

## De-Delegation 2019-20 Maintained Schools Subcommittee

1<sup>st</sup> November 2018 - Notes of the meeting

### **Present**

#### **Schools Forum Members**

David Hood (Chair) - Cressex School  
Janice Freeman - King's Wood School  
Kathryn Tamlyn - Cheddington School  
Katy Simmons Cressex Community School

#### **Schools**

Caroline Lovegrove - Headteacher St Josephs Catholic Primary School  
Alicia Rospedziowska - Business Manager St Josephs Catholic Primary School  
Winslow Church Of England School - Email response to report

#### **Officers**

Liz Williams – Head of Finance, Childrens Services  
Janaki Try – Senior Accountant, Education

#### **Apologies**

Julia Antrobus - Newtown School  
Simon Kearey - Great Kingshill CofE School - Millbrook  
Lucy McFarlane - Padbury CE School  
Owen Lloyd - Iver Heath Junior School

## **1. De-delegation – Existing: Appendix A (for Primary and Secondary schools only)**

### **1.1. Contingency - Schools in Financial Difficulties**

- The group discussed the outcome of last year's panel and the decisions that were made, in particular the type and the number of applications. Some of last year's applications were for SEN funding and the schools concerned were referred on to the SEN team as under the panel's terms of reference, such requests were ineligible for funding.
- Last year an additional amount £117k funded an exceptional meeting to mop up cases that could not be met in 2016-17 because of the lack available budget.
- The move to one meeting at the end of the financial year 2017-18, when all claims could be discussed together, was seen as a positive move.
- The group agreed that schools should be reminded of the contingency fund and deadlines via schools bulletin, including an example of a model application.  
**ACTION: Janaki Try**
- ***Agreed: To keep the rates as proposed £10 per pupil Primary and £12.50 per pupil Secondary. Any 2018-19 underspends to be reported to Schools Forum with a decision to carry forward into 2019-20 or to be returned to schools.***

## **1.2. Contingency – deficits of closing schools**

- 2017-18 underspend was discussed and consideration was given to reducing the rate for 2019-20. Ms Try explained it was difficult to predict funding required in any one year as this was dependent on the number of schools converting to a sponsored academy, and their deficit balance to be written off. She shared information on the level of deficit held at the end of last year and how the contingency fund could easily be used to its maximum.
- 2018-19's budget included the 2017-18 carry forward underspend of £155k and should this not be used in 2018-19 it will be carry forward into 2019-20. On this basis the rate per pupil could be kept at the 2018-19 level.
- ***Agreed: To keep the rate as proposed £4 per pupil for both primary and secondary.***

## **1.3. Union Facilities**

- The Fund is to cover the cost of backfilling staff released for trade union duties. The group required more details on how schools could access this fund. Alicia Rospedziowska suggested the information could be shared with Bursar's at their meeting at the end of November.  
**ACTION: Janaki Try**
- ***Agreed: To keep the rate as proposed 70p per pupil for both primary and secondary.***

## **1.4. Cover for small schools**

- This contributes to the cost of supply cover in maintained schools with 150 pupils or fewer. Again it was suggested 'how to access' the fund be shared with Bursar's at their meeting at the end of November.  
**ACTION: Janaki Try**
- ***Agreed: To keep the rate as proposed 30p per pupil for both primary and secondary.***

## **1.5. Summary of Rates for Existing de-delegation at appendix A**

- Primary Schools: £15 per pupil
- Secondary Schools: £17.50 per pupil

## **2. De-delegation – Former ESG: Appendix B (all maintained schools)**

### **2.1. Finance Support**

- The fund covers the specialist support for schools with deficit budgets
- David Hood questioned whether this service should be via a Service Level Agreement and asked that schools should be consulted on when evaluating the service. There was also a request from the group to understand the finance support that was available from the County. Liz Williams stated she is reviewing all of the finance service under her remit and would make available a slide that illustrated the finance structure.

**ACTION: Liz Williams**

***• Agreed: To keep the rate as proposed £2.50 per pupil for both primary and secondary schools and £10 per place for Special Schools and PRUs.***

### **2.2. Educational Visits**

- There was some discussion on the traded offer to academies and Janaki Try explained the rate per pupil and per place would be the same but that there would be an additional £50 fee per academy to cover the administration cost of supporting academies.
- ***Agreed: To keep the rate as proposed £1 per pupil for both primary and secondary schools and £4 per place for Special Schools and PRUs.***

### **2.3 Summary of Rates for De-delegation- Former ESG at appendix B**

- Primary Schools: £3.50 per pupil
- Secondary Schools: £3.50 per pupil
- Special schools and PRUs £14 per place

## **3. Summary of all De-delegation rates**

- Primary Schools £18.50 per pupil
- Secondary £21 per pupil
- Special schools and PRUs £14 per place

## Existing De-Delegation – Briefing note for Bursars and Schools Finance Managers

The following services have been de-delegated from maintained mainstream schools:

- Contingency – Schools in Financial Difficulties.

Schools can submit a claim against this pot of money. The Contingency Group, which is made up of Schools Forum members and officers of the Buckinghamshire Country Council, look at all the claims and make a decision on the level of funding based on those claims. The Group meet once a year (February/March) and details of how and when to claim are in the Finance Zone of the Schoolsweb. A model application form will be drafted shortly and included on the Schoolsweb to help schools when submitting a claim. The Contingency Group's Terms of Reference, which sets out the criteria and school's eligibility, are attached to this paper for your convenience.

- Contingency – deficit of closing schools.

This is administered by officers of the Buckinghamshire Country Council, and is used to offset the costs of writing off deficit budgets at the point a maintained school becomes a sponsored academy and the old school 'closes'.

- Union facilities

This supports staff in schools who undertake union activities, providing funds to cover the union representatives in their school roles. Currently the County Secretaries for the Unions have a list of accredited union members and appropriate reimbursement is made to schools on a quarterly basis.

- Cover for small schools

This contributes to the cost of supply cover in maintained schools with 150 pupils or fewer. It funds cover for Headteachers attending Headteacher Collaboration (Area Hub) meetings and Liaison Group meetings. It also provides cover for teachers on Jury service. The claims are administered by the School Liaison Officers. A copy of the claim is attached for your convenience.

Janaki Try

Senior Accountant – Education

Buckinghamshire County Council