the Parliamentary Statements on schools funding made by the Education Secretary 17 July 2017 and 14 September 2017.
- 1.2 The key points of the paper are:
 - to inform the Forum of the recent Education & Skills Funding Agency (ESFA) document "Schools revenue funding 2018 to 2019: operational guide" which provides guidance on the National Funding Formula (NFF) changes for 2018/19
 - to update the Forum on the changes proposed for the implementation of the NFF
 - to update the Forum on the responsibilities of Schools Forum within the new funding system

2 RECOMMENDATIONS

- 2.1 That the Forum:
 - notes the details regarding schools funding in 2018/19
 - notes the timetable of events for schools funding as detailed within Appendix A
 - notes the responsibilities of schools forum as detailed within Appendix B
 - agrees for the Local Authority to consult schools on the adoption of the NFF model

3 Background

- 3.1 In March 2012, the DfE published a consultation document "School funding reform: Next steps towards a fairer system" and took the first steps towards the introduction of a NFF.
- 3.2 The DfE have completed two consultations on the introduction of the NFF. Schools Forum have been kept up to date on progress regarding

implementation including changes to proposed implementation dates. The DfE have also undertaken two baselining exercises against the DSG blocks.

3.3 The latest NFF consultation introduced the following proposals:

- a school-level ('hard') NFF from April 2020/21
- a NFF to be used to determine local authorities schools block allocations in 2018/19 and 2019/20 but authorities to set formulae locally (a 'soft' formula).

3.4 The School Funding methodology for the current and next three financial years is set out in table 1.

Table 1. School Funding methodology

Year	Schools Block funding allocated to LA by	Schools Funding allocated via
2017/18	Schools Block Unit Funding *	Local formula
2018/19	Primary & Secondary pupil rate - Determined via pseudo NFF	Local formula
2019/20	Primary & Secondary pupil rate - Determined via pseudo NFF	Local formula
2020/21	NFF	NFF

*Schools Block Unit of Funding;

The per pupil rate the ESFA uses to allocate funding to an authority for its schools block DSG.

3.5 The per pupil rate the ESFA uses to allocate funding to an authority for its schools block DSG. This differs for each authority; the Royal Borough's 2017/18 rate was £4,421.73 per pupil.

3.6 During 2018/19 & 2019/20 the local authority will receive funding via a per pupil rate for primary and secondary pupils. The rates will be derived by calculating the funding each local authority school would receive using the NFF calculation. Authorities will receive schools block allocations based on a derived primary pupil rate and derived secondary pupil rate.

3.7 The DfE have set a minimum value of £4,800 for secondary pupils and £3,500 for primary schools for 2019/20 with interim rates of £4,600 and £3,300 for 2018/19. The DfE have also said that the per pupil rates will include a 0.5% increase per pupil per school on the preceding years per pupil funding.

- 3.8 Forum are asked to note that funding has been transferred from the High Needs block to the schools block to offset the change to the funding source of “Element 1” within Place Plus for a provision. The funding rates will also include the historic funding of growth and premises.
- 3.9 The ESFA “Re-Baselining” exercise to re-apportion the DSG between four funding blocks, following the creation of an additional central block, was constrained to balancing the existing DSG budget value.
- 3.10 The schools block element was pre-set by the ESFA, the early years block was based on actual figures and the central block, although adjustable, was based on the Section 251 return. The balancing figure was applied to the high needs block but made no allowance for true spend and no opportunity to detail any overspend.

4 SCHOOLS REVENUE FUNDING 2018/19: OPERATIONAL GUIDE

- 4.1 The guide details a number of significant changes to the existing funding system. The creation of a fourth DSG block; the Central School Services Block (CSSB). The Royal Borough will be allocated funding for central services through the new CSSB. This will comprise funding for ongoing responsibilities and a cash sum for historic commitments. It brings together:
- funding previously allocated through the retained duties element of the Educational Services Grant (ESG)
 - funding for ongoing central functions, such as admissions, previously topslice from the schools block
 - residual funding for historical commitments, previously top-sliced from the schools block
- 4.2 Each of the four blocks that comprise the DSG will be determined by a separate NFF. Early years is currently allocated on the basis of a NFF. From 2018/19, the remaining three blocks will also be calculated using national formulae.
- 4.3 Within the schools block allocation, the Government will provide for at least a 0.5% per pupil increase for each school in 2018/19 and an equivalent increase in 2019/20.
- 4.4 Within the High Needs block allocation, the Government will provide for at least a 0.5% overall increase in 2018/19 based on the adjusted 2017/18 baseline figure.
- 4.5 This formula does not take into account the DSG deficit experienced by the authority. The baseline exercise only recognised funding to the allocated amount and did not allow for actual expenditure greater than the allocation.
- 4.6 The adjustments to the high needs baseline are:
- the transfer of funding from high needs to the schools block to offset the

- change in funding “Element 1” of Place Plus
 - pupil number changes from 2016/17 to 2017/18 for pupils in special education establishments
 - import/export adjustment for pupils attending provisions outside their home authority
 - the Minimum Funding Guarantee (MFG) has been set by the DfE at minus 1.5% since the introduction of the fair funding policy. During 2018/19 and 2019/20 local authorities will be allowed to set the MFG between 0% and minus 1.5% for calculation of the schools block
 - transfers of funds from the schools block will be limited. Forum may agree a transfer of up to 0.5%
 - transfers above this amount or where Forum disagrees with the movement require permission from the Secretary of State
- 4.7 A number of less significant changes will also occur:
- for the deprivation factor of the local formula, authorities may now use “FSM” and “Ever6”
 - the Looked after Child (LAC) factor of the formula has been removed. Pupil premium rates will be increased in 2018/19
 - the Schools block pupil numbers will no longer be reduced for high needs places. Funding for a school will be calculated on the non-adjusted pupil roll. Place funding will continue to be £10,000 (£4,000 + £6,000). But the £4,000 will now be within the schools block funding
- 4.8 The list of allowable funding factors remains the same as present in the 2018/19 guide with the exception that the authority may set a minimum per pupil amount for secondary schools. The local factor values and parameters may continue to differ from those used in the NFF because local authorities retain discretion in 2018/19 and 2019/20.
- 4.9 Appendix C details the allowable factors. The main difference between the current local formula and those used in the NFF are:
- RBWM currently only utilise “Ever6” (Children eligible for Free School Meals within the past 6 years) as an indicator for deprivation. Under the NFF the Index of Deprivation Affecting Children (IDACI) is used as well as both Free School Meals (FSM) and Ever6
 - NFF does not use the Looked-after-Children (LAC) factor. Currently RBWM funds each LAC pupil at £1,900
 - funding for split site is not rate driven within the NFF and will initially be based on historic spend. At least one additional school will qualify for split site funding during 2018/19. RBWM does not use this formula factor
 - funding for Non-Domestic rates is cost neutral for schools. The allocation to the authority to fund Rates within its maintained schools will be based on historical spend and increases due to revaluations are likely to be lagged. The method of claiming increases from the ESFA for Rates has not yet been determined
 - the Minimum NFF rate of £4,600 per pupil for secondary schools and £3,300 for Primary schools

- 4.10 The early years funding formula allocates funding for the three and four-year-old entitlement, both for the universal 15 hour entitlement and the new 30 hour entitlement for working parents on a formulaic basis. It commenced, for the existing 15 hours, in April 2017 and for the additional 15 hours, in September 2017.
- 4.11 The high needs block supports provision for pupils and students with Special Educational Needs (SEN) and Disabilities (SEND), from their early years to age 25 and alternative provision (AP) for pupils who cannot receive their education in schools.
- 4.12 The Education Skills & Funding Agency (ESFA) state that local authorities should:
- engage in open and transparent consultation with all their schools and academies as well as schools forum about any proposed changes to the local funding formula including method, principle and rules adopted
 - any consultation should include a demonstration of the effect of modelling such changes
 - authorities should ensure they allow sufficient time for wider consultations if they wish to transfer funds out of the schools block and/or submit a disapplication request to the Secretary of State

5 PROVISIONAL 2018/19 SCHOOLS FUNDING SETTLEMENT

- 5.1 The indicative DSG allocation for 2018/19 is £103,042,001 consisting of the following block elements as set out in table 2.

Table 2. Indicative NFF funding in 2018/19

Block	Indicative NFF funding in 2018/19 £000
Schools	83,184
High Needs	18,725
Central School Services	1,133
TOTAL Provisional Funding 2018/19	103,042

- 5.2 The above shows provisional NFF 2018/19 allocations for each of the schools, high needs and central school services blocks. These allocations include funding floors and gains capping policies relevant to each block. Allocations in 2018/19 will be updated to reflect up to date pupil numbers.

6 SCHOOLS FUNDING ARRANGEMENTS FOR 2018/19

Other Funding Allocations

- 6.1 In addition to the mainstream Schools Budget Share (or General Annual Grant for Academies), schools and academies may receive other types of funding. The most common sources of additional funding are shown below.
- **Early years funding:** this applies to schools or academies with a nursery class. This is paid directly by local authorities to all early years providers, through the early years single funding formula (EYSFF)
 - **Post-16 mainstream funding:** calculated by the EFA according to a national formula
 - **High needs place funding:** this applies to mainstream schools or academies with a designated special unit or resourced provision. £10,000 place funding is provided for each agreed pre-16 high needs place. This is paid directly to academies by the EFA and forms part of the budget share for maintained schools. Post-16 high needs places – in special units, resourced provision or sixth forms – are funded through the national post-16 formula. Funding for academies is paid directly by the EFA. Where place funding is payable to maintained mainstream schools for post-16 pupils, it forms part of the sixth form grant that the local authority pays to its school sixth forms on behalf of the EFA
 - **High-needs top-up funding:** This is paid directly by the commissioning local authority for pre-16 high needs pupils where the total cost exceeds the thresholds. In the case of special units, the cost threshold is £10,000 and includes the costs of all pupils' basic educational entitlement, which is funded through the place funding. If the pupil is not in a unit, the cost threshold is £6,000, which covers the costs of additional SEN support. Schools are expected to meet any cost of support below these thresholds from their budget allocations. For post-16 pupils, the top-up funding is paid in addition to the amounts paid to providers through the national post-16 formula
 - **Pupil Premium:** A premium is payable for each pupil who has been eligible for free school meals at any time in the last six years, or is looked after / adopted from care or who has been a service child in the last four years (including children whose parents have died in service and who are in receipt of pensions under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS). Allocation is based on the spring census proceeding the financial year. Rates for 2018/19 are not available at the time of writing
 - **Universal Infant Free School Meals Grant:** This funding is available to provide all infant-age pupils with a free school meal. The rate for 2016/17 is £2.30 per meal taken. The rates for 2017/18 are yet to be announced

De-delegated Services

- 6.2 De-delegation remains an option during the soft implementation years and the authority is reviewing the requirement and level of this. Details will be provided over the coming months and this will be formally considered at the January 2018 Schools Forum.

High Needs Funding

- 6.3 Indicative funding examples have been released by the ESFA regarding High Needs Funding. This shows a small increase for high needs funding being allocated to the authority; a baseline increase of 1.3%. However, the indicative figures do not allow for historical spend, increasing unit costs and expected pupil growth within high needs.

Central School Services

- 6.4 In respect of the Central School Services the overall indicative funding 2018/19 of £1,133,000 reflects a year on year budget reduction of £22,000.

Growth Fund, Falling Rolls and Targeted High Needs Funding

- 6.5 Growth funding forms a separate funding element to the schools block. Criteria for the issuing of the growth fund remains unchanged.
- 6.6 Falling rolls funding remains available within the Royal Borough.
- 6.7 Local authorities may continue to provide additional funding outside the main funding formula for mainstream schools and academies on a consistent and fair basis where the number of their high needs pupils cannot be reflected adequately in their formula funding.
- 6.8 Additional funding can also be provided where there are a disproportionate number of pupils with a particular type of SEN. However, no additional funding is made available by the DfE and any such award has to be found from the overall DSG. Although not specifically mentioned in the recent DfE documentation, DfE have confirmed that this facility will remain available to the authority during the “soft” year. However, it will count towards any transfer from the schools block.

Minimum Funding Guarantee Protection and Funding Cap

- 6.9 The option has been created to allow authorities to set the Minimum Funding Guarantee (MFG) between 0% and minus 1.5% in 2018/19. This applies only to the schools block formula.

- 6.10 The MFG applies to pupils in age ranges 5-16, therefore, excludes funding for early years children and young people over 16. The only formula factors which will be automatically excluded from the MFG baseline are:
- Lump sum
 - Rates (NNDR)
- 6.11 The DfE will again be allowing overall gains for individual schools to be capped as well as scaled back to make it easier to run the formula. Capping and scaling must be applied on the same basis to all schools, so cannot be differentiated by phase. Also, capping and scaling factors must not be applied to schools which have opened in the last seven years and have not reached their full number of year groups.
- 6.12 The DfE continue to stipulate that local authorities must cap or scale schools budgets only to the extent that is required to fund the minimum funding guarantee. There is no intention to consult on a proposed MFG level as this will be determined by the need to balance the schools funding formula expenditure to available funding.

Dedicated Schools Grant (DSG) projected deficit

- 6.13 The Forum will be aware that the projected balance as at 31st March 2018 is a deficit of £1,235,000.
- 6.14 The reasons for this deficit position and the actions already being undertaken in mitigation have been the subject of previous detailed reports to Forum.
- 6.15 The level of overspend remains financially unsustainable for the Council in the long term.
- 6.16 AfC officers are developing detailed cost reduction options for consideration by both the Council and schools. These will be discussed with the Council and head teachers over the coming months. AfC officers will arrange a dedicated session with headteachers to ensure that all partners work together in the consideration of appropriate options and are kept well informed. Forum members will also have an important role to play in filtering out information to colleagues in other schools.

7 SCHOOLS CONSULTATION

- 7.1 A separate report on the contents, process and timescales of the consultation will be shared. Key features of the consultation will include:
- the level of migration to the NFF methodology
 - support for growth fund allocations
 - transfer of block funding
- 7.2 Consultation will include anonymised models for the impact of adopting each changed factor.

Appendix A

Timetable

The timetable for the data checking and calculation of the blocks is shown below:

Date	DfE/ESFA	Local authorities
August 2017	Operational guidance published setting out arrangements for 5-16 mainstream schools implementation for 2018 to 2019. Local authority level baselines published.	
August 2017	Example APT issued to local authorities	
September 2017	Allocations issued for schools, central school services and high needs blocks	
Autumn 2017	High needs funding guide for 2018 to 2019 issued to local authorities	
5 October 2017	School census day	
October / November 2017	DfE and local authorities check and validate school census	
30 November 2017	School census database closed	Deadline for submitting requests for: <ul style="list-style-type: none"> • MFG exclusions • exceptional premises factors • sparsity factors • lump sum variations for amalgamating schools • pupil number reductions • movement of funding out of the schools block above the limit of 0.5% and/or which the schools forum has not approved
Mid-December 2017	APT issued to local authorities, containing October 2017 census-based pupil data and factors Publication of DSG schools block and high needs block allocations for 2018 to 2019 (prior to academy recoupment) Publication of provisional early years block allocations	

Mid-January 2018		Schools forum consultation / political approval required for final 2018 to 2019 funding formula
19 January 2018		Deadline for submission of final 2018 to 2019 APT to ESFA
28 February 2018		Deadline for confirmation of schools budget shares to mainstream maintained schools
February/March 2018	2018 to 2019 allocations to post-16 institutions, academies and NMSS to be issued	
February 2018	Publication of 2018 to 2019 high needs place numbers at institution level	
30 March 2018	Confirmation of 2018 to 2019 general annual grant for academies open by 9 January 2018	
April 2018	First DSG payments to local authorities based on 2018 to 2019 allocations, net of academies recoupment (DSG allocations updated termly for in year academy conversions), FE high needs place funding deductions and other adjustments	
Summer 2018	Early years block updated for January 2018 early years pupil numbers	
Summer 2019	Early years block updated for January 2019 early years pupil numbers (pro rata 7/12ths as this relates only to the period September 2018- March 2019)	

Appendix B

Schools Forum Level of Approval

Approval required	Services covered (and funding block)
Schools forum approval is not required (although they should be consulted)	<ul style="list-style-type: none"> • high needs block provision • central licences negotiated by the Secretary of State
Schools forum approval is required on a line-by-line basis	<ul style="list-style-type: none"> • funding to enable all schools to meet the infant class size requirement • back-pay for equal pay claims • remission of boarding fees at maintained schools and academies • places in independent schools for non-SEN pupils • admissions • servicing of schools forum • contribution to responsibilities that local authorities hold for all schools • contribution to responsibilities that local authorities hold for maintained schools (voted on by relevant maintained school members of the forum only) • de-delegated services from the schools block (voted on by the relevant maintained school members of the forum only)
Schools forum approval is required	<ul style="list-style-type: none"> • central early years block provision • any movement of funding out of the schools block • any deficit from the previous funding period that reduces the amount of the schools budget • any brought forward deficit on de-delegated services which is to be met by the overall schools budget
Schools forum approval is required on a line-by-line basis. The budget cannot exceed the value agreed in the previous funding period and no new commitments can be entered into. Read establishing local authority DSG baselines for more information	<ul style="list-style-type: none"> • capital expenditure funded from revenue – projects must have been planned and decided on prior to April 2013 so no new projects can be charged. Details of the remaining costs should be presented • contribution to combined budgets – this is where the schools forum agreed prior to April 2013 a contribution from the schools budget to services which would otherwise be funded from other sources • existing termination of employment costs (costs for specific individuals must have been approved prior to April 2013 so no new redundancy costs can be charged) • prudential borrowing costs – the

	<p>commitment must have been approved prior to April 2013. Details of the remaining costs should be presented</p>
<p>Schools forum approval is required on a line-by-line basis, including approval of the criteria for allocating funds to schools</p>	<ul style="list-style-type: none"> • funding for significant pre-16 pupil growth, including new schools set up to meet basic need, whether maintained or academy • funding for good or outstanding schools with falling rolls where growth in pupil numbers is expected within three years

Schools Funding Factors

Factor	Further information
<p>1. Basic entitlement A compulsory factor</p>	<ul style="list-style-type: none"> • this factor assigns funding on the basis of individual pupils, with the number of pupils for each school or academy based on the October pupil census. • funding allocated according to an age-weighted pupil unit (AWPU). There is a single rate for primary age pupils, which must be at least £2,000. There may be different rates for key stage 3 and key stage 4, with a minimum of £3,000 for each. Local authorities may choose to increase the pupil number count where schools had previously had higher reception pupil numbers in January 2017 than in the October 2016 census. • the reception uplift will not be included in the NFF calculations, Local authorities currently using a reception uplift factor may want to consider whether they continue to do so. • schools will not be financially disadvantaged in the NFF calculations as the funding will remain in their baselines.
<p>2. Deprivation A compulsory factor</p>	<ul style="list-style-type: none"> • local authorities may choose to use free school meals (FSM) and/or the income deprivation affecting children index (IDACI). Eligibility for current free school meals is derived from the previous October census, and Ever6 FSM (pupils entitled to free meals at any time in the last 6 years) is measured at the previous January census. If using FSM, local authorities can choose to use either current or Ever6 FSM, or both. • the IDACI measure uses 6 bands and different values can be attached to each band. Different unit values can be used for primary and secondary within each band. • in schools where the FSM Ever6 rate is recorded as lower than the FSM rate we will automatically set the FSM Ever6 rate equal to the FSM rate.
<p>3. Prior attainment An optional factor (although it's used by almost all local authorities)</p>	<ul style="list-style-type: none"> • the prior attainment factor acts as a proxy indicator for low level, high incidence special educational needs. • there will be a separate weighting for new year 7 pupils which will be confirmed later in the year.
<p>4. Looked-after children (LAC)</p>	<ul style="list-style-type: none"> • a single unit value may be applied for any child who has been looked after for one day or more

<p>An optional factor</p>	<p>as recorded on the LA SSSA903 return at 31 March 2017.</p> <ul style="list-style-type: none"> • this data is mapped to schools using the January school census, enabling identification of the number of looked-after children in each school or academy. • we will be increasing the Pupil Premium Plus rates for 2018/19, rather than including a LAC factor in the national funding formula. Local authorities using this factor may want to consider whether they continue to do so in light of the new arrangements.
<p>5. English as an additional language (EAL) An optional factor</p>	<ul style="list-style-type: none"> • pupils that have been identified on the October census as having a mother tongue other than English may attract funding for up to three years after they enter the statutory school system. Local authorities can choose to use indicators based on one, two or three years and there can be separate unit values for primary and secondary.
<p>6. Pupil mobility An optional factor</p>	<ul style="list-style-type: none"> • this measure counts pupils who entered a school during the last three academic years, but did not start in August or September (or January for reception pupils). • there is a 10% threshold and funding is allocated based on the proportion above the threshold; so if a school has 12% mobility, then 2% of pupils would attract funding.
<p>Proportion allocated through pupil-led factors</p>	<ul style="list-style-type: none"> • local authorities must allocate at least 80% of the delegated schools block funding through pupil-led factors (the factors in lines 1-6 above, and London fringe uplift where relevant).
<p>7. Sparsity An optional factor</p>	<ul style="list-style-type: none"> • schools that are eligible for sparsity funding must meet two criteria: first, they are located in areas where pupils would have to travel a significant distance to an alternative should the school close, and second, they are small schools.
<p>8. Lump sum An optional factor (although it's used by all local authorities)</p>	<ul style="list-style-type: none"> • local authorities can set a flat lump sum for all phases, or differentiate the sums for primary and secondary (and give middle schools a weighted average based on the number of year groups in each phase). The maximum lump sum is £175,000, including London fringe uplift.
<p>9. Split sites An optional factor</p>	<ul style="list-style-type: none"> • the purpose of this factor is to support schools that have unavoidable extra costs because the school buildings are on separate sites. Allocations must be based on objective criteria for the definition of a split site and for how much is paid.

<p>10. Rates</p> <p>An optional factor (although it's used by all local authorities)</p>	<ul style="list-style-type: none"> • these must be funded at the authority's estimate of the actual cost. Adjustments to rates may be made during the financial year but outside of the funding formula. • for example, an additional allocation could be made to a school (for example, from balances brought forward). This should be reflected in the Section 251 outturn statement and in each school's accounts. The effect on the school would be zero since any rates adjustment will be offset by a change in the cost of the rates.
<p>11. Private finance initiative (PFI) contracts</p> <p>An optional factor</p>	<ul style="list-style-type: none"> • the purpose of this factor is to support schools that have unavoidable extra premises costs because they are a PFI school and/or to cover situations where the PFI "affordability gap" is delegated and paid back to the local authority.
<p>12. London fringe</p> <p>An optional factor, but only for the five local authorities to which it applies (Buckinghamshire, Essex, Hertfordshire, Kent and West Sussex)</p>	<ul style="list-style-type: none"> • the purpose of this factor is to support schools that have to pay higher teacher salaries because they are in the London fringe area, and where only part of the authority is in this area. It's applied as a multiplier of 1.0156 to the relevant factors, which are the pupil-led factors, the lump sum and sparsity.
<p>13. Exceptional premises factors</p> <p>Local authorities can apply to ESFA to use exceptional factors relating to premises. The most frequently approved factors are for rents and for joint-use sports facilities</p>	<ul style="list-style-type: none"> • the exceptional factors must relate to premises costs. Applications should only be submitted where the value of the factor is more than 1% of a school's budget and applies to fewer than 5% of the schools in the authority's area. • any factors that were used in 2017/18 can automatically be used for pre-existing and newly-qualifying schools in 2018/19, provided that the qualification criteria are still met.
<p>14. Minimum level of per pupil funding for secondary schools</p> <p>An optional factor</p>	<ul style="list-style-type: none"> • the formula will provide local authorities with per pupil funding of at least £4,800 for all secondary schools that have pupils in years 10 and 11 by 2019/20. • the purpose of this new factor is to allow local authorities to implement this policy locally. It will allow them to set a transitional minimum amount of per pupil funding in 2018/19, as a step towards £4,800 in 2019/20. • where local authorities choose to use this factor, any capping and scaling cannot take the school below the minimum value set in the local formula.

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Report Title:	Budget Preparation 2018/19
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Saunders, Lead Member for Finance
Meeting and Date:	Cabinet 23 November 2017
Responsible Officer(s):	Russell O'Keefe - Executive Director
Wards affected:	All

www.rbwm.gov.uk



REPORT SUMMARY

The RBWM budget for 2018-19 will support the council's work to create a borough where everyone can enjoy living, working and nurturing their futures and their family.

The financial climate in local government remains tough and the demands on the council have increased, but RBWM is ready over the next 10 years to deliver more investment in schools, highways, leisure and community facilities to support draft Borough Local Plan.

Many councils are having to cut or close services but through sound management and careful investment this council will be able to protect and enhance its services for local people.

This is because:

- Our new partnerships this year have sustained our Adult, Children's and Highway services;
- The Adult Social Care Levies in the last two years have so far fully supported the rising cost of caring for a growing number of our elderly residents;
- Investment this year and next in more capacity across our schools, parking and leisure facilities will continue to support the draft Borough Local Plan and accelerate regeneration, particularly in Maidenhead.

Responsible decisions are necessary to ensure prudent management of public money and to balance the needs of our residents, council taxpayers and staff:

- Next year's costs are under pressure with a significant rise in inflation.
- Low interest rates along with other factors have reduced the Pension Fund's returns and require additional payments next year to meet our obligations to current and past staff;
- Increasing resident needs next year will be offset by our continuing efforts to deliver better for less with targeted reductions in operating costs;
- Fees and charges for a wide range of services will be increased by no more than inflation.

Overall, the net positive cash projections over the next 10 years reflect the Council's prudent and innovative approach to development in Maidenhead.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That cabinet

- i) Notes the report and progress made towards building the 2018/19 budget.**
- ii) Approves the 2018/19 schools capital programme detailed in paragraph 4.6 and appendix D.**

2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 A decision is required on the schools capital programme to enable the procurement process to be completed in a timely manner.

3 KEY IMPLICATIONS

- 3.1 The budget is expected on 22 November 2017 with the provisional local government financial settlement announced in December 2017 and finalised by the end of February 2018.
- 3.2 A full set of documents (report and all appendices) has been prepared and will be distributed, in advance of Cabinet, to the Corporate Services Overview and Scrutiny Panel for their meeting on 22 November 2017. The Chairman of the panel has offered an open invitation to members to join this meeting.

4 LEGAL IMPLICATIONS

- 4.1 The Local Government Act 2003 requires the Chief Financial Officer (Deputy Director and Head of Finance) to report to Members as part of the budget setting process, on setting the level of council tax, the robustness of the budget presented and the adequacy of reserves.

5 RISK MANAGEMENT

- 5.1 The financial elements of items put forward in the budget preparation report are subject to change and changes will be reported to both Cabinet and Council as part of the budget setting process in February 2018.

6 POTENTIAL IMPACTS

- 6.1 None at this stage.

7 CONSULTATION

- 7.1 To include:

- Comments from the relevant Overview and Scrutiny Panels. Comments will be reported to Cabinet'

8 TIMETABLE FOR IMPLEMENTATION

Table 1: Implementation timetable

Date	Details
8 February 2018	Budget report to Cabinet
20 February 2018	Budget setting at full Council

9 APPENDICES

9.1 Appendices to this report are as follows;

- Appendix A – Corporate Services O&SP only
- Appendix B – Savings proposals
- Appendix C – Proposed fees and charges
- Appendix D – Schools capital programme Children’s Services and Corporate O&SPs only.
- Appendix E – Proposed draft capital programme
- Appendix F – Corporate Services O&SP only
- Appendix G – Corporate Services O&SP only

The relevant parts of Appendices B,C,D and E have been sent to all O&SPs. Some panels will not receive some of the appendices. For example, if there are no relevant fees and charges, the panel will not receive appendix C.

10 BACKGROUND DOCUMENTS

10.1 Budget report – Council

11 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Councillor Rankin	Deputy Lead Member for Finance	20/10/07	
Alison Alexander	Managing Director	17/10/07	17/10/17
Russell O’Keefe	Executive Director	17/10/07	
Andy Jeffs	Executive Director	17/10/07	
Terry Baldwin	Head of HR	17/10/07	
Mary Kilner	Head of Law and Governance	17/10/07	
Louisa Dean	Communications and Marketing Manager	17/10/07	

REPORT HISTORY

Decision type: For information	Urgency item? No
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Report Author: Rob Stubbs, Deputy Director and Head of Finance – Telephone 01628 796222	

Council Savings Summary 2018-19					
Description / Budget	Scrutiny Panel	Responsible Officer	Lead Member	Income or saving £000	
School Improvement & Leadership					
1 Increase Admissions buy-back for non statutory services	Childrens Services	Alison Alexander	Cllr Airey	20	
2 Efficiencies in Admissions service		Alison Alexander	Cllr Airey	20	
3 Increase prices and scope of Governor Services		Alison Alexander	Cllr Airey	20	
Early Years Education					
4 Reduce non statutory improvement offer to early years settings		Alison Alexander	Cllr Airey	50	
Psychology, Wellbeing and School Support					
5 Management efficiencies		Alison Alexander	Cllr Airey	31	
Safeguarding and Children in Care					
6 Productivity and efficiency in Social Care teams.		Alison Alexander	Cllr Airey	46	
7 Reduction in youth work activity		Alison Alexander	Cllr Airey	25	
8 Reduction in number of children in care requiring support	Alison Alexander	Cllr Airey	108		
Children & Young People Disability					
9 Placement cost savings	Alison Alexander	Cllr Airey	40		
Education - School Improvement					
10 Review policies for school improvement.	Alison Alexander	Cllr Airey	80		
Total for Children's Services				440	
Total for other O&SPs				3580	
Total Council Savings				4111	

Managing Director

CHILDREN SERVICES SCRUTINY PANEL

	<u>From</u>	<u>Period or Unit of charge</u>	<u>% Increase</u>	<u>2018/19 Charge per period / unit</u>	<u>2017/18 Charge per period / unit</u>
EARLY HELP AND SAFEGUARDING (TRANSFER TO AfC 1/8/2017)					
£					
Early Help and Safeguarding charges are mainly linked to RBWM fostering allowances which are made up of an age-related core allowance plus a career element payment linked to expertise. The core allowance is set in line with the DfE guidelines.					
Fostering - Core allowance:	0-2 yrs	Per week	3.9%	150	144
	2-4 yrs	Per week	3.9%	153	147
	5-10 yrs	Per week	3.9%	171	165
	11-15 yrs	Per week	3.9%	194	187
	16+ yrs	Per week	3.9%	228	219
Fostering - Career Payment - all children age 0 to 16+	Level 1	Per week	0.8%	197	195
	Level 2	Per week	0.8%	262	260
	Level 3	Per week	0.8%	393	390
Parental contribution towards cost of children in care	April-18	Per week		Up to the full cost of the placement	Up to the full cost of the placement
Foster care placements - Charges to other local authorities for placing non-RBWM children	April-18	Per week		Cost of the placement	Cost of the placement
Short term breaks for disabled children - Charges to other local authorities for placing non-RBWM children	April-18	Per week		Cost of the placement	Cost of the placement
Administration charge to other local authorities for foster care placements and short term breaks.	April-18	Per week	0.0%	100	100
Charges to other local authorities and voluntary adoption authorities for placing non RBWM children for adoption with families within the Adopt Berkshire partnership					
Per child		Fixed fee		N/A	27,000
2 siblings		Fixed fee		N/A	40,500
3 or more siblings		Fixed fee		N/A	54,000
Flying High Play Scheme		Per day	4.0%	26	25

Managing Director

CHILDREN SERVICES SCRUTINY PANEL**HOME TO SCHOOL TRANSPORT - CONCESSIONARY FARES (To AfC 1/8/2017)**

Charges take effect from the beginning of each academic year in September.

	<u>Academic Year 2018/19</u>	<u>% Increase</u>	<u>Academic Year 2017/18</u>
Pupils not entitled to free transport			£
Residents not entitled to free transport (mainstream and SEN)	600	3.4%	580
Eton Wick residents not entitled to free transport	305	3.4%	295
Non-resident fare payers	810	3.8%	780
Commercial bus routes	contact the relevant operator to purchase passes		
Post 16 Reduced Fare Railcard	£80 + £10 admin charge		£80 + £10 admin charge
Replacement travel pass	21	5.0%	20

Proposed Schools Capital Programme 2018/19						2018-19			
Ref no	Scheme Name	Directorate	Rank	Ward	Description	Proposed Costs(£k)	S106	Grant	NET
CB002351	Urgent Safety works various schools	MDs		All Wards	Continuing programme of works to reduce safety risks, such as fire / asbestos.	50	-	50	-
CB002361	Roofing replacement at various schools	MDs		Boyn Hill/ Furze Platt	Roof repairs / replacements at Furze Platt Junior and Boyne Hill Infants schools.	140	-	140	-
CB002366	Feasibility and scheme preparation	MDs		All Wards	Programme feasibility and scheme preparation work.	180	-	180	-
CB002370	School Kitchen Refurbishments	MDs		All Wards	Kitchen refurbishments, including replacement of life-expired equipment, to ensure continuing delivery of Universal Free School Meals and providing a quality meal to children during the school day.A rolling programme of kitchens upgrades to meet current standards and regulations.	20	-	20	-
CB002473	Structural works at various schools	MDs		Boyn Hill/ Cox Green/ Pinkneys Green	Continuing programme of works to schools buildings including repointing and general repairs. Likely to include Boyne Hill, Courthouse, Wessex, Woodlands Park	50	-	50	-
CB002484	Schools Devolved Formula Capital	MDs		All Wards	Schools devolved formula capital for maintained community schools (final figure TBC)	197	-	197	-
CB002694	Replacement of windows at various schools	MDs		Clewer South/ Cox Green/ Furze Platt/ Pinkneys Green/ Sunninghill & South Ascot	Likely to include Alexander, Courthouse, Furze Platt Infants, South Ascot Village, Wessex schools, who still have single glazed or poor condition window frames.	200	-	200	-
CB002695	Drainage renovation work	MDs		Pinkneys Green	Courthouse Junior school has an issue with poor drainage which needs to be solved.	20	-	20	-
CB002700	Paths and access routes	MDs		Clewer South/ Cox Green/ Pinkneys Green	Maintenance of path and drive ways. Likely to include Alexander, Alwyn, Woodlands Park schools.	40	-	40	-
CB002719	Homer school - electrical re-wire	MDs		Clewer North	New distribution boards and re-wire of the school.	100	-	100	-
CB002720	All Saints Junior school - boiler replacement	MDs		Boyn Hill	Additional budget required to complete the boiler replacement scheme already earmarked in 17-18 budget.	75	-	75	-
Total Proposed Schools Capital Programme						1,072	-	1,072	-

Fully funded Capital Bids 2018-19

No.	Ref no	Scheme Name	Director Ward	ate	Description	Income(£k)					Revenue		Lead Member Agreed	Lead Officer	Scrutiny Panel
						Proposed Costs(£k)	S106	Grant	Other	NET	Cost	Savings			
1	CB002351	Urgent Safety works various schools	MDs	All Wards	Continuing programme of works to reduce safety risks, such as fire / asbestos.	50.0	0.0	50.0	0.0	0.0			Cllr Airey	Ann Pfeiffer	Children's Services
2	CB002361	Roofing replacement at various schools	MDs	Boyn Hill/ Furze Platt	Roof repairs / replacements at Furze Platt Junior and Boyne Hill Infants schools.	140.0	0.0	140.0	0.0	0.0			Cllr Airey	Ann Pfeiffer	Children's Services
3	CB002366	Feasibility and scheme preparation	MDs	All Wards	Programme feasibility and scheme preparation work.	180.0	0.0	180.0	0.0	0.0			Cllr Airey	Ann Pfeiffer	Children's Services
4	CB002370	School Kitchen Refurbishments	MDs	All Wards	Kitchen refurbishments, including replacement of life-expired equipment, to ensure continuing delivery of Universal Free School Meals and providing a quality meal to children during the school day.A rolling programme of kitchens upgrades to meet current standards and regulations.	20.0	0.0	20.0	0.0	0.0			Cllr Airey	Ann Pfeiffer	Children's Services
5	CB002473	Structural works at various schools	MDs	Boyn Hill/ Cox Green/ Pinkneys Green	Continuing programme of works to schools buildings including repointing and general repairs. Likely to include Boyne Hill, Courthouse, Wessex, Woodlands Park	50.0	0.0	50.0	0.0	0.0			Cllr Airey	Ann Pfeiffer	Children's Services
6	CB002484	Schools Devolved Formula Capital	MDs	All Wards	Schools devolved formula capital for maintained community schools (final figure TBC)	197.0	0.0	197.0	0.0	0.0			Cllr Airey	Ann Pfeiffer	Children's Services
7	CB002694	Replacement of windows at various schools	MDs	Clewer South/ Cox Green/ Furze Platt/ Pinkneys Green/ Sunninghill & South Ascot	Likely to include Alexander, Courthouse, Furze Platt Infants, South Ascot Village, Wessex schools, who still have single glazed or poor condition window frames.	200.0	0.0	200.0	0.0	0.0			Cllr Airey	Ann Pfeiffer	Children's Services
8	CB002695	Drainage renovation work	MDs	Pinkneys Green	Courthouse Junior school has an issue with poor drainage which needs to be solved.	20.0	0.0	20.0	0.0	0.0			Cllr Airey	Ann Pfeiffer	Children's Services
9	CB002700	Paths and access routes	MDs	Clewer South/ Cox Green/ Pinkneys Green	Maintenance of path and drive ways. Likely to include Alexander, Alwyn, Woodlands Park schools.	40.0	0.0	40.0	0.0	0.0			Cllr Airey	Ann Pfeiffer	Children's Services
10	CB002719	Homer school - electrical re-wire	MDs	Clewer North	New distribution boards and re-wire of the school.	100.0	0.0	100.0	0.0	0.0			Cllr Airey	Ann Pfeiffer	Children's Services
11	CB002720	All Saints Junior school - boiler replacement	MDs	Boyn Hill	Additional budget required to complete the boiler replacement scheme already earmarked in 17-18 budget.	75.0	0.0	75.0	0.0	0.0			Cllr Airey	Ann Pfeiffer	Children's Services
TOTAL						1,072	-	1,072	-	-					

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Report Title:	DELIVERING NEW SCHOOL PLACES FOR THE BOROUGH LOCAL PLAN
Contains Confidential or Exempt Information?	<i>NO - Part I</i>
Member reporting:	Councillor Airey, Lead Member for Children's Services
Meeting and Date:	23 November 2017
Responsible Officer(s):	Kevin McDaniel, Director of Children's Services
Wards affected:	All

REPORT SUMMARY

1. The Royal Borough's ambitions for education are that: parents have a choice over schools; all children have the opportunity to access high quality education, assessed as good/outstanding by Ofsted; and that all children make progress in their education attainment above national levels.
2. This report examines the longer-term need for school places to September 2032, and the medium-term need (to September 2021). It sets out the borough's strategy to meet the likely impact of the emerging Borough Local Plan on the demand for school places in the borough. The strategy includes a new surplus places target of 5%, i.e. to provide 5% more places than required to meet demand at intake.
3. The strategy is based on analysis of the planned housing growth. The 'Infrastructure Delivery Plan (IDP) Scenario' models a worst case scenario of high birth rates and suggests that this and the 14,000 extra dwellings could lead to a need for an extra 22 forms of entry (FE) at primary school age (661 places per year group), and an extra 20 forms of entry at secondary school age (592 places per year group). This includes a 5% surplus.
4. Desktop analysis has indicated that the shortfalls can be met by expanding existing schools, creating five new school sites, Special Educational Needs provision and early years provision. The estimated cost of providing this is £277m, including the £33m already invested in the current approved school expansions programme. This report recommends an investment of £1.3m over three years to carry out feasibility works to develop a strategic school place expansions programme for the borough.
5. For the medium term, Cabinet has already considered in October 2017 a report on the need for more middle school places by September 2019. This report considers the whole borough, and identifies a likely need for more primary school places in Maidenhead by September 2020. This report recommends that options for providing those places are investigated and brought to Cabinet in August 2018 for consideration.
6. All parties to a future school expansion will be required to sign a Memorandum of Understanding clearly setting out what the proposed scheme entails.

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: That Cabinet notes the report and:

- i) Approves the school place planning strategy as described in the report and specifically:**
 - a. Approves the policy of seeking 5% surplus places, so that there are 5% more places than required to meet demand at intake (Years R, 5, 7 and 9).**
 - b. Approves a policy requiring all parties to a school expansion (partially or fully funded by the borough) to sign a Memorandum of Understanding setting out the terms of that expansion.**
 - c. Requests an annual report on school place planning, to include the latest pupil projections and any actions required to meet the resulting demand. This will be considered by Cabinet annually, following submission of the pupil projections to the Department for Education in late July**
- ii) Requests an options assessment and feasibility works in relation to:**
 - a. New primary school places in Maidenhead for September 2020.**
 - b. New school places arising from the emerging Borough Local Plan.**

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Background

2.1 The Royal Borough of Windsor and Maidenhead has a legal duty to ensure that there are sufficient school places to meet demand¹. This report considers:

- The longer-term needs to 2032/33, based on analysis carried out to support the borough's emerging Borough Local Plan and IDP.
- The medium-term position for intakes across the borough, based on the latest pupil projections:
 - Primary education to September 2020.
 - Secondary education to September 2021.

The current school expansion programme

2.2 The Royal Borough is currently delivering:

- A secondary school expansion programme, providing new secondary, middle and upper school places to meet rising demand in the borough. This is summarised in Appendix A. The programme was considered by Cabinet in July 2016, when budgets were approved for Phase 1 (September 2017) and Phase 2 (September 2018).

¹ Section 14, Education Act 1996.

- A primary school expansion in Ascot, to provide new school places across all year groups for families moving into the area. This was approved by Cabinet in August 2016 and will be completed by the end of October 2017.

- 2.3 In October 2017, Cabinet considered a report on the need for new middle school places in Windsor, and approved public consultation on a proposal to expand St Peter's CE Middle School from 60 to 90 places per year group, starting with Year 5 in September 2019.
- 2.4 The July 2016 Cabinet report on secondary school provision noted that further growth in demand was expected, and requested a report in April 2017 setting out additional proposals for later phases of the programme. The report has been delayed from April to November 2017, to allow for completion of work on the Borough Local Plan (BLP) and the accompanying Infrastructure Delivery Plan (IDP).

Surplus places

- 2.5 A level of surplus, or spare, places is necessary to ensure that there is:

- Scope for parental choice of school.
- Spare capacity for children moving into the area.
- Spare capacity in case the actual demand is higher than projected.

- 2.6 The borough currently has a policy of ensuring that there are up to 10% surplus places.
- 2.7 The proportion of schools rated 'Good' or 'Outstanding' in the borough has been increasing, so that 89% now achieve this grade, compared to 74% in August 2010. The proportion of places in 'Good' or 'Outstanding' schools in the borough has increased from 77% to 86%².
- 2.8 This report proposes, therefore, lowering the target for the number of surplus places to 5%. This target recognises that, in some years, the level of surplus may be above or below that as demand varies. The strategy for providing places should be based on this proportion of surplus places.

Longer-term needs to 2032/33: the Borough Local Plan

- 2.9 The Royal Borough has been developing its Borough Local Plan. This sets out how the borough will meet its objectively assessed need for 14,298 new dwellings in the plan period (to 2033). This is equivalent to 712 new dwellings each year.

Calculating the resulting demand

- 2.10 The borough published its Infrastructure Delivery Plan (IDP) in June 2017. This set out, in broad terms, how the borough will provide the infrastructure to support the new housing. The additional education infrastructure needed has been calculated on the basis of:

² <https://public.tableau.com/profile/ofsted#!/vizhome/Dataview/Viewregionalperformancevertime>

Existing demand	+	Additional demand	+	Surplus
This is the demand that we already have for school places in the borough. For the IDP, we have taken the maximum demand that we have already experienced or are projected to experience.		This is the demand that we expect to get from the new housing trajectory, based on new pupil yields data.		This is the additional space needed in schools to allow for operation of parental choice.

- 2.11 These three figures together provide an estimate of how many school places are needed. Using the maximum existing demand means assuming that the underlying demand will remain at peak levels for the whole of the period to 2032/33, i.e. a scenario tending towards the worst case. This enables the local authority to demonstrate that the required infrastructure could be delivered, even if the actual demand is eventually less.
- 2.12 The IDP Scenario is not, therefore, a projection of future demand. Pupil projections will continue to be prepared annually and used to plan the delivery of school places.
- 2.13 Note that:
- Pupil yield figures show the biggest impact of new housing is delayed.
 - The impact of the planned new housing will be spread out over the plan period and beyond.
 - School expansions will also be spread out, and some will only be needed *after* the end of the plan period.
 - The size, type, number and timing of dwellings may well be different to the housing trajectory used in the BLP.
- 2.14 *Table 1: Summary of impact on school intakes* sets out the shortfalls between the existing available places and the IDP Scenario. The table includes recalculation of the shortfalls based on surpluses of 3%, 5% and 8%. These are lower than the 10% used in the June 2017 publication of the IDP.

Table 1: Summary of shortfalls at intake, based on IDP Scenario.

Area	Shortfall					
	3%		5%		8%	
	Places	FE	Places	FE	Places	FE
Ascot Primary	-36	-1.2	-40	-1.3	-45	-1.5
Datchet & Wraybury Primary	-34	-1.1	-36	-1.2	-40	-1.3
Maidenhead Primary	-455	-15.2	-482	-16.1	-523	-17.4
Windsor First	-91	-3.0	-103	-3.4	-122	-4.1
Total Primary	-616	-20.5	-661	-22.0	-730	-24.3
Ascot Secondary	-38	-1.3	-44	-1.5	-53	-1.8
Datchet & Wraybury Secondary	-9	-0.3	-12	-0.4	-15	-0.5
Maidenhead Secondary	-314	-10.5	-340	-11.3	-380	-12.7
Windsor Middle	-69	-2.3	-81	-2.7	-97	-3.2
Windsor Upper	-82	-2.7	-94	-3.1	-111	-3.7
Total Secondary	-512	-17.1	-571	-19.0	-656	-21.9
TOTAL	-1,128	-37.6	-1,232	-41.1	-1,386	-46.2

Assessing how the necessary new places could be provided

- 2.15 A desktop exercise has been carried out, using government guidelines set out in Building Bulletin 103, to assess which school sites could be expanded further. The borough has explored:
- Existing site capacity based solely on current site size.
 - ‘Compact schools’, where sites deliver greater capacity by using all-weather pitches and multi-storey buildings. These are likely to require full or partial rebuilds of existing schools.
 - Five new school sites, including four for primary schools (Chiltern Road Maidenhead/Spencer’s Farm Maidenhead/Maidenhead Golf Course/Datchet) and one secondary school (Maidenhead Golf Course), creating 3,750 new school places.
- 2.16 Appendix E provides the proformas from Borough Local Plan for the four housing allocation sites that include new school provision. The fifth school, Chiltern Road, is not on a site allocated for housing.
- 2.17 These would most likely be free schools (i.e. academies). The government’s ambition continues to be “*building 100 new Free Schools in every year of this Parliament*”³.
- 2.18 This analysis assumes that schools will be expanded/built to have published admission numbers that are multiples of 30.
- 2.19 At this stage, the borough has not:
- Adopted a ‘constrained’ sites model (as set out in Building Bulletin 103), which relies on off-site playing fields.
 - Carried out feasibility studies to assess deliverability/consulted with schools.
 - Carried out any prioritisation of options.
 - Assessed the impact on traffic or considered other planning constraints.
- 2.20 *Table 2: Extra school places to be provided at intake, by type and level of surplus* sets out how additional places could be added to deliver surpluses of 3%, 5% and 8%.

³ The Prime Minister, The Rt Hon Theresa May MP, Conservative Party Conference, 4 October 2017.

Table 2: Extra school places to be provided at intake, by type and level of surplus.

a Area	b Project	c d e Surplus			
		3%	5%	8%	
New primary school places					
Ascot	Expansion on existing sites	+60	+60	+60	
Datchet & Wrybury	New school site	+30	+30	+30	
Maidenhead	Expansion on existing sites	+111	+111	+111	
	New school sites	+240	+240	+240	
	New school site (refurb)	+30	+30	+30	
	Compact sites	new places	+90	+105	+105
		rebuilt	+90	+105	+105
	Unidentified new site	+0	+0	+60	
Windsor	Expansion on existing sites	+90	+120	+120	
New secondary school places					
Ascot	Expansion on existing sites	+60	+60	+60	
Datchet & Wrybury	Expansion on existing sites	+30	+30	+30	
Maidenhead	Expansion on existing sites	+141	+141	+141	
	New school site	+210	+210	+210	
	Compact sites	new places	+0	+0	+30
rebuilt		+0	+0	+150	
Windsor	Expansion on existing sites	+90	+90	+120	
Windsor	Expansion on existing sites	+42	+42	+42	
	Compact sites	new places	+60	+60	+90
		rebuilt	+210	+210	+210
TOTAL NEW PLACES AT INTAKE		+1284	+1329	+1479	
TOTAL PLACES AT INTAKE (including rebuilt places)		+1584	+1644	+1944	
Resulting surplus of places at intake		+291	+336	+486	

Indicative costs of providing the new school places

- 2.21 The borough has also modelled the possible cost of delivering the places needed to meet the IDP scenario, as set out in *Table 3: Cost of extra school places to be provided at intake*. These exclude any land purchase costs or other abnormals, such as highways works.

Table 3: Cost of extra school places (£m) to be provided at intake, by level of surplus.

a Area	b Project	c d e Surplus			
		3%	5%	8%	
New primary school places					
Ascot	Expansion on existing sites	6.8	6.8	6.8	
Datchet & Wrybury	New school site	4.7	4.7	4.7	
Maidenhead	Expansion on existing sites	12.6	12.6	12.6	
	New school sites	37.8	37.8	37.8	
	New school site (refurb)	2.6	2.6	2.6	
	Compact sites	new places	14.2	16.5	16.5
		rebuilt	14.2	16.5	16.5
	Unidentified new site	-	-	9.4	
Windsor	Expansion on existing sites	7.3	9.7	9.7	
New secondary school places					
Ascot	Expansion on existing sites	7.7	7.7	7.7	
Datchet & Wrybury	Expansion on existing sites	1.9	1.9	1.9	
Maidenhead	Expansion on existing sites	18.0	18.0	18.0	
	New school site	35.1	35.1	35.1	
	Compact sites	new places	-	-	5.0
rebuilt		-	-	25.1	
Windsor	Expansion on existing sites	6.6	6.6	8.8	
Windsor	Expansion on existing sites	3.8	3.8	3.8	
	Compact sites	new places	7.2	7.2	10.7
		rebuilt	25.1	25.1	25.1
TOTAL COST (including rebuilt places) (£m)		205.5	212.7	258.0	

- 2.22 Although it is beyond the scope of this report, the borough has also examined the likely need for additional early years and childcare places (+£1.9m) and estimated that new Special Educational Needs provision could cost £30m.
- 2.23 More details about the costs of the new places and potential income to offset these costs are given in Section 4.

Next steps for the longer-term needs

- 2.24 This report proposes that further work is now carried out to assess the capacity for expansion on all of the borough's school sites in more detail. The proposed phased programme would work with schools to examine how much extra capacity could actually be delivered, and what that might look like on each school site. This would include work on rebuilding some schools as 'compact site' schools. Schools will be asked to become involved.
- 2.25 This work will help ensure that the borough can bring forward specific proposals for consultation and implementation in a timely fashion as the new houses in the emerging Borough Local Plan are built. This includes proposals for free schools, which will need to be aligned to the need as it is identified in the annually updated pupil projections.
- 2.26 In the medium-term, this will also assist with plans for new primary school places in Maidenhead for September 2020.
- 2.27 Additional resources will be required to undertake this work. The borough needs to consider the most effective way to achieve this (i.e. to commission external consultants or to employ additional staff directly). In either case, specialist surveys would need to be commissioned from external consultants. A budget of £1.3m will be sought via the 2018/19 budget process to carry out this work. This sum is approximately 0.6% of the £213m cost modelled for delivering a 5% surplus for primary and secondary schools (see Table 3). As far as possible, the work carried out under this programme would not then need to be duplicated when a school is expanded. In effect, this would be spend brought forward from future projects to underpin the strategic delivery of future school places. Potential expansions for Maidenhead primary schools for September 2020 would be prioritised so that these can be reported to Cabinet in 2018. The £1.3m sum would, therefore, cover that work as well.
- 2.28 The borough will need to ensure that education needs are taken into account as developers work on 'masterplans' for the sites allocated for housing in the emerging Borough Local Plan.

Further information

- 2.29 The Royal Borough will shortly be publishing its detailed supporting documentation for the Infrastructure Delivery Plan, which will be amended in line with the surplus places target adopted by Cabinet following consideration of this report. This will be published on the borough's website here:

www3.rbwm.gov.uk/info/200168/schools_and_schooling/1117/local_schools

The medium-term need for places in 2019, 2020 and 2021

- 2.30 Projections of future demand are done annually and reported to the Department for Education (DfE) each July in the School Capacity (SCAP) survey. The projections take into account the latest demographic data, changing parental preference and the latest available new housing trajectory. The methodology is kept under review and there have been two major changes for the 2017 projections:
- New pupil yield figures. These more accurately model the impact of new housing on demand for school places. It is clear from this work that many new houses are occupied by families with very young children who will not need a school place (and particularly not a secondary school place) for many years. This means that the impact of new housing on demand is likely to be delayed.
 - New migration methodology. The 'base' data for the primary school forecasts is the GP registrations data from the NHS, which tells us how many children are resident in the borough in August each year. As the local authority now has access to four years' worth of data, this can be used to calculate migration in and out of the borough for the pre-school cohorts of children. This is a new methodology, and in general it increases the future projected demand compared to the old methodology (reflecting apparent migration into the borough). The conclusions will need to be tested against future actual numbers and so there is currently a risk that the projections may now be inflating primary school demand. The earlier methodology would be projecting (for Reception in September 2020) 32 fewer pupils in Ascot, 10 fewer in Datchet & Wraysbury, 81 fewer in Maidenhead and 41 fewer in Windsor. This will, therefore, need to be monitored closely.
- 2.31 The projections and SCAP commentary, as submitted to the DfE, are available on the borough's website at:
- https://www3.rbwm.gov.uk/info/200168/schools_and_schooling/1117/school_organisation_places_and_planning/5
- 2.32 The data is summarised in *Table 4: 2017-based projections and commentary for primary schools* and *Table 5: 2017-based projections and commentary for secondary schools*.
- 2.33 Appendix B [*electronic distribution only*] provides a comparison of previous pupil projections with actual numbers on roll, to give an indication of the level of accuracy.

Table 4: 2017-based projections and commentary for primary schools (including first schools).

- White cells indicate a surplus of 10% or more.
- Grey cells indicate a surplus of between 0 and 9.9%.
- indicate a deficit of places.

a		b				c				d				e				f				g				h				i			
		Actuals								Projected																							
		2014	2015	2016	2017	2018	2019	2020	2021	2014	2015	2016	2017	2018	2019	2020	2021	2014	2015	2016	2017	2018	2019	2020	2021	2014	2015	2016	2017	2018	2019	2020	2021
Ascot Primary																																	
Number on roll in Reception		129	154	122	129	122	112	108																									
Surplus/deficit on published admissions numbers, including all temporary increases and agreed expansion schemes.	No.	+7	-3	+14	+21	+28	+38	+42																									
	%		-2.0%																														
		5.1%		10.3%	14.0%	18.5%	25.1%	28.0%																									
New places required to September 2020:		No further action is proposed at present for Ascot, where there are now set to be enough places in the projection period to give a 5% surplus.																															
Datchet/Wraysbury Primary																																	
Number on roll in Reception		117	89	89	90	93	89	90																									
Surplus/deficit on published admissions numbers, including all temporary increases and agreed expansion schemes.	No.	+3	+1	+1	0	-3	+1	0																									
	%					-3.4%		-0.4%																									
		2.5%	1.1%	1.1%	0.5%		0.7%																										
New places required to September 2020:		There is a close fit between supply and demand for places in Datchet/Wraysbury area, with little or no surplus of places. At present any local children not found places in one of the two schools are often allocated places in a Windsor first school. Providing an extra 30 places per year group would provide enough places for a 5% surplus, but a new school site would be needed. One has been identified in the emerging Borough Local Plan.																															
Maidenhead Primary																																	
Number on roll in Reception		919	904	935	917	910	893	931																									
Surplus/deficit on published admissions numbers, including all temporary increases and agreed expansion schemes.	No.	+56	+89	+66	+65	+69	+55	+17																									
	%																																
		5.7%	9.0%	6.6%	6.7%	7.1%	5.9%	1.8%																									
New places required to September 2020:		Although the birth rate has been falling in Maidenhead, migration into the area and new housing seems to be offsetting this. Demand is expected to remain slightly below current levels for September 2018 and 2019, but to rise again in 2020. The recent average surpluses of around 6% will fall to less than 2%. More children join these cohorts as they move up through the schools. Finally, a number of temporary increases in Published Admission Numbers either have or will be ending unless additional accommodation is provided. More places will, therefore, be needed to provide a 5% surplus (+45). The biggest increases in demand are set to be in South East Maidenhead (new housing), South West Maidenhead (migration), and Central Maidenhead (new housing).																															

Table 4 continued...

a		b				c				d				e				f				g				h				i			
		Actuals								Projected																							
		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040					
Windsor First																																	
Number on roll in Reception		525	511	531	514	499	504	509																									
Surplus/deficit		+80	+34	+44	+31	+46	+41	+36																									
on published admissions numbers, including all temporary increases and agreed expansion schemes.																																	
No.																																	
%																																	
		13.2%	6.2%	7.7%	5.7%	8.5%	7.5%	6.6%																									
New places required to September 2020:		The birth rate has also been falling in Windsor, and is again partially balanced by inward migration and new housing. Accordingly, demand is set to remain close to recent levels, with a surplus of around 7-8%. This surplus does fall, with more children joining these cohorts as they move up through the schools. No additional places are required to provide a 5% surplus in September 2020.																															

Table 5: 2017-based projections for secondary schools (including middle and upper schools).

a		b				c				d				e				f				g				h				i				j				k			
		Actuals								Projected																															
		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040													
Ascot Secondary																																									
Number on roll in Year 7		245	251	240	266	263	274	255	260	282	249																														
Surplus/deficit		-5	-11	0	+4	+4	-4	+15	+10	-12	+21																														
on published admissions numbers, including all temporary increases and agreed expansion schemes.																																									
No.																																									
%																																									
		-2.1%	-4.6%	0.0%	1.5%	2.4%	-1.4%	5.6%	3.9%	-4.6%	7.8%																														
New places required to September 2021:		Although the projections show a low surplus, or even deficit, of places in some years, there are enough places now to meet the designated area demand in 2019, 2020 and 2021. The popularity of Charters School means that any sizeable surplus is probably undeliverable, because the school will continue to fill with pupils from further afield.																																							
Datchet/Wraysbury Secondary																																									
Number on roll in Year 7		53	48	59	88	94	85	89	95	94	93																														
Surplus/deficit		+87	+92	+81	+52	+16	+25	+21	+15	+16	+17																														
on published admissions numbers, including all temporary increases and agreed expansion schemes.																																									
No.																																									
%																																									
		62.1%	65.7%	57.9%	37.2%	14.9%	23.2%	18.7%	13.3%	14.5%	15.1%																														
New places required to September 2021:		No further action is currently proposed for Datchet and Wraysbury, except to monitor Churchmead's growing popularity. This could lead, in due course, to higher numbers than projected here.																																							

Table 5 continued...

a	b	c	d	e	f	g	h	i	j	k	
											Actuals
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
Maidenhead Secondary											
Number on roll in Year 7	797	839	868	888	936	977	975	989	981	1,012	
Surplus/deficit on published admissions numbers, including all temporary increases and agreed expansion schemes.	No.	+137	+99	+136	+116	+98	+57	+59	+45	+53	+22
	%	14.7%	10.6%	13.5%	11.6%	9.5%	5.5%	5.7%	4.3%	5.1%	2.1%
New places required to September 2021:	The surplus of places is projected to fall from the current 12% to around 5% from 2019 onwards. The surplus may be lower if the number of Maidenhead residents going to a grammar school in a neighbouring authority returns to its long term average of 90 (it reached a high of 140 this September) in future years. In addition, the Year 7 cohorts tend to grow significantly as they move up through the schools, reducing the surpluses by up to 30 pupils. The projections do, however, include around 180 children per year group from out-borough. Analysis suggests that the borough could reasonably expect not to have to provide places for around 1.6 FE of these (see Appendix C [electronic distribution only] for more details). Taking these factors into account, it is expected that existing capacity could meet demand until September 2021. This will need to be monitored, however, and additional places added if necessary. The relatively high current surplus of places (116 places/11.6%) is now concentrated in one school (Altwood) where previously it had been spread across several.										
Windsor Middle											
Number on roll in Year 5	401	431	453	468	505	521	500	528	513	514	
Surplus/deficit on published admissions numbers, including all temporary increases and agreed expansion schemes.	No.	+49	+19	-3	+12	+5	-11	+10	-18	-3	-4
	%	10.9%	4.2%	-0.7%	2.5%	0.9%	-2.1%	1.9%	-3.5%	-0.7%	-0.8%
New places required to September 2021:	The projections suggest a shortage of places in September 2019, and again in September 2021. More children will join these cohorts as they move up through the schools. Extra places are required, therefore, to ensure that all children can be offered a place. 30 new places per year group would provide a surplus, in September 2019, of 2%. 60 places would provide a surplus of 7%. As the very highest level of demand is not likely to be sustained in subsequent years in the projection period, however, it is currently proposed that only 30 places are added.										
Windsor Upper											
Number on roll in Year 9	410	406	404	463	436	456	476	487	532	551	
Surplus/deficit on published admissions numbers, including all temporary increases and agreed expansion schemes.	No.	+38	+42	+4	+49	+76	+56	+36	+25	-20	-39
	%	8.5%	9.4%	0.9%	9.7%	14.9%	10.9%	7.0%	4.8%	-3.9%	-7.7%
New places required to September 2021:	The high projected surplus of places for next year will reduce steadily over subsequent years, reaching 5% in September 2021.										

- 2.34 *Table 6: Summary of increases per year group needed for 2019 to 2021, sets out the proposed increases to meet the proposed 5% surplus. The table also includes 3% and 8% surplus requirements for information.*

Table 6: Summary of increases per year group needed for 2019 to 2021.

Area	2019			2020			2021		
	Places for:			Places for:			Places for:		
	3%	5%	8%	3%	5%	8%	3%	5%	8%
Primary places needed to September 2020									
Ascot	-	-	-	-	-	-	-	-	-
Datchet & Wraysbury	-	-	-	-	-	-	-	-	-
Maidenhead	-	-	-	+30	+45	+75	-	-	-
Windsor	-	-	-	-	-	+15	-	-	-
Secondary places needed to September 2021									
Ascot	-	-	-	-	-	-	-	-	-
Datchet & Wraysbury	-	-	-	-	-	-	-	-	-
Maidenhead	-	-	-	-	-	-	-	-	+15
Windsor Middle	+30	+30	+30	-	-	-	-	-	-
Windsor Upper	-	-	-	-	-	-	-	-	+30

Options for providing these places

- 2.35 To provide the places set out in Table 6, the Royal Borough proposes:

- **Windsor Middles:** carrying out public consultation on a proposal expand St Peter's CE Middle School by 30 places per year group, starting with Year 5 in September 2019 (approved by Cabinet in October 2017).
- **Maidenhead Secondary:** continuing to work with secondary schools in Maidenhead on proposals for expansions, that can be implemented or brought forward for public consultation as required (relatively minor expansions will not need public consultation). The borough has already had initial discussions with a number of schools.
- **Maidenhead Primary:** to work with schools to develop proposals for consideration by Cabinet in August 2018, so that new places can be provided by September 2020. Implementation of some options may require public consultation.

Next steps for the medium-term need

- 2.36 The next steps, therefore, are:

Table 7: Next steps for the medium-term need.

a	b
Development of options for Maidenhead primary school places	To Aug 2018
Cabinet consideration of options for Maidenhead primary school places	Oct 2018
Further work on options for Maidenhead secondary school places	Ongoing
Cabinet consideration of options for Maidenhead secondary places	As required

- 2.37 This report proposes that the borough's pupil projections are reported to Cabinet annually, together with any suggested actions required for a three year rolling programme. The next such report, in August 2018, will therefore cover the September 2020, 2021 and 2022 intakes.

Selective education

- 2.38 The Royal Borough has previously considered whether selective education can be extended into the borough. Currently, this can only be achieved by extending an existing grammar school in a neighbouring area onto a satellite site in the borough. Plans by the government to allow new selective schools

to open, or non-selective schools to introduce selection, have been put on hold for the current, two year, parliamentary session. The Royal Borough is not, therefore, considering the introduction of selective education at this time.

Delivering future projects

Memorandums of Understanding

- 2.39 The borough is proposing to introduce Memorandums of Understanding (MOUs) to ensure that there is clarity for all parties about what an agreed expansion project will deliver.
- 2.40 For each project the school/academy trust, the borough and, where relevant, the Diocesan authorities would agree and sign a Memorandum of Understanding that sets out the aims and scope of the expansion scheme. This approach is already taken by some other local authorities.
- 2.41 It is proposed that the MOU would need to be signed by all parties prior to budget commitment but after the initial feasibility work. Whilst there would still be room for negotiation on the details, the MOU would set out the main principles of the scheme and the agreed timescale for admitting the extra pupils. Using the proposed expansion of St Peter's CE Middle School as an example, the borough will work with the school to agree a draft before Cabinet considers the outcome of the consultation in March 2018. Cabinet could then approve the expansion subject to the draft MOU being signed by all parties.
- 2.42 Although not a legal contract, the document would publically commit both parties to the agreed course of action, reducing the likelihood of future misunderstandings. A draft memorandum is given in Appendix D, and includes:
- The proposed increase in the Published Admission Number.
 - The date of the increase, and a commitment not to reduce the PAN below that for a period of at least 10 years.
 - The indicative timetable, including the delivery date for any required accommodation.
 - A clear statement that the new accommodation delivered through borough funding would be based on the sizes and quantities set out in current government guidelines, e.g. Building Bulletin 103.
 - Clarity that expansion schemes will need to take the current accommodation into account, but will not usually rectify existing deficiencies unless these are necessary to achieve expansion.
 - What will not be covered by the funding from the borough (e.g. furniture).
 - A clear statement of what additional revenue support (if any) will be given to the expanding school.
- 2.43 It is not proposed that the MOUs will specifically commit to a cost for delivering the project, as at this stage a cost would be an estimate only, to be finalised during the tender process. MOUs would, however, contain safeguards committing the borough to delivering the scheme as agreed in the document.
- 2.44 It is likely that the MOUs would vary in detail from case to case, to reflect the individual circumstances of each project.

2.45 This report recommends that Cabinet approves this approach for all future expansion projects involving borough funding (including grants from elsewhere administered by the local authority). The MOU will be kept under review and amended as required. If necessary, there may be scope to require full, legally enforceable contracts on future expansion, if the MOU approach proves inadequate.

Project Delivery

2.46 School expansion projects in the Royal Borough have generally be delivered by borough officers working in partnership with schools to assess the accommodation needs and find appropriate solutions.

2.47 An alternative approach used by some local authorities is to allocate the expanding school a specific sum, from within which the school will then deliver the project. The sum may be based on a per pupil cost, such as the National School Project Benchmarking figures.

2.48 Whilst this approach may seem fair, the actual cost of delivering new school places can vary dramatically from school to school. It may, for example, be possible to deliver an extra classroom in one school by doing some internal remodelling and refurbishment. Another school may only be able to provide a new classroom by having a more expensive extension. The risk, therefore, is that some schools would receive too much money, whilst others would not get enough. Those not getting enough would very probably come back to the local authority wanting additional funding.

2.49 At present, therefore, it is proposed that future expansions on existing school sites continue to be planned in partnership with the schools. A different approach may be needed for new schools in new developments, although in many cases these may be delivered directly by the Education Funding Agency as free schools.

Options

Table 8: Options arising from this report.

Option	Comments
Requests a report on pupil projections and resulting recommended actions annually. Recommended.	This will ensure that residents are kept up-to-date.
Approves a target of 5% for the level of surplus places. Recommended.	This will allow for the continued operation of parental preference and ensure that there are sufficient places for families moving into the area.
Approves a budget of £1.3m for options assessment and feasibility work for new school places. Recommended.	This will allow the borough to move forward from the current desktop evaluations of school capacity to more detailed assessment providing options on each school site. The borough will then be able to strategically plan the growth of school provision to match the expected increased demand arising from the borough local plan.
Requests that Memorandums of Understanding are used in all future school expansions. Recommended.	This will ensure that all parties are clear about what an expansion proposal entails before committing to it.

3. KEY IMPLICATIONS

Table 9: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Annual pupil projections (at intake) are accurate.	>55% of areas are within 3% accuracy/10 places at intake.	>66% of areas are within 3% accuracy/10 places at intake.	>77% of areas are within 3% accuracy/10 places at intake.	>88% of areas are within 3% accuracy/10 places at intake.	Annually, next due July 2018.
Proposals are made to meet the 5% surplus.	n/a.	All areas.	n/a.	n/a.	Annually, next due March 2018.

4. FINANCIAL DETAILS / VALUE FOR MONEY

Funding the longer-term school expansion programme

- 4.1 This report has already set out, in Table 3, some potential costs for delivering the school expansion programme to meet the demand set out in the IDP Scenario. *Table 10: Balance of estimated costs and income* sets out the balance of costs and potential income, for the different levels of surplus places.

Table 10: Balance of estimated costs and income

<i>a</i> <i>b</i>		<i>c</i> <i>d</i>	
Costs (£m)		Estimated Income	
	New primary & secondary school places		
-206	3% surplus		
-213	5% surplus		
-258	8% surplus		
-33	Already committed in capital programme		
-30	New SEN School		
-2	New Early Years Provision		
	Total Costs		
-270	3% (A)		
-277	5% (B)		
-323	8% (C)		
		+105	Est. Basic Need Grant (2020/21+)
		+33	Capital already committed
		+30	DfE capital for SEN free school
		?	Condition Improvement Fund
		?	DfE capital for Early Years
		?	CIL/S106
		+168	Total Income (D)
Unidentified Total	3%	-£102 (D) – (A)	
Unidentified Total	5%	-£110 (D) – (B)	
Unidentified Total	8%	-£155 (D) – (C)	

- 4.2 Note that the £270m to £323m cost set out in Table 10 include the £33m already in the capital programme for the approved secondary school expansions and the expansion of Cheapside CE Primary School in Ascot. The remaining cost of £240m to £293m (£270m to £323m - £33m) is only partially covered by other funding sources. It is possible that not all of this funding will be required: if birth rates remain low, for example, then fewer additional school places will be needed.

Basic Need

- 4.3 The borough estimates that demand arising from the IDP Scenario would generate around £105m of Basic Need grant. This assumes that the calculation of the grant remains as at present and that the actual demand reported to the DfE is in line with the IDP Scenario. If the demand is less, then the grant will be less, and vice versa.
- 4.4 The potential £105m grant is significantly below the expected £206m to £258m cost of the primary and secondary school places because:
- The grant does not cover sixth form places.
 - The grant does not cover the re-provision of existing places. Some of the IPD Scenario demand will need to be met by making better, more efficient, use of existing school sites. This is very likely to require the demolition and rebuild of existing buildings, and significantly adds to the estimated costs.
 - The grant assumes a 2% 'operating margin'. The IDP Scenario includes a 3%, 5% or 8% surplus of places.
 - The per place cost used in the allocation (e.g. £12,833 for primary in the 2016/17 financial year) is below actual national costs for providing a new school place (e.g. £13,760 for an extension; £19,051 for a new school⁴).
- 4.5 If £105m of Basic Need does materialise, then this will be significantly above the £2m-£3m grants awarded in recent years. Note that Basic Need allocations are adjusted downwards to take account of any places funded by other central government programmes, e.g. Targeted Basic Need and 'DfE route' free schools (see paragraph 4.7). This avoids double funding of the same places.

Free schools capital

- 4.6 Where a local authority thinks there is a need for a new school, it must seek proposals to establish an academy (free school)⁵. In these circumstances, the local authority is responsible for providing the site and meeting the associated capital and pre/post opening costs⁶. These costs could be met from the Basic Need grant, S106/CIL or council funds.
- 4.7 New free schools can also be established via the 'DfE route', where sponsors make an application direct to the DfE to open a free school, which is then funded and built directly by the DfE. As noted in paragraph 4.5, the local authority's Basic Need allocation is then adjusted downwards to take account of the additional places provided by the free school. Both mainstream free schools in the borough (Braywick Court and Holyport College) have been opened via the DfE route.
- 4.8 Given the limitations of the Basic Need grant, it may be (under current arrangements) more cost-effective for the borough if new free schools are opened via the DfE route.

⁴ Pages 10 and 12, [National School Delivery Cost Benchmarking](#), Hampshire County Council, EFA, February 2017.

⁵ Paragraph 17, [The free school presumption](#), DfE, February 2016.

⁶ Paragraph 22, [The free school presumption](#), DfE, February 2016.

Table 11: Balance of estimated costs and income, with five DfE route free schools

<i>a</i>		<i>b</i>	<i>c</i>		<i>d</i>
Costs (£m)			Estimated Income		
		New primary & secondary school places, excluding the 3,750 places that could be provided by DfE route free schools.			
-125		3% surplus			
-132		5% surplus			
-168		8% surplus			
-33		Already committed in capital programme			
-30		New SEN School			
-2		New Early Years Provision			
		Total Costs			
-190		3% (A)			
-197		5% (B)			
-233		8% (C)			
			+53		Est. Basic Need Grant (2020/21+)
			+33		Capital already committed
			+30		DfE capital for SEN free school
			?		Condition Improvement Fund
			?		DfE capital for Early Years
			?		CIL/S106
			+116		Total Income (D)
Unidentified Total	3%				-£74 (D) – (A)
Unidentified Total	5%				-£81 (D) – (B)
Unidentified Total	8%				-£117 (D) – (C)

4.9 *Table 11: Balance of estimated costs and income, with five DfE route free schools* shows that the funding gap is less if all of the new schools are procured via the DfE route (because of the points set out in the bullets at paragraph 4.4). However:

- The DfE may require the borough to publish proposals for some or all of the new schools. The local authority would then be responsible for those costs.
- The borough will have less say over the size, type and timing of schools opened via the DfE route.
- For some sites, it may be more appropriate to pursue an option involving existing local, successful, schools.

4.10 The reality, therefore, is likely to be somewhere between the costs set out in Table 10 and Table 11.

Condition Improvement Grant (for academies)

4.11 Although the borough's Basic Need grant does not cover sixth form places, academies are able to bid for funding for expansions not covered by Basic Need from the Condition Improvement Fund. As sixth form places are not covered by Basic Need they should qualify, although in 2016/17 the fund was three times oversubscribed. Nevertheless, at least some future secondary school expansions could be partially funded by successful bids.

Funding for a new SEN school

4.12 The estimated £30m cost of providing a new SEN school should be met by the government if the new school is a free school.

Early Years Capital

- 4.13 Some additional capital may become available to provide new early years places, although this usually needs to be distributed across the whole early years sector. It is unlikely to cover the cost of providing new nursery classes at schools. Conversely, the borough may have an opportunity to generate revenue by building spaces to be leased to early years providers for an annual rent.

S106/Community Infrastructure Levy

- 4.14 Theoretically, S106 and the Community Infrastructure Levy (CIL) could meet some of the shortfall. Unfortunately, in recent years the DfE have required that local authorities report how many new school places are funded using S106/CIL. The Basic Need grant is then adjusted downwards by an equivalent number of places. If this continues, the borough will need to consider how best to use CIL and S106 to maximise resources, balancing the risk that Basic Need grants may be less generous than anticipated.
- 4.15 No formal estimates of the amount of CIL income have been prepared, but to pay for the education needs alone, each of the 14,000 new dwellings would have to generate approximately £17,500 each. The current CIL rates are £100 or £240 per m², which would provide £9,390 or £22,536 respectively for a 3 bed house of average size in the South East (93.9m²)⁷. A significant proportion of the new dwellings are also currently excluded from the CIL, as they are located in Maidenhead Town Centre.
- 4.16 Whilst CIL and S106 may have a role to play in funding new schools it is evident that it will not fund the whole education infrastructure programme. Where a school is built as part of a specific development because its size justifies onsite provision then this would continue to be secured through S106.

Timing

- 4.17 Not all of the school places required in the IDP Scenario will be needed by 2032/33. The borough's pupil yield figures show clearly that there is a lag between new dwellings being built, and the maximum impact on demand for local school places. In short, new dwellings are often occupied by families with very young children, who will not start school for three or four years. The impact on secondary schools is delayed even further. Dwellings built in the later part of the plan period will still be 'generating' increasing demand for school places into the 2040s, particularly for secondary and upper schools.
- 4.18 *Table 12: Indicative timing of costs and estimated income* sets out the distribution of costs and estimated income during and after the plan period to 2032/33. This is based on the costs set out in Table 10, but the proportional split of spending would probably be similar if DfE route free schools are procured.

⁷ [Space Standards For Homes](#), RIBA, 2015

Table 12: Indicative timing of costs and estimated income.

<i>a</i>		<i>b</i>	<i>c</i>		<i>d</i>
Costs (£m)			Estimated Income		
From 2020/21 to 2032/33					
-238	3%	(A)			
-248	5%	(B)			
-282	8%	(C)			
From 2032/33 to 2044/45					
-32	3%	(D)			
-29	5%	(E)			
-41	8%	(F)			
			+132	From 2020/21 to 2032/33 (G)	
			+36	From 2032/33 to 2044/45 (H)	
Unfunded 2020/21 to 2032/33					
	3%	-106 (G) – (A)			
	5%	-116 (G) – (B)			
	8%	-150 (G) – (C)			
Unfunded 2020/21 to 2032/33					
	3%	+4 (H) – (A)			
	5%	+7 (H) – (B)			
	8%	-5 (H) – (C)			

5. LEGAL IMPLICATIONS

Provision of school places

5.1 Local authorities are under a statutory duty to ensure that there are sufficient school places in their area. This is set out in the Education Act 1996, Section 14, subsections 1 and 2. The borough receives the ‘Basic Need’ grant from the government for this purpose, which can be spent on new school places at all types of school (Academy (including free schools), Community, Voluntary Aided and Voluntary Controlled).

5.2 There is no legal duty to provide any particular level of surplus places.

Planning for the longer-term to 2032/33

5.3 The National Planning Policy Framework (NPPF) directs local planning authorities, amongst other things, to plan positively for the development and infrastructure required in their area. For infrastructure planning, the NPPF requires authorities to work with relevant partners and providers to demonstrate that infrastructure will be available to support development, including education⁸.

⁸ Paragraph 162, [National Planning Policy Framework](#), DCLG, March 2012.

6. RISK MANAGEMENT

Table 13: Risk Management

Risks	Uncontrolled Risk	Controls	Controlled Risk
Accuracy of IDP Scenario, with the risk that actual demand arising from new housing is higher than anticipated.	HIGH	Regular updating of analysis, including revising the pupil yield figures to take account of the latest trends. Monitoring of underlying demographic trends.	LOW
Accuracy of pupil projections, with the risk that actual demand is significantly different to that expected.	HIGH	Annual production of pupil projections to take account of the latest information, adjusting proposed actions as necessary. Inclusion of a surplus of places in planning, to provide capacity in the system in case projections are lower than actual demand.	LOW
Assessment of school capacity includes schemes that, in practice, can't be delivered.	HIGH	Carry out detailed feasibility works on all schools, in partnership with those schools, to provide a fuller assessment of capacity.	LOW
School expansion schemes can't be delivered in time to meet rising demand.	HIGH	Carry out detailed feasibility works over the next two years, prioritising areas where projections suggest need is most urgent, so that schemes can be brought forward more quickly when needed.	LOW

7. POTENTIAL IMPACTS

- 7.1 There are currently no implications arising from the recommendations in this report with regards to staffing/workforce, sustainability, Equalities, Human Rights and community cohesion, accommodation, property or assets.

8. CONSULTATION

Planning for the medium-term to 2021/22

- 8.1 Schools have been sent (in late August) the latest 2017 pupil projections and have been asked to indicate whether they are interested in expanding in the future. The borough will continue to work with schools as it delivers more middle school places in Windsor, and more primary (and possibly secondary) places in Maidenhead in the period to 2021/22.

Planning for the longer-term to 2032/33

- 8.2 Children's Services has been working closely with the borough's Planning Policy team on developing the education section of the Infrastructure Delivery Plan and the associated analysis.
- 8.3 There has not been any consultation with schools on the capacity of their sites to expand in future, as this work has so far been a desktop exercise only. This report recommends that schools are now consulted more directly through the proposed £1.3m programme of feasibility works.

Memorandum of Understanding (MOUs)

- 8.4 The Royal Borough has consulted with colleagues in other local authorities on MOUs and has incorporated aspects of those into the draft given at Appendix D. The legal team at Shared Business Services has confirmed that the draft is fit for purpose.

This report

- 8.5 All councillors were invited to attend one of two briefing sessions on this paper on 4th and 5th October 2017.
- 8.6 The report will be considered by Children's Services Overview and Scrutiny Panel on 21st November 2017, comments will be reported to Cabinet.

9. TIMETABLE FOR IMPLEMENTATION

Table 14: Timetable for implementation

Date	Details
Actions for medium-term need	
To Aug 2018	Development of options for Maidenhead primary school places
Oct 2018	Cabinet consideration of options for Maidenhead primary school places
Ongoing	Further work on options for Maidenhead secondary school places
As required	Cabinet consideration of options for Maidenhead secondary places
Actions for longer-term need	
Winter 2017/18	Consideration of how to implement programme of feasibility works
2018 and 2019	Undertake programme of feasibility works.

- 9.1 Implementation date if not called in: 'Immediately';

10. APPENDICES

Contained in paper copies

- Appendix A: Approved school expansion programme.
- Appendix D: Draft Memorandum of Understanding.
- Appendix E: BLP Housing Allocation Proformas for sites with new schools.

Electronic distribution only

- Appendix B: Assessment of pupil projection accuracy.
- Appendix C: Impact of out-borough pupils on demand.

11. BACKGROUND DOCUMENTS

- [School Capacity Survey 2017 Local Authority Commentary](#).
- [Making significant changes to an open academy](#), DfE, March 2016.
- [National Planning Policy Framework](#), DCLG, March 2012.
- [Draft] *Assessment of need for additional education infrastructure*, to be published on the borough website in December 2017.
- [Space Standards For Homes](#), RIBA, 2015.

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr Natasha Airey	Lead Member/ Principal Member/Deputy Lead Member	23/10/2017	24/10/2017
Alison Alexander	Managing Director	23/10/2017	23/10/2017
Russell O'Keefe	Strategic Director	23/10/2017	2/11/2017
Andy Jeffs	Strategic Director	23/10/2017	
Rob Stubbs	Section 151 Officer	23/10/2017	2/11/2017
	Head of HR		
None	Other e.g. external		

REPORT HISTORY

Decision type: Key decision 07/12/2016	Urgency item? No
Report Author: Ben Wright, Education Planning Officer, 01628 796572	

Appendix A: Approved school expansion programme

Table A1: Approved school expansion programme sets out the current approved expansion programme.

Table A1: Approved school expansion programme

<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>		<i>f</i>
Area	School	Current PAN	Proposed PAN post expansion	Increase on current PAN		First year of increase (Sept.)
				No.	FE*	
Secondary Phase 1						
Ascot	Charters School	240	270	+30	+1.0	2017
Maidenhead	Cox Green School	176	206	+30	+1.0	2017
	Furze Platt Senior School	193	223	+30	+1.0	2017
Windsor	Dedworth Middle School	120	150	+30	+1.0	2017
	The Windsor Boys' School	230	260	+30	+1.0	2017
	Windsor Girls' School	178	208	+30	+1.0	2017
Ascot Primary						
Ascot	Cheapside CE Primary	16	30	+14	+0.5	2017
Secondary Phase 2						
Maidenhead	Furze Platt Senior School	193	253	+60	+2.0	2018
Windsor	Dedworth Middle School	120	180	+60	+1.0	2018
Secondary Phase 3 – out to public consultation						
Windsor	St Peter's CE Middle	60	90	+30	+1.0	2019

*FE means Form of Entry. 1 FE = one class of 30 children per year group.

A further 6 places per year group have also been added at Newlands' Girls School. This scheme, funded largely by S106 contributions, is not part of the formal secondary expansion programme but nevertheless increases the number of places available.

These schemes are proceeding as follows:

- Cheapside completed end of October 2017.
- The Windsor Boys' School completed.
- Windsor Girls School completion end of October 2017.
- Cox Green School on site, completion due Summer 2018.
- Charters School Contractor appointed.
- Dedworth Middle School Contractor appointed.
- Furze Platt Senior School planning application submitted.
- Newlands Girls' School on site.
- St Peter's CE Middle School out to public consultation

APPENDIX D: Draft Memorandum of Understanding for school expansions

The Royal Borough of Windsor and Maidenhead and *[Insert School Name]*

Memorandum of Understanding on new school places at *[Insert School Name]*

(1) Purpose

This Memorandum of Understanding sets out the agreement made between the parties listed in (2) in relation to the proposed expansion of *[Insert School Name]*.

(2) The Parties

This Memorandum of Understanding is agreed by:

- i. The Director of Children’s Services, The Royal Borough of Windsor and Maidenhead, St Ives Road, Maidenhead, SL1 6RF.
- ii. *[Insert Position and School Name + address]*.
- iii. *[Insert Position and Academy Trust + address, if relevant]*.
- iv. *[Insert Position and Diocesan Authority if for a VA School + address]*.
- v. *[Insert any other relevant party]*.

(3) The Agreement

The parties to this Memorandum of Understanding agree to paragraphs (a) to (u):

The Proposed Expansion at *[Insert School Name]*

- (a) *[Insert School Name]* currently admits up to *[X]* pupils into each year group, *[X]* to *[X]*. This gives the school a total of *[X]* places, as set out in Figure 1. *[Include statement about sixth form admissions if relevant]*.

Figure 1: Current places offered at *[Insert School Name]* for September *[X]*

Year Group	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Total
Places	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>

- (b) Subject to the criteria in paragraph (q) being fulfilled, *[Insert School Name]* will be expanded so that it takes *[X]* pupils per year group, starting with the *[X]* intake in September *[X]*. *[Insert School Name]* will continue to take *[X]* pupils into subsequent *[X]* intakes, so that all year groups have *[X]* places by September *[X]*, as set out in Figure 2. *[Include statement about sixth form admissions if relevant]*.

Figure 2: Proposed places offered at *[Insert School Name]*

	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Total
Sept. <i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>
Sept. <i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>
Sept. <i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>
Sept. <i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>
Sept. <i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>
Sept. <i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>
Sept. <i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>
Sept. <i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>

- (c) *[Insert Admissions Authority Name]* will change *[Insert School Name]*’s admissions policy so that the school’s Published Admission Number (PAN) is *[X]* from September *[X]*. *[If this is later than the proposed expansion date (due to the extended 18 month admissions consultation process) then a statement will be needed here about the school admitting above its PAN in September *[X]*].*

- (d) No reduction to *[Insert School Name]*'s Published Admission Number or change in *[Insert School Name]*'s age range will be made for a period of ten years from September *[X]* without the express written permission of the Royal Borough of Windsor and Maidenhead.

New accommodation for *[Insert School Name]*

- (e) *[Insert School Name]* will be provided with the additional accommodation required to achieve the proposed expansion in line with government guidelines on school buildings, currently Building Bulletin 103. It is initially proposed that this accommodation should be:
- *[insert brief bulleted list of accommodation].*
 - *[insert brief bulleted list of accommodation].*
 - *[insert brief bulleted list of accommodation].*
- (f) The exact scope of the additional accommodation for *[Insert School Name]* will be agreed by *[X]* date through the development team, comprising officers representing the Royal Borough, the school and Wokingham Shared Building Services plus the relevant consultants. All parties recognise that the additional accommodation provided will be in line, in room sizes and required facilities, with government guidelines, but that some flexibility may be required to address school and site specific issues.
- (g) Where there is scope to combine the expansion scheme with another improvement project this will be considered if it does not prejudice the delivery of the expansion set out in paragraph (b), and is funded separately.
- (h) The funding set out in paragraph (l) will include all construction costs, all professional fees, surveys, feasibility costs and statutory fees. It excludes loose furniture and fittings, including desking for science laboratories.

Timetable

- (i) The new accommodation will be delivered by *[X]* date. *[If this is later than the proposed expansion date, then a sentence here about what the interim arrangements are].* If the building project is delayed beyond *[X]* then all parties will agree what temporary arrangements shall be made. These temporary arrangements should use existing accommodation at *[Insert School Name]* where possible, but it is recognised that this may not always be possible.
- (j) To meet the delivery date set out in paragraph (h), all parties commit to achieving the tasks by the dates set out in the following draft programme:

Figure 3: Proposed draft programme

Task	Due Date	Who
<i>[Insert Task]</i>		
<i>[Insert Task]</i>		
<i>[Insert Task]</i>		
<i>[Insert Task]</i>		
<i>[Insert Task]</i>		

Project Management

- (k) The delivery of the project will be managed via Building services and Children Services, working closely with *[Insert school name]*. Or - A lump sum of £xxx will be given to *[Insert School Name]* to manage the whole project delivery themselves. In the second case, the school will not be able to revert to the authority for additional funding.

Capital Funding

- (l) *[This line if possible]* The Royal Borough has agreed a provisional budget of £*[x]* for the accommodation set out in paragraph (e), which is equivalent to £*[X]* per place. The final

budget is subject to agreement of the accommodation as set out in paragraph (f) and to tendering of the schemes. This sum is inclusive of any VAT that may be payable.

- (m) In agreeing to the budget, the Royal Borough of Windsor and Maidenhead has had regard to the latest costs per place set out in the *[Insert Year]* National School Delivery Cost Benchmarking (adjusted for increased local costs). All parties agree that the cost of an expansion scheme may be significantly above or below that benchmark cost as the scope of the scheme is based on actual need and not on achieving a specific cost per place.
- (n) The accommodation for the expansion will be funded by:
- The Royal Borough of Windsor and Maidenhead, using *[list funding sources]*.
 - *[Other sources of funding as appropriate, e.g. LCVAP, school capital]*.
- (o) If the tender price is £500,000 or more above the provisional budget set out in paragraph (k), then the Royal Borough's Cabinet will need to approve the higher, final, budget. In these circumstances the parties will work together to agree any potential cost reductions to minimise the increase to the budget.

Revenue Funding

- (p) *[This line where relevant]* The Royal Borough's current, *[insert year]*, school funding formula includes a growth factor to address the revenue implications at expanding schools. It is agreed that, for *[Insert School Name]* *[Insert summary of agreed growth factor, if any, including amounts and years that it applies]*.
- (q) The funding levels and timings set out in paragraph (q) will not be affected by subsequent changes to the Royal Borough's school funding formula, unless:
- Changes to national regulations and/or guidance mean that the funding can no longer be delivered this way. In these circumstances, all parties shall work together to find an alternative solution.
 - All parties agree, in writing, to an amendment.
- (r) The funding set out in paragraph (q) will be withdrawn if the expansion does not proceed.
- (s) If a variation to the implementation date of the expansion is agreed, as per paragraphs (t) and (u), then the timing of any additional funding set out in paragraph (q) may be adjusted to reflect the new implementation date.

Amending the terms of the Memorandum of Understanding

- (t) Any party may at any time suggest a variation to the Memorandum of Understanding by putting it in writing to the other parties, as listed in paragraph (2). The other parties must consider any such variation and respond within 28 days.
- (u) *[This paragraph will need to change slightly depending on paragraph (c)]*. All parties note that information about school admissions for the proposed expansion date of September *[X]* will be published in *[X]*. Provided that the criteria for implementation set out in paragraph (r) are being met, the Royal Borough will not, beyond 1st September *[X]*, agree to any changes to the proposed admissions for September *[X]* as set out in paragraph (b) except in extreme circumstances (unless the change is to admit a higher number of pupils). If a delay to the delivery date becomes apparent after this date then all parties are committed to agreeing temporary arrangements, in line with paragraph (h).

Criteria for implementing agreed expansion

- (v) Implementation of the expansion set out in paragraph (b) is conditional on the following criteria being met *[amend as necessary]*:

- The parties have agreed the additional accommodation to be provided.
- The final budget has been agreed, including any Cabinet approval.
- Planning permission is granted.
- Any site necessary for the proposal is acquired.
- Statutory approvals, *[including Secretary of State approval for academies]*, are granted.
- The delivery date is not met, but temporary accommodation is agreed and provided.
- Tender approval is granted.
- *[Add further criteria/delete as necessary]*

(4) Publication

Once agreed, this Memorandum of Understanding will be published on the Royal Borough's website at

https://www3.rbwm.gov.uk/info/200168/schools_and_schooling/1117/school_organisation_places_and_planning/4. Any agreed variations will also be published. For reasons of commercial sensitivity, the agreed budgets will be redacted until a tender for the scheme has been approved.

(5) Signatures

(i) Signed on behalf of *[Insert School Name]*

[Insert Name], Headteacher

Date

(ii) Signed on behalf of *[Insert School Name]*

[Insert Name], Chair of Governors

Date

(iii) Signed on behalf of *[Insert Academy Trust]*

[Insert Name], *[Insert Position]*

Date

(iv) Signed on behalf of The Royal Borough of Windsor and Maidenhead

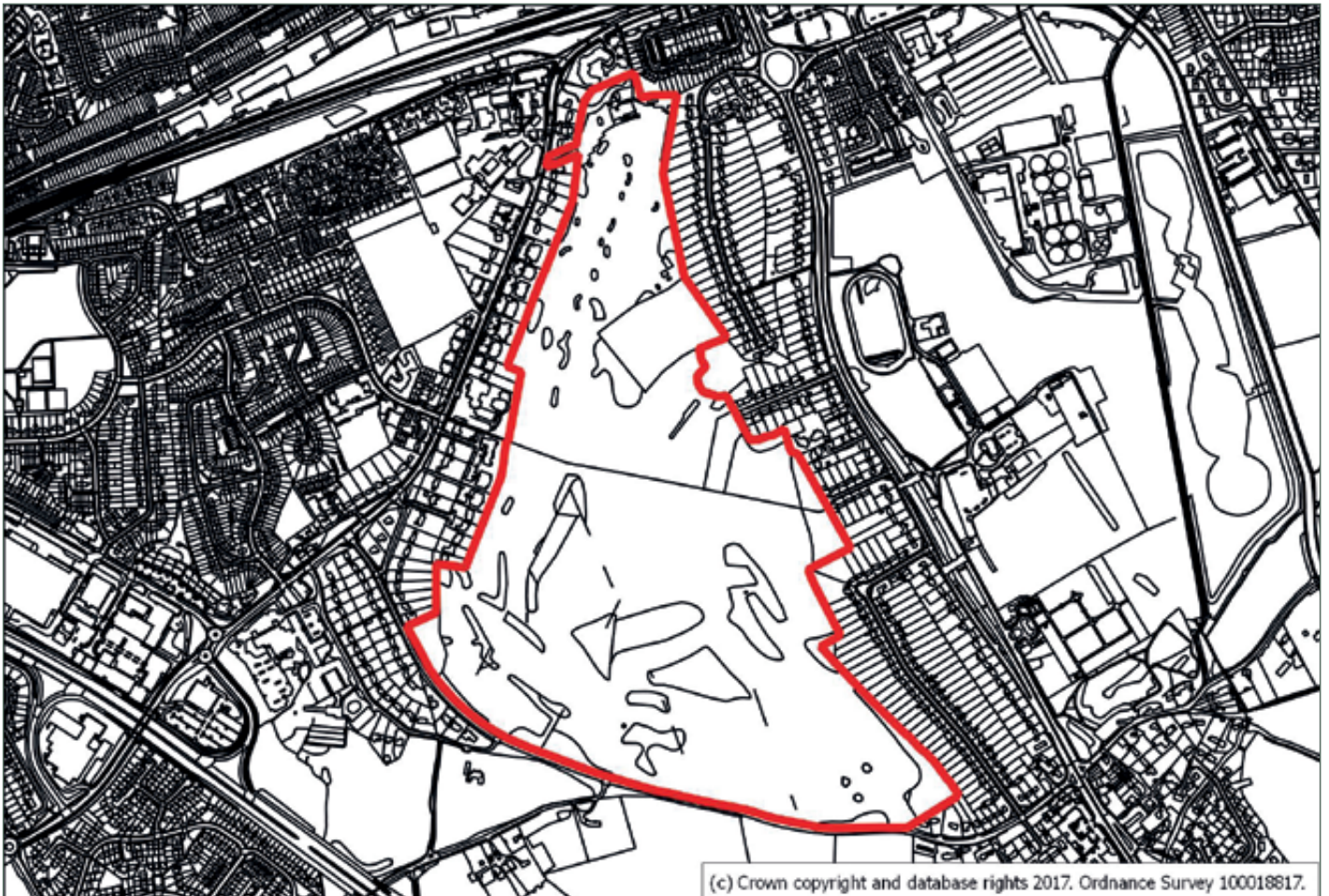
Kevin McDaniel, Director of Children's Services

Date

D HOUSING SITE ALLOCATION PROFORMAS

Housing Site Allocation

HA6: Maidenhead Golf Course



Map HA6: Maidenhead Golf Course

HA6: MAIDENHEAD GOLF COURSE

Allocation	<ul style="list-style-type: none"> ▶ Approximately 2,000 residential units on Green Belt land ▶ Educational facilities including primary and secondary schools ▶ Strategic public open space, formal play and playing pitch provision ▶ Multi-functional community hub as part of a Local Centre
Site size	<ul style="list-style-type: none"> ▶ 53.18Ha

HA6: MAIDENHEAD GOLF COURSE	
Requirements	<ul style="list-style-type: none"> ▶ Provision of a strategic public open space ▶ Provision of education facilities, including primary and secondary schools ▶ Provision of a Local Centre to include small scale retail services, community facilities, health infrastructure and a local recycling point ▶ Retain Rushington Copse, and ensure other mature trees and hedgerows are retained where possible ▶ Safeguard protected species ▶ Designed sensitively to conserve biodiversity of the area ▶ Enhanced vehicular access ▶ Enhance the existing Public Right of Way from Clifton Close to Shoppenhangers Road ▶ Provide appropriate mitigation measure to address the impact of noise and air quality on Maidenhead Town Centre AQMA ▶ Provision of pedestrian and cycle links through the site to provide links between Harvest Hill Road, Shoppenhangers Road, Braywick Road and to National Cycle Route/Green Way ▶ Designed sensitively to consider the impact of long distance views ▶ Designed to be sensitive to existing properties around the site, and the sloping topography ▶ Designed to take account of the impact of lighting ▶ Off-site improvements to enhance access to Braywick Park ▶ Alterations to Harvest Hill Road to facilitate pedestrian and cycle access across the town
Key considerations	<ul style="list-style-type: none"> ▶ On-site infrastructure provision and phasing ▶ Highways ▶ Biodiversity ▶ Sloping topography ▶ Public Right of Way across the site ▶ Low carbon district heating ▶ Development intensity

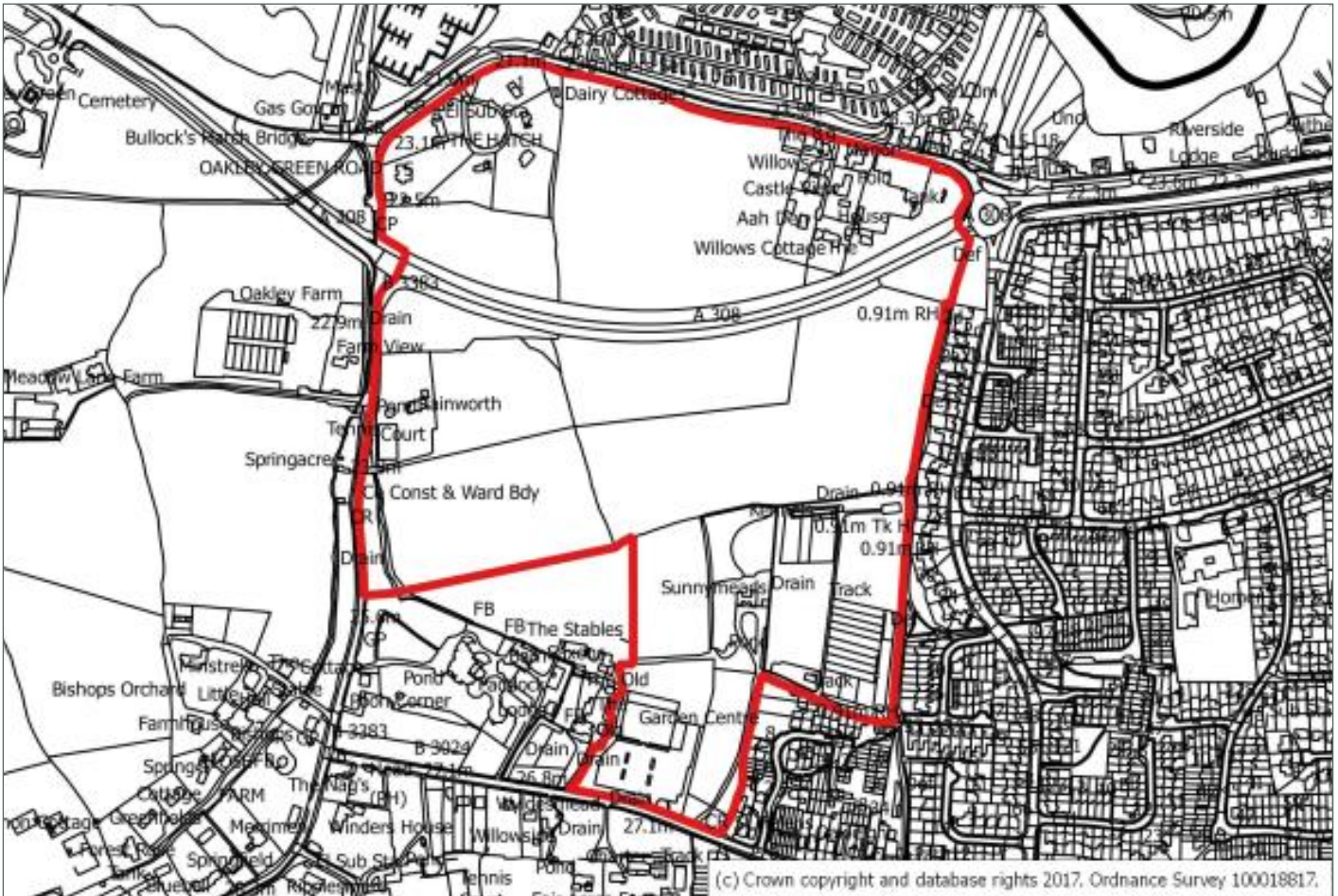
Table HA6 Maidenhead Golf Course



D HOUSING SITE ALLOCATION PROFORMAS

Housing Site Allocation

HA11: Land west of Windsor, north and south of the A308, Windsor



HA11 Land west of Windsor, north and south of A308

HA11: LAND WEST OF WINDSOR, NORTH AND SOUTH OF THE A308, WINDSOR

Allocation	<ul style="list-style-type: none"> ▶ Approximately 450 residential units on Green Belt land ▶ Strategic public open space ▶ Formal pitch provision for football and rugby ▶ Multi-functional community hub ▶ Educational facilities
Site size	▶ 27.76Ha

HA11: LAND WEST OF WINDSOR, NORTH AND SOUTH OF THE A308, WINDSOR	
Requirements	<ul style="list-style-type: none"> ▶ Appropriate edge treatment and transition to the countryside ▶ Provide pedestrian and cycle links through the site to improve connectivity ▶ Protect and enhance public rights of way ▶ Provide appropriate mitigation measures to address the impacts of noise to protect residential amenity ▶ Development to front the A308 ▶ Retain valuable trees where possible, particularly at site boundaries ▶ Improve pedestrian and cycle links between the northern and southern parts of the site ▶ Designed to be of a high quality which supports and enhances local character
Key considerations	<ul style="list-style-type: none"> ▶ Flooding and surface water ▶ Heritage ▶ Landscaping ▶ On-site infrastructure provision and phasing ▶ Highways ▶ Biodiversity

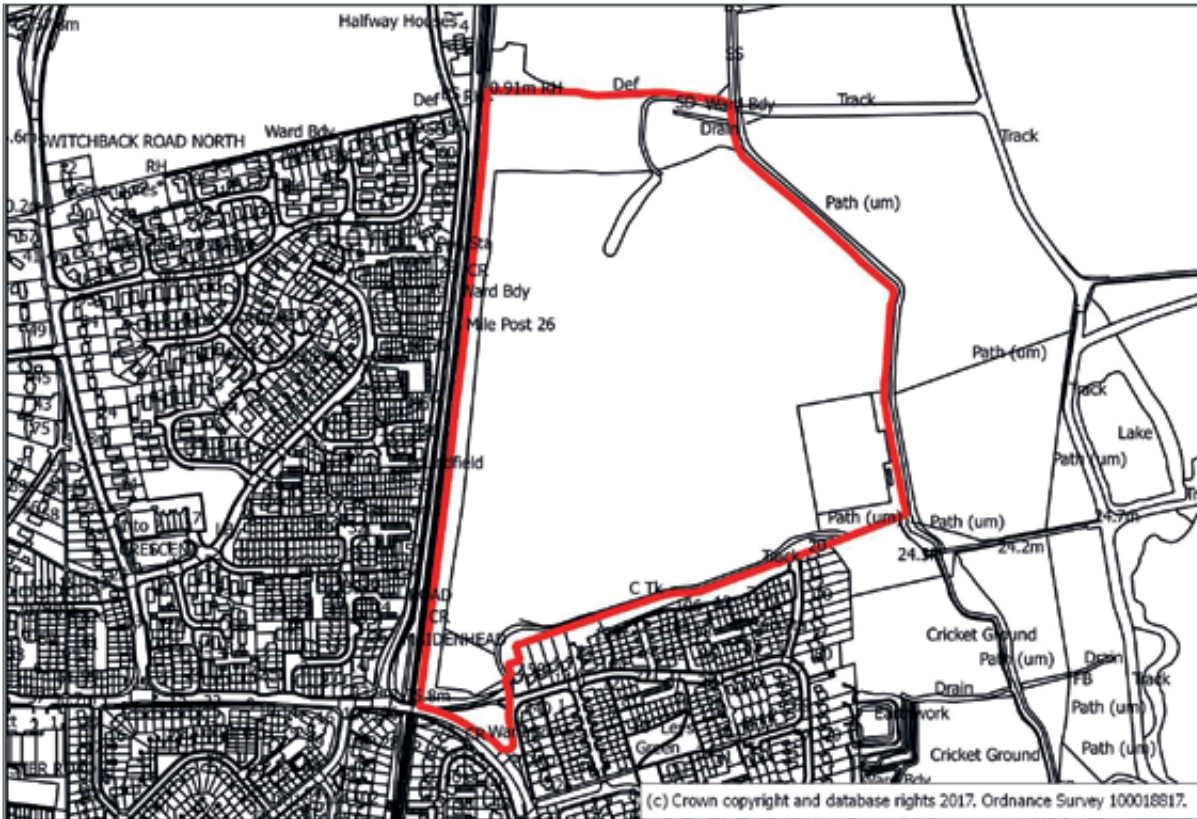
Table HA11 Land west of Windsor, north and south of the A308, Windsor



D HOUSING SITE ALLOCATION PROFORMAS

Housing Site Allocation

HA21: Land known as Spencer’s Farm, north of Lutman Lane, Maidenhead



Map HA21 Land known as Spencer’s Farm, north of Lutman Lane

HA21: LAND KNOWN AS SPENCER’S FARM, NORTH OF LUTMAN LANE, MAIDENHEAD

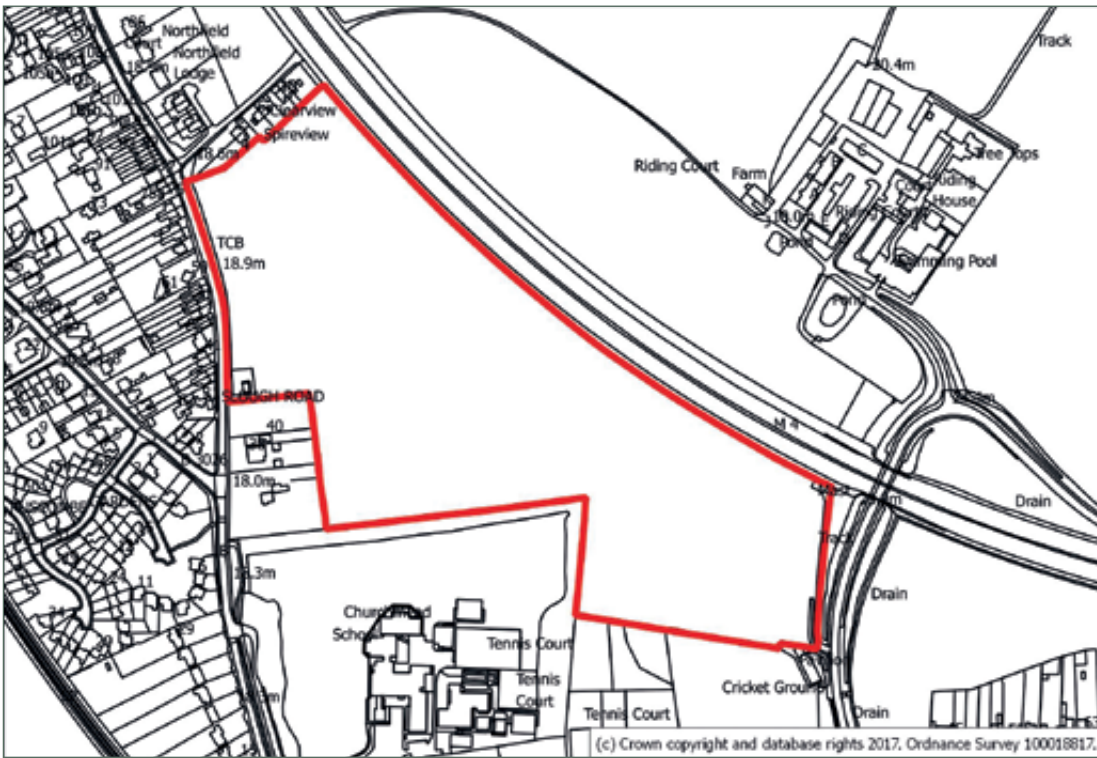
Allocation	<ul style="list-style-type: none"> ▶ Approximately 300 residential units on Green Belt land ▶ Educational facilities and associated pitches
Site size	<ul style="list-style-type: none"> ▶ 19.94Ha
Requirements	<ul style="list-style-type: none"> ▶ Retain existing football pitch and provide changing facilities ▶ Consider providing junior football pitch ▶ Appropriate edge treatment and transition to the countryside ▶ Connectivity to the Public Rights of Way network ▶ Provide appropriate mitigation measures to address the impacts of noise from the railway line so to protect residential amenity
Key considerations	<ul style="list-style-type: none"> ▶ Topography ▶ Flooding and surface water ▶ Access ▶ Biodiversity

Table HA21 Land known as Spencer’s Farm, north of Lutman Lane

D HOUSING SITE ALLOCATION PROFORMAS

Housing Site Allocation

HA41: Land north and east of Churchmead Secondary School, Priory Road, Datchet



HA41 Land north and east of Churchmead School, Datchet

HA41: LAND NORTH AND EAST OF CHURCHMEAD SECONDARY SCHOOL, PRIORY ROAD, DATCHET

Allocation	<ul style="list-style-type: none"> ▶ Approximately 175 residential units as part of a mixed use scheme on Green Belt land ▶ Educational facilities that may include an extension to Churchmead Secondary School or relocation of other educational facilities
Site size	▶ 11.71Ha
Requirements	<ul style="list-style-type: none"> ▶ Designed sensitively to consider the impact on long distance views ▶ Provide pedestrian and cycle links through the site to improve connectivity ▶ Designed to be of a high quality which supports the character and function of the area ▶ Retain valuable trees where possible, particularly at site boundaries ▶ Provide appropriate mitigation measures to address the impacts of noise to protect residential amenity ▶ Provide on site open space and play facilities ▶ Provide improve linkages to village centre
Key considerations	<ul style="list-style-type: none"> ▶ Heritage ▶ Noise

Table HA41 Land north and east of Churchmead School, Datchet

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Report Title:	Local Area Special Educational Needs and Disabilities (SEND) written statement of actions
Contains Confidential or Exempt Information?	NO
Member reporting:	Cllr N Airey, Lead Member for Children's Services Cllr D Evans, Deputy Lead Member for Children's Services
Meeting and Date:	Cabinet, 23 November 2017
Responsible Officer(s):	Kevin McDaniel, Director of Children's Services.
Wards affected:	All

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REPORT SUMMARY

- 1 The Local Area, including the Local Authority, has a range of duties set out in the 2014 Children and Families Act which focus on the reforms young people with Special Educational Needs and Disabilities. The Office for Standards in Education (Ofsted) and Care Quality Commission (CQC) undertook an inspection of the local area's arrangements for the provision of Special Educational Needs and Disabilities (SEND) and published their findings in a letter on 1 September 2017.
- 2 The inspection raised a number of concerns which require the local authority to work with our partners including Health agencies and schools to prepare a Written Statement of Action (WSOA) which will be monitored by Ofsted. This report outlines the outcomes that the WSOA aims to achieve, addressing the concerns raised by the inspection in the process.
- 3 The report sets out twelve objectives to be achieved between December 2017 and July 2018 which will create a transparent and accountable system that will ensure that all children and young people with special educational needs and/or disabilities are appropriately supported to achieve their goals over the coming years.
- 4 To deliver the required level of change, the local authority and health partners propose to invest £450,000 over the next three financial years in additional specialist resources through the Better Care Fund. With the support of the Schools Forum, local schools are being asked to support a fund of £420,000 to commission new services which will drive the SEND Strategy forward from April 2018.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That the cabinet:

- i) **notes the Written Statement of Action which has been submitted to Ofsted.**
- ii) **Approves a consultation process to finalise the area-wide SEND Strategy and Inclusion Charter for the borough, culminating in an Inclusion Summit to take place before the end of March 2018.**
- iii) **Approves the submission of a joint bid with East Berkshire CCG to the Better Care Fund to secure £150,000 per year for three years to fund the resources that will support improved inclusion in mainstream schools and resolve the most complex cases in a timely way.**
- iv) **Endorses the recommendation of the Schools Forum that schools agree to transfer 0.5% of the Schools Block funding to the High Needs Block for 2018/19 to provide additional support for pupils included in mainstream schools.**

2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Background

- 2.1 The Children and Families Act 2014 sets out a series of reforms which put the aspirations and outcomes of young people with special educational needs and/or disabilities (SEND) at the heart of service delivery. It requires co-production (the act of working with young people and families) to develop both area wide services and individual plans. The headline reform was the introduction of Education, Health and Care plans (EHCP) to replace Statements of Special Educational Needs (SEN).
- 2.2 The local area, including the Local Authority, has until April 2018 to fully implement the reforms, and specifically, convert all SENs to EHCPs while creating new EHCPs. The Royal Borough is on track to convert 756 SENs to EHCP and currently has a total of 858 EHCP and SENs, a growth of 21% since April 2014.
- 2.3 The Office for Standards in Education (Ofsted) and Care Quality Commission (CQC) were asked to inspect the progress of local authorities in implementing the reforms. This is a new inspection framework and the Local Government Information Unit has recently published a briefing on inspection outcomes¹ and they summarise that poor inspection outcomes identify four issues: Leadership;

¹ <https://www.lgiu.org.uk/wp-content/uploads/2017/10/Special-Educational-Needs-and-Disability-SEND-area-inspections-%E2%80%93-written-statements-of-action.pdf>

Education, Health and Care (EHC) Plans; the Local Offer; and engagement with parents.

- 2.4 Ofsted and the CQC undertook an inspection of the Royal Borough's local area's arrangements for the provision of Special Educational Needs and Disabilities (SEND) between 3 July 2017 and 7 July 2017. Ofsted published their findings² on 1 September 2017 and noted eight areas of concern in the local area:
- tardiness and delay in establishing strategies to implement the reforms effectively.
 - the lack of leadership capacity across local area services, such as the time given to the role of the DCO.
 - poor use of management information to secure a robust overview of the local area's effectiveness.
 - weaknesses in how leaders are held to account across the local area.
 - the inequality of access to services and variability of experience for children and young people who have special educational needs and/or disabilities and their families.
 - the wide variances in the quality of education, health and care plans caused by weaknesses in the planning and transition processes.
 - the lack of effective co-production with parents when designing and delivering services and when planning for their individual children's needs.
 - Poor joint commissioning arrangements that limit leaders' ability to ensure that there are adequate services to meet local area needs.
- 2.5 Ofsted and the CQC determined that local authority was required to produce a written statement of action (WSOA) in response to these concerns. Currently about 40% of area inspections have required written statements of action to be prepared. This statement must relate back directly to the eight areas of concern and has to be accepted by Ofsted after review by officials from the Department for Education. It must be received by Ofsted before the 24 November 2017.
- 2.6 The Children's Overview and Scrutiny Panel on 20 September 2017 looked at the detailed findings and received a verbal update on progress towards the WSOA on 17 October 2017.
- 2.7 A WSOA, listed in Appendix A, has been prepared based on a common format successfully used by other local authority areas. The statement has been developed in discussion with a range of stakeholders, including the official from the Department for Education. Following a meeting with the Department for Education on 7 November 2017 the steering board will finalise the WSOA and

² <https://reports.ofsted.gov.uk/provider/files/2722947/urn/80546.pdf>

submit it to Ofsted on the 16 November 2017. Once approved by Ofsted it must be published on the Local Offer pages of RBWM's website.

- 2.8 A steering board which has representation from council members, officers, health agencies, schools and PACiP³ will meet each month to monitor progress against the action plan and provide a progress update which will be circulated to all parties and published on the Local Offer website alongside the WSOA.
- 2.9 Representatives from the DFE will visit regularly to offer an external perspective on expected progress and provide guidance with those issues which are proving hard to achieve.
- 2.10 It is expected that the steering board will report on progress to the Children's Services Overview and Scrutiny Panel at key points across the year.

The anticipated impact of the Written Statement of Action

- 2.11 The WSOA in Appendix A is formatted to enable cross referencing of specific actions against the issues raised by Ofsted with clear accountability for those actions. To see the proposed impact of the actions, the following paragraphs highlight the details of the plan to improve access to services for all young people with special educational needs and disabilities.
- 2.12 *Complete the consultation on the SEND Strategy and develop an implementation working party.* This will result in a group of LA officers, health practitioners, school leaders and experts, and parents completing the consultation on the draft strategy and setting out to implement the priorities:
- to ensure that emotional wellbeing and mental health services are available to all young people;
 - settings are fully inclusive and improve educational outcomes for young people with SEND;
 - young people post 16 access education and employment to support transition to adulthood.

The implementation working party will be supported by a budget within the High Needs block, created by a transfer from the schools block as set out in 4.6

- 2.13 *Establish an inclusion quality mark for schools and colleges.* An assessed approach will enable parents and young people to compare different school approaches to inclusion. Schools will be able to set the way they deliver inclusion so that there continues to be innovation within the local area. It is expected that the scheme will be defined by the end of March 2018.

³ PACiP: Parents and Carers in Partnership is the recently established local parents' forum, funded by a grant from the DFE. www.pacip.org

- 2.14 *Co-produce an Inclusion Charter for young people and families.* Develop a common set of expectations based on the Local Offer, SEND strategy, school inclusion quality mark and health needs so that there is a common understanding and expectation. The minimum expectation is that every school should be able to meet the needs of a mainstream-able child living within their catchment area, supported by appropriate health and social care services. Co-production with families means that this process needs to be given time and the charter should be complete by the end of March 2018.
- 2.15 *Establish an Annual Inclusion Summit.* During March 2018 the borough will arrange and host a Summit for young people, parents, schools, voluntary sector and partners which celebrates and reinforces the commitment to inclusion within the Borough. We expect to launch the Inclusion Charter and the inclusion quality mark for schools and colleges in March 2018.
- 2.16 *Make the Local Offer, parent engagement and promotion “every day business”.* With increased focus to ensure that the local offer is up to date, there will be a regular SEND newsfeed in collaboration with the parent forum to drive connection with their services. Health visitors will provide an introductory welcome pack as part of their early engagement with families from January 2018.
- 2.17 *Support voluntary groups with places to meet and support families.* Such groups are important to supporting parents and young people with similar needs and the groups will, where possible, be offered non-financial support by partners including the council, health agencies and schools. In return the groups will maintain an up to date and active profile on the local offer and support local families. It is expected that the local offer will be re-launched at the first Inclusion Summit in March 2018.
- 2.18 *Invest in the expert resources to bring the inclusion quality mark to life.* Schools have many skilled staff, however several need help to develop their practice and the local authority will seek to recruit to this role in time for an April 2018 start.
- 2.19 *Use the SENCO network to promote the “graduated approach to SEND” at all levels.* Ofsted recognised that many schools are effective at assessing need and accessing services for young people. The local authority will facilitate the SENCO networks and, with schools, identify leading practitioners who will be asked to share their expertise with all schools including the independent sector. The network will publish the meeting schedule in January 2018 and the local authority will refresh the “graduated approach” guidance in January 2018.
- 2.20 *Refresh the EHCP process to include communications standards; co-production guidance; transparent & shared decision making; and feedback at every stage.* The SEND services, including the local authority and Health partners, will publish a handbook outlining the process for all assessments which start from

the 1 January 2018 including mechanisms to give feedback at every stage. This handbook will be published on the local offer.

- 2.21 *Invest in expert resources to manage complex EHCP cases and ensure multi-agency quality assurance takes place.* Case coordinators are each involved in over 140 active EHCPs over time which makes dealing with particularly complex cases challenging and impacts other young people too. The Local Authority SEND service will recruit two complex case workers to support case coordinators and schools with the intention of finding the best way to keep young people successfully in local schools. These workers will also work with the DCO from health to ensure effective quality assurance improves practice over time for all services. It is expected these posts will start from April 2018.
- 2.22 *Establish a “preparing for Adulthood” pathway with additional capacity within the local authority team.* The local authority will invest in a dedicated team to focus on finding the best options for young people preparing for adulthood at post 18. This team will begin operating by 1 January 2018.
- 2.23 *Develop an Annual Trends report.* This area wide data will include inclusion rates in schools; assessment and EHCP plan agreement rates; service usage statistic across the area and feedback information from young people and their families. This will be used by commissioners working across the area to make better budget and service planning decisions for young people. The first report will be presented at the Annual Inclusion Summit in March 2018.
- 2.24 Table 1 sets out the recommended option for cabinet and the financial costs to the local authority are set out in section 4.

Table 1: Options

Option	Comments
Approve a consultation for an area-wide SEND Strategy and Inclusion Charter for the borough, culminating in an Inclusion Summit to take place before the end of March 2018	This commitment to a co-produced strategy and transparent expectations will address the concern that some children are not getting access to services as effectively as their peers.
Approve a bid to the Better Care Fund for £150,000 per year for three years which will provide the additional resources that will support improved inclusion in mainstream schools and resolve the most complex cases in a timely way.	These resources will enable all schools and settings to access support to enhance their ability to support all pupils with SEND while making sure that all young people pass effectively through the revised processes.
Support the proposal to the Schools Forum to transfer 0.5% of the Schools Block funding to the High Needs Block for 2018/19 to	This proposal will demonstrate the area’s commitment to making sure that the SEND strategy under development will be able to make a difference to the

Option	Comments
provide additional resources for pupils included in mainstream schools through the implementation of the SEND strategy. This is the recommended option	outcomes for young people..
Do not approve the three recommendation set out in this report. This is not recommended	Without the visible commitment; additional skills or resource flexibility, the chance of the overall plan being delivered is significantly reduced.

3 KEY IMPLICATIONS

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
SEND Strategy is published		31/3/2018	31/1/2018		
Inclusion Charter is published		31/3/2018			
Inclusion charter mark scheme published		31/3/2018			
Preparing for Adulthood pathway active		1/4/2018	1/1/2018		
Inclusion Summit delivered		31/3/2018			
Revised EHCP process handbook published		1/1/2018			

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 Sections 2.12 to 2.23 outline the proposed actions to improve the effectiveness of services for young people with special educational needs and/or disabilities. This plan has impact on three distinct budget streams: the local authority base budget; the shared Better Care Fund with Health; and the High Needs Block of the dedicated schools grant which is overseen by the Schools Forum.

- 4.2 The plan to organise an Annual Inclusion Summit and establish an Inclusion Charter will require logistical support and incur costs for marketing and hosting such an event and the on-going promotion of the local offer. These are estimated at £15,000 which will need to be added to the 2017/18 budget from reserves.
- 4.3 The plan to establish a “Preparing for Adulthood” pathway is built into the budget plan for 2018/19 as the level of SEN to EHCP transition work falls. To start this work in January 2018 instead of April 2018 will have a small, one off cost of about £22,000 for earlier staffing costs.
- 4.4 The plans to provide posts to resolve complex case issues and expertise for schools, represent time limited investments to establish the skill base across the area. It is proposed to jointly bid to the Better Care Fund as these resources offer the opportunity to avoid costly interaction with health and social care services further down the line. It is considered that the resources required could either be recruited as permanent staff or delivered as a contracted service subject to the market conditions. It is therefore estimated that the cost of the services is in the region of £150,000 per year for three years, based on three SEND experienced professionals working during school term time with business support for the required processes and communication. Cabinet is therefore asked to approve the development and submission of a bid to the Better Care Fund to secure this key resource.
- 4.5 The most recent government data, based on school census data from spring 2017 indicates that the typical rate of EHCPs in the English school system is 2.8% with about 12% of the cohort meeting the criteria for additional SEND support. In RBWM the EHCP rate is lower on average at 1.6% and higher for the SEND support range at 16%. This suggests that more young people in the borough might be eligible for EHCP support which will put further pressure on the High Needs Block element of the Dedicated Schools Grant.
- 4.6 The Schools Forum met on the 2 November and endorsed a proposal to transferring 0.5%, approximately £420,000, from the schools block to the High Needs block in 2018/19 to enable the transformation of high needs services under the design of the SEND strategy working party. As a result of extensive regulations which have been introduced by the Department for Education on this type of transfer for 2018/19 onwards, council officers are currently undertaking a consultation with all schools on this proposal and Cabinet are asked to endorse the request that schools support the inclusion agenda by agreeing to this transfer for 2018/19.
- 4.7 The East Berkshire CCG has already committed to additional resourcing to enhance the capacity of the DCO. This has already resulted in the DCO being more active and engaged in issues relating to the SEND inspection.
- 4.8 The NHS has successfully captured customer feedback using text messaging technology. Many of the service providers, including schools, have such systems so it is proposed that a common approach is defined to build on this

experience. This may result in the council requiring upgraded facilities and the costs for this are not known at the time of writing.

Table 3: Financial impact of report’s recommendations

REVENUE	2017/18	2018/19	2019/20
Addition	£37,000	£0	£0
Reduction	£0	£0	£0
Net impact	£37,000	£0	£0

5 LEGAL IMPLICATIONS

- 5.1 The Council has a “general duty” under the Children and Families Act 2014.
- 5.2 The services provided by the Council in discharge of this duty are subject to a statutory regime of inspection by the Office for Standards in Education, Children’s Services and Skills (Ofsted), an impartial non-ministerial government department which reports directly to Parliament.
- 5.3 The processes and determination of an Education, Health and Care plan are subject to considered by a legal tribunal system which has the authority to make binding decisions and establishes case law. Any changes and policies considered in the implementation of the plan will need to be mindful of this facet.

6 RISK MANAGEMENT

- 6.1 The potential risks for the delivery of these outcomes are set out in table 4:

Table 4: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
Further intervention by Ofsted due to the statutory Written Statement of Action not being actioned.	MEDIUM	A steering board consisting of members, officers, school, health and parent representatives will monitor progress on a monthly basis.	LOW
Poor engagement with schools reduces the ability to improve outcomes for children with SEND	HIGH	A SEND strategy working group made up of LA Officers, school, health and parent reps has been established with	MEDIUM

Risks	Uncontrolled Risk	Controls	Controlled Risk
		public reporting of progress	
Inability to secure sufficiently skilled resources to support the implementation of the changes	MEDIUM	It is proposed to use a range of workers, so that this risk is spread across a number of potential posts	LOW
Schools determine to not support the proposal to create a fund for service redesign	MEDIUM	Extensive briefings are taking place in November with Headteachers and School Business Managers. Some existing services will be stopped in April 2018 to release funding for changes.	LOW

7 POTENTIAL IMPACTS

- 7.1 Equalities Impact Assessment: Not Applicable to this report, however individual decisions will need to be assessed to ensure that they are appropriate.

8 CONSULTATION

- 8.1 There has been a number of consultation events with PACIP, Health and Schools to shape the written statement of action. This has resulted in two groups being established: the Steering Board and the Strategy Working Party.

9 TIMETABLE FOR IMPLEMENTATION

- 9.1 The timetable for implementation are deadlines imposed by Ofsted/CQC.

Table 5: Implementation timetable

Date	Details
16 th November 2017	Written Statement of Action to Ofsted/CQC submitted before the 24 th November deadline.
24 th November 2018	Complete all required actions from the Written Statement of Action.

- 9.2 Implementation date if not called in: 'Immediately'

10 APPENDICES

10.1 Appendix A: Written Statement of Action submitted to Ofsted

11 BACKGROUND DOCUMENTS

11.1 The Framework for the Inspection of Local Area's Effectiveness in identifying and meeting the needs of children and young people who have special educational needs and/or disabilities. OFSTED and CQC April 2016. Framework for inspecting local areas in England under section 20 of the Children Act 2004.

<https://www.gov.uk/government/publications/local-area-send-inspection-framework>

11.2 Evaluation of the local areas' readiness for the implementation of the disability and special educational needs reforms as set out in the Children and Families Act 2014. Advice note on a study undertaken jointly by Ofsted and the Care Quality Commission at the request of the Parliamentary Under Secretary of State for Children and Families.

<https://www.gov.uk/government/publications/send-reforms-study-of-local-areas-readiness>

11.3 Special Educational Needs and Disability: Code of Practice. Statutory Guidance. January 2015.

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

11.4 The Children and Families Act 2014

www.legislation.gov.uk/ukpga/2014/6/contents/enacted

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr N Airey	Lead Member	24/10	2/11
Alison Alexander	Managing Director	24/10	2/11
Russell O'Keefe	Executive Director		
Andy Jeffs	Executive Director		
Rob Stubbs	Section 151 Officer	24/10	2/11
Louisa Dean	Communications and Marketing Manager	24/10	2/11

REPORT HISTORY

Decision type: Non-key decision	Urgency item? No.
Report Author: Kevin McDaniel, Director of Children's Services	

Royal Borough of Windsor and Maidenhead Local Area Written Statement of Action for Special Educational Needs and Disabilities (SEND)

Purpose of this statement

Between 3 July 2017 and 7 July 2017, Ofsted and the Care Quality Commission (CQC) conducted a joint inspection of the Royal Borough of Windsor and Maidenhead (RBWM) local area to judge its effectiveness in implementing the special educational needs and disability (SEND) reforms set out in the Children and Families Act 2014. As a result of the findings of the inspection, Her Majesty's Chief Inspector (HMCI) determined that a Written Statement of Action (WSOA) is required to address eight areas of significant weakness in the local area's practice. RBWM and the Windsor and Maidenhead (WAM) Clinical Commissioning Group (CCG) are jointly responsible for submitting the written statement, which has been produced in conjunction with Parents and Carers in Partnership (PaCiP).

The local area is required to produce and submit a Written Statement of Action to Ofsted that explains how the local area will tackle the following areas of significant weakness:

- tardiness and delay in establishing strategies to implement the reforms effectively
- the lack of leadership capacity across local area services, such as the time given to the role of the DCO
- poor use of management information to secure a robust overview of the local area's effectiveness
- weaknesses in how leaders are held to account across the local area
- the inequality of access to services and variability of experience for children and young people who have special educational needs and/or disabilities and their families
- the wide variances in the quality of education, health and care plans caused by weaknesses in the planning and transition processes
- the lack of effective co-production with parents when designing and delivering services and when planning for their individual children's needs
- poor joint commissioning arrangements that limit leader's ability to ensure that there are adequate services to meet local area needs.

Since the inspection, the Borough's Director of Children's Services, Achieving for Children and the CCG's Director of Strategy and Operations, and Director of Quality have been working with services and stakeholders to understand the actions we need to take to make improvements. These include: PaCiP; employees of RBWM and WAM CCG; schools and colleges; Schools Forum; Public Health; Berkshire Healthcare Foundation Trust (BHFT) and other health care providers.

This is our statement of action. It sets out:

1. Our vision
2. The value of coproduction;
3. Key Themes from the inspection.
4. The framework we will use to measure our performance.
5. A summary of the outcomes we are seeking to achieve to address the weaknesses identified and the improvements we will make;

The action plan within the written statement of action will be overseen and scrutinised by a new multiagency SEND Steering Board. This will be an evolution of our existing multi agency SEND improvement group.

1. Our vision and principles.

Our vision for children and young people with SEND in RBWM was discussed at length during the co-production of the SEND strategy shared with the inspection team. These principles and priorities remain and underpin the actions which support our written statement.

In RBWM we are committed to developing inclusive communities which are welcoming to all. Our vision for Special Educational Needs and Disabilities (SEND) underpins this commitment. It is:

"To ensure that every child and young person with SEND in the borough is safe, has access to equal opportunities and is enabled to reach their full potential"

We are committed to securing the best possible outcomes for children and young people with SEND. We want them and their families to: feel valued; be able to participate; and be empowered to have choice and control. We will work together to give children and young people with SEND in RBWM every chance to be the best that they can be. We want them to enjoy a healthy and happy family life and to go to an educational establishment that meets their needs as near to their home as possible.

Our SEND strategy focuses on three major priorities. These priorities run alongside the written statement of action. They are:

1. work to ensure that appropriate emotional wellbeing and mental health services are available to all children and young people.
2. support early year's settings, schools and others to be fully inclusive and improve educational outcomes for children and young people with SEN and Disabilities.

3. improve educational achievement for young people post 16 and ensure effective transitions into adulthood.

Three principles underpin our aspirations.

1. Involve children and young people and their parents and carers in all decisions about them, promoting independence and autonomy through to adulthood.
2. Enable inclusion and participation in all aspects of family, school and community life in a local and inclusive setting, making the best possible use of available resources.
3. Secure the right support at the right time for families by working in partnership with schools, health, social care and other key partners.

2. The value of coproduction

We will build on our coproduction partnerships and continue to make sure that the right people are involved in delivering the improvements set out in this plan in the same way as the strategy was developed. This work will include contributions from councillors, senior leaders, partners, schools, colleges, staff, PaCiP, and young people. Improvement work will be delivered through a SEND working groups overseen by the SEND Steering Board.

As part of this commitment, we will work with PaCiP to develop the understanding of coproduction for all stakeholders and use the model when designing changes to deliver the SEND strategy. We recognise that working with our partners within PaCiP we should ensure that co-production:

- Is recognised as important, valued, planned and is adequately resourced.
- is clearly viable at all stages in the planning, delivery and monitoring of services
- clearly describes roles for children, young people and parents
- builds into the process, strong feedback mechanisms to ensure that children, young people and parents understand the impact of their participation.

3. Key Themes from the inspection.

We have identified/recognised a set of Themes linked directly to the areas of weakness identified by inspectors. These are provided in the table below along with a summary of the key improvements that we will make to have the greatest impact.

Theme 1: Tardiness and delay in establishing strategies to implement the reforms effectively	
What Ofsted and CQC said	Outcome we are seeking to achieve
<i>"There is too little evidence of leaders' actions resulting in improvements to the experiences and outcomes of children and young people who have special educational needs and/or disabilities and their families."</i>	Clear strategic leadership to be evident in improved "customer" experience. Strategic leadership to roll out the co-production model across all services. Evidence that the child is at the centre of our system through case studies highlighting action and impact.
Theme 2: The lack of leadership capacity across local area services, such as the time given to the role of the DCO	
What Ofsted and CQC said	Outcome we are seeking to achieve
<i>"The clinical commissioning group's designated clinical officer (DCO) is under resourced. The time allocated for the role does not reflect the Children's Disability Council guidance and so the DCO's availability to lead the strategic agenda is limited."</i>	The outcome should be the employment of a dedicated Head of Children and Families to provide additional operational and strategic support to the DCO. Leaders have a secure and robust overview of the local areas effectiveness. SEND reforms are well known by all staff involved with SEND. Improved management of SEND processes. Multiagency decision making at panel improves fairness.
Theme 3: Poor use of management information to secure a robust overview of the local area's effectiveness	
What Ofsted and CQC said	Outcome we are seeking to achieve
<i>"Leaders across education, healthcare and care do not have effective oversight of the number of children and young people who have special educational needs and/or disabilities being supported across services."</i>	Robust and accurate data, across all agencies, for all children with SEND. (With and without an EHC plan). Transparent and published data which indicates the effectiveness of different elements of the SEND system.
Theme 4: Weaknesses in how leaders are held to account across the local area	
What Ofsted and CQC said	Outcome we are seeking to achieve
<i>"Furthermore, a lack of robust accountability measures means that not enough is being done to tackle these inconsistencies and to hold leaders and services to account."</i>	Improved information will allow transparent assessment of the effectiveness of systems in the local area and clarify governance and commissioning arrangements to ensure accountability. Leaders and services providers demonstrate responsibility and accountability for their role in SEND improvements and are held to account for under performance
Theme 5: The inequality of access to services and variability of experience for children and young people who have special educational needs and/or disabilities and their families	

What Ofsted and CQC said	
<i>"There is too much variability in the implementation of the reforms across the local area. Despite pockets of good practice, joint working is not consistent enough."</i>	Greater consistency in expectation and understanding of responsibility and accountability across all service providers, including schools. Transparency and co-production in all SEND development activities including early help as well as EHCP related activity and processes. Publish via the Local Offer action plans with leads that hold accountability and responsibility for delivery and embedding of the SEND reforms.
Theme 6: The wide variances in the quality of education, health and care plans caused by weaknesses in the planning and transition processes	
What Ofsted and CQC said	
<i>"Systems and processes around the application for, and management of education, health and care (EHC) plans are not working well enough."</i>	All stakeholders have a good understanding of the systems and processes for EHC plans and how they will be continuously improved. Consistent and robust systems and processes implemented for all aspects of the EHCP processes, including preparing for adulthood. Improved experience for children, young people and families. Equitable access to resources.
Theme 7: The lack of effective co-production with parents when designing and delivering services and when planning for their individual children's needs	
What Ofsted and CQC said	
<i>"Co-production at a strategic level is not as well established as it should be, considering that the reforms were introduced in 2014."</i>	Parent / Carers/ young people feel better informed and that their child young person's needs / experiences are shaping services and they are receiving the appropriate services to meet their needs and the development of new approaches.
Theme 8: Poor joint commissioning arrangements that limit leaders' ability to ensure that there are adequate services to meet local area needs.	
What Ofsted and CQC said	
<i>"Joint commissioning is under-developed. This means that in a period of declining budgets, opportunities to pool resources to tackle areas of need in the local area are under-utilised."</i>	To have evidence of a robust system of joint commissioning and procurement which improves the effectiveness of services available, identifies gaps and plans future strategies to support children and young people with SEND.

4. How will we manage performance?

We have adopted an “outcomes based accountability” structure to manage performance. Full training will be offered to contributors. For each of the areas for development we will be asking three questions. The SEND Steering Group will review progress and update the following table as part of the published report. The initial version is populated with questions that have been proposed during the development of this statement.

How much did we do?	How well did we do it?
<ul style="list-style-type: none"> ● Number of case audits completed ● Number of conversions from statements to EHCP ● Number of professionals completing training (by type) ● Number of children placed out of borough ● Number of places available in SEN Resource Provision ● Number of places available in RBWM Special Schools for children with complex SEND ● Attendance at commissioning and decision making meetings ● Number of inclusion self-evaluation frameworks completed 	<ul style="list-style-type: none"> ● % of new EHCP completed within statutory timescales ● Quality of assessments and plans (case audits report) <ul style="list-style-type: none"> ○ Outcomes focused ○ Personalised ○ Voice of child ● Customer experience survey ● Waiting times for specialist services ● Training evaluation ● Satisfaction of educational settings on quality of support offered
Is anyone better off as a result?	
<ul style="list-style-type: none"> ● % children and young people meeting goal based outcomes (measured at review) in their Education Health and Care plans ● Key Stage 2 attainment ● Educational progress of children with SEND ● Pupil absence rates of children with SEND ● Pupil exclusion rates of children with SEND 	

We recognise that some outcome measures are achieved over months and in some cases, years. We will therefore choose the best measures available to inform our progress reporting.

5. A summary of the outcomes we are seeking to achieve to address the identified weaknesses.

Theme 1: Tardiness and delay in establishing strategies to implement the reforms effectively						Progress (BRAG) Blue: completed and embedded Green: on track, no concerns Amber: on track, Minor concerns Red: little progress major concerns. White: not started		
General outcomes: <ul style="list-style-type: none"> • Leaders across the local area are embracing accountability and responsibility for the implementation of the SEND reforms. • Regular publication of progress in implementing the reforms on the Local Offer. • A strategic direction for meeting the needs of all children and young people with SEND. 								
Theme owner: Director of Children’s Services								
Ofsted Main Finding 1.1		Leaders across the local area are not implementing the reforms required by legislation in a timely manner.						
Required Outcome	Action	Lead	Date for delivery	Monitoring dates				Progress/impact to date
				Dec 17	March 18	June 18	Sept 18	
a. Accountability structure in place	Establish a high level SEND Steering Board made up of local authority, Health, Schools, and Parents that will hold all agencies to account for the delivery of the Action Plan and direct the outcomes of the resulting work stream groups.	DCS and CCG lead	By the time this plan is published.	G				Progress The SEND Steering Board membership has been confirmed and the group will meet on 16 th November to review the initial actions towards delivering the Action plan. Impact

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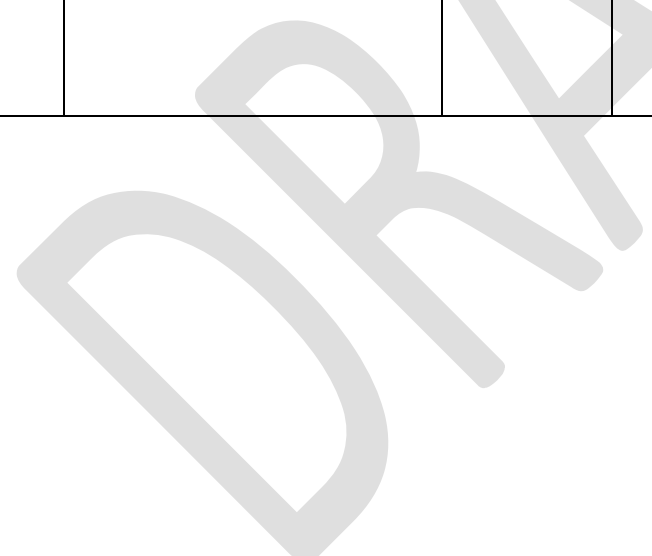
b. Clear communication from the SEND steering board to all partners and service users.	Publish termly (on the Local Offer pages) progress on the implementation of the action plan which addresses the issues within the WSOA.	Chair of the SEND Steering Board	Termly beginning Dec 17					Progress Impact
c. A working group in place with capacity and responsibility to deliver of key aspects of the reforms.	Establish a local leader's strategy working group to support the area-wide commitment to drive through SEND improvements.	Chair of the SEND Steering Board	Monthly meeting beginning in Dec 17	G				Progress. A wide array of local area leaders including from the parent group, schools and health agencies have taken part in the generation of the WSOA and have committed to support the development of actions to deliver the SEND strategy. This group is referred to as the "SEND working group". Impact
Ofsted Main Finding 1.2	Though late in the day, leaders are consulting on a new SEND strategy which details how they intend to work together to implement the reforms.							
a. Publication of a 2017 - 2020 SEND strategy	Complete the consultation on the SEND strategy.	DCS and CCG lead	Feb 2018	G				Progress. SEND strategy has been co produced with all interested stakeholders in recent months. The final draft will be reviewed by the SEND working party to establish a phased implementation plan and process for wide consultation. Impact
b. Publication of a 2017 - 2020 SEND strategy an implementation plan which details actions that need to be taken in order to achieve the priorities in the strategy.	Develop an implementation plan, overseen by the SEND Steering Board and led by the SEND working party.	SEND steering board	Feb 2018	G				Progress SEND implementation plan has been produced for consultation with all interested stakeholders in recent months. The final draft will be reviewed by the SEND working party to establish a process for wide consultation.

c. A well communicated strategy and successful “buy in” from all stakeholders.	Launch an annual “Inclusion Summit” which is open to all so that clear progress can be demonstrated in implementing the reforms.	Service Leader, CYPDS, PACIP,DCO	March 2018					Progress impact
d. Understanding and commitment to inclusion from all providers of education. (a major principle underpinning the strategy).	Develop an “Inclusion Charter” so every child and their family understand the commitments that all parts of the system have made to help them succeed.	DCS	March 2018					Progress impact
Ofsted Main Finding 1.3	Nor have local area leaders fully understood the depth of concern felt among their parents. Leaders have not recognised the limited progress in improving the experience and outcomes for children and young people who have special educational needs and/or disabilities which results from their slow and piecemeal implementation of the reforms.							
a. Effective partnership working	Strengthen and develop the work with PaCiP as a group to represent views of parents to shape services.	Service Leader, CYPDS, PACIP,DCO	ongoing					Progress PaCiP colleagues are engaged in the development of this plan and have established a wider group of members trained in co-production Impact
b. Improved partnerships and shared responsibility and accountability.	Integrate feedback systems for young people and their families in all stages of service delivery to allow for ongoing improvement.	Service Leader, CYPDS, PACIP,DCO	Jan 2018					Progress impact
	Work with schools and other educational settings to ensure that the graduated approach to SEND best practice is known and used across the borough.	Service Leader, CYPDS, PACIP,DCO	Feb 2018					Progress Graduated response booklet is being reviewed based on feedback from leading SENCOS. Impact

c. Improved profile of SEND in all aspects of youth council work. Active promotion of information and understanding of SEND.	Ensure that children with SEND are included on the local youth council to ensure this group are represented in the voice of the child work across the borough	Service Leader, CYPDS,	March 2018	G		<p>Progress Local authority youth engagement officer is seeking to identify willing young people from this cohort to take part in “Kickback” processes</p> <p>Impact</p>
d. Clear communication to all partners and service users on progress in implementing the reforms.	Increase focus on the Local Offer ensuring this is up to date and includes a regular SEND newsfeed.	Service Leader, CYPDS, PACIP,DCO	Jan 2018	G		<p>Progress CYPDS team have recruited additional resource to support the development of the local offer</p> <p>Impact</p>

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Theme 2: The lack of leadership capacity across local area services, such as the time given to the role of the DCO					Progress (BRAG)			
General Outcomes: <ul style="list-style-type: none"> • DCO has capacity to fulfil the role as indicated in the CDC guidance. • DCO to be fully engaged in all SEND development activity across the borough • DCO to be the source of information, data, trends for SEND and training for health colleagues. • Enhanced capacity stability of the SEN casework team. • Shared leadership across the area. 					Blue: completed and embedded Green: on track, no concerns Amber: on track, Minor concerns Red: little progress major concerns. White: not started			
Theme owner: Director of Children’s Services /DCO								
Ofsted Main Finding 2.1		<i>The clinical commissioning group’s designated clinical officer (DCO) is under resourced. The time allocated for the role does not reflect the Children’s Disability Council guidance and so the DCO’s availability to lead the strategic agenda is limited.</i>						
Required Outcome	Action	Lead	Date for delivery	Monitoring dates				Progress/impact to date
				Dec 17	March	June 18	Sept 18	



a. DCO has capacity to fulfil the role as indicated in the CDC guidance.	Agree with the CCG the reasonable capacity for the DCO to lead and manage the strategic agenda under the CDC guidance. Flexibility of the role to be agreed to: a) Raise the profile of SEND locally with GPs and health care staff. b) Identify gaps in current provision, and support the development of business cases and option appraisals DCO to developed and distribute across the health economy a bi-annual newsletter on SEND.	DCO/CCG	December 2017	G		<p>Progress Capacity of DCO has been discussed within the CCG. The DCO now has additional, flexible capacity to fulfil the CDC guidance.</p> <p>Appointment of a full time Head of Children and Families has been made and will be in post January 2018. Transition arrangements to support the DCO are currently in place</p> <p>impact</p>
b. Clear communication to all Health staff on progress in implementing the SEND reforms.	DCO to forward all relevant policy updates to health colleagues within the RBWM health economy, in a timely manner	DCO	ongoing			<p>Progress</p> <p>impact</p>
c. DCO to be fully engaged in the strategic development of all SEND initiatives across the borough.	DCO to be part of SEND Steering Board and active member of the working party.	DCO	Dec 2017	G		<p>Progress DCO is a member of SEND Steering Board.</p> <p>impact</p>
	DCO to be a member of EHCP quality assurance group.	DCO	Dec 2017	G		<p>Progress. Arrangements are in place for DCO involvement in Quality monitoring of EHC plans. DCO is leading the partnership development of policy and guidance in this area.</p> <p>Impact</p>

d. Clear communication to all partners and service users on progress in implementing the reforms.	Oversee content of the Local Offer; ensure all Health references are accurate and up-to-date.	DCO/ BHFT	Dec 2017	G			<p>Progress Local offer now captures all health information.</p> <p>impact Users of the local offer can access all health information alongside and in context of special educational needs.</p>
	Monitor data / trends in SEND referrals via the SEND Co-ordinator	DCO/ BHFT	April 2018				<p>Progress</p> <p>impact</p>
Ofsted Main Finding 2.2	Key challenges, such as changes to the leadership structure at the Royal Borough of Windsor and Maidenhead (RBWM), and continued turnover of administrative staff, have limited the capacity to drive through the reforms						
a. Shared responsibility for the implementation of the SEND reforms. This will enhance the leadership capacity across the area.	Work with schools and other educational settings to bring to life the leadership requirements of the graduated approach to SEND.	Service Leader, CYPDS	January 2018	G			<p>Progress The SEND Steering Board has been established and the timetable for the activities within the action plan have been developed.</p> <p>impact</p>
b. Shared leadership, responsibility and accountability for early identification and delivering outcomes through the SEND Strategy.	Co-produce the SEND strategy and implementation plan.	SEND Steering Board	January 2018	G			<p>Progress SEND strategy has been co-produced with all interested stakeholders in recent months. The final draft will be reviewed by the SEND strategy group to establish a phased implementation plan and process for wide consultation.</p> <p>Impact</p>

c. Staff in educational settings have the appropriate skills and abilities to identify and meet the needs of CYP with SEND.	Develop the use of educational networks and experience to share good practice to develop SEND capacity across the area.	Service Leader, CYPDS	January 2018	G				Progress An effective SENCO group already exists within the Borough and work is underway to expand its reach impact
d. Increased case officer capacity.	The service will add capacity with two case officers focussed on the more challenging cases, either new or existing to ensure their effective resolution without impact on other cases.	Service Leader, CYPDS	April 2018	G				Progress The CYPDS team has established a plan to create the capacity in this team from April 2018 impact
Ofsted Main Finding 2.3		<i>There is too little evidence of leaders' actions resulting in improvements to the experiences and outcomes of children and young people who have special educational needs and/or disabilities and their families.</i>						
a. Clarity for service users on where to go to access appropriate services and resources for Emotional Health and Wellbeing and CAMHS. This will help to reduce waiting times for SEMH support.	Create an Emotional Health and Wellbeing plan that seamlessly links to the CAMHS transformation strategy.	CCG Lead, Service Leader, CYPDS	March 2018					Progress impact
b. Improved experience of young people with SEND in transition into adulthood.	Introduce specific 18-25 "Preparing for adulthood" pathway.	Service Leader, CYPDS, PaCiP	December 2017					Progress impact
c. Clarity for parents and carers on what is available for children with SEND pre-school.	Health Visitors to begin providing an introductory welcome pack to families.	Service Leader, Education Leadership	April 2018					Progress impact

Theme 3: Poor use of management information to secure a robust overview of the local area's effectiveness						Progress (BRAG)			
General Outcomes:						Blue: completed and embedded Green: on track, no concerns Amber: on track, Minor concerns Red: little progress major concerns. White: not started			
<ul style="list-style-type: none"> Greater collective responsibility for CYP with SEND by publishing good quality management information Identification of those children with SEND whose difficulties have not been identified. No CYP drops between services because of poor management information. Gaps Identified in locally organised SEND provision and support offered to schools to creatively meet needs. 									
Theme owner: Service Leader for CYPDS									
Ofsted Main Finding 3.1		<i>A lack of robust accountability measures means that not enough is being done to tackle these inconsistencies and to hold leaders and services to account.</i>							
Required Outcome	Action	Lead	Date for delivery	Monitoring dates				Progress/impact to date	
				Dec 17	March	June	Sept 18		
a. Accountability structure in place	The SEND Steering Board accountability and governance structure is communicated and regularly reports on progress.	DCS and CCG lead	By the time this plan is published.	G				Progress The SEND Steering Board has been established and the timetable for the activities in the action plan has been developed. impact	
b. Understanding and commitment to inclusion from all providers of education. (a major principle underpinning the strategy).	Develop an "Inclusion Charter" so every child and their family understand the commitments that all parts of the system have made to help them succeed.	Service Leader, CYPDS, PaCiP	March 2018					Progress impact	

c. Improved partnerships and greater collective accountability for SEND educational inclusion.	Establish an inclusion quality mark for schools and colleges to allow parents and young people to compare different approaches to inclusion.	DCS	March 2018					Progress impact
d. Comprehensive communication of the SEND strategy and “buy in” from all stakeholders.	Launch an annual “Inclusion Summit” which is open to all so that clear progress can be demonstrated in implementing the reforms.	Service Leader, CYPDS, PACIP, DCO	March 2018					Progress impact
Ofsted Main Finding 3.2	However, leaders have not recognised that the data masks inequalities in the assessment, provision and outcomes for pupils who have special educational needs and/or disabilities across the local area.							
a. Identification of those children with SEND whose difficulties have not been identified.	Establish a comprehensive participant satisfaction and feedback survey at key stages to obtain an understanding of whether some children and young people’s SEND remains unmet.	Service Leader for CYPDS/ DCO	April 2018					Progress Service Leader for CYPDS is considering several options for feedback survey, based on Health “friends and family” questions. Embed the Active Involvement Strategy impact.
b. No CYP drops between services with their needs remaining unmet as a result of poor information sharing.	Update data systems to ensure that children and young people with SEND are clearly identifiable to other appropriate services and professionals.	Service Leader for CYPDS	December 2017					Progress Local Authority data system specification under development. impact
c. Regular accurate data reports commissioned to inform managers of outcomes of SEND CYP, at individual, school and borough wide.	Create a regular specific data set for measuring the outcomes in SEND (Include Healthy Child programme).	Service leader for CYPDS / DCO	December 2017					Progress School level population data shared during September and further work on the appropriate statistics is under way with plan for first Annual report at the Inclusion Summit. impact

d. Annual 3 year trend data sets to inform leaders on SEND inclusion, assessments and services accessed. (school level)	Develop an Annual Trends report that shows inclusion rates, assessment and plan generation rates, service usage statistics and feedback from young people and their families in order to demonstrate progress.	Service leader for CYPDS / DCO	March 2018					Progress impact
Ofsted Main Finding 3.3	<i>This means that in a period of declining budgets, opportunities to pool resources to tackle areas of need in the local area are under-utilised.</i>							
a. An annual SEND multiagency needs assessment to inform joint commissioning decisions.	Develop an Annual Trends report so that commissioners can make improved budget and service planning decisions for young people.	Service Leader, CYPDS / DCO	March 2018 and annually.					Progress School level population data shared during September and further work on the appropriate statistics is under way with plan for first Annual report at the Inclusion Summit. impact
b. Gaps Identified in locally organised SEND provision and support offered to schools to creatively meet needs.	Support cluster groups of schools to bridge gaps of provision in their area through training and signposting.	Service Leader, CYPDS / DCO	March 2018					Progress impact

Theme 4: Weaknesses in how leaders are held to account across the local area						Progress (BRAG)			
General Outcomes: <ul style="list-style-type: none"> Improved experience and outcomes for children and young people. Improved partnerships and greater collective accountability for SEND educational inclusion. Robust accountability measures to assist staff in meeting the needs of children and young people who have special educational needs and/or disabilities. Improved pace of implementation of SEND reforms. 						Blue: completed and embedded Green: on track, no concerns Amber: on track, Minor concerns Red: little progress major concerns. White: not started			
Theme owner: Director of Children's Services									
Ofsted Main Finding 4.1		<i>A lack of robust accountability measures means that not enough is being done to tackle these inconsistencies and to hold leaders and services to account. Inequalities in the quality of identification, assessment and meeting the needs of children and young people who have special educational needs and/or disabilities therefore remain.</i>							
Required Outcome	Action	Lead	Date for delivery	Monitoring dates				Progress/impact to date	
				Dec 17	March	June 18	Sept 18		
a. Accountability for inclusion through specificity of roles and responsibilities.	Clarity of roles and responsibilities of those involved with young people with SEND in the area are set out in the Inclusion Charter along with the area-wide measures that demonstrate progress for young people	Service Leader for CYPDS / DCO	March 2018					<i>Progress</i> <i>impact</i>	
b. Improved partnerships and greater collective accountability for SEND educational inclusion.	Develop an Inclusion Quality Mark for schools.	DCS	March 2018					<i>Progress</i> <i>impact</i>	

c.	DCO to be fully engaged in the strategic development of all SEND initiatives across the borough.	Introduce a multiagency Quarterly monitoring of Quality within the EHCP process.	Service Leader, CYPDS/DCO	January 2018	G				Progress Quarterly multi agency monitoring has been discussed at regular meetings since July 17. A draft plan is being put together by DCO. impact
d.	Consistency across educational settings in the quality of identification and assessment of SEND.	Refresh the EHCP process and publish a handbook outlining the standard process for all assessments.	Service Leader CYPDS	January 2018					Progress impact
e.	Robust accountability measures to assist staff in meeting the needs of children and young people who have special educational needs and/or disabilities.	Develop an Annual Trends report that shows inclusion rates, assessment and plan generation rates, service usage statistics and feedback from young people and their families in order to demonstrate progress.	Service Leader CYPDS	March 2018	G				Progress School level population data shared during September and further work on the appropriate statistics is under way with plan for first Annual report at the Inclusion Summit. impact
Ofsted Main Finding 4.2		Leaders have not recognised the limited progress in improving the experience and outcomes for children and young people who have special educational needs and/or disabilities which results from their slow and piecemeal implementation of the reforms.							
a.	Improved pace of implementation of SEND reforms.	The SEND Steering Board will hold partners to account and guide the work of the working party to ensure corrective action is planned.	DCS/ CCG lead	Dec 2017	G				Progress The SEND Steering Board membership has been confirmed and the group will meet in November to review the initial actions towards delivering the Action plan. impact

b. Comprehensive communication on the progress in improving the experience and outcomes for children and young people who have special educational needs and/or disabilities.	The report from the SEND Steering Board will be published on the local offer and reported to the Council's Children's Overview and Scrutiny Panel in addition to the CCG Board, the Health and Well Being Board, Schools Forum and the Department for Education.	DCS/ CCG lead	April 2018	G			<p>Progress CYPDS has increased resources to support the development of the local offer.</p> <p>impact</p>
c. Clear progress can be demonstrated in implementing the reforms.	The annual Inclusion Summit will provide a public forum to reflect on progress, share next actions and provide an opportunity to make connections.	Service Leader CYPDS / DCO	March 2018				<p>Progress</p> <p>impact</p>
d. Improved experience and outcomes for children and young people.	Develop a comprehensive participant satisfaction and feedback survey at key stages to ensure children, young people and their family's views are heard by leaders and managers	Service Leader CYPDS / DCO/ PaCiP	Jan 2018	G			<p>Progress A number of services already use feedback and a standardised approach, based on Health sector "friends and family" question is being developed.</p> <p>impact</p>

Theme 5: The inequality of access to services and variability of experience for children and young people who have special educational needs and/or disabilities and their families						Progress (BRAG)			
General Outcomes: <ul style="list-style-type: none"> • Consistency in the way that services for CYP with SEND are delivered. • Transparency in the early identification and education systems for Children and young people with SEND. • Staff in educational settings make use of local area resources to develop appropriate skills and abilities to identify and meet the needs of CYP with SEND. • Monitoring of educational provision to ensure consistency. 						Blue: completed and embedded Green: on track, no concerns Amber: on track, Minor concerns Red: little progress major concerns. White: not started			
Theme owner: Director of Children's services/ Head Teachers /CCG									
Ofsted Main Finding 5.1		<i>Inequalities in the quality of identification, assessment and meeting the needs of children and young people who have special educational needs and/or disabilities therefore remain.</i>							
Required Outcome	Action	Lead	Date for delivery	Monitoring dates				Progress/impact to date	
				Dec 17	March 18	June 18	Sept 18		
a. Understanding and commitment to inclusion from all providers of education. (a major principle underpinning the strategy).	Develop an "Inclusion Charter" so every child and their family understand the commitments that all parts of the system have made to help them succeed.	DCS, CCG Lead	March 2018	G				Progress DCS and CCG Lead have prepared a bid for resources from the Better Care Fund to provide this support for three years to support the development of school practice impact	

b. Transparency and equality in the early identification and education systems for Children and young people with SEND.	Establish an inclusion quality mark for schools and colleges to allow parents and young people to compare different approaches to inclusion and encourage the improvement of services amongst schools and colleges	Service Leader, CYPDS	March 2018					Progress impact
c. Comprehensive specialist advice and support in place to educational settings.	Employ a SEN Inclusion Advisor to help schools develop their practice and support the achievement of the inclusion quality mark.	DCS	April 2018	G				Progress A significant training offer for schools is already in place and this will be reviewed as part of the SEND strategy group to ensure the best access to it impact
	Schools have access to and prioritise attendance at appropriate training and support to ensure accurate early identification of young people with SEND.	Service Leader, Education Leadership	April 2018					Progress impact
Ofsted Main Finding 5.2	<i>Some school leaders make very good use of local area resources to follow up concerns about children and young people's development. However, other schools take a much less proactive approach. Where this is the case, too many children and young people are not properly assessed, their needs not appropriately identified and then not met well enough</i>							
a. Staff in educational settings use local area resources to develop appropriate skills and abilities to identify and meet the needs of CYP with SEND.	Develop the use of educational networks and experience to share good practice to develop SEND capacity across the area.	Service Leader, Education Leadership	December 2017	G				Progress An effective SENCO group already exists within the Borough and work is underway to expand its reach impact

b. Consistency of practice and specialist knowledge for those involved with children and young people with SEND.	Published information and strategies improve consistency and knowledge for those involved with children and young people with SEND.	Service Leader, CYPDS / DCO	January 2018	G			<p>Progress</p> <p>The education leadership team data sharing platform can be extended to support this need.</p> <p>impact</p>
c. Good use of local area resources.	The local offer provides accurate information for voluntary groups that can support young people with SEND. Where possible these groups are provided with non-financial support to enable better reach to young people	Service Leader, CYPDS / DCO	March 2018	G			<p>Progress</p> <p>The CYPDS team has increased resources for the local offer and voluntary sector organisations will be invited to register or refresh their information during Jan-Mar 2018.</p> <p>impact</p>
d. Robust accountability measures to assist staff in meeting the needs of children and young people who have special educational needs and/or disabilities.	Develop an Annual Trends report that shows inclusion rates, assessment and plan generation rates, service usage statistics and feedback from young people and their families in order to demonstrate progress.	Service Leader, CYPDS / DCO	March 2018				<p>Progress</p> <p>impact</p>
e. Investment and commitment from the schools in RBWM.	The Schools Forum will be asked to support a proposal to provide additional resources to those schools with the highest levels of children with EHCPs in the main school	DCS	December 2017	G			<p>Progress</p> <p>There is an existing allocation within the budget which spreads resources across a wide range of schools; it is proposed to sharpen that formula to drive more targeted support.</p> <p>impact</p>

Theme 6: The wide variances in the quality of education, health and care plans caused by weaknesses in the planning and transition processes						Progress (BRAG)			
General Outcomes: <ul style="list-style-type: none"> Increased staffing in place Transparency in decision making. Multi agency quality monitoring of EHC plans in place 						Blue: completed and embedded Green: on track, no concerns Amber: on track, Minor concerns Red: little progress major concerns. White: not started			
Theme owner: Service Leader, CYPDS									
Ofsted Main Finding 6.1		Systems and processes around the application for, and management of education, health and care (EHC) plans are not working well enough.							
Required Outcome	Action	Lead	Date for delivery	Monitoring dates				Progress/impact to date	
				Dec 17	March	June 18	Sept 18		
a. Explicit systems and processes for the application and manging EHC plans.	The EHCP progress handbook will be refreshed following a review of the processes. It will include: a communication standard, specific timescales and case escalation procedures.	Service Leader, CYPDS	December 2017					Progress impact	
b. Transparency in decision making.	Provision of consistent feedback to teams, schools and parents which gives transparency in peer moderated, decision making.	Service Leader, CYPDS	March 2018					Progress impact	
c. The active use of feedback to improve systems and processes	Service users will be able to provide feedback at each stage of the process and after every engagement with the service through a simple text-based survey.	Service Leader, CYPDS	March 2018					Progress impact	

d. Investment to make the management of SEND CYP with complex issues more personal.	The service will add capacity with two case officers focussed on the more challenging cases, either new or existing to ensure their effective resolution without impact on other cases.	Service Leader, CYPDS	April 2018				Progress impact
e. Early identification and assessment of SEND.	Review the SEND support, advice and enhanced provision for pre-school settings.	Service Leader, CYPDS	December 2017				Progress impact
Ofsted Main Finding 6.2		Despite recent improvement in the proportion of new plans completed in the statutory 20-week timescale, the quality of EHC plans and the process for administering them is too variable.					
a. Multi agency quality monitoring of EHC plans in place.	A multi-agency EHCP audit programme will undertake deep dive audits of: initial assessments, review assessments and transition processes to drive up quality of plans.	Service Leader, CYPDS/ DCO	December 2017				Progress Quarterly multi agency monitoring has been discussed at regular meetings since July 17. A draft plan is being put together by DCO. impact
b. The active use of feedback to improve systems and processes.	Young people and families will be able to provide specific feedback on their plans and annual reviews in an easy to access text based system.	Service Leader, CYPDS	March 2018				Progress impact
c. Transparency in decision making.	The decision making panels will continue to be multiagency with increased clarity and accountability to simplify and accelerate the processes.	Service Leader, CYPDS/ DCO	December 2017				Progress Panels have included school representatives for several years, on an individual basis. Discussions are underway to formalise those arrangements impact

d. Transparency with actions taken as a result of feedback.	The SEND Steering Board will review the outcome of the audits and include a summary in their regular report which will be published on the local offer.	DCS	March 2018					Progress impact
Ofsted Main Finding 6.3		Many EHC plans include too little contribution from health and social care services. As a consequence, the intended outcomes within weaker plans are focused entirely on educational achievement, and so do not support children and young people to achieve better health and social care outcomes.						
a. Awareness of the importance of all dimensions of the EHC plan.	Develop an "Inclusion Charter" so every child and their family understand the commitments that all parts of the system have made to help them succeed.	Service Leader, CYPDS	March 2018					Progress impact
b. Multi agency quality monitoring of EHC plans in place.	A multi-agency EHCP audit programme will undertake deep dive audits of: initial assessments, review assessments and transition processes to drive up quality of plans.	Service Leader, CYPDS / DCO	December 2017					Progress Quarterly multi agency monitoring has been discussed at regular meetings since July 17. A draft plan is being put together by DCO impact
c. Greater freedom of choice in the support that CYP with SEND can access.	Increase the number of young people accessing personal budgets and direct payments with an "EHC personal budgets" policy.	Service Leader, CYPDS / DCO	April 2018					Progress impact

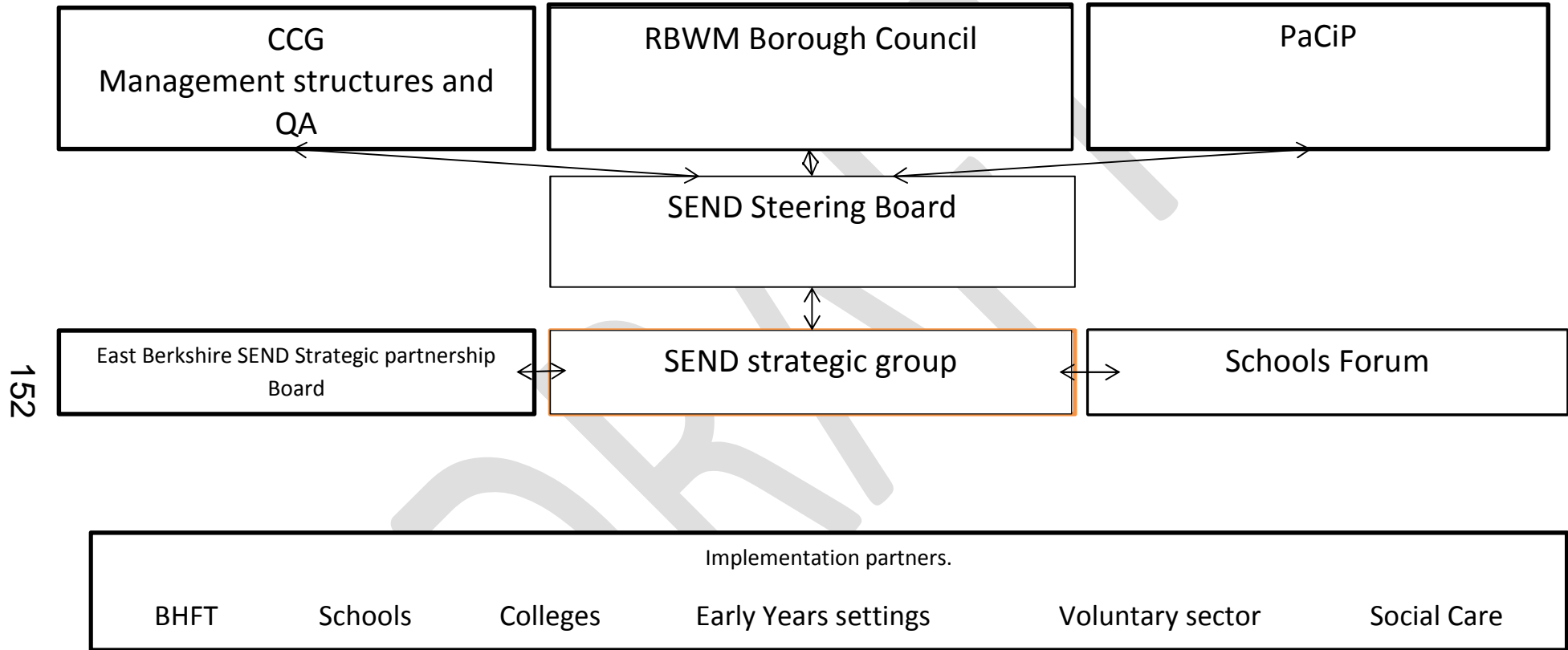
Theme 7: The lack of effective co-production with parents when designing and delivering services and when planning for their individual children's needs						Progress (BRAG)			
General Outcomes:						Blue: completed and embedded			
<ul style="list-style-type: none"> Co-production embedded. 						Green: on track, no concerns			
Theme owner: DCO/AD (CCG) Service Leader, CYPDS/ PaCiP						Amber: on track, Minor concerns			
Ofsted Main Finding 7.1						Co-production at a strategic level is not as well established as it should be, considering that the reforms were introduced in 2014			
Required Outcome	Action	Lead	Date for delivery	Monitoring dates				Progress/impact to date	
				Dec 17	March	June 18	Sept 18		
a. Co-production embedded.	Work with PaCiP to develop the shared understanding of co-production values and techniques so that all services can engage effectively for young people.	Service Leader, CYPDS / DCO / PaCiP Chair	April 2018	G				Progress PaCiP has already trained several parents and invited the agencies to be part of that process. impact	
Ofsted Main Finding 7.2						The re-launch of the Parents and Carers in Partnership (PaCiP) is very recent and is yet to have an impact.			
b. PaCiP supported to develop reach and breadth of parental representation.	Strengthen and develop the use of PaCiP as a group to represent views of parents to shape services.	Service Leader, CYPDS, PaCiP, IAS DCO	ongoing					Progress impact	

c. Use the Local Offer to spread knowledge and coverage of PaCiP.	Raise the profile of PaCiP locally with educational settings, libraries, GPs and health care staff.	Service Leader, CYPDS, PaCiP, IAS DCO	ongoing				Progress impact
d. Raise profile of co-production and PaCiP.	Ensure high profile engagement with PaCiP at the Inclusion Summit and promote their involvement at all stages in the journey of a young person.	Service Leader, CYPDS, PaCiP, IAS DCO	March 2018				Progress impact
Ofsted Main Finding 7.3		Plans are in place to improve co-production, but currently parents in the local area have little faith that this will lead to an improved situation.					
a. Use and promote the local Offer.	Increase focus on the Local Offer ensuring this is up to date and includes a regular SEND newsfeed which encourages participation.	Service Leader, CYPDS / PaCiP	April 2018	G			Progress CYPDS have increased resource for the local offer to increase its impact. impact
b. Shared outcome information.	Develop an Annual Trends report which includes feedback from young people and their families in order to ensure service planning decisions are influenced by the young people they impact on	DCS	March 2018				Progress impact
c. Co-produce inclusion summit.	Hold the first Annual Inclusion Summit so that young people, parents/carers, schools, voluntary organisations and partners come together to reinforce the commitment to inclusion within the borough.	Service Leader, CYPDS	March 2018	G			Progress School level population data shared during September and further work on the appropriate statistics is under way with plan for first Annual report at the Inclusion Summit. impact

Theme 8: Poor joint commissioning arrangements that limit leaders' ability to ensure that there are adequate services to meet local area needs.						Progress (BRAG)			
General Outcomes:						Blue: completed and embedded Green: on track, no concerns Amber: on track, Minor concerns Red: little progress major concerns. White: not started			
• SEND strategy in place.									
• Systems are in place to ensure collaborative planning and commissioning.									
• Joint commissioning strategy in place.									
Theme owner: CCG/ LA									
Ofsted Main Finding 8.1		Joint commissioning is under-developed. This means that in a period of declining budgets, opportunities to pool resources to tackle areas of need in the local area are under-utilised.							
Required Outcome	Action	Lead	Date for delivery	Monitoring dates				Progress/impact to date	
				Dec 17	March	June 18	Sept 18		
a. SEND strategy in place.	Complete the consultation on the SEND strategy, developing the working group to design reshape services in line with the priorities.	Service Leader, CYPDS / CCG Lead	April 2018	G				Progress The CYP transformation Board provides the forum for enacting our Collaborative commissioning agreement impact	
b. Share good practice to develop SEND capacity.	Develop the use of educational networks and experience to share good practice to develop SEND capacity across the area, creating the opportunity for better joint commissioning.	Service Leader, CYPDS / Service Leader, Education Leadership	December 2017					Progress impact	

c. Comprehensive needs assessment.	Develop an Annual Trends report which includes feedback from young people and their families in order to ensure service planning decisions are influenced by the young people they impact on	DCS	March 2018					Progress impact
d. Systems are in place to ensure collaborative planning and commissioning.	Develop East Berkshire commissioning group to ensure that SEND needs are included within the remit of the group.	DCO	March 2018					Progress impact
Ofsted Main Finding 8.2	<i>Some school leaders make very good use of local area resources to follow up concerns about children and young people's development. However, other schools take a much less proactive approach. Where this is the case, too many children and young people are not properly assessed, their needs not appropriately identified and then not met well enough.</i>							
a. Fair and transparent high needs funding mechanism and policy in place.	Review the matrix-based funding system to ensure that it is fair and balanced across the system, ensuring that the most inclusive schools are not penalised for their approach.	Service Leader, CYPDS	December 2017					Progress This process is ongoing and Schools Forum will review overall and High Needs spend in December to inform budgets for 2018/19. impact
b. Consistency in use of commissioning across schools.	Work with schools and other educational settings to ensure that the graduated approach to SEND best practice is known and used across the borough.	Service Leader, CYPDS	January 2018					Progress Graduated response booklet is being reviewed based on feedback from leading SENCOs. impact
c. Access to specialist educational support and guidance in place.	Employ a SEN Inclusion Advisor to help schools develop their practice and support the achievement of the inclusion quality mark.	Service Leader, Education Leadership	April 2018					Progress DCS and CCG Lead have prepared a bid for resources from the Better Care Fund to provide this support for three years to support the development of school practice impact

Appendix 1: Proposed Governance Structure



Report Title:	School Admission Arrangements 2019/20 and Co-ordinated Admissions Scheme 2019/20
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Airey, Lead Member for Children Services
Meeting and Date:	23 November 2017
Responsible Officer(s):	Kevin McDaniel, Director of Children's Services
Wards affected:	All



REPORT SUMMARY

1. The Royal Borough of Windsor and Maidenhead is the admissions authority for all community and voluntary controlled schools in the borough, and sets the admissions arrangements for these schools. The School Admissions Code 2014 ("the Code") requires the borough to consult on the arrangements where significant changes are proposed and determine the arrangements for 2019/20 by 28 February 2018.
2. The admissions authority is proposing one significant change requiring consultation: reduction in the Published Admission Number (PAN) for Alwyn Infant School from 101 to 90.
3. This report seeks approval to consult on the Admission Arrangements for Royal Borough of Windsor and Maidenhead Community and Voluntary Controlled schools, see Appendix 1, including the proposed change. Following the consultation, it seeks delegation to the Lead Member and Director of Children's Services to approve the revised arrangements, having taken into account any views arising from the public consultation.
4. The Local Authority also has a statutory duty to formulate a scheme to co-ordinate admission arrangements for all publicly funded schools within their area for phase transfer, e.g. primary to secondary school, and publish it on the website by 1 January 2018. There are no changes to the co-ordinated admissions scheme which require consultation, however this report outlines a change to the way the school place offer will be communicated for online applications.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) Approves public consultation on the RBWM Admission Arrangements set out at Appendix 1.
- ii) Delegates authority to the Lead Member and Director for Children's Services to approve and thereby determine the revised admissions arrangements by the 28 February 2018 deadline.

- iii) **Approves, and thereby determines, the RBWM Co-ordinated Admissions scheme for 2019/20 set out at Appendix 2 by the 1 January 2018 statutory deadline.**

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Admission arrangements 2019/20

- 2.1 The Royal Borough of Windsor and Maidenhead is the admissions authority for all community and voluntary controlled schools in the borough, and sets the admissions criteria for these schools. The borough has a duty to determine the admission arrangements for 2019/20 by 28 February 2018.
- 2.2 The School Admissions Code 2014 requires that the local authority must publicly consult on any proposed reduction to the existing PAN for a school where they are the admitting authority. Consultation on proposed changes must take place for a minimum of six weeks between 1 October and 31 January in the determination year.
- 2.3 The current PAN for Alwyn Infant School is 101 pupils in each of three year groups. Each of those year groups has to comply with Infant Class Size legislation which requires at least one qualified teacher per 30 pupils. The additional 11 spaces beyond three class groups in each year have been generating significant financial pressure for the school. The school now has less than 90 pupils in two of three year groups so reducing the PAN to the round number of 90 will give the school financial stability.
- 2.4 In discussion with the Headteacher and Governors of Alwyn Infant School, it is proposed to reduce the published admission number for the school from 101 to 90 from the September 2019 intake year and to seek an immediate variation of the same with the Office of the School adjudicator.
- 2.5 Section 1.42 of the Code allows the PAN to be increased again to meet any future school place demand when necessary without the need for further consultation or building changes.
- 2.6 No other significant changes are proposed to the 2019 admission arrangements.

Co-ordinated admissions scheme

- 2.7 Although academies, voluntary aided and free schools are their own admitting authority, the Royal Borough of Windsor and Maidenhead is required to formulate a scheme to co-ordinate admission arrangements for all publicly funded schools within their area. The scheme outlines the method for processing and co-ordinating applications for school places in the normal admissions round for first entry into school and transfer to secondary school. It covers applications from borough residents and from other authority residents for any state funded school located in the Royal Borough.
- 2.8 From 2018 there will be a slight change to the process. Under the current scheme, all applicants who are resident in the borough receive a letter providing details of their offer, sent via first class post on the respective National Offer Day for primary and secondary applications. In future all applicants who make

an online application will receive an email in place of the letter. Applicants who make an application using the paper common application form will continue to receive a letter via first class post. There is no requirement to consult on this change.

- 2.9 The Code requires that the co-ordinated admissions scheme is determined and published on the RBWM website by 1 January 2018.

Table 1: Options for consideration

Option	Comments
<p>Approve the recommendations to consult on the Admission Arrangements, see Appendix 1 including the proposed change, delegate authority to the Lead Member and Strategic Director of Children’s Services to approve the revised arrangements arising from the public consultation, and approve, and thereby determine, the Co-ordinated Admissions scheme, Appendix 2.</p> <p>Recommended</p>	<p>The admission arrangements and co-ordinated admissions scheme will be consulted on as necessary, and determined within the statutory framework.</p>
<p>Do not approve the recommendation to consult on the admission arrangements, delegate authority to determine the revised arrangements, nor determine the Co-ordinated Admissions scheme</p> <p>This is not recommended</p>	<p>The local authority will be in breach of the statutory framework set out in the Code.</p>

3. KEY IMPLICATIONS

Table 2: Outcomes and measures

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
The admission arrangements for 2019/20 are determined on time.	Not determined by 28 February 2018.	Determined by 28 February 2018.	N/A	N/A	28 February 2018.
The co-ordinated admissions scheme for 2019/20 is determined on time.	Not determined by 1 January 2018.	Determined by 1 January 2018.	N/A	N/A	1 January 2018.

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The change to the application response will slightly reducing operating costs through the cost of printing and first class postage for approximately 4000 applications per year.

5. LEGAL IMPLICATIONS

- 5.1 The School Admissions Code 2014 is issued under Section 84 of the School Standards and Framework Act 1998. The purpose of the code is to ensure that all school places for maintained schools excluding maintained special schools and all academies are allocated and offered in an open and fair way.
- 5.2 Regulations 26 to 32 and Schedule 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 cover the requirements of the co-ordinated admissions scheme.

6. RISK MANAGEMENT

- 6.1 None

7. POTENTIAL IMPACTS

- 7.1 There are no staffing/workforce or accommodation implications, and no property and assets implications, arising from the recommendations in this report.

8. CONSULTATION

- 8.1 The borough is not required to consult on the co-ordinated admissions scheme where changes are made in line with the provisions of the Code and the scheme has been consulted on within the last seven years. The last public consultation took place in the period December 2015 to January 2016. Parents or carers currently applying online in the normal admissions round for a place for the 2018/19 academic year have been given the option to receive their offer by email only, and this has been taken up by over 90% of the applicants to date.
- 8.2 The borough is required to consult on the admission arrangements where there is a significant change from the previous year. The proposed PAN amendment is considered a significant change.
- 8.3 There has been consultation with the Headteacher and Governing Body of Alwyn Infant School, and all other primary schools within a two mile radius. This paper will be considered by Children's Services Overview and Scrutiny on a date to be determined, and any comments will be presented verbally at the Cabinet meeting.
- 8.4 As required by sections 1.43 – 1.45 of the Code, public consultation will take place for six weeks between 6 December 2017 and 17 January 2018. The consultation must include:
- parents of children between the ages of two and eighteen;
 - all other admission authorities within the borough;
 - all adjoining neighbouring local authorities.

The full proposed admission arrangements will be published on the Royal Borough of Windsor and Maidenhead website with details of where comments should be sent and the areas on which comments are not sought.

9. TIMETABLE FOR IMPLEMENTATION

Table 3: Timetable for implementation

Date	Details
1 January 2018	The statutory deadline for determining and publishing the co-ordinated admissions scheme for 2019/20.
6 December 2017 to 17 January 2018	The Code requires a minimum of six weeks of public consultation on the proposed RBWM admission arrangements.
January to February 2018	Consideration of the views received following public consultation.
28 February 2018	The statutory deadline for determining the admission arrangements for 2019/20.

- 9.2 Implementation date if not called in: Immediately

10. APPENDICES

10.1 There are two appendices:

- Appendix 1: Admission Arrangements for Royal Borough of Windsor and Maidenhead Community and Voluntary Controlled schools
- Appendix 2: Co-ordinated Admissions scheme for Royal Borough of Windsor and Maidenhead maintained schools

11. BACKGROUND DOCUMENTS

11.1 Legislation and Guidance

- School Admissions Code, DfE December 2014
- School Standards and Framework Act 1998
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- The School Admissions (Infant Class Sizes) (England) Regulations 2012

12. **CONSULTATION (MANDATORY)**

Name of consultee	Post held	Date sent	Commented & returned
Cllr Airey	Lead Member for Children's Services	20/10/17	23/10/17
Alison Alexander	Managing Director	20/10/17	22/10/17
Russell O'Keefe	Strategic Director	20/10/17	
Andy Jeffs	Strategic Director	20/10/17	
Rob Stubbs	Section 151 Officer	20/10/17	

REPORT HISTORY

Decision type: Non key decision	Urgency item? No
Report Author: Samantha Scott, Admissions Team Leader, 01628 796550	

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