

Agenda

SCHOOLS FORUM

**FROM 12.30PM THERE WILL BE AN INDUCTION SESSION
DESIGNED FOR NEW MEMBERS**

THIS WILL BE OPEN TO ALL MEMBERS OF THE FORUM

Date: Monday 25 March 2019

Time: 1.30 pm

Venue: Knights Hall, Green Park, Aston Clinton

Reminder - If you are unable to attend a meeting, please send a substitute from the sector you represent.

Agenda Item	Time	Page No
1 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP Ms Kenward to confirm apologies received.	13:30	
2 DECLARATIONS OF INTEREST To disclose any Personal or Disclosable Pecuniary Interests		
3 MINUTES OF THE MEETING HELD ON 15 JANUARY 2019 Lead by The Chairman		5 - 22
4 SCHOOLS FORUM FUNDING GROUP UPDATE Update from Kevin Patrick, Chairman of Schools Forum Funding Group.	13:40	
5 FUNDING MECHANISM FOR SPECIAL SCHOOLS 2019-20 Report from Liz Williams, Head of Finance. For discussion and decision.	14:10	23 - 26
6 SCHEME FOR SCHOOL FINANCING Report from Jonathan Carter, Accountant. For discussion and decision. <i>Please note inclusion of track changes on the report is intended.</i>	14:40	27 - 106

7 EARLY YEARS FUNDING 2019-20 UPDATE **107 - 120**
Report for information only.

8 ANY OTHER BUSINESS **15:10**

9 DATE OF NEXT AND FUTURE MEETINGS **15:20**
The next Schools Forum meeting would be 18 June 2019.

The next Schools Forum Funding Forum meeting would be 22
May 2019.

If you would like to attend a meeting, but need extra help to do so, for example because of a disability, please contact us as early as possible, so that we can try to put the right support in place.

For further information please contact: Anne-Marie Kenward on 01296 382290, email: akenward@buckscc.gov.uk

MEMBERSHIP:

Headteachers

Julia Antrobus, Newtown School
Mike Appleyard, Cabinet Member for Education and Skills
Paula Coppins, Manor Farm Community Infant School
Sharon Cromie, Wycombe High School
Jo Divers, Turnfurlong School
Janice Freeman, King's Wood School & Nursery
Andy Gillespie, Burnham Grammar School
David Hood, Cressex Community School
Owen Lloyd, Iver Heath Junior School
Kevin Patrick, Chiltern Hills Academy
Alan Rosen, Aylesbury High School
Debra Rutley, Wycombe Grange PRU
Sue Skinner, Growing Together Federation (Bowerdean & Henry Allen Nursery Schools)
Steven Sneesby, Kite Ridge School
Eileen Stewart, Stoke Mandeville Combined School
Kathryn Tamlyn, Cheddington Combined School
Aaron Wanford, Green Ridge Academy
Jill Watson, Lent Rise School

Governors

Gaynor Bull, Sir Henry Floyd Grammar School
Simon Kearey, Great Kingshill Church of England School
Roy Page, Chalfont Community College
Katy Simmons, Cressex Community School

Representatives

Sarah Fahey, Brindley House School
Claudia Glasgow, NASUWT
Sarah Stephens, National Education Union
Wendy Terry, Manor Farm Pre-School

Observer

Minutes

SCHOOLS FORUM

MINUTES OF THE MEETING OF THE SCHOOLS FORUM HELD ON TUESDAY 15 JANUARY 2019 IN MANDELA ROOM, BUCKS LEARNING TRUST BUILDING, GREEN PARK, COMMENCING AT 1.56 PM AND CONCLUDING AT 3.23 PM

PRESENT

Headteachers

Ms S Skinner	Growing Together Federation (Bowerdean & Henry Allen Nursery Schools)
Mr O Lloyd	Iver Heath Junior School
Ms J Divers	Turnfurlong Junior School
Ms E Stewart	Stoke Mandeville Combined School
Ms P Coppins	Manor Farm Community Infant School
Ms J Watson	Burnham Liaison Group
Mr S Sneesby	Kite Ridge School
Mrs D Rutley	Wycombe Grange PRU
Mr D Hood	Cressex Community School
Mr A Rosen	Aylesbury High School
Mr K Patrick	Chiltern Hills Academy
Ms K Tamlyn	Cheddington Combined School
Ms J Antrobus	Newtown School
Dr K Simmons	Cressex Community School
Ms C Glasgow	NASUWT
Ms W Terry	Manor Farm Pre-School
Ms S Fahey	Brindley House School
Ms S Stephens	National Education Union

Governors

Representative

In Attendance

Mr M Appleyard, Cabinet Member for Education and Skills, Ms J Rapson

Officers

Ms J Nicholls, Mr J Carter, Ms J Try, Miss S Callaghan, Ms A Kenward and Ms E Williams

1 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP

Apologies were received from Mr A Wanford, Ms J Freeman and Mr A Gillespie.



Ms C Glasgow gave her apologies for needing to leave the meeting early.

Ms A Kenward, Forum Clerk, confirmed that following a second call for nominations the following people would be joining the Forum as secondary school academy representatives:

- Mr R Page, Governor for Chalfont Community College
- Ms S Cromie, Head Teacher of Wycombe High School

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF THE MEETING HELD ON 12 DECEMBER

The following actions from the 12 December 2018 meeting were reviewed:

Item 2 –

- Ms Try, Senior Accountant, confirmed details of the reintegration grant for excluded pupils would be included in the next edition of the Schools Bulletin.
ACTION: Ms Try
- How to reflect the unique make up of Buckinghamshire schools in the election process/constitution was an ongoing action ahead of the next round of elections in May 2019.
- Ms Kenward, Forum Clerk, had made the requested changes to attendance.

Item 8 –

- Regarding the revision of the list of SEN schools, Ms S Callaghan, Service Director for Education confirmed that Kite Ridge had not initially been included as they were formally a PRU rather than a SEN school. The list had now been updated and would be circulated.
ACTION: Ms Callaghan
- The SEN Strategy and SEN Improvement Strategy had been revised to include a brief overview against each of the seven priorities. This would be taken to the Special Heads, BASH and PEB meetings before it was published.
ACTION: Ms Callaghan

Ms Kenward would make the following amendments to the minutes:

- Item 1
 - Minutes to highlight members as being re-appointed rather than appointed to the Forum as appropriate.
- Item 8
 - A spelling correction would be made to the second bullet point.
ACTION: Ms Kenward

Following confusion over the start time of the meeting it was confirmed that all future meetings would start at 1.30pm. It was noted the Forum did not wish to use the Stafford

Room in the Coach House in the future due to its size.

RESOLVED: Members of the forum AGREED the minutes for 11 December 2018 meeting with the amendments above and were signed by the Chairman.

4 SCHOOLS BUDGET PROPOSALS 2019-20

The Chairman confirmed that Buckinghamshire County Council had now received up to date DSG figures and had revised the budget accordingly.

Ms E Williams, Head of Finance, Children's Services, explained that in light of the new funding of £1.3m in both 2018/19 and 2019/20 made available for the High Needs Block (HNB) since the December meeting, the DfE had suggested that all Schools Forums may wish to review their decision on transfers to the HNB from Schools Block. This was outlined in the report circulated with the agenda. Ms Williams also gave a presentation which would be appended to the minutes.

Members of the forum raised and discussed the following points:

- Ms Callaghan, Service Director for Education, explained that initial figures for reducing placements were now believed to be unrealistic. She felt more comfortable with the revised target and would be able to provide regular updates on progress.
- Ms Williams explained that cost reductions were an ongoing piece of work which involved reviewing the cost of all interventions against their impact.
- Ms Williams explained that all costs in the report were based on predicted levels estimated from current needs and were therefore subject to change. She stated that without knowing exactly what support would be required throughout the year when setting the budget it was not possible to give a definitive figure.
- The Chairman suggested a working group to review the format for presenting the data. It was felt it would be useful to review each of the seven priorities against their own budgets to see how they were performing. It was agreed the next Schools Forum Funding Group meeting, on 8 March 2019, would address this and would be open to all forum members.

ACTION: Schools Funding Forum Group

The meeting then considered the potential transfer from Schools Block to High Needs

- Several forum members stated that their colleagues had asked them to vote for a 0% transfer to HNB due to a lack of confidence in BCC actions regarding the Healthy Pupils Capital Fund. Feedback was that head teachers felt:
 - Opportunities for the County Council to work and communicate with schools had been lost.
 - Schools would prefer to keep the funding within their own budgets and direct the spend themselves.
 - This made those head teachers reluctant to agree to a transfer.
- Ms Callaghan stated that the funding was not going directly to BCC but to the schools who support SEN students regardless of their placement type. She felt

that BCC had taken steps to ensure their actions were both legally compliant and in line with what other authorities were doing.

The eligible members of the forum (all head teachers and governors) voted on the following recommendations:

- a) To continue with the model agreed in December 2018, updated for the latest data and allocations, including a transfer of £0,5m from Schools Block to High Needs Block as set out in model 1a.
- b) To agree a £0 transfer from Schools Block to High Needs block, in light of the additional £1.3m funding for High Needs, as set out in modal 3a.

Option a)	1
Option b)	11
Abstained	0

RESOLVED: Members of the forum AGREED to support option b).

RESOLVED: the Schools Forum Funding Group on 8 March 2019 would review the format of High Needs budget data and would be open to all Schools Forum members.

5 EARLY YEARS FUNDING FORMULA 2019-2020

Ms Try, Senior Accountant gave an overview of the report circulated with the agenda. It was noted this had not yet been to the Early Years Forum meeting who would meet on 31 January 2019.

Members of the forum raised and discussed the following points:

- Concerns were raised regarding cost increases, such as the new living wage and pension requirements. It was now much harder to create and manage early year placements at current funding levels.
- Ms Try stated it was a requirement for BCC to prove to the Department for Education (DfE) that at least 95% of 3 and 4 year old budgeted funding was to be passed to providers with up to 5% left for central services.
- Ms Try stated a £500k reserve had been set up to manage any potential DfE clawback on 2018-19 allocations expected in June 2019. 2018-19 allocations were based on January 2018 census details and would be updated for January 2019 census figures. A clawback of funding would occur if pupil numbers proved to be lower. It was possible there would be more money available if pupil numbers proved to be higher in the January 2019 census.
- Ms Nicholls noted she had not had the opportunity to review the new December budget with early year's colleagues. She asked that the forum vote with this in mind and allowed the option to make minor amendments if necessary.

The forum voted on the following recommendation:

- Schools Forum members are asked to note the information set out in this report and to agree the proposed rates as set out in 5.4 of the report.

RESOLVED: Members of the forum voted unanimously to support the recommendation with the caveat that early years colleagues could make minor amendments.

6 SCHOOLS FORUM FORWARD PLAN FOR 2019/20

Ms Williams gave an overview of the report circulated with the agenda.

Following discussion the following amendments would be made to the forward plan:

- The induction session for new members would be held before the March 2019 meeting.

ACTION: Ms Williams

- The membership item would be moved to the June meeting. The review of the constitution would remain in October in line with the new school year.
- A High Needs Block item would be added to the October meeting as it would be necessary to consider a transfer of funds at that stage.

RESOLVED: the Forward Plan was NOTED pending the above changes.

7 CONTINGENCY PANEL - REVISION OF TERMS OF REFERENCE

Ms Try gave an overview of the report circulated with the agenda.

Ms Try had published on schools bulletin that information was now available on Schools web to help schools complete their application form for contingency.

Ms Callaghan confirmed the new permanent Head of SEN would start April 2019.

RESOLVED: Members of the forum voted unanimously to support the reports recommendation.

8 EXCLUSION OF PRESS AND PUBLIC

The Chairman stated that if there were no comments to be made on the confidential minutes of the meeting held on 11 December 2018 there would not be a need to exclude members of the public from the meeting.

RESOLVED: Members of the forum AGREED the meeting would remain open to the public.

9 CONFIDENTIAL MINUTES OF THE MEETING HELD 11 DECEMBER

RESOLVED: Members of the forum AGREED the confidential minutes for 11 December 2018 meeting were accurate and were signed by the Chairman.

10 DATE OF NEXT AND FUTURE MEETINGS

Any other business

Mr J Carter, BCC Accountant, was looking for a Schools Forum representative to join Schools Forum's Start Up and Diseconomy Group. The group reviewed start up arrangements for new and expanding schools. Current workload until September 2019 was minimal with two schools under review. Ms J Antrobus volunteered to join the group.

RESOLVED: Ms Antrobus would join the Start Up and Diseconomy Group.

The following dates were confirmed for 2019 meetings:

Schools Forum Funding Group 8am Aylesbury High School	Schools Forum 1.30pm Coach House, Green Park, Aston Clinton
Friday 8 March <i>This would be open to all forum members who wanted to attend</i>	<i>Monday</i> 25 March
Wednesday 22 May	Tuesday 18 June
Wednesday 25 September (venue TBC)	Tuesday 15 October
Wednesday 20 November (venue TBC)	Tuesday 3 December

CHAIRMAN

Schools Budget Proposals 2019-20 Executive Summary

**Schools Forum
15th January 2018**

Liz Williams
Head of Finance, Children's Services



Introduction

- Purpose of the paper is to update Schools Forum on the final funding settlement for DSG announced in December 2018 and the implications for the 2019-20 budget
- The paper also includes updated projections for high needs budgets based on the up to date activity data for placements and post-16 activity.



DSG Allocation 2019-20

Final Allocation as follows:

Year	Schools Block £m	High Needs £m	Central School Services Block £m	Early Years £m	Total DSG £m
2019-20	322.171	82.692	7.425	30.687	442.975

Schools Block 2019-20

Schools Block	Pupil Led Factors £m	Premises and Mobility factors £m	Growth Funding £m	Total Funding 2019-20 £m
	316.251	3.632	2.288	322.171

Schools block – changes from provisional allocation

Changes from December report	Pupil Led Factors £m	Premises and Mobility factors £m	Growth Funding £m	Total changes £m
	3.618	0.000	-0.021	3.597



Modelling the 2019-20 formula

The following model was agreed at the meeting on 11th December:

Model 1: All previously agreed NFF factors, with prorating (scaling) of each factor to match the available allocation of funding from the DfE.

- Funding Factors at 99.32% of NFF values
- Minimum Funding Guarantee (MFG) costs £350k for 15 schools, met from capping 40 schools to the equivalent amount.
- 1% optional Funding Floor factor not applied.
- £0.5m transferred to the High Needs block



Model 1 updated for 2018 Census Data

Model 1(a) as follows:

- Funding Factors are 99.01% of NFF values
- Minimum Funding Guarantee (MFG) costs £441k for 27 schools, met from capping 50 schools to the equivalent amount.
- 1% optional Funding Floor factor not applied.
- £0.5m transferred to the High Needs block
- Based on final DfE allocations using October 2018 Census and other updated data



What has changed?

- Additional pupils funded through census and built in to model for implicit growth
- Changes in numbers of pupils in the low prior attainment and deprivation categories
- Updated costs for business rates in schools £451k
 - Academies rates notified to LA on 19th December £194k
 - Funding for rates is within premises element of schools block which is based on historic spend therefore does not reflect the additional cost – becomes a draw on pupil led element of Schools Block
- Impact of changes is to reduce formula factors to 99.01% of NFF



High Needs Block

- Allocation includes increase of £1.322m announced by Education Secretary 17th December 2018
- New funding allocated for 2018-19 and 2019-20, no commitment beyond April 2020
- High Needs forecast updated - projection presented in December was based on October figures. Updates for post-16 have impacted on the projection.
- Projected overspend of £1.3m 2018-19 after additional funding



High Needs Block 2019-20

- Estimates for 2019-20 based on current activity and anticipated impact of strategies to reduce high cost placements and increase support for mainstream and special schools
- Still significant pressure on high needs budgets. Shortfall of £108k if decisions from December remain in place.
- In the light of the additional funding DfE suggests Schools Forum will want to revisit previous decision to transfer funding from Schools Block



High Needs Block 2019-20

- Model 3(a) shows impact of removing £0.5m transfer from Schools Block:
 - Funding Factors are 99.17% of NFF values
 - Minimum Funding Guarantee (MFG) costs £416k for 26 schools, met from capping 46 schools to the equivalent amount.
 - 1% optional Funding Floor factor not applied.
 - No funding transferred to the High Needs block
- Shortfall on high needs block would be £608k



Decisions Required

To continue with the model agreed in December 2018, updated for the latest data and allocations, including a transfer of £0,5m from Schools Block to High Needs Block as set out in model 1a.

or

To agree a £0 transfer from Schools Block to High Needs block, in light of the additional £1.3m funding for High Needs, as set out in modal 3a.



Schools Forum – Forward Plan 2019-20

Key meetings and decisions

Meeting Date	Agenda Item	Purpose of Report
March 2019	<ol style="list-style-type: none"> 1. Schools Forum Funding Group Update (standing item) 2. SEN Quarterly Update (standing item) 3. Funding mechanism for Special Schools 2019-20 Induction Seminar for new Schools Forum Members	<p>To update on Strand 1 of the Inclusion Hub and agree the funding mechanism for Special Schools in 2020-21</p> <p>To take place immediately before the March meeting</p>
June 2019	<ol style="list-style-type: none"> 1. Schools Forum Constitution 2. Schools Forum Funding Group Update (standing item) 3. Outturn 2018-19 and DSG Balance 4. Schools Revenue Balances 2018-19 5. Update from Contingency Group 6. SEN Quarterly Update (standing item) 	<p>To review the constitution in advance of membership elections</p> <p>To provide detail on the year end outturn for DSG and the final balance of the DSG reserve</p>
October 2019	<ol style="list-style-type: none"> 1. Schools Forum Membership 2. Schools Forum Funding Group update (standing item) 3. Review of demand and costs within the High Needs Block (including agreement of any consultation on transfer between funding blocks) 4. Update on National Funding Formula and DSG Guidance 2020-21 	<p>To review membership</p> <p>To review projected spend in 2019-20 and future years and identify savings proposals to reduce spend where appropriate</p> <p>To update on any changes to DSG Operational Guidance on the NFF, and agree any consultation that may be required with</p>

	<ul style="list-style-type: none"> 5. De-delegation 2020-21 – Consultation with schools 6. SEN Quarterly Update (standing item) 7. Schools Pay Review (Part 2 item) 	<p>schools</p> <p>To agree consultation process on De-delegation of budgets (in line with operational guidance)</p> <p>To consult Schools Forum on proposals for the pay review for support staff in schools prior to consideration by SABPAC</p>
December 2019	<ul style="list-style-type: none"> 1. Schools Forum Funding Group Update (standing item) 2. Schools Budgets 2020-21 <ul style="list-style-type: none"> a. Schools Block b. Central Schools Services Block c. High Needs Block 3. De-delegation 2020-21 4. SEN Quarterly Update 	<p>Set of papers to outline schools budget proposals, including outcome from any consultation with schools and impact of changes</p> <p>Outcome of consultation and recommendation for 2020-21</p>
January 2020	<ul style="list-style-type: none"> 1. Schools Budget Proposals 2020-21 2. Early Years Budget Proposals 2020-21 	<p>To agree the final DSG budgets for 2020-21</p>

Schools Forum

Title: Funding Mechanism for Special Schools 2019-20

Date: Tuesday 25th 2019

Author: Sarah Callaghan, Service Director Education

Contact officer: Elizabeth Williams Tel: 01296 387622

Local members affected:

For press enquiries concerning this report, please contact the media office on 01296 382444

Summary

This paper outlines the way in which special schools will be funded in 2019-20 and the timeline for moving towards a needs led funding mechanism for special schools.

Recommendation

The Schools Forum is asked to:

- 1. Note the proposed funding mechanism for Special Schools in 2019-20**
- 2. Note and agree the proposals to move to a banded funding mechanism that reflects need from April 2020**

Key considerations:

The current budget for maintained school and academy special school provision in Buckinghamshire is £32.277 million. This is after investment of £2.7 million in the current financial year. A further budget of £0.5 million is held for additional places and exceptional support. The increase in funding was reported to Schools Forum in January and June 2018.

The report to Schools Forum in June 2018 confirmed the intention to move towards a new funding formula for specialist provision within Buckinghamshire. This is in line with Priority 7 of the Special Educational Needs and Disability Strategy 2017-2020. The new formula is to be a needs led funding mechanism which will enable schools to be funded for the level of need identified for the pupils on their roll. It should be noted that initial work had been carried out

with special schools to start to develop the model in 2018-19 and this project will need to build on that work.

Currently special schools within Buckinghamshire are funded based on a provision led model and the costs on which top up levels are based were reviewed in 2017-18. In the absence of the new formula it is intended that the same mechanism is used for 2019-20 however the cost base is being updated to recognise the current pupil cohorts. It is then intended that a needs led funding system be implemented from April 2020.

A needs led funding mechanism will be based on a set of bands that reflect needs and have financial values attached. Work will need to take place to develop the banding descriptors and consult with schools. It is proposed that the banding approach will be across mainstream and specialist provision and that a Task and Finish Group be established, including representatives from mainstream and special schools, to work on proposals for consultation with schools.

A draft timeline to achieve the new funding formula for special schools is set out in the table below:

Mar-19	Agree task and finish group, through the Inclusion Hub, to review Banding options and descriptors
Apr-19	Research and develop banding descriptors. Develop proposals for consultation
May-19	Agree and issue consultation
Jun-19	Consultation with schools on proposed banding descriptors
Jul-19	Outcomes of consultation Modelling of new banding to allocate pupils to bands and confirm initial financial values
Aug-19	
Sep-19	
Oct-19	Schools Forum to sign off approach and initial modelling agree any transitional arrangements for gains and losses
Nov-19	
Dec-19	Final sign off from Schools Forum for band values, moderation process, etc
Jan-20	
Feb-20	Issue provisional budgets based on existing pupils, in same time scale as mainstream schools
Mar-20	
Apr-20	Funding for High Needs pupils in place

There are a number of other workstreams that are linked to this specific project, including the development of the SEN Sufficiency Strategy and the development and review of the graduated approach.

Resource implications

Funding for special schools and other provision for pupils with high needs is to come from the High Needs Block. The financial implications of the new funding mechanism will be modelled as the work progresses and will be reported to Schools Forum according to the timeline above.

Legal implications

None

Other implications/issues

There are interdependencies between this workstream and other key workstreams within the Inclusion Hub and the SEND Improvement Plan, including the development of the SEN Sufficiency Strategy.

Feedback from consultation, Local Area Forums and Local Member views (if relevant)

Schools will be consulted on the development of a banding matrix and the financial implications will be brought to Schools Forum.

Background Papers

Schools Forum papers and minutes from January and June 2018

Schools Forum

Title:	Changes to the Scheme for Financing Schools
Date:	25 th March 2019
Author:	Jonathan Carter
Contact officer:	Jonathan Carter 01296 383932
Local members affected:	Maintained School members only

1. Summary

This paper details changes to the Scheme for Financing Schools to bring it into line with the latest guidance from the Department for Education. The scheme sets out the financial relationship between the authority and the maintained schools which it funds. It contains requirements relating to financial management and associated issues, binding on both the authority and on schools.

2. Recommendation

At this stage, this paper is for information only. The new scheme and changes to the scheme, as summarised below, and are to be sent to all schools and all governors via Schools Bulletin for consultation in line with part 1.4 of the scheme. Once the consultation has taken place and comments have been received from schools and governors these will be summarised and submitted to the next Schools Forum meeting. Final changes to the document will be agreed, and the new document published on the Schools Web.

3. Background

The current "Scheme for Financing Schools and Defining Working Relationships between Governing Bodies, Headteachers and the Local Authority" is found on SchoolsWeb.

[Scheme for Financing Schools - Buckinghamshire County Council](#)

The scheme was last updated in October 2017 and there are some aspects of it that are now out of date. Therefore the proposed new scheme is based on the DfE Statutory guidance for having a Scheme for Financing Schools found at the following link.

[Schemes for financing local authority maintained schools - GOV.UK](#)

The proposed new scheme is attached. This paper aims to set out the main changes between the proposed new scheme and the current scheme.

4. Changes to the Scheme

In the main the proposed changes have very little impact on the operation of the scheme and are changes in terminology.

4.1 Directed Revisions

Some changes are directed by the Secretary of State and once announced automatically become part of our scheme without consultation of local maintained schools. These are listed below.

1.4 Revision of the scheme: added “It is also possible for the Secretary of State to make directed revisions to schemes after consultation. Such revisions become part of the scheme from the date of the direction”

4.10 Loan Schemes: added “Loans cannot be used as a means of funding a deficit that has arisen because a school’s recurrent costs exceed its current income.”

We are already operating on the basis of 4.10, and is purely for clarification.

4.2 Revisions for consultation

The following changes below are for local consultation.

4.2.1 The items below are either changes in terminology or/and are in line with current practices

1.1 The Funding Framework: removed advice that an authority must publish a statement showing outturn expenditure “at both central level and for each school, and balances held in respect of each school”

1.1 The Funding Framework: removed advice that each school must receive a copy of each year’s budget and outturn statements so far as they relate to that school or central expenditure

2.4 Efficiency and Value for Money: changed title from “Efficiency and Value for Money” to “School Resource Management”

2.4 Efficiency and Value for Money: changed wording, including a change from “achieve efficiencies” to “effective management of resources”

2.14 Capital spending from budget shares: removed generic references to legislation “School Premises Regulations and DfE Construction Standards, and health and safety legislation”, added references to specific legislation

4.8 Balances of closing and replacement schools: changed “When a school closes any balance (whether surplus or deficit) reverts to the authority, it cannot be transferred as a balance to any other school, even where the school is a successor to the closing school.” to “Where in the funding period, a school has been established or is subject to a prescribed alteration as a result of a closure of a school, the local authority may add an amount to the budget share of the new or enlarged school to reflect all or part of the unspent budget share, including any surplus carried over from previous funding periods, of the closing school for the funding period in which it closes”

6.2 Circumstances in which charges may be made - paragraph 6.2.15: changed “statement of SEN” has been replaced with “Education Health and Care Plan (EHCP)”

8.1 Provision of services from centrally retained budgets: changed to explain the scheme should contain a provision barring the authority from discriminating in its provision of services on the basis of categories of schools, except in cases where this would be allowable under the school and early years finance regulations or the dedicated schools grant (DSG) conditions of grant

8.2 Provision of services bought back from the authority using delegated budgets: clarification provided on provisions to limit the term of agreement with a school to buy services or facilities from the authority

8.4 Teachers’ Pensions: revised quoted legislation and updated expectation of monthly not annual returns

10.1 Insurance cover: added “The evidence required to demonstrate the parity of cover should be reasonable, not place an undue burden upon the school, nor act as a barrier to the school exercising their choice of supplier”

11.11 Redundancy / early retirement costs: clarification on how to fund early retirement and redundancy costs

Section 13: Community facilities + 13.2 Consultation with the authority – financial aspects: updated to reflect changes to the Children and Families Act 2014; a school is no longer required to consult before establishing community facilities, and there is no longer a need for a school to be mindful of a local authority’s advice, under section 27 of the Education Act 2002.

13.9 Health and safety matters: changed “Criminal Records Bureau” to “Disclosure Barring service”

Annex A: Updated maintained schools list

4.2.2 The items below are changes to the scheme but in the main have little impact.

2.1.4 Control of assets: added “The scheme should encourage schools to register anything that is portable and attractive, such as a camera”

2.10 Purchasing, tendering and contracting requirements: added “Schools may seek advice on a range of compliant deals via [Buying for schools](#)”

5.1 Income from lettings: added “However, where land is held by a charitable trust, it will be for the school’s trustees to determine the use of any income generated by the land”

6.2 Circumstances in which charges may be made - paragraph 6.2.2: changed “Other expenditure incurred to secure resignations where the school had not followed authority advice” to “Other expenditure incurred to secure resignations where there is good reason to charge this to the school (see Annex B)”

Section 13: Community facilities + 13.2 Consultation with the authority – financial aspects: updated to reflect changes to the Children and Families Act 2014; a school is no longer required to consult before establishing community facilities, and there is no longer a need for a school to be mindful of a local authority’s advice, under section 27 of the Education Act 2002.

5. Extracts from the draft scheme

Listed below are any sections of the scheme that have been changed including the original wording struck through. A full version is also included should you wish to see the full document.

1.1 The Funding Framework

The authority is obliged to publish each year a statement setting out details of its planned Schools Budget and other expenditure on children’s services, showing the amounts to be centrally retained and funding delegated to schools. After each financial year the authority must publish a statement showing out-turn expenditure ~~at both central level and for each school, and the balances held in respect of each school.~~

The detailed publication requirements for financial statements are set out in directions issued by the Secretary of State ~~, but each school must receive a copy of each year's budget and out turn statements so far as they relate to that school or central expenditure.~~

1.4 Revision of the scheme

Any proposed revisions to the scheme will be the subject of consultation with the governing body and the head teacher of every school maintained by the authority before they are submitted to the schools forum for their approval.

All proposed revisions must be submitted to the schools forum for approval by members of the forum representing maintained schools. Where the schools forum does not approve them or approves them subject to modifications which are not acceptable to the authority, the authority may apply to the Secretary of State for approval.

It is also possible for the Secretary of State to make directed revisions to schemes after consultation. Such revisions become part of the scheme from the date of direction.

2.1.4 Control of assets

Each school is required to maintain an inventory of its moveable non-capital assets with a value in excess of £1,000. Guidance on the form of such inventories and the arrangements for disposing of assets is set out in the Local Management Handbook. Schools are free to determine their own arrangements for keeping a register of assets worth less than £1,000 you should register any item that is portable and attractive (e.g. Camera, etc.). They should keep a register in some form.

2.4 ~~School Resource Management~~ Efficiency and Value for Money

Schools must seek to achieve efficiencies-effective management of resources and value for money, to optimise the use of their resources and to invest in teaching and learning, taking into account the purchasing, tendering and contracting requirements outlined in section 2.10.

It is for heads and governors to determine at school level how to secure better value for money.

There are significant variations in efficiency between similar schools, and so it is important for schools to review their current expenditure, compare it to other schools and think about how to make improvements.

2.10 Purchasing, tendering and contracting requirements

All Schools covered by this scheme must abide by the authority's financial rules and standing orders in purchasing, tendering and contracting matters. This includes a requirement to assess in advance, where relevant, the health and safety competence of contractors, taking account of the authority's policies and procedures. Further details of the requirements can be found in the Finance Zone of the Schools WebLocal Management Handbook.

Schools may seek advice on a range of compliant deals via buying for schools (<https://www.gov.uk/guidance/buying-for-schools>)

2.14 Capital spending from budget shares

Governing bodies are permitted to use their budget shares to meet the cost of capital expenditure on the school premises. This includes expenditure by the governing body of a voluntary aided school on work which is their responsibility under paragraph 3 of Schedule 3 of the Act. If the expected capital expenditure from the budget share is greater than £20,000 the governing body must notify the authority; and that it must take into account any advice from the Director - Children's Social care and Learning as to the merits of the proposed expenditure. If the premises are owned by the authority, or the school has voluntary controlled status, then the governing body should seek the consent of the authority to the proposed works, but such consent can be withheld only on health and safety grounds.

The reason for these provisions is to help meet responsibilities with the School Premises (England) Regulations 2012, the Workplace (Health, Safety and Welfare) Regulations 1992, the Regulatory Reform (Fire Safety) Order, 2005, the Equality Act 2010 and the Building Regulations 2010 ensure compliance with the current School Premises Regulations and DfE Construction Standards, and health and safety legislation.

These provisions would not affect expenditure from any capital allocation made available by the authority outside the delegated budget share.

4.8 Balances of closing and replacement schools

Where in the funding period, a school has been established or is subject to a prescribed alteration as a result of a closure of a school, the local authority may add an amount to the budget share of the new or enlarged school to reflect all or part of the unspent budget share, including any surplus carried over from previous funding periods, of the closing school for the funding period in which it closes. When a school closes any balance (whether surplus or deficit) reverts to the authority; it cannot be transferred as a balance to any other school, even where the school is a successor to the closing school, e Except that a surplus automatically transfers to an academy where a school converts to academy status under section 4(1)(a) of the Academies Act 2010.

4.10 Loan schemes

The authority operates a loan arrangement for schools which does not operate by way of a licensed deficit but rather by way of actual payments to schools or expenditure by the authority in respect of a particular school on condition that a corresponding sum is repaid from the budget share. The parameters of the arrangement are available on Schoolsweb under Finance guidance and forms / Emergency cash advance.

Loans cannot be used as a means of funding a deficit that has arisen because a school's recurrent costs exceed its current income.

5.1 Income from lettings

Schools are allowed to retain income from lettings of the school premises which would otherwise accrue to the authority, subject to alternative provisions arising from any joint use or PFI/PPP agreements. Schools are allowed to cross-subsidise lettings for community and voluntary use with income from other lettings, provided the governing body is satisfied that this will not interfere to a significant extent with the performance of any duties imposed on them by the Education Acts, including the requirement to conduct the school with a view to promoting high standards of educational achievement. However, schools should be required to have regard to directions issued by the authority as to the use of school premises, as permitted under the Act for various categories of schools.

Income from lettings of school premises should not normally be payable into voluntary or private funds held by the school. However, where land is held by a charitable trust, it will be for the school's trustees to determine the use of any income generated by the land.

6.2 Circumstances in which charges may be made

- 6.2.1 Where premature retirement costs have been incurred without the prior written agreement of the authority to bear such costs the full amount will be charged. Where prior written agreement has been obtained the amount charged will be only the excess over any amount agreed by the authority;
- 6.2.2 Other expenditure incurred to secure resignations where there is good reason to charge this to the school (see Annex B)-school had not followed authority advice;
- 6.2.3 Awards by courts and industrial tribunals against the authority, or out of court settlements, arising from action or inaction by the governing body contrary to the authority's advice
-
- 6.2.15 Costs incurred by the authority in securing provision specified in a Education, Health and Care Plan(EHCP)statement of SEN where the governing body of a school fails to secure such provision despite the delegation of funds in respect of low cost high incidence SEN and/or specific funding for a pupil with High Needs;

8.1 Provision of services from centrally retained budgets

It is for the authority to determine on what basis services from centrally retained funds will be provided to schools. This includes both traded services and non-traded support (e.g. Premature Retirement Compensation [PRC] and redundancy costs).

Services will be provided on an equal basis to all categories of schools, except where permitted under the Schools and Early Years Finance Regulations or the dedicated schools grant conditions of grant. ~~(a) funding has been delegated to some schools only, or (b) such discrimination is justified by differences in statutory duties.~~

8.2 Provision of services bought back from the authority using delegated budgets

The term of any arrangement with a school to buy services or facilities from the authority is limited to a maximum of three years from the date of the agreement, and periods not exceeding five years for any subsequent agreement or extensions relating to the same services.

However, schemes for contracts for supply of catering services may be limited to a maximum of 5 years, with a maximum agreement of 7 years if the contract is extended.

There is no minimum period, although arrangements lasting less than two years may well be uneconomic.

8.4 Teachers' Pensions

In order to ensure that the performance of the duty on the authority to supply Teachers Pensions with information under the Teachers' Pensions Scheme Regulations 1997/2014, the following conditions are imposed on the authority and governing bodies of all maintained schools covered by this Scheme in relation to their budget shares.

The conditions only apply to governing bodies of maintained schools that have not entered into an arrangement with the authority to provide payroll services.

A governing body of any maintained school, whether or not the employer of the teachers at such a school, which has entered into any arrangement or agreement with a person other than the authority to provide payroll services, shall ensure that any such arrangement or agreement is varied to require that person to supply salary, service and pensions data to the authority which the authority requires to submit its monthlyannual return of salary and service to Teachers' Pensions and to produce its audited contributions certificate. The authority will advise schools each year of the timing, format and specification of the information required. A governing body shall also ensure that any

10.1 Insurance cover

If a school proposes to arrange its own insurance under delegated funds, rather than purchasing the core insurance package offered by the authority, the governing body shall be responsible for securing that the headteacher (or another member of staff who has been nominated by the headteacher) demonstrates to the satisfaction of the authority that cover sufficient to protect the authority's financial interest will be provided under those proposed arrangements. The headteacher (or nominated member of staff) shall provide that information to the authority not less than six weeks before the date on which the insurance is due to commence, unless the authority has agreed a shorter period in a particular case. The information required to demonstrate parity of cover will be reasonable and will not place an undue burden upon the school, nor act as a barrier to the school exercising their choice of supplier. The Authority may, where a school proposes to make its own insurance arrangements, also stipulate minimum levels of cover.

11.11 Redundancy / early retirement costs

The 2002 Education Act sets out how premature retirement and redundancy costs should normally be funded. The Authority's policy on redundancy, premature retirement cost and severance payments in schools is attached as Further guidance is provided at -Annex B.

Section 13: Community facilities

13.1 Introduction

Schools which choose to exercise the power conferred by s.27 (1) of the Education Act 2002 to provide community facilities will be subject to a range of controls. Firstly, regulations made under s.28 (2), if made, may specify activities which may not be undertaken at all under the main enabling power. ~~Secondly, the school is obliged to consult the authority and have regard to any advice from it.~~ Secondly ~~Thirdly~~, the Secretary of State issues guidance to governing bodies about a range of issues connected with exercise of the power, and a school must have regard to that guidance.

13.2 Consultation with the authority – financial aspects

Changes made by the Children and Families Act 2014 mean that schools no longer need to consult the authority when establishing community facilities under Section 27 of the Education Act 2002. Nor do they have to have regard to advice given to them by their authority.

However, as public bodies, they are expected to act reasonably, and this includes consulting those affected by decisions that they make. Section 28(4) of the Education Act 2002 requires that before exercising the community facilities power, governing bodies must consult the authority, and have regard to advice given to them by their authority. The procedure for such consultation is set out in the Local Management Handbook.

13.9 Health and safety matters

The general provisions of this scheme in respect of health and safety extend to the community facilities power.

The governing body is responsible for the costs of securing Disclosure and Barring Service ~~(was Criminal Records Bureau)~~ clearance for all adults involved in community activities taking place during the school day. A governing body is free to pass on such costs to a funding partner as part of an agreement with that partner.

Buckinghamshire County Council

Scheme for Financing Schools

Maintained in accordance with Section 48 of the School Standards
and Framework Act 1998, and Schedule 14 to the Act

| [Draft February 2019](#)~~Agreed by Schools Forum October 2017~~

Contents

The outline scheme	3
Section 1: Introduction	5
Section 2: Financial controls	8
Section 3: Instalments of the budget share; banking arrangements	18
Section 4: The treatment of surplus and deficit balances arising in relation to budget shares	20
Section 5: Income	23
Section 6: The charging of school budget shares	25
Section 7: Taxation	27
Section 8: The provision of services and facilities by the authority	27
Section 9: PFI/PPP	30
Section 10: Insurance	30
Section 11: Miscellaneous	31
Section 12: Responsibility for repairs and maintenance	34
Section 13: Community facilities	35
Annex A: The list of schools to which this scheme applies	40
Annex B: Responsibility for redundancy and early retirement costs	45
Annex C: Categories of work which governing bodies must finance from their budget	48

Purpose of the Scheme

Buckinghamshire County Council is required to have Scheme for Financing Schools, which defines the financial relationship between the authority and the schools in its area (School Standards and Framework Act 1998, sections 45-53). The scheme cover such matters as banking, accounting and audit arrangements.

Expiry or review date

This guidance will be reviewed annually and updated when necessary.

What legislation does this guidance refer to?

- Section 48 of the [School Standards and Framework Act 1998](#), and Schedule 14 to the Act
- [School and Early Years Finance \(England\) Regulations 2014](#)

Who is this guidance for?

This guidance is for Buckinghamshire County Council and all the schools it maintains.

The outline scheme

References throughout this statutory guidance to:

“the Act” are to the School Standards and Framework Act 1998;

“the authority” means Buckinghamshire County Council, and

“the Regulations” are to the School and Early Years Finance (England) Regulations 2014 made under the Act.

The scheme deals with the following matters:

1. The carrying forward from one funding period to another of surpluses and deficits arising in relation to schools’ budget shares.
2. Amounts which may be charged against schools’ budget shares.
3. Amounts received by schools which may be retained by their governing bodies and the purposes for which such amounts may be used.
4. The imposition, by or under the scheme, of conditions which must be complied with by schools in relation to the management of their delegated budgets and of sums

made available to governing bodies by the authority which do not form part of delegated budgets, including conditions prescribing financial controls and procedures.

5. Terms on which services and facilities are provided by the authority for schools maintained by them.
6. The payment of interest by or to the authority.
7. The times at which amounts equal in total to the school's budget share are to be made available to governing bodies and the proportion of the budget share to be made available at each such time.
8. The virement between budget heads within the delegated budget.
9. Circumstances in which the authority may delegate to the governing body the power to spend any part of the authority's non-schools education budget or schools budget in addition to those set out in section 49(4)(a) to (c) of the 1998 Act.
10. The use of delegated budgets and of sums made available to a governing body by the authority which do not form part of delegated budgets.
11. Borrowing by governing bodies.
12. The banking arrangements that may be made by governing bodies.
13. A statement as to the personal liability of governors in respect of schools' budget shares having regard to section 50(7) of the 1998 Act.
14. A statement as to the allowances payable to governors of a school which does not have a delegated budget in accordance with the scheme made by the authority for the purposes of section 519 of the 1996 Act.
15. The keeping of a register of any business interests of the governors and the head teacher.
16. The provision of information by and to the governing body.
17. The maintenance of inventories of assets.
18. Plans of a governing body's expenditure.
19. A statement as to the taxation of sums paid or received by a governing body.
20. Insurance.
21. The use of delegated budgets by governing bodies so as to satisfy the authority's duties imposed by or under the Health and Safety at Work etc Act 1974.

22. The provision of legal advice to a governing body.
23. Funding for child protection issues.
24. How complaints by persons working at a school or by school governors about financial management or financial propriety at the school will be dealt with and to whom such complaints should be made.
25. Expenditure incurred by a governing body in the exercise of the power conferred by section 27 of the 2002 Act.

Section 1: Introduction

1.1 The Funding Framework

The funding framework which replaces Local Management of Schools is set out in the legislative provisions in sections 45-53 of the School Standards and Framework Act 1998.

Under this legislation, the authority determine for themselves the size of its schools budget and its non-schools education budget – although at a minimum the authority must appropriate its entire Dedicated Schools Grant to their schools budget. The categories of expenditure which fall within the two budgets are prescribed under regulations made by the Secretary of State, but included within the two, taken together, is all expenditure, direct and indirect, on the authority's maintained schools except for capital and certain miscellaneous items. The authority may deduct funds from their schools budget for purposes specified in regulations made by the Secretary of State under s.45A of the Act (the centrally retained expenditure). The amounts to be deducted for these purposes are decided by the authority, subject to any limits or conditions (including gaining the approval of the Schools Forum or the Secretary of State in certain instances) as prescribed by the Secretary of State. The balance of the schools budget left after deduction of the centrally retained expenditure is termed the Individual Schools Budget (ISB). Expenditure items in the non-schools education budget must be retained centrally (although earmarked allocations may be made to schools).

The authority must distribute the ISB amongst its maintained schools using a formula which accords with regulations made by the Secretary of State, and enables the calculation of a budget share for each maintained school. This budget share is then delegated to the governing body of the school concerned, unless the school is a new school which has not yet received a delegated budget, or the right to a delegated budget has been suspended in accordance with s.51 of the Act. The financial controls within which delegation works are set out in this scheme made by the authority in accordance with s.48 of the Act and regulations made under that section. All proposals to revise this scheme must be approved by the Schools Forum, though the authority may apply to the

Secretary of State for approval in the event of the forum rejecting a proposal or approving it subject to modifications that are not acceptable to the authority.

Subject to any provision made by or under the scheme, governing bodies of schools may spend such amounts of their budget shares as they think fit for any purposes of their school and for any additional purposes prescribed by the Secretary of State in regulations made under s.50 of the Act. This includes amounts spent by a governing body on providing community facilities or services under section 27 of the Education Act 2002 are treated as if they were amounts spent for the purposes of the school (s50(3A) of the Act.)

The authority may suspend a school's right to a delegated budget if the provisions of this scheme (or rules applied by the scheme) have been substantially or persistently breached, or if the budget share has not been managed satisfactorily. A school's right to a delegated budget share may also be suspended for other reasons (schedule 17 to the Act).

The authority is obliged to publish each year a statement setting out details of its planned Schools Budget and other expenditure on children's services, showing the amounts to be centrally retained and funding delegated to schools. After each financial year the authority must publish a statement showing out-turn expenditure ~~at both central level and for each school, and the balances held in respect of each school.~~

The detailed publication requirements for financial statements are set out in directions issued by the Secretary of State, ~~but each school must receive a copy of each year's budget and out-turn statements so far as they relate to that school or central expenditure.~~

Regulations also require the authority to publish its scheme and any revisions to it on a website accessible to the general public, by the date that any revisions come into force, together with a statement that the revised scheme comes into force on that date.

1.2 The role of the scheme

The scheme sets out the financial relationship between the authority and the maintained schools which it funds. It contains requirements relating to financial management and associated issues, binding on both the authority and on schools.

1.2.1 Application of the scheme to the authority and maintained schools

The scheme applies in respect of all community, nursery, voluntary, foundation, community special or foundation special schools and pupil referral units (PRUs) maintained by the authority. It does not apply to schools situated in the authority's area which are maintained by another authority. Nor does it apply to academies.

The schools which the authority will be maintaining are listed in Annex A.

1.3 Publication of the scheme

The scheme will be published on the authority's website which is accessible to the general public and any revised version will be published by the date the revisions come into force, together with a statement that the revised scheme comes into force on that date.

1.4 Revision of the scheme

Any proposed revisions to the scheme will be the subject of consultation with the governing body and the head teacher of every school maintained by the authority before they are submitted to the schools forum for their approval.

All proposed revisions must be submitted to the schools forum for approval by members of the forum representing maintained schools. Where the schools forum does not approve them or approves them subject to modifications which are not acceptable to the authority, the authority may apply to the Secretary of State for approval.

[It is also possible for the Secretary of State to make directed revisions to schemes after consultation. Such revisions become part of the scheme from the date of direction.](#)

1.5 Delegation of powers to the head teacher

The governing body of each school must consider the extent to which it wishes to delegate its financial powers to the headteacher, and record its decision (and any revisions) in the minutes of the governing body.

The governing body is responsible for setting the school's annual financial plan. The first formal plan of each financial year and subsequent revisions must be approved by the governing body. The headteacher is responsible for managing the school's finances on a day to day basis within the approved plan and may have delegated authority to vary the plan up to an agreed limit. This limit needs to be set at a level which allows the headteacher sufficient flexibility to deal with the practical problems which may arise in the running of the school and the level will vary according to the size of individual schools. The headteacher must inform the governing body or the relevant committee of the governing body when any such variation has been made.

1.6 Maintenance of schools

The authority is responsible for maintaining the schools covered by the scheme, and this includes the duty of defraying all the expenses of maintaining them (except in the case of a voluntary school where some of the expenses are, by statute, payable by the governing

body). This includes the funding system put in place under sections 45 to 53 of the School Standards and Framework Act 1998.

Section 2: Financial controls

2.1 General procedures

2.1.1 Application of financial controls to schools

All Schools covered by this scheme are required to abide by the authority's requirements on financial controls and monitoring, not only those in the scheme but also those requirements contained in the Local Management Handbook.

2.1.2 Provision of financial information and reports

Schools are required to provide the authority with details of anticipated and actual expenditure and income, in a form and at times determined by the authority in order that schools' financial positions can be taken into account as part of the authority's overall monitoring. Monitoring information will not be required more often than once every three months, unless the authority has notified the school in writing that in its view the school's financial position requires more frequent submission or the school is in its first year of operation. Reports for this purpose are required to be submitted in a format compatible with the Consistent Financial Reporting framework. Detailed guidance is set out in the Local Management Handbook. Reports connected with tax (including VAT), or banking reconciliation, may be required more frequently.

The details of these requirements are set out in Financial Regulations F1 - available to schools as part of the existing Local Management Handbook.

2.1.3 Payment of salaries; payment of bills

Procedures for the payment of salaries and bills will vary according to the choices schools make about the holding of bank accounts and the supplier of payroll or other services.

The procedures appropriate to these choices are set out in the following documents available to schools as part of the existing Local Management Handbook.

- Financial Regulations F1
- Guidance on coding of expenditure and income F6

2.1.4 Control of assets

Each school is required to maintain an inventory of its moveable non-capital assets with a value in excess of £1,000. Guidance on the form of such inventories and the

arrangements for disposing of assets is set out in the Local Management Handbook Schools are free to determine their own arrangements for keeping a register of assets worth less than £1,000 [you should register any item that is portable and attractive \(e.g. Camera, etc.\)](#). They should keep a register in some form. .

2.1.5 Accounting Policies (including year-end procedures)

Schools must abide by the accounting policies and procedures issued by the authority from time to time. For year-end procedures, instructions will be communicated annually on Schools Web. In all cases, detailed instructions will be published and schools will be notified of any amendments or revisions.

2.1.6 Writing off of debts

Governing bodies are authorised to write off debts up to £1,000. If a school wishes a debt to be written off between £1,000 and £10,000 the Finance Director of Children's Social Care and Learning must be contacted. Above this level, the Director of Assurance must be contacted (see the Local Management Handbook).

2.2 Basis of accounting

The authority requires that reports and accounts sent to the authority must be on an accruals basis. However, schools internal systems may be either on a cash or an accruals basis.

2.3 Submission of budget plans

What are schools required to do?

Each school is required to submit a draft budget plan to Buckinghamshire County Council by the end of February each year. This does not need formal approval of full governing body or a committee of the governing body but governors are expected to have been sighted on these proposals before submission to Buckinghamshire County Council.

Each school is required to submit a formal budget plan to Buckinghamshire County Council before the end of May Half term (Whitsun) break begins. The school's formal annual budget plan must be approved by the governing body or a committee of the governing body.

The plans should cover the following financial year plus two further years. They should show:

- The expected levels of income from Dedicated Schools Grant (school budget share)
- The expected income from other grants and income sources
- The expected expenditure
- The estimated surplus or deficit balance accumulated by the school at 31st March each year (i.e. brought forward from the current year and carried forward in each of the next three years)
- Assumptions underpinning the budget plan.

Schools must notify the authority of any revision to their financial plans agreed during the course of the financial year. There is no requirement for all schools to regularly submit revised plans or financial forecasts on a more frequent basis. Schools are expected to monitor progress against budget plans on a regular basis and identify any issues.

If a revised plan is necessary the revised plan should be agreed by the governing body or a committee of the governing body. Circumstances where a revised plan is expected include:

- Any change resulting in a deficit budget in any financial year.
- Significant changes in assumptions underlying budget proposals for the next three years. e.g. resulting in income or spend changing by more than 2% or £10,000 (whichever is the higher) compared to original assumptions.

The formal budget plan in May is not expected to significantly differ from the draft proposals in February if the assumptions made have been robust, tools and checklists have been used and monitoring of in year budgets have been reliable. For example, the estimated surplus or deficit should not be significantly different to the draft budget plan if monitoring and forecasting is robust.

All plans (draft, formal or revised) must be submitted in a form notified by the authority and in accordance with the Consistent Financial Reporting Framework.

Further guidance is available on the SchoolsWeb.

What will Buckinghamshire County Council do?

Buckinghamshire County Council wants to support schools in managing budgets effectively and working with schools in having sustainable budget proposals over three years. To help schools Buckinghamshire County Council will provide:

- Draft delegated budget shares for schools will be published by early January each year (subject to DfE checking of budget calculations)
- A free checklist and income modelling tool will also be provided for schools to better estimate funding and income for future years.
- An expenditure modelling tool and training will continue to be accessible to schools (the salary modeller tool provided through a traded service) to help them plan their expenditure.

The purpose of the draft plan being submitted in February is for Buckinghamshire County Council to review the plans and evaluate the financial risk of each school earlier. This enables Buckinghamshire County Council to offer schools assistance at any earlier stage and ideally before the financial year starts.

Schools should be aware that plans that show a deficit in any year will require approval of Buckinghamshire County Council and that schools who are unable to set a balance budget over three years may trigger a “Notice of Concern” which could lead to delegation of budgets being withdrawn from Governors.

Where plans have significantly changed Buckinghamshire County Council will review these in detail to understand why budget plans had changed and whether the school needs more support.

Buckinghamshire County Council does not wish to overburden schools with returns and therefore the requirement to regularly submit plans is to be removed.

Buckinghamshire County Council will review actual spend and income using the Council's SAP system, which schools financial systems feed in to. This will take place at least twice a year (mid-year and end of year). This will support Buckinghamshire County Council in identifying financial assessment and audit risk. If significant discrepancies are identified schools will be contacted to explain these. This includes significant changes in formal budget plans compared to draft budget plans, especially where surplus or deficit balances at year end have significantly varied from draft budget plans.

2.3.1 Submission of Financial Forecasts

The authority requires schools to submit a financial plan covering a 3 year period.

These will be used as evidence to support the authority's assessment of Schools Financial Value Standards and in support of the authority's balance control mechanism.

2.4 School Resource Management ~~Efficiency and Value for Money~~

Schools must seek to achieve [efficiencies-effective management of resources](#) and value for money, to optimise [the use of](#) their resources and [to](#) invest in teaching and learning,

taking into account the purchasing, tendering and contracting requirements outlined in section 2.10.

It is for heads and governors to determine at school level how to secure better value for money.

There are significant variations in efficiency between similar schools, and so it is important for schools to review their current expenditure, compare it to other schools and think about how to make improvements.

2.5 Virement

Schools are free to vire between budget headings in the expenditure of their budget shares, but governors are advised to establish criteria for virements and financial limits above which the approval of the governing body is required. School federations are free to vire between school budget heads.

2.6 Audit: General

Schools are required to cooperate both with auditors employed by the authority (internal audit) and with external auditors.

With regard to internal audit, all schools come within the audit regime determined by the authority, details of which are set out in the Local Management Handbook.

With regard to external audit, all schools come within the authority's external regime as determined by the external auditors.

2.7 Separate external audits

A governing body is permitted if it chooses to spend funds from its budget share to obtain external audit certification of its accounts, separate from any authority internal or external audit process.

There is no expectation by the Secretary of State that routine annual external audit at school level of budget share expenditure should be a usual feature of the funding system; merely that schools should not be prevented from seeking an additional source of assurance at their own expense.

The authority's audit regime may include sample visits to schools by the authority's external auditors.

2.8 Audit of voluntary and private funds

Schools must provide audit certificates in respect of voluntary and private funds held by schools and of the accounts of any permissible trading organisations controlled by the school.

The purpose of this provision is to allow the authority to satisfy itself that public funds are not being misused and to ensure that private funds under the control of the governing body can be included within the school's return under the Consistent Financial Reporting Framework.

Guidance on the form in which these should be reported is set out in the Local Management Handbook.

2.9 Register of business interests

The governing body of each school is required to have a register which lists for each member of the governing body and the head teacher:

Any business interests they or any member of their immediate family have;

Details of any other educational establishments that they govern;

Any relationships between school staff and members of the governing body;

Governing bodies are also required to keep the register up to date with notification of changes and through annual review of entries, to make the register available for inspection by governors, staff and parents, and the authority and to publish the register, for example on a publicly accessible website.

2.10 Purchasing, tendering and contracting requirements

All Schools covered by this scheme must abide by the authority's financial rules and standing orders in purchasing, tendering and contracting matters. This includes a requirement to assess in advance, where relevant, the health and safety competence of contractors, taking account of the authority's policies and procedures. Further details of the requirements can be found in the [Finance Zone of the Schools WebLocal Management Handbook](#).

[Schools may seek advice on a range of compliant deals via buying for schools \(https://www.gov.uk/guidance/buying-for-schools\)](https://www.gov.uk/guidance/buying-for-schools)

2.11 Application of contracts to schools

Schools have the right to opt out of authority arranged contracts.

Although governing bodies are empowered under paragraph 3 of schedule 1 to the Education Act 2002 to enter into contracts, in most cases they do so on behalf of the authority as maintainer of the school and the owner of the funds in the budget share. Other contracts may be made solely on behalf of the governing body, when the governing body has clear statutory obligations – for example, contracts made by aided or foundation schools for the employment of staff.

2.12 Central funds and earmarking

The authority can make sums available to schools from central funds, in the form of allocations which are additional to and separate from the schools' budget shares. Such allocations are subject to conditions setting out the purpose or purposes for which the funds may be used: and while these conditions need not preclude virement (except, of course, where the funding is supported by a specific grant which the authority itself is not permitted to vire), this should not be accounted for as part of the school's budget share.

Schools should account for any allocations of this nature in such a way as to be able to demonstrate that this requirement has been complied with.

Such allocations might, for example, be sums for SEN or other initiatives funded from the central expenditure of the authority's Schools Budget or other authority budget.

Earmarked funds must be returned to the authority if not spent within any period stipulated by the authority over which schools are allowed to use the funding.

The authority will not make any deduction in respect of interest costs to the authority, from payments to schools of devolved specific or special grant.

2.13 Spending for the purposes of the school

Under s.50(3) governing bodies are allowed to spend budget shares for the purposes of the school, although this is subject to regulations made by the Secretary of State and any provisions of this scheme. By virtue of section 50(3A) (which came into force on 1st April 2011), amounts spent by governing bodies on community facilities or services under section 27 of the Education Act 2002 will be treated as if spent for any purposes of the school.

Under s.50(3)(b) the Secretary of State may prescribe additional purposes for which expenditure of the budget share may occur. The School Budget Shares (Prescribed Purposes)(England) Regulations 2002 (SI 2002/378), have been amended by the School Budget Shares (Prescribed Purposes)(England)(Amendment) Regulations 2010 (SI 2010/190), allowing schools to spend their budgets on pupils who are on the roll of other maintained schools or academies.

2.14 Capital spending from budget shares

Governing bodies are permitted to use their budget shares to meet the cost of capital expenditure on the school premises. This includes expenditure by the governing body of a voluntary aided school on work which is their responsibility under paragraph 3 of Schedule 3 of the Act. If the expected capital expenditure from the budget share is greater than £20,000 the governing body must notify the authority; and that it must take into account any advice from the Director - Children's Social care and Learning as to the merits of the proposed expenditure. If the premises are owned by the authority, or the school has voluntary controlled status, then the governing body should seek the consent of the authority to the proposed works, but such consent can be withheld only on health and safety grounds.

The reason for these provisions is to help [meet responsibilities with the School Premises \(England\) Regulations 2012, the Workplace \(Health, Safety and Welfare\) Regulations 1992, the Regulatory Reform \(Fire Safety\) Order 2005, the Equality Act 2010 and the Building Regulations 2010](#), ensure compliance with the current School Premises Regulations and DfE Construction Standards, and health and safety legislation.

These provisions would not affect expenditure from any capital allocation made available by the authority outside the delegated budget share.

2.15 Notice of concern

The authority may issue a notice of concern to the governing body of any school it maintains where, in the opinion of the Director of Assurance and the Director - Children's Social care and Learning, the school has failed to comply with any provisions of the scheme, or where actions need to be taken to safeguard the financial position of the authority or the school.

Such a notice will set out the reasons and evidence for it being made and may place on the governing body restrictions, limitations or prohibitions in relation to the management of funds delegated to it.

These may include:

- insisting that relevant staff undertake appropriate training to address any identified weaknesses in the financial management of the school
- insisting that an appropriately trained/qualified person chairs the finance committee of the governing body
- placing more stringent restrictions or conditions on the day to day financial management of a school than the scheme requires for all schools – such as the provision of monthly accounts to the authority

- insisting on regular financial monitoring meetings at the school attended by authority officers
- requiring a governing body to buy into an authority's financial management systems
- imposing restrictions or limitations on the manner in which a school manages extended school activity funded from within its delegated budget share – for example by requiring a school to submit income projections and/or financial monitoring reports on such activities

The notice will clearly state what these requirements are and the way in which and the time by which such requirements must be complied with in order for the notice to be withdrawn. It will also state the actions that the authority may take where the governing body does not comply with the notice.

The purpose of this provision is to enable the authority to set out formally any concerns it has regarding the financial management of a school it maintains and require a governing body to comply with any requirements it deems necessary. The principal criterion for issuing a notice, and determining the requirements included within it, is to safeguard the financial position of the authority or school.

The notice of concern will be withdrawn once the governing body has complied with the requirements the authority has imposed.

The Notice of Concern will also inform the governing body of their right to appeal to the Secretary of State against the suspension, or a decision by the authority not to restore delegation when the withdrawal is formally reviewed and the time limit within which such an appeal can be brought. The Secretary of State may uphold or reject any such appeal.

2.16 Schools Financial Value Standard (SFVS)

What are schools required to do?

All local authority maintained schools (including nursery schools and pupil referral units (PRUs) that have a delegated budget) must demonstrate compliance with the Schools Financial Value Standard (SFVS) and complete the assessment form on an annual basis.

The schools financial value standard (SFVS) is a mandatory requirement for local authority maintained schools. The SFVS has been designed with schools to help them in managing their finances and to give assurance that they have secure financial management in place.

It is for the school to determine at which time of the year they wish to complete the form, however Buckinghamshire County Council requests that all maintained schools submit their SFVS assessment form by the end of Autumn Term each year as this is the time of year when Governors, Leadership or finance staff in schools are most like to have changed and when the SFVS review is most important.

Governors must demonstrate compliance through the submission of the SFVS assessment form signed by the Chair of Governors. The form must include a summary of remedial actions with a clear timetable, ensuring that each action has a specified deadline and an agreed owner. Governors must monitor the progress of these actions to ensure that all actions are cleared within specified deadlines.

Further guidance is available on the SchoolsWeb.

What will Buckinghamshire County Council do?

Buckinghamshire County Council will use the schools' SFVS self-assessment to inform their programme of financial assessment and audit. If areas of concern in the SFVS self-assessment are identified Buckinghamshire County Council will look to support those schools in strengthening those areas. An area of concern may be budget setting. Having these by the end of Autumn Term helps Buckinghamshire County Council prioritise which draft budget plans being received in February to review first.

If significant inconsistencies between SFVS self-assessment any other sources of information (including reviews of budget proposals and end of year budget positions) Buckinghamshire County Council will seek to work with the schools to understand these in more detail and support the schools.

Schools are strongly encouraged to honestly appraise their SFVS and alert Buckinghamshire County Council to weaknesses that may need support at an early stage. A failure to identify and therefore address weaknesses in SFVS may result in issues in financial management and forecasting which both the school and Buckinghamshire County Council would wish to avoid.

2.17 Fraud

All schools must have a robust system of controls to safeguard themselves against fraudulent or improper use of public money and assets. The governing body and head teacher must inform all staff of school policies and procedures related to fraud and theft, the controls in place to prevent them and the consequences of breaching those controls.

This information must also be included in the induction for new school staff and governors.

Section 3: Instalments of the budget share; banking arrangements

The authority has adopted the CIPFA Code of Practice for Treasury Management. For the purposes of this section, Budget Share includes any place-led funding for special schools or pupil referral units.

3.1 Frequency of instalments

For non-cheque book schools the authority will make entire budget share available from the end of month 3. For cheque book schools budget share instalments are made to schools on a monthly basis. Top up payments for pupils with high needs are made on a monthly basis.

3.2 Proportion of budget share payable at each instalment

For non-cheque book schools the authority will make entire budget share available from the end of month 3. For cheque book schools the budget share is made available in twelve equal monthly instalments. Funds allocated will be gross of salary costs.

3.3 Interest clawback

The authority may deduct from budget share instalments an amount equal to the estimated interest lost by the authority in making available the budget share in advance. Any advances will accrue interest charges at the rate of the Bank of England Base rate minus 1%. Therefore charges will only apply if the Bank of England Base rate is above 1%.

3.3.1 Interest on late budget share payments

Where the payments of budget share instalments are the result of an authority error, interest will be paid at the rate of the Bank of England Base rate minus 1%. Therefore payments will only apply if the Bank of England Base rate is above 1%.

3.4 Budget shares for closing schools

For schools for which approval for discontinuation has been secured, the authority reserves the right to make budget shares will available until closure on a monthly basis net of estimated pay costs.

3.5 Bank and building society accounts

All maintained schools may have external bank accounts into which their budget share instalments (as determined by other provisions) are paid. Schools that have such accounts shall be allowed to retain all interest payable on the account unless they choose to have an account within an authority contract which makes other provision.

Schools without bank accounts cannot have one until any deficit balance is cleared.

If a school opens an external bank account the authority must, if the school desires, transfer immediately to the account an amount agreed by both school and authority as the estimated surplus balance held by the authority in respect of the school's budget share, on the basis that there is then a subsequent correction when accounts for the relevant year are closed.

Bank accounts as referred to here do not include imprest accounts.

3.5.1 Restrictions on accounts

A list of which banks or building societies accounts may be held with for the purpose of receiving budget share payments is available in the Local Management Handbook.

Schools may have accounts for budget share purposes which are in the name of the school rather than the authority. However, if a school has such an account the account mandate must provide that the authority is the owner of the funds in the account; that it is entitled to receive statements; and that it can take control of the account if the school's right to a delegated budget is suspended by the authority.

However, schools wishing to take advantage of the authority's group scheme with Lloyds must have their account set up by the authority and BCC will be the first part of the account name.

Budget share funds paid by the authority and held in school accounts remain authority property until spent (s.49(5) of the Act)

Further guidance about restricting signatories for bank accounts is given in the Local Management Handbook.

3.6 Borrowing by schools

Governing bodies may borrow money (which includes the use of finance leases) only with the written permission of the Secretary of State. The Secretary of State's general position is that schools will only be granted permission for borrowing in exceptional circumstances. Schools can use any scheme that the Secretary of State has said is available to schools without specific approval, for example the [Salix](#) scheme, which is designed to support energy saving.

Schools may not use credit cards and overdrafts, which are regarded as borrowing. However, they can use procurement cards, as these cards can be a useful means of facilitating electronic purchase.

The restrictions do not apply to Trustees and Foundations, whose borrowing, as private bodies, makes no impact on Government accounts. These debts may not be serviced directly from the delegated budget, but schools are free to agree a charge for a service which the Trustees or Foundation are able to provide as a consequence of their own borrowing. Governing bodies do not act as agents of the authority when repaying loans.

This provision does not apply to loan schemes run by the authority (see section 4.10).

Further advice about borrowing is available in the Local Management Handbook.

Section 4: The treatment of surplus and deficit balances arising in relation to budget shares

4.1 Right to carry forward surplus balances

Schools will carry forward from one financial year to the next any shortfall in expenditure relative to the school's budget share for the year plus/minus any balance brought forward from the previous year. If a school becomes a cheque book school it must do so on 1st April and 50% of the provisional balance will transferred 4 weeks previously, -pending a later reconciliation.

4.2 Controls on surplus balances

Schools that have excessive surplus balances will be required to report to Schools forum on an annual basis. Excessive surpluses are defined as 15% or more (on all the school's income) for the last 5 years and at least £10,000 each year. The authority reserves the right to clawback excessive surpluses following consultation with Schools Forum. Further information can be found in the policy for supporting good financial management.

4.3 Interest on surplus balances

Balances held by the Authority on behalf of schools will attract interest of Base Rate minus 1%. Therefore interest will only be applied if the Base Rate is above 1%. Further guidance is available on monitoring income and expenditure set out in the Local Management Handbook F5

4.4 Obligation to carry forward deficit balances

Deficit balances will be carried forward, by deduction of the relevant amount from the following year's budget share.

4.5 Planning for deficit budgets

No school may plan for a deficit balance without the consent of the authority (see para 4.9).

4.6 Charging of interest on deficit balances

The authority does not currently charge interest on deficit balances, but reserves the right to do so following consultation with Schools Forum.

4.7 Writing off deficits

The authority cannot write off the deficit balance of any school.

The authority may give assistance towards elimination of a deficit balance through the allocation of a cash sum, from the authority's schools budget (from a centrally held budget specified for the purpose of expenditure on special schools and pupil referral units in financial difficulty or, in respect of mainstream maintained schools, from a de-delegated contingency budget where this has been agreed by Schools Forum). Information about contingency is available on Schoolsweb.

4.8 Balances of closing and replacement schools

Where in the funding period, a school has been established or is subject to a prescribed alteration as a result of a closure of a school, the local authority may add an amount to the budget share of the new or enlarged school to reflect all or part of the unspent budget share, including any surplus carried over from previous funding periods, of the closing school for the funding period in which it closes. ~~When a school closes any balance (whether surplus or deficit) reverts to the authority; it cannot be transferred as a balance to any other school, even where the school is a successor to the closing school, e~~ Except that a surplus automatically transfers to an academy where a school converts to academy status under section 4(1)(a) of the Academies Act 2010.

4.9 Licensed deficits

A licensed deficit is the arrangement whereby the authority may allow a school to plan for a deficit budget. Details of the scheme are set out in the Policy for Supporting Good Financial Management in Buckinghamshire Schools.

The authority reserves the right to invite schools holding balances in external bank accounts to use some or all of those balances to back the arrangement.

Balances held by a school in an external bank account remain the property of the authority (if made available by the authority initially) and therefore may legally be taken into account by the authority in assessing the total level of loans which it might wish to

make to schools. Prior to any such arrangement being put in place, schools will be asked to give a view as to whether the authority should take them into account in this way.

4.10 Loan schemes

The authority operates a loan arrangement for schools which does not operate by way of a licensed deficit but rather by way of actual payments to schools or expenditure by the authority in respect of a particular school on condition that a corresponding sum is repaid from the budget share. The parameters of the arrangement are available on Schoolsweb under Finance guidance and forms / Emergency cash advance.

[Loans cannot be used as a means of funding a deficit that has arisen because a school's recurrent costs exceed its current income.](#)

4.10.1 Credit union approach

In some areas, as an alternative if no other scheme is available, schools may wish to group together to utilise externally held balances for a credit union approach to loans. If so the authority would require audit certification, if the authority does not itself act as administrator of the arrangement.

Section 5: Income

Schools may retain income except in certain specified circumstances.

5.1 Income from lettings

Schools are allowed to retain income from lettings of the school premises which would otherwise accrue to the authority, subject to alternative provisions arising from any joint use or PFI/PPP agreements. Schools are allowed to cross-subsidise lettings for community and voluntary use with income from other lettings, provided the governing body is satisfied that this will not interfere to a significant extent with the performance of any duties imposed on them by the Education Acts, including the requirement to conduct the school with a view to promoting high standards of educational achievement. However, schools should be required to have regard to directions issued by the authority as to the use of school premises, as permitted under the Act for various categories of schools.

Income from lettings of school premises should not normally be payable into voluntary or private funds held by the school. [However, where land is held by a charitable trust, it will be for the school's trustees to determine the use of any income generated by the land.](#)

For the avoidance of doubt, the term “lettings” in this sub-paragraph does not include any residential letting or lease of premises.

5.2 Income from fees and charges

Schools are allowed to retain income from fees and charges except where a service is provided by the authority from centrally retained funds. Schools are required to follow the policy statements on charging produced by the authority. This can be found in F7 Charges for Educational Activities in the Local Management Handbook. Income from boarding charges is collected on behalf of the authority and should not exceed that needed to provide board and lodging for the pupils concerned.

5.3 Income from fund-raising activities

Schools are allowed to retain income from fund-raising activities.

5.4 Income from the sale of assets

Schools are allowed to retain the proceeds of sale of assets except in cases where the asset was purchased with non-delegated funds (in which case it should be for the authority to decide whether the school should retain the proceeds), or the asset

concerned is land or buildings forming part of the school premises and is owned by the authority.

The retention of sale proceeds for premises not owned by the authority will not be a matter for the scheme.

5.5 Administrative procedures for the collection of income

Where schools collect income which accrues to the authority (e.g. where a school has contracted with the council meals service), separate guidance will be issued.

Because of the potential VAT implications of providing services for which fees and charges may be made, schools should ensure that they follow the appropriate administrative procedures for the collection of and accounting for income.

Guidance is set out in the Financial Instructions in the Local Management Handbook.

5.6 Purposes for which income may be used

Income from sale of assets purchased with delegated funds may only be spent for the purposes of the school.

Section 6: The charging of school budget shares

6.1 General provision

The budget share of a school is allowed to be charged by the authority without the consent of the governing body **only** in circumstances expressly permitted by the scheme, and requires authorities to consult schools as to the intention to so charge, and notify schools when it has been done.

In case of any dispute over such charges, schools should contact the Finance Director (Children's Social Care and Learning).

For each of the circumstances below the authority would have to be able to demonstrate that it had necessarily incurred the expenditure now charged to the budget share. This means that where the authority cannot incur a liability because the statutory responsibility rests elsewhere, no charging is possible. Therefore the position on charging will vary between categories of school.

In some cases the ability to charge budget shares depends on the authority having given prior notice to the governing body.

The authority may de-delegate funding for permitted services without the express permission of the governing body, provided this has been approved by the appropriate phase representatives of the Schools Forum.

6.1.1 Charging of salaries at actual cost

The authority will charge salaries of school-based staff to school budget shares at actual cost.

6.2 Circumstances in which charges may be made

6.2.1 Where premature retirement costs have been incurred without the prior written agreement of the authority to bear such costs the full amount will be charged. Where prior written agreement has been obtained the amount charged will be only the excess over any amount agreed by the authority;

6.2.2 Other expenditure incurred to secure resignations where the [re is good reason to charge this to the school \(see Annex B\)](#) ~~school had not followed authority advice;~~

6.2.3 Awards by courts and industrial tribunals against the authority, or out of court settlements, arising from action or inaction by the governing body contrary to the authority's advice

Awards may sometimes be against the governing body directly and would fall to be met from the budget share. Where the authority is joined with the governing body in the action and has expenditure as a result of the governing body not

taking authority advice, the charging of the budget share with the authority expenditure protects the authority's position.

- 6.2.4 Expenditure by the authority in carrying out health and safety work or capital expenditure for which the authority is liable where funds have been delegated to the governing body for such work, but the governing body has failed to carry out the required work;
- 6.2.5 Expenditure by the authority incurred in making good defects in building work funded by capital spending from budget shares, where the premises are owned by the authority or the school has voluntary controlled status;
- 6.2.6 Expenditure incurred by the authority in insuring its own interests in a school where funding has been delegated but the school has failed to demonstrate that it has arranged cover at least as good as that which would be arranged by the authority;
- 6.2.7 Recovery of monies due from a school for services provided to the school, where a dispute over the monies due has been referred to a disputes procedure set out in a service level agreement, and the result is that monies are owed by the school to the authority;
- 6.2.8 Recovery of penalties imposed on the authority by the Board of Inland Revenue, the Contributions Agency, HM Revenue and Customs, Teachers' Pensions, the Environment Agency or other regulatory authorities as a result of school negligence.
- 6.2.9 Correction of authority errors in calculating charges to a budget share (eg pension deductions)
- 6.2.10 Additional transport costs incurred by the authority arising from decisions by the governing body on the length of the school day, or failure to notify the authority of non-pupil days resulting in unnecessary transport costs.
- 6.2.11 Legal costs which are incurred by the authority because the governing body did not accept the advice of the authority.
- 6.2.12 Costs of necessary health and safety training for staff employed by the authority, where funding for training had been delegated but the necessary training not carried out.
- 6.2.13 Compensation paid to a lender where a school enters into a contract for borrowing beyond its legal powers, and the contract is of no effect.
- 6.2.14 Cost of work done in respect of teacher pension remittance and records for schools using non-authority payroll contractors, the charge to be the minimum needed to meet the cost of the authority's compliance with its statutory obligations;
- 6.2.15 Costs incurred by the authority in securing provision specified in a [Education, Health and Care Plan\(EHCP\)statement of SEN](#) where the governing body of a

school fails to secure such provision despite the delegation of funds in respect of low cost high incidence SEN and/or specific funding for a pupil with High Needs;

6.2.16 Costs incurred by the authority due to submission by the school of incorrect data;

6.2.17 Recovery of amounts spent from specific grants on ineligible purposes;

6.2.18 Costs incurred by the authority as a result of the governing body being in breach of the terms of a contract.

6.2.19 Costs incurred by the authority or another school as a result of a school withdrawing from a cluster arrangement, for example where this has funded staff providing services across the cluster.

6.2.20 Costs incurred by the authority in administering admissions appeals, where the local authority is the admissions authority and the funding for admission appeals has been delegated to all schools as part of their formula allocation.

Section 7: Taxation

7.1 Value Added Tax

The authority has established procedures to enable schools to utilise its ability to reclaim VAT on expenditure relating to non-business activity. Schools should follow the procedures laid down from time to time in the Local Management Handbook. Amounts so reclaimed will be passed back to the school.

7.2 CIS (Construction Industry Taxation Scheme)

Schools should abide by procedures issued by the authority in connection with CIS. The procedures are set out in the Local Management Handbook.

Section 8: The provision of services and facilities by the authority

8.1 Provision of services from centrally retained budgets

It is for the authority to determine on what basis services from centrally retained funds will be provided to schools. This includes both traded services and non-traded support (e.g. Premature Retirement Compensation [PRC] and redundancy costs).

Services will be provided on an equal basis to all categories of schools, except where [permitted under the Schools and Early Years Finance Regulations or the dedicated schools grant conditions of grant.](#) ~~(a) funding has been delegated to some schools only, or (b) such discrimination is justified by differences in statutory duties.~~

8.2 Provision of services bought back from the authority using delegated budgets

The term of any arrangement with a school to buy services or facilities from the authority is limited to a maximum of three years from the date of the agreement, and periods not exceeding five years for any subsequent agreement [or extensions](#) relating to the same services.

[However, schemes for contracts for supply of catering services may be limited to a maximum of 5 years, with a maximum agreement of 7 years if the contract is extended.](#)

There is no minimum period, although arrangements lasting less than two years may well be uneconomic.

When a service is provided for which expenditure is not retainable centrally by the authority under the Regulations made under section 45A of the Act, it should be offered at prices which are intended to generate income which is no less than the cost of providing those services. The total cost of the service should be met by the total income, even if schools are charged differentially.

This provision complements the implied requirements of the regulations on central retention of funds. It is recognised that absolute break-even or profit is not always achievable over fixed financial years: it is for the authority to show during audit tests that the charging policy can reasonably be expected to avoid central subsidy of services.

8.2.1 Packaging

The Authority may provide on a buyback basis, any service for which funding has been delegated. However these must be offered in a way which does not unreasonably restrict schools' freedom of choice among the services available, and where practicable, this will include provision on a service-by-service basis as well as in packages of services.

8.3 Service level agreements

The scheme should provide that service level agreements must be in place by a certain date to be effective for the following financial year, and that schools must have at least a month to consider the terms of agreements.

The scheme should contain a provision which stipulates that if services or facilities are provided under a service level agreement - whether free or on a buyback basis - the terms of any such agreement starting on or after the inception of the scheme will be reviewed at least every three years if the agreement lasts longer than that.

Services, if offered at all by the authority, will be available on a basis which is not related to an extended agreement, as well as on the basis of such agreements.

Where services are provided on an ad hoc basis they may be charged for at a different rate than if provided on the basis of an extended agreement.

Centrally arranged premises and liability insurance are excluded from these requirements as to service supply, as the limitations envisaged may be impracticable for insurance purposes.

8.4 Teachers' Pensions

In order to ensure that the performance of the duty on the authority to supply Teachers Pensions with information under the Teachers' Pensions [Scheme Regulations 1997/2014](#), the following conditions are imposed on the authority and governing bodies of all maintained schools covered by this Scheme in relation to their budget shares.

The conditions only apply to governing bodies of maintained schools that have not entered into an arrangement with the authority to provide payroll services.

A governing body of any maintained school, whether or not the employer of the teachers at such a school, which has entered into any arrangement or agreement with a person other than the authority to provide payroll services, shall ensure that any such arrangement or agreement is varied to require that person to supply salary, service and pensions data to the authority which the authority requires to submit its [monthly annual](#) return of salary and service to Teachers' Pensions and to produce its audited contributions certificate. The authority will advise schools each year of the timing, format and specification of the information required. A governing body shall also ensure that any such arrangement or agreement is varied to require that Additional Voluntary Contributions (AVCs) are passed to the authority within the time limit specified in the AVC scheme. The governing body shall meet any consequential costs from the school's budget share

Section 9: PFI/PPP

9.1 Insurance cover

The authority shall have the power to issue regulations from time to time in respect of Private Finance Initiative and Private Public Partnership projects. Amongst other issues these might deal with the reaching of agreements with the governing bodies of schools as to the basis of such charges; and the treatment of monies withheld from contractors due to poor performance.

Section 10: Insurance

10.1 Insurance cover

If a school proposes to arrange its own insurance under delegated funds, rather than purchasing the core insurance package offered by the authority, the governing body shall be responsible for securing that the headteacher (or another member of staff who has been nominated by the headteacher) demonstrates to the satisfaction of the authority that cover sufficient to protect the authority's financial interest will be provided under those proposed arrangements. The headteacher (or nominated member of staff) shall provide that information to the authority not less than six weeks before the date on which the insurance is due to commence, unless the authority has agreed a shorter period in a particular case. [The information required to demonstrate parity of cover will be reasonable and will not place an undue burden upon the school, nor act as a barrier to the school exercising their choice of supplier.](#) The Authority may, where a school proposes to make its own insurance arrangements, also stipulate minimum levels of cover.

(see also 6.2.6)

Section 11: Miscellaneous

11.1 Right of access to information

Governing bodies must supply all financial and other information which might reasonably be required to enable the authority to satisfy itself as to the school's management of its delegated budget share, or the use made of any central expenditure by the authority (eg earmarked funds) on the school.

11.2 Liability of governors

As the governing body is a corporate body, and because of the terms of s.50(7) of the Act, governors of maintained schools will not incur personal liability in the exercise of their power to spend the delegated budget share provided they act in good faith.

An example of behaviour which is not in good faith is the carrying out of fraudulent acts. Breaches of the scheme are not in themselves failures to act in good faith; neither is rejection of authority advice as to financial management.

11.3 Governors' expenses and training

The authority may delegate to the governing body of a school yet to receive a delegated budget, funds to meet governors' expenses.

The amounts of such allowances would be set by the authority.

Under section 50(5) of the Act, only allowances in respect of purposes specified in regulations made under section 19 of the Education Act 2002 may be paid to governors from a school's delegated budget share. Details of allowable expenditure can be found in the LMS Handbook

The authority offers training to all governors. It is understood that training is required to enable governors to perform their role effectively. This is particularly the case in respect of newly-appointed governors, those who chair their governing body or one of its committees (e.g. finance, or staff discipline), or those who have specific responsibilities (e.g. safeguarding). A Model Code of Conduct for Governors, approved by the Buckinghamshire Governor Consultative Board and the Buckinghamshire Association of School Governors for adoption by governing bodies, includes a commitment to attend training and for individual members to take responsibility for their own learning and development as a governor. Expectations as to governor training also arise from the School Financial Value Standard (SFVS).

11.4 Responsibility for legal costs

Separate advice will be issued on the procedure schools should follow in obtaining legal advice where there is a conflict between the Authority and the governing body. Governing bodies may be permitted to use their delegated budgets to seek independent legal advice if there is a conflict of interest between the school and the LA.

11.5 Health and Safety

Governing bodies should, in expending the school's budget share, to have due regard to duties placed on the authority in relation to health and safety, and the authority's policy (found on Schoolsweb) on health and safety matters in the management of the budget share.

11.6 Right of attendance for Chief Finance Officer

Governing bodies must permit the Chief Finance Officer of the authority, or any officer of the authority nominated by the Chief Finance Officer, to attend meetings of the governing body at which any agenda items are relevant to the exercise of her or his responsibilities.

The Chief Finance Officer's attendance should normally be limited to items which relate to issues of probity or overall financial management; such attendance should not be regarded as routine. The authority should give prior notice of such attendance unless this is impracticable.

11.7 Special educational needs

Schools are required to use their best endeavours in spending the budget share, to secure appropriate provision for pupils with or without statements of special educational needs. Failure to do so may result in the authority invoking Section 6.2.16 of this scheme.

11.8 Interest on late payments

Schools should be aware there is a statutory requirement to pay interest on late payments. More details can be found on the website Gov.uk

11.9 'Whistleblowing'

Schools are required to ensure that staff are aware of the procedure to be followed by persons working at a school or school governors who wish to complain about financial management or financial propriety at the school, and how such complaints will be dealt with. These are set out in the "Whistleblowing" policy document which has been circulated to all schools and which is available on the County Council's website.

11.10 Child protection

All schools are required to follow the local authority's policy and guidance on Child Protection found on Schools Web. The authority does not make any payments to support this.

11.11 Redundancy / early retirement costs

[The 2002 Education Act sets out how premature retirement and redundancy costs should normally be funded. The Authority's policy on redundancy, premature retirement cost and severance payments in schools is attached as Further guidance is provided at -Annex B.](#)

11.12 Interests in Land

Governors of Community and Voluntary Controlled schools shall not dispose of any freehold, leasehold or other legal interest in land and buildings used for the purposes of the school and owned by the Authority.

The above condition applies to such matters as selling land, taking or granting leases and tenancies, or granting rights of way.

The condition follows from the fact that the site and buildings of the school are normally owned by the Authority.

The condition does not preclude the ordinary lettings of parts of the school premises on a purely temporary basis.

11.13 Delegation to new schools

The Authority has the power to delegate selectively and optionally to the governing bodies of schools which have yet to receive delegated budgets.

Section 12: Responsibility for repairs and maintenance

12.1 Annex C shows the categories of work which governing bodies must expect to finance from their budget.

12.2 The Authority will delegate funding for repairs and maintenance to maintained and voluntary aided schools. Only capital expenditure is retained by Authority. For these purposes, expenditure may be treated as capital only if it fits the definition of capital used by the local authority for financial accounting purposes in line with the CIPFA Code of Practice on local authority accounting. The de minimis limit for capital expenditure is £4,000.

12.3. Eligibility for capital grant from the Secretary of State for capital works at voluntary aided schools is dependent on the de minimis limit applied by DfE to categorise such work, not the de minimis limit used by the authority.

Section 13: Community facilities

13.1 Introduction

Schools which choose to exercise the power conferred by s.27 (1) of the Education Act 2002 to provide community facilities will be subject to a range of controls. Firstly, regulations made under s.28 (2), if made, may specify activities which may not be undertaken at all under the main enabling power. ~~Secondly, the school is obliged to consult the authority and have regard to any advice from it.~~ ~~Secondly~~ ~~Thirdly~~, the Secretary of State issues guidance to governing bodies about a range of issues connected with exercise of the power, and a school must have regard to that guidance.

However, under s.28(1), the main limitations and restrictions on the power will be those contained in this Scheme. Paragraph 2 of Schedule 3 to the Education Act 2002 extends the coverage of delegation schemes to the powers of governing bodies to provide community facilities.

Schools providing community facilities are therefore subject to prohibitions, restrictions and limitations in the scheme for financing schools.

This section of the scheme does not extend to: joint-use agreements; transfer of control agreements; or, agreements between the Authority and schools to secure the provision of adult and community learning.

The budget share of a school may not be used to fund community facilities – either start-up costs or ongoing expenditure - or to meet deficits arising from such activities.

Mismanagement of community facilities funds can be grounds for suspension of the right to a delegated budget as allowed for in the Policy for Good Financial Management

13.2 Consultation with the authority – financial aspects

[Changes made by the Children and Families Act 2014 mean that schools no longer need to consult the authority when establishing community facilities under Section 27 of the Education Act 2002. Nor do they have to have regard to advice given to them by their authority.](#)

However, as public bodies, they are expected to act reasonably, and this includes consulting those affected by decisions that they make. Section 28(4) of the Education Act 2002 requires that before exercising the community facilities power, governing bodies must consult the authority, and have regard to advice given to them by their authority. The procedure for such consultation is set out in the Local Management Handbook.

13.3 Funding agreements – local authority powers

The provision of community facilities in a school may be dependent on the conclusion of a funding agreement with a third party, either to supply funding, or both to supply funding and to take part in the provision. A very wide range of bodies and organisations may be involved.

Any such proposed agreement should be submitted to the authority for its comments. The authority has no right of veto on such agreements, either directly or through requiring a right to countersign the agreement; but schools should be aware that if an agreement has been, or is to be, concluded against the wishes of the Authority, or has been concluded without informing the Authority, and in the view of the Authority it is seriously prejudicial to the interests of the school or the Authority, that may constitute grounds for suspension of the right to a delegated budget.

13.5 Other prohibitions, restrictions and limitations

The authority may require, in a specific instance of use of the community facilities power by a governing body where the authority has good reason to believe that the proposed project carries significant financial risks, that the governing body concerned makes arrangements to protect the financial interests of the authority by either carrying out the activity concerned through the vehicle of a limited company formed for the purpose, or by obtaining indemnity insurance for risks associated with the project in question, as specified by the authority.

13.6 Supply of financial information

The authority may require schools which exercise the community facilities power to provide the authority every six months with a summary statement, in a form determined by the authority, showing the income and expenditure for the school arising from the facilities in question for the previous six months and on an estimated basis, for the next six months.

The authority, on giving notice to the school that it believes there to be cause for concern as to the school's management of the financial consequences of the exercise of the community facilities power, may require such financial statements as are specified in paragraph 13.8 to be supplied every three months; and, if it sees fit, to require the submission to it of a recovery plan for the activity in question.

Financial information relating to community facilities will be included in returns made by schools under the Consistent Financial Reporting (CFR) Framework, and these will be relied upon by the authority as the main source of information for the financial aspects of community facilities.

13.7 Audit

Schools must grant access to the school's records connected with their exercise of the community facilities power, in order to facilitate internal and external audit of relevant income and expenditure.

Schools, in concluding funding agreements with other persons pursuant to the exercise of the community facilities power, are required to ensure that such agreements contain adequate provision for access by the authority to the records and other property of those persons held on the school premises, or held elsewhere insofar as they relate to the activity in question, in order for the authority to satisfy itself as to the propriety of expenditure on the facilities in question.

13.8 Treatment of income and surpluses

Schools are allowed to retain all net income derived from community facilities except where otherwise agreed with a funding provider, whether that be the authority or some other person. Schools should ensure that costs have been correctly apportioned between the school budget share and the community facilities.

Schools are allowed to carry over such retained net income from one financial year to the next as a separate community facilities surplus; or, subject to the agreement of the authority at the end of each financial year, to transfer all or part of it to the budget share balance.

If the school is a community or community special school, and the authority ceases to maintain the school, any accumulated retained income obtained from the exercise of the

community facilities power shall revert to the authority, unless otherwise agreed with a funding provider.

13.9 Health and safety matters

The general provisions of this scheme in respect of health and safety extend to the community facilities power.

The governing body is responsible for the costs of securing Disclosure and Barring Service (~~was Criminal Records Bureau~~) clearance for all adults involved in community activities taking place during the school day. A governing body is free to pass on such costs to a funding partner as part of an agreement with that partner.

13.10 Insurance

It is the responsibility of the governing body to ensure adequate arrangements are made for insurance against risks arising from the exercise of the community facilities power, taking professional advice as necessary. Such insurance should not be funded from the school budget share. The school should seek the authority's advice before finalising any insurance arrangement for community facilities.

The authority is empowered to undertake its own assessment of the insurance arrangements made by a school in respect of community facilities, and if it judges those arrangements to be inadequate, to make arrangements itself and to charge the resultant cost to the school. Such costs could not be charged to the school's budget share.

Taxation

Schools should seek the advice of the authority and the local VAT office on any issues relating to the possible imposition of Value Added Tax on expenditure in connection with community facilities, including the use of the local authority VAT reclaim facility.

If any member of staff employed by the school or authority in connection with community facilities at the school is paid from funds held in a school's own bank account (whether a separate account is used for community facilities or not) the school is likely to be held liable for payment of income tax and National Insurance, in line with HM Revenue and Customs rules.

Schools must follow authority advice in relation to the Construction Industry Scheme where this is relevant to the exercise of the community facilities power.

13.12 Banking

Schools must ensure that they make appropriate arrangements for the banking and accounting of funds for community facilities, either through the maintenance of separate bank accounts, or by means of adequate internal accounting controls to maintain separation of funds. Schools without local bank accounts may use the authority's banking arrangements, subject to appropriate accounting within their local finance system.

Schools may not borrow money without the written consent of the Secretary of State. This requirement does not extend to monies lent to schools by the authority.

Annex A: The list of schools to which this scheme applies

(revised ~~February 2019~~ [June 2016](#))

DfE No. **School Name**

Nursery Schools

1005 BOWERDEAN
1000 HENRY ALLEN

Primary Schools

2132 ASH HILL PRIMARY SCHOOL
2286 ASHMEAD COMBINED SCHOOL
2250 ASTON CLINTON COMBINED SCHOOL
2225 BEARBROOK COMBINED SCHOOL
2175 BEDGROVE INFANT SCHOOL
2169 BEDGROVE JUNIOR SCHOOL
5203 BEECHVIEW SCHOOL
3022 BIERTON CHURCH OF ENGLAND COMBINED SCHOOL
2008 BLEDLOW RIDGE SCHOOL
2126 BOOKER HILL SCHOOL
5200 BROOKMEAD SCHOOL
2179 BROUGHTON INFANT SCHOOL
2152 BROUGHTON JUNIOR SCHOOL
5205 BRUSHWOOD JUNIOR SCHOOL
2002 BUCKINGHAM PARK CE PRIMARY SCHOOL
2245 BUCKINGHAM PRIMARY SCHOOL
2220 BURFORD SCHOOL
2186 BUTLERS COURT COMBINED SCHOOL
3329 CADMORE END CHURCH OF ENGLAND SCHOOL
2176 CARRINGTON INFANT SCHOOL
2157 CARRINGTON JUNIOR SCHOOL
5204 CASTLEFIELD SCHOOL
2005 CEDAR PARK SCHOOL
2016 CHALFONT ST GILES INFANT SCHOOL AND NURSERY
2182 CHALFONT ST GILES JUNIOR SCHOOL
2151 CHALFONT ST PETER INFANT SCHOOL
2197 CHARTRIDGE COMBINED SCHOOL
2019 CHEDDINGTON COMBINED SCHOOL
2020 CHENIES SCHOOL
~~3034 CHESHAM BOIS CHURCH OF ENGLAND COMBINED SCHOOL~~
2191 CHESTNUT LANE SCHOOL
2235 CLAYTONS PRIMARY SCHOOL
3035 COLESHILL CHURCH OF ENGLAND INFANT SCHOOL
3309 CUDDINGTON & DINTON C OF E SCHOOL
3038 CURZON CHURCH OF ENGLAND COMBINED SCHOOL

20	22 26	DAGNALL SCHOOL
	5208	DANESFIELD SCHOOL
	2027	DENHAM VILLAGE INFANT SCHOOL
	2000	DISRAELI COMBINED SCHOOL - THE
	2028	DORNEY SCHOOL
	2009	DOWNLEY SCHOOL
	2030	DRAYTON PARSLOW VILLAGE SCHOOL
	2031	DROPMORE INFANT SCHOOL
20	25 32	EAST CLAYDON SCHOOL
	2033	EDLESBOROUGH SCHOOL
	2282	ELANGENI SCHOOL
	2181	ELMHURST SCHOOL
	2213	ELMTREE SCHOOL
	2271	FARNHAM COMMON INFANT SCHOOL
	2142	FARNHAM COMMON JUNIOR SCHOOL
	2507	FOXES PIECE SCHOOL
	3330	FRIETH CHURCH OF ENGLAND COMBINED SCHOOL
	2037	FULMER INFANT SCHOOL
	3063	GREAT HORWOOD CHURCH OF ENGLAND COMBINED SCHOOL
	3039	GREAT KIMBLE CHURCH OF ENGLAND SCHOOL
	3040	GREAT KINGSHILL CHURCH OF ENGLAND COMBINED SCHOOL
	2167	GRENDON UNDERWOOD COMBINED SCHOOL
	2040	HADDENHAM INFANT SCHOOL
	2276	HADDENHAM JUNIOR SCHOOL
	3073	HADDENHAM ST MARY'S CHURCH OF ENGLAND SCHOOL
	2333	HALTON COMBINED SCHOOL
	2233	HANNAH BALL INFANT SCHOOL
	3072	HAWRIDGE & CHOLESBURY CHURCH OF ENGLAND SCHOOL
	2162	HAYDON ABBEY SCHOOL
	3333	HAZLEMERE CHURCH OF ENGLAND COMBINED SCHOOL
	3025	HIGH ASH CHURCH OF ENGLAND COMBINED SCHOOL
	3334	HIGH WYCOMBE CHURCH OF ENGLAND COMBINED SCHOOL
	2352	HIGHWORTH COMBINED SCHOOL AND NURSERY
	2150	HOLMER GREEN INFANT SCHOOL
	2200	HOLMER GREEN JUNIOR SCHOOL
	2345	HOLTSPUR SCHOOL
	3347	HOLY TRINITY CHURCH OF ENGLAND SCHOOL
	2242	HUGHENDEN PRIMARY SCHOOL
	2059	HYDE HEATH INFANT SCHOOL
	3335	IBSTONE CHURCH OF ENGLAND INFANT SCHOOL
	2270	IVER HEATH INFANT SCHOOL AND NURSERY
	2168	IVER HEATH JUNIOR SCHOOL
	2315	IVER VILLAGE INFANT SCHOOL
	2061	IVER VILLAGE JUNIOR SCHOOL
	2189	JOHN HAMPDEN SCHOOL WENDOVER
	2065	JORDANS SCHOOL
	2199	JUNIPER HILL SCHOOL
	3377	KINGSWOOD PRIMARY SCHOOL

2228 LANE END PRIMARY SCHOOL
 3037 LEE COMMON CHURCH OF ENGLAND SCHOOL
~~2226 LENT RISE COMBINED SCHOOL~~
 2068 LEY HILL SCHOOL
 2153 LITTLE CHALFONT PRIMARY SCHOOL
 2071 LITTLE KINGSHILL COMBINED SCHOOL
 3337 LITTLE MARLOW CHURCH OF ENGLAND INFANT SCHOOL
 3325 LITTLE MISSENDEN CHURCH OF ENGLAND SCHOOL
 2261 LONG CRENDON SCHOOL
~~3043 LONGWICK CHURCH OF ENGLAND COMBINED SCHOOL~~
 5206 LOUDWATER COMBINED SCHOOL
 3057 MAIDS MORETON CHURCH OF ENGLAND SCHOOL
 2196 MANOR FARM COMMUNITY INFANT SCHOOL
 2263 MANOR FARM COMMUNITY JUNIOR SCHOOL
 3044 MARLOW CHURCH OF ENGLAND INFANT SCHOOL
 3012 MARSH GIBBON CHURCH OF ENGLAND SCHOOL
 2049 MARSH SCHOOL
 3315 MARSWORTH CHURCH OF ENGLAND INFANT SCHOOL
 2007 MARY TOWERTON SCHOOL - THE
~~2123 MEADOWS SCHOOL - THE~~
 2006 MILLBROOK COMBINED
 3046 MONKS RISBOROUGH CHURCH OF ENGLAND COMBINED SCHOOL
 3068 MURSLEY CHURCH OF ENGLAND SCHOOL
 2335 NAPHILL & WALTERS ASH SCHOOL
 3061 NEWTON LONGVILLE CHURCH OF ENGLAND COMBINED SCHOOL
 2021 NEWTOWN INFANT SCHOOL AND NURSERY
 3014 NORTH MARSTON CHURCH OF ENGLAND SCHOOL
 2001 OAK GREEN SCHOOL
 3100 OAKLEY CHURCH OF ENGLAND COMBINED SCHOOL
 2184 OAKRIDGE SCHOOL
 3375 OUR LADY'S CATHOLIC PRIMARY SCHOOL
 5201 OVERSTONE COMBINED SCHOOL
~~3015 PADBURY CHURCH OF ENGLAND SCHOOL~~
 2084 PRESTWOOD INFANT SCHOOL
 2204 PRESTWOOD JUNIOR SCHOOL
~~2011 PRINCES RISBOROUGH PRIMARY SCHOOL~~
 3074 QUANTON CHURCH OF ENGLAND COMBINED SCHOOL
 3339 RADNAGE CHURCH OF ENGLAND INFANT SCHOOL
 2292 ROBERTSWOOD COMBINED AND NURSERY SCHOOL
 2038 ROUNDWOOD SCHOOL
 3340 SPEEN CHURCH OF ENGLAND SCHOOL
 2255 SPINFIELD SCHOOL
 3367 ST EDWARD'S CATHOLIC JUNIOR SCHOOL
 3033 ST GEORGE'S CHURCH OF ENGLAND INFANT SCHOOL
 3008 ST JAMES & ST JOHN C OF E PRIMARY SCHOOL
~~3336 ST JOHN'S CHURCH OF ENGLAND COMBINED SCHOOL~~
 3371 ST JOSEPH'S CATHOLIC COMBINED SCHOOL
 3372 ST JOSEPH'S CATHOLIC INFANT SCHOOL

3376 ST LOUIS CATHOLIC COMBINED SCHOOL
 3328 ST MARY & ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL
 3320 ST MARY'S C OF E PRIMARY SCHOOL
 3020 ST MARY'S CHURCH OF ENGLAND SCHOOL
 3053 ST MARY'S FARNHAM ROYAL C OF E PRIMARY SCHOOL
 3017 ST MICHAEL'S CHURCH OF ENGLAND COMBINED SCHOOL
 3342 ST PAUL'S CHURCH OF ENGLAND COMBINED SCHOOL
 3361 ST PETER'S CATHOLIC PRIMARY SCHOOL
 3102 ST PETER'S CHURCH OF ENGLAND COMBINED SCHOOL
 2107 STEEPLE CLAYDON SCHOOL
 2108 STOKE MANDEVILLE COMBINED SCHOOL
 2354 STOKE POGES SCHOOL
 2269 STOKENCHURCH PRIMARY SCHOOL
 3028 STONE CHURCH OF ENGLAND COMBINED SCHOOL
 3305 SWANBOURNE CHURCH OF ENGLAND SCHOOL
 | ~~2205 THOMAS HARDING JUNIOR SCHOOL~~
 2219 THOMAS HICKMAN SCHOOL
 2113 THORNBOROUGH INFANT SCHOOL
 2180 TILEHOUSE COMBINED SCHOOL
 2289 TURNFURLONG INFANT SCHOOL
 2280 TURNFURLONG JUNIOR SCHOOL
 3056 TWYFORD CHURCH OF ENGLAND SCHOOL
 2115 TYLERS GREEN INFANT SCHOOL
 2203 TYLERS GREEN MIDDLE SCHOOL
 2317 WADDESDON VILLAGE PRIMARY SCHOOL
 | ~~2258 WATERSIDE COMBINED SCHOOL~~
 3029 WENDOVER CHURCH OF ENGLAND JUNIOR SCHOOL
 2055 WEST WYCOMBE COMBINED SCHOOL
 3065 WESTCOTT CHURCH OF ENGLAND SCHOOL
 3030 WESTON TURVILLE CHURCH OF ENGLAND SCHOOL
 3018 WHADDON CHURCH OF ENGLAND SCHOOL
 2251 WHITCHURCH COMBINED SCHOOL
 2254 WIDMER END COMBINED SCHOOL
 2288 WILLIAM HARDING COMBINED SCHOOL
 3031 WINGRAVE CHURCH OF ENGLAND COMBINED SCHOOL
 3101 WINSLOW CHURCH OF ENGLAND COMBINED SCHOOL
 2143 WOODSIDE JUNIOR SCHOOL

Secondary Schools

4004 BUCKINGHAM SCHOOL
 5407 COTTESLOE SCHOOL - THE
 4072 CRESSEX COMMUNITY SCHOOL
 4034 GRANGE SCHOOL - THE
 4067 MANDEVILLE SCHOOL
 | ~~4042 MISBOURNE SCHOOL - THE~~
 4701 ST MICHAEL'S CATHOLIC SCHOOL

Special Schools

7028 BOOKER PARK
| 7013 CHILTERN [WOODGATE](#) SCHOOL
7023 FURZE DOWN SCHOOL
7018 HERITAGE HOUSE SCHOOL
| ~~7000 [MAPLEWOOD SCHOOL](#)~~
7010 PEBBLE BROOK SCHOOL
7016 STOCKLAKE PARK SCHOOL
7014 STONY DEAN SCHOOL
7035 WESTFIELD SCHOOL

Pupil Referral Units

| ~~1100 [AYLESBURY VALE PRIMARY P.R.U.](#)~~
| ~~1101 [BLUEPRINT](#)~~
1112 BUCKINGHAMSHIRE PRIMARY P.R.U.
1105 KITE RIDGE
| ~~1106 [WYCOMBE GRANGE P.R.U.](#)~~

Annex B: Responsibility for redundancy and early retirement costs

This guidance note summarises the position relating to the charging of voluntary early retirement and redundancy costs. It sets out what is specified in legislation and provides some examples of when it might be appropriate to charge an individual school's budget, the central Schools Budget or the local authority's non-schools budget.

Section 37 of the 2002 Education Act says:

(4) costs incurred by the local education authority in respect of any premature retirement of a member of the staff of a maintained school shall be met from the school's budget share for one or more financial years except in so far as the authority agree with the governing body in writing (whether before or after the retirement occurs) that they shall not be so met.

(5) costs incurred by the local education authority in respect of the dismissal, or for the purpose of securing the resignation, of any member of the staff of a maintained school shall not be met from the school's budget share for any financial year except in so far as the authority have good reason for deducting those costs, or any part of those costs, from that share.

(6) The fact that the authority have a policy precluding dismissal of their employees by reason of redundancy is not to be regarded as a good reason for the purposes of subsection (5); and in this subsection the reference to dismissal by reason of redundancy shall be read in accordance with section 139 of the Employment Rights Act 1996 (c. 18).

The default position, therefore, is that premature retirement costs must be charged to the school's delegated budget, while redundancy costs must be charged to the local authority's budget. In the former case, the local authority has to agree otherwise for costs to be centrally funded, while in the latter case, there has to be a good reason for it not to be centrally funded, and that cannot include having a no redundancy policy. Ultimately, it would be for the courts to decide what was a good reason, but the examples set out below indicate the situations in which exceptions to the default position might be taken.

Charge of dismissal/resignation costs to delegated school budget:

- If a school has decided to offer more generous terms than the authority's policy, then it would be reasonable to charge the excess to the school
- If a school is otherwise acting outside the local authority's policy
- Where the school is making staffing reductions which the local authority does not believe are necessary to either set a balanced budget or meet the conditions of a licensed deficit

- Where staffing reductions arise from a deficit caused by factors within the school's control
- Where the school has excess surplus balances and no agreed plan to use these
- Where a school has refused to engage with the local authority's redeployment policy

Charge of premature retirement costs to local authority non-schools budget:

- Where a school has a long-term reduction in pupil numbers and charging such costs to their budget would impact on standards
- Where a school is closing, does not have sufficient balances to cover the costs and where the central Schools Budget does not have capacity to absorb the deficit
- Where charging such costs to the school's budget would prevent the school from complying with a requirement to recover a licensed deficit within the agreed timescale
- Where a school is in special measures, does not have excess balances and employment of the relevant staff is being/has been terminated as a result of local authority or government intervention to improve standards

Costs of early retirements or redundancies may only be charged to the central part of the Schools Budget where the expenditure is to be incurred as a result of decisions made before 1st April 2013. Costs may not exceed the amount budgeted in the previous financial year.

It is important that the local authority discusses its policy with its Schools Forum. Although each case should be considered on its merits, this should be within an agreed framework. It may be reasonable to share costs in some cases, and some authorities operate a panel to adjudicate on applications.

A de-delegated contingency could be provided, if Schools Forum agree, to support individual schools where "a governing body has incurred expenditure which it would be unreasonable to expect them to meet from the school's budget share".

For staff employed under the community facilities power, the default position is that any costs must be met by the governing body, and can be funded from the school's delegated budget if the governing body is satisfied that this will not interfere to a significant extent with the performance of any duties imposed on them by the Education Acts, including the requirement to conduct the school with a view to promoting high standards of educational achievement. Section 37 now states:

(7) Where a local education authority incur costs—

(a) in respect of any premature retirement of any member of the staff of a maintained school who is employed for community purposes, or

(b) in respect of the dismissal, or for the purpose of securing the resignation, of any member of the staff of a maintained school who is employed for those purposes,

they shall recover those costs from the governing body except in so far as the authority agree with the governing body in writing (whether before or after the retirement, dismissal or resignation occurs) that they shall not be so recoverable.

(7A) Any amount payable by virtue of subsection (7) by the governing body of a maintained school in England to the local authority may be met by the governing body out of the school's budget share for any funding period if and to the extent that the condition in subsection 7(B) is met.

(7B) The condition is that the governing body are satisfied that meeting the amount out of the school's budget share will not to a significant extent interfere with the performance of any duty imposed on them by section 21(2) or by any other provision of the education Acts.

(8) Where a person is employed partly for community purposes and partly for other purposes, any payment or costs in respect of that person is to be apportioned between the two purposes; and the preceding provisions of this section shall apply separately to each part of the payment or costs.

Annex C: Categories of work which governing bodies must finance from their budget

REVENUE

("Repair" = Revenue)

Building Element	School Responsibilities	Shared Responsibilities *(but subject to a School's financial threshold)	Authority Responsibilities (BCC Property Services)
Foundations			
Structure			Repairs to all structural work to walls or wall support below ground including underpinning piles, ground beams, pier bases, footings.
Frames			
Structure	Repairs to painting/ decoration and fire protective cladding.		Repairs to all structural members in steel, concrete or timber frames including ties, bracings (including wind bracing), bolts, base plates and wedgings.
External Walls			
Structure, Masonry, Cladding	Preventative measures to prevent cracking etc, eg tree removal.	Minor repairs to non-structural cracks and pointing.	Minor repairs to structural walls, below de minimis value.

CAPITAL

(Above de minimis of £4000 only. Below de minimis = Revenue)

Building Element	School Responsibilities	Shared Responsibilities *(but subject to a School's financial threshold)	Authority Responsibilities (BCC Property Services)
Foundations			
Structure			Replacement or initial provision of structural work to walls or wall support below ground including underpinning piles, ground beams, pier bases, footings.
Frames			
Structure			Replacement or initial provision of structural members in steel, concrete or timber frames including ties, bracings (including wind bracing), bolts, base plates and wedgings.
External Walls			
Structure, Masonry, Cladding			All structural work to walls involving underpinning/ propping and major repairs resulting from structural failure or

External Finish		Repair/ replacement/ repointing of small parts of an existing structure, eg recladding isolated areas of a wall or applied surface finishes, renderings, tile hanging, boarding, where failure has occurred.	Work required to prevent imminent, or correct, actual major failure of the structure, eg repointing/ recladding/ dpc / expansion and mortar joints.
Masonry Chimneys			
Structure		Repair/ replacement of small parts of the existing structure, eg repointing/ recladding/ pots/ cowls/ flashings in isolated areas where failure has occurred.	Work required to prevent imminent, or correct, actual major failure of the structure, eg repointing/ recladding/ dpc / expansion and mortar joints.
Flat Roofs - Felt, Asphalt, Metal and Other Finishes			
Flat Roof Structure		Replace small areas of rotten or defective timber; make good minor areas of spalling concrete where reinforcing bars exposed.	Repairs to existing structure to prevent imminent or correct actual failure of the structure

			movement, above diminimis value.
External Finish			Work required to prevent imminent, or correct, actual major failure of the structure or replacement build to all or substantial parts of a building.
Masonry Chimneys			
Structure			Work required to prevent imminent, or correct, actual major failure of the structure or replacement build to all or substantial parts of a building.
Flat Roofs - Felt, Asphalt, Metal and Other Finishes			
Flat Roof Structure			Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of the structure

Flat Roof Screed/ Insulation	Repairing minor roof leaks.	Work to repair/ replace small areas of screed.	Replacement/ repair of all/ substantially all. Improvement to insulation standards would be part of the replacement work.
Flat Roof Finishes		Repair/ replacement of small areas of defective roof finish on an existing building to prevent immediate water penetration. (covered by BuyBack)	
Flat Roof Edge Trim/ Fascia	Cleaning and repainting.	Isolated/ individual repairs/ replacement.	
Flat Roof Drainage	Clearing out gutters and downpipes. Replacement/ repair/ repainting of individual gutters/ pipes/ hoppers etc.		
Flat Roof Other (eg flashings, rooflights)	Cleaning of individual items.	Repair/ replacement of individual items.	
Pitched Roofs - Slates, Tiles and Other Finishes			
Pitched Roof Structure		Replace/ repair small areas of rotten/ defective joists, rafters, purlins etc	Repairs to an existing structure to prevent imminent or correct actual major failure of the structure.

Flat Roof Screed/ Insulation			Replacement/ repair of all/ substantially all. Improvement to insulation standards would be part of the replacement work.
Flat Roof Finishes			Replacement of all/ substantially all of an existing roof finish which has life expired.
Flat Roof Edge Trim/ Fascia			Replacement of all/ substantially all on existing roof.
Flat Roof Drainage			Replacement of all/ substantially all of existing roof drainage system.
Flat Roof Other (eg flashings, rooflights)			Replacement of all/ substantially all on existing roof.
Pitched Roofs - Slates, Tiles and Other Finishes			
Pitched Roof Structure			Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of the structure.

Pitched Roof Insulation	Providing insulation where none exists or is below current standards.	Repair of insulation to original standard where damaged as a result of maintenance work and below threshold limit.	Repair of insulation to original standard where damaged as a result of maintenance work and above threshold limit.
Pitched Roof Finishes	Repairing minor roof leaks.	Replace missing/damaged tiles. (covered by BuyBack) (NB any asbestos materials must be removed by specialists organised by BCC).	
Pitched Roof Bargeboards/ Fascias	Cleaning and repainting.	Repairs/ replacement areas of rotten/ defective boards. (NB any asbestos materials must be removed by specialists organised by BCC).	
Pitched Roof Drainage	Clearing out gutters and downpipes. Replacement/ repair/ repainting of individual gutters/ pipes/ hoppers etc.	Replacement of all/ substantially all on existing roof, below threshold and deminimis limits.	
Pitched Roof Other (eg Flashing/ Roof Windows)	Cleaning of individual items.	Replacement of individual items.	
Other Roof Finishes			
Other Roof Finishes ie Steel, Copper, Lead	Repairing minor roof leaks.	Repair/ replacement of small areas. (as for other roof finishes)	

Pitched Roof Insulation			Replacement of all or substantially all insulation to current standard as part of roof replacement work.
Pitched Roof Finishes			Replacement of all/ substantially all on existing roof.
Pitched Roof Bargeboards/ Fascias			Replacement of all/ substantially all on existing roof.
Pitched Roof Drainage			Replacement of all/ substantially all on existing roof, above threshold and deminimis limits.
Pitched Roof Other (eg Flashing/ Roof Windows)			Replacement of all/ substantially all on existing roof.
Other Roof Finishes			
Other Roof Finishes ie Steel, Copper, Lead			Replacement of all/ substantially all. (as for other roof finishes)

Thatched Roof		Repair/ replacement of small areas by specialists.	
Other External & Ancillary Structures			
Other outbuildings ie: garages, greenhouses, outside stores, sheds, shelters, cycle racks, signs, canopies, flagpoles, etc	Generally all repair/ maintenance and renewal of outbuildings.	Repair/ replace small areas of masonry structures where built as an integral/ permanent part of the original school	Repairs to a masonry structure where built as an integral/ permanent part of the original school.
Demolition			All work associated with the demolition of buildings. (Excludes those buildings where School has accepted full responsibility)
Transportable Buildings (inc Pre-Engineered)	Repair and maintenance of small areas and individual items as described elsewhere.	Repair/ maintenance of all/ substantially all as described elsewhere.	
Timber Preservation Treatment	Treatment of all/ substantially all of a building.	Remedial and active measures against wet rot and dry rot (by specialists).	
Pest Control/Disinfection	All works associated including preventative measures.	Remedial and active measures against insect attack (by specialists).	
Covered Links	All repairs and maintenance of covered links installed by school.	General repairs and maintenance.	
Porches	All repairs and maintenance of porches installed by	General repairs and maintenance.	

Thatched Roof			Replacement of all/ substantially all by specialists.
Other External & Ancillary Structures			
Other outbuildings ie: garages, greenhouses, outside stores, sheds, shelters, cycle racks, signs, canopies, flagpoles, etc			Replacement of all/ substantially all of a masonry structure where built as an integral/ permanent part of the original school.
Demolition			
Transportable Buildings (inc Pre-Engineered)			
Timber Preservation Treatment			
Pest Control/Disinfection			
Covered Links			Rebuild all or substantially all of structure and finish of existing covered link.
Porches			Rebuild all or substantially all of structure and finish of

	school.		
Floors			
Ground Floor		Repair/ replacement of small parts of an existing structure/ dpm.	
Structure and Damp Proof Membranes (dpm)			
Ground Floor	Minor repairs and maintenance of screed and finishes. Replacement of mats/ matwells. Maintenance eg revarnishing wooden floors, replacement of carpets/ tiles in a room.	Replacement of all/ substantially all of existing floor – eg replacement of wood block or granwood flooring.	
Screed and Finishes, including Raised Access Floors			
Floor Ducts	Minor repairs to finishes.		
Staircases	Minor repairs and maintenance to finishes, coverings, applied nosings, soffits, levelling screeds.	Replacement of all/ substantial part of staircase/ landings, balustrades, hand- rails, (other than external metal fire escape).	
Metal Fire Escape Staircases	Regular cleaning and redecoration.	Regular maintenance and minor repairs to	Renewal/ replacement of all/ substantially all of the structure.

			existing porch.
Floors			
Ground Floor			Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of the structure/ dpm.
Structure and Damp Proof Membranes (dpm)			
Ground Floor		Replacement of all/ substantially all of existing floor – eg replacement of wood block or granwood flooring.	
Screed and Finishes, including Raised Access Floors			
Floor Ducts			Replacement of all all or sustantially all of existing floor ducts.
Staircases		Replacement of all/ substantial part of staircase/ landings, balustrades, hand- rails, (other than external metal fire escape).	
Metal Fire Escape Staircases			Renewal/ replacement of all/ substantially all of the

		ensure the escape is always useable.	
Upper Floor Structure		As ground floor – minor repairs and maintenance to structure, joists, etc.	
Upper Floor Screed and Finishes	As ground floor.	As ground floor.	
Accesses (other than stairs)	Regular cleaning and redecoration.	Regular maintenance and minor repairs to ensure the access is always useable.	Renewal/ replacement of all/ substantially all of the structure.
Ceilings - (Plaster Linings, Tiling Boards, Access Hatches, Panels, Coves)			
Top/ Only Storey	Repair/ replacement, inc suspension and all decoration, inc resulting from water damage.		
Suspended Ceilings			
Plasterboard/ Fixed Other	Repair/ replacement, inc decoration, inc resulting from water damage.		
Access Panels	Repair/ replacement.		
Lower Storeys	Repair/ replacement, inc suspension and all decoration.		
Suspended Ceilings			

			structure.
Upper Floor Structure			As ground floor – replacement of all/ substantially all of an existing floor.
Upper Floor Screed and Finishes		As ground floor.	
Accesses (other than stairs)			Renewal/ replacement of all/ substantially all of the structure.
Ceilings - (Plaster Linings, Tiling Boards, Access Hatches, Panels, Coves)			
Top/ Only Storey			
Suspended Ceilings			
Plasterboard/ Fixed Other			
Access Panels			
Lower Storeys			
Suspended Ceilings			

All Ceilings (Asbestos materials)	Specialist removal/ replacement of damaged/ disturbed Asbestos based materials (including Artex ceiling coatings) <u>as part of a Self-Help project</u> , applying sealant coats to exposed asbestos surfaces for protection, inspection/ air testing. Specialist has to be organised by BCC.	Specialist removal/ replacement of damaged/ disturbed Asbestos based materials (including Artex ceiling coatings), applying sealant coats to exposed asbestos surfaces for protection and inspection/ air testing. Specialist has to be organised by BCC.	
Windows & Doors - Wood, Metal, PVCU			
External Windows and Doors	Repair/ replacement of individual windows and doors including framing, including sashes, cills, moulds, storey height frames, window boards, linings, architraves, mastic joints to brickwork. All decoration and repainting.		
Curtain Walling	Repair/ replacement of individual elements as for external windows and doors.		
General			

All Ceilings (Asbestos materials)		Specialist removal/ replacement of damaged/ disturbed Asbestos based materials (including Artex ceiling coatings), applying sealant coats to exposed asbestos surfaces for protection and inspection/ air testing. Specialist has to be organised by BCC.	Specialist removal/ replacement of damaged/ disturbed Asbestos based materials as part of a planned replacement programme, applying sealant coats to exposed asbestos surfaces for protection, inspection/ air testing. Specialist has to be organised by BCC.
Windows & Doors - Wood, Metal, PVCU			
External Windows and Doors			Replace all or substantially all external windows and doors as part of a phased structural replacement programme.
Curtain Walling			Replace all or substantially all curtain walling, as part of a phased replacement programme. Includes replacement of all structural elements.
General			

Glazing (inc safety film)	Replacing broken glass, safety film, gaskets, silicones, mastics/ other sealants and decoration of any beading/ putty. Temporary boarding for security.	Upgrading existing external glazing to meet statutory safety requirements.	Replacement of all/ substantially all safety filming to glass as part of a replacement programme.
Ironmongery	Repair/ replacement, upgrading locks etc, including winding gear, stays, fasteners, opening cords, pulls etc.		
Jointing	Replacement including mastic joints.		
Painting & Decorating	All external and internal decoration including cleaning down and preparation.		
Internal Joinery, Fixtures and Fittings etc	General repair and maintenance of skirtings, architraves, dado rails, curtain battens/ tracks, curtains, blinds, shelving, battens, bearers, hooks, rails, racks, cupboards, benches, fittings, lockers, display boards, signs, seating, bleachers, furniture etc.		
Gymnasium Equipment	All fixed (and loose) sports and gymnasium		

Glazing (inc safety film)		Upgrading existing external glazing to meet statutory safety requirements.	Replacement of all/ substantially all safety filming to glass as part of a replacement programme.
Ironmongery			
Jointing			
Painting & Decorating			
Internal Joinery, Fixtures and Fittings etc			
Gymnasium Equipment			

	equipment, court markings etc.		
Internal Walls - Loadbearing or Non-Loadbearing			
Solid Walls	Repairs and redecoration to internal plaster/ linings, tiles, pinboards etc, including applied finishes.		
Partitions (non load-bearing)	Repairs and redecoration.	Complete/ replacement of all/ substantially all of the defective non load-bearing wall structure including linings, framing, glazing, decoration etc.	
Ducts	Repairs and redecoration.	Complete repair/ replacement of all, as for non load-bearing partitions.	
Doors and Screens (inc toilet and shower cubicles)	Internal maintenance and redecoration. Repair/ replacement of individual defective doors and screens.	Complete replacement of all/ substantially all of the structure including glazing, ironmongery and jointing.	
All Internal Glazing	Replacement of broken glass.	Glazing to meet statutory Health & Safety requirements.	
Roller Shutters		Maintenance, repair and	

Internal Walls - Loadbearing or Non-Loadbearing			
Solid Walls			Replacement of all/ substantially all of the entire defective wall structure including various internal finishes and linings.
Partitions (non load-bearing)		Replacement of all/ substantially all of the defective non load-bearing wall structure including linings, framing, glazing, decoration etc.	
Ducts		Complete repair/ replacement of all, as for non load-bearing partitions.	
Doors and Screens (inc toilet and shower cubicles)	Internal maintenance and redecoration. Repair/ replacement of individual defective doors and screens.	Complete replacement of all/ substantially all of the structure including glazing, ironmongery and jointing.	
All Internal Glazing		Glazing work to meet statutory Health & Safety requirements.	
Roller Shutters		Replacement of shutters	

		replacement.	
Sliding/Folding Partitions	Maintenance, repair and replacement where installed by the school.	Maintenance, repair and replacement where not installed by the school.	
Sanitary Services			
Changing Rooms/Lavatories	<p>Repair/ replacement of damaged or worn fittings (inc automatic fittings), waste plumbing etc.</p> <p>Repair/ replacement of damaged or worn sanitaryware, sinks, baths, showers, basins, wc suites, urinals, drinking fountains, fittings, including waste plumbing etc.</p> <p>Large scale Changing Room and toilet refurbishments.</p>	Replacement of all/ substantially all of the individual banks of sanitaryware, basins, including all fittings, cubicles, plumbing and drainage.	
Kitchens	General refurbishment. Drain & gulley cleaning. Redecoration & repairs. Equipment repairs & replacement.		
Mechanical Services			

Sliding/Folding Partitions		Replacement where not installed by the school.	
Sanitary Services			
Changing Rooms/Lavatories		Replacement of all/ substantially all of the individual banks of sanitaryware, basins, including all fittings, cubicles, plumbing and drainage.	
Kitchens			
Mechanical Services			

Heating/ Hot Water	Regular cleaning of mechanical plant.	General maintenance of all mechanical plant including replacement of minor defective parts.	Planned replacement of old boilers (LPG, Oil & Gas)/ controls/ systems past the end of their useful life, including:	Heating/ Hot Water			Planned replacement of old boilers (LPG, Oil & Gas)/ controls/ systems past the end of their useful life, including:
Boilers and Burners	NB Energy saving projects are now part of BCC Energy Team's remit.	Regular cleaning/ servicing.	Heating and HWS boilers and burners and associated flues, fittings and components	Boilers and Burners			Heating and HWS boilers and burners and associated flues, fittings and components
		Monitoring systems.					
		Health and Safety issues.	Heating, HWS and sump pumps, calorifiers, pressurisation units and expansion vessels, cylinders, valves, gauges. Oil storage tanks, pipes, valves, gauges and associated equipment				Heating, HWS and sump pumps, calorifiers, pressurisation units and expansion vessels, cylinders, valves, gauges. Oil storage tanks, pipes, valves, gauges and associated equipment
		Regular servicing.	Control equipment and associated components, wiring and control panels for heating and HWS systems including zone, optimum start and energy management controls and sub metering.				Control equipment and associated components, wiring and control panels for heating and HWS systems including zone, optimum start and energy management controls and sub metering.
		(all covered by BuyBack)	Steel chimney structures with associated				Steel chimney structures with associated

<p>Boiler Room Ancillary Equipment</p>		<p>NB Energy saving projects are now part of BCC Energy Team's remit.</p>	<p>components, insulation and external finishes.</p> <p>Fan convector heating casings, heating batteries, valves and fittings.</p> <p>Room heaters, including guards, flues, thermostats, controls, associated pipework, tanks and cylinders.</p>	<p>Boiler Room Ancillary Equipment</p>			<p>components, insulation and external finishes.</p> <p>Fan convector heating casings, heating batteries, valves and fittings.</p> <p>Room heaters, including guards, flues, thermostats, controls, associated pipework, tanks and cylinders.</p>
<p>Automatic Controls</p>				<p>Automatic Controls</p>			
<p>Steel Chimneys</p>				<p>Steel Chimneys</p>			
<p>Fan Convectors</p>	<p>External cleaning.</p>			<p>Fan Convectors</p>			
<p>Oil and Gas Fired</p>				<p>Oil and Gas Fired</p>			

Room Heaters			
Mixing Valves	(see legionella testing)	Servicing etc as above. (covered by BuyBack)	Replacement of manual and thermostatically controlled mixing valves and blenders and associated components.
Asbestos Materials in Mechanical Services Installations	Specialist removal/ replacement of damaged/ disturbed Asbestos based materials (including Artex ceiling coatings) <u>as part of a Self-Help project</u> , applying sealant coats to exposed asbestos surfaces for protection, inspection/ air testing. Specialist has to be organised by BCC.	Specialist removal/ replacement of damaged/ disturbed Asbestos based materials (including Artex ceiling coatings), applying sealant coats to exposed asbestos surfaces for protection, inspection/ air testing. Specialist has to be organised by BCC.	Specialist removal/ replacement of damaged/ disturbed Asbestos based materials (including Artex ceiling coatings), as part of a planned replacement programme or during emergency replacement of boiler plant/ systems/ equipment/ controls, applying sealant coats to exposed asbestos surfaces for protection, inspection/ air testing. Specialist has to be organised by BCC.
Cold Water		Minor maintenance and repair/ replacement of defective parts such as servicing pipes. Annual servicing of cold water tanks. (covered by BuyBack)	

Room Heaters			
Mixing Valves			
Asbestos Materials in Mechanical Services Installations	Specialist removal/ replacement of damaged/ disturbed Asbestos based materials (including Artex ceiling coatings) <u>as part of a Self-Help project</u> , applying sealant coats to exposed asbestos surfaces for protection, inspection/ air testing. Specialist has to be organised by BCC.	Specialist removal/ replacement of damaged/ disturbed Asbestos based materials (including Artex ceiling coatings), applying sealant coats to exposed asbestos surfaces for protection, inspection/ air testing. Specialist has to be organised by BCC.	Specialist removal/ replacement of damaged/ disturbed Asbestos based materials (including Artex ceiling coatings), as part of a planned replacement programme or during emergency replacement of boiler plant/ systems/ equipment/ controls, applying sealant coats to exposed asbestos surfaces for protection, inspection/ air testing. Specialist has to be organised by BCC.
Cold Water			Planned replacement of cold water services, storage tanks, distribution, pipework boosters, hose reels etc.

Legionella Testing	Regular testing of water quality and temperature in line with BCC guidance.	Annual inspections/ testing and carrying out of any remedial works required in line with BCC guidance. <i>(covered by BuyBack)</i>	
Gas		Day to day repairs, maintenance and gas safety. All servicing. <i>(covered by BuyBack)</i>	
Ventilation (Mechanical, Comfort Cooling, Heat Pumps and Air Conditioning Systems)	Cleaning accessible surfaces and local fans, including associated hoods and canopies. Resetting time clocks. Maintenance, repairs, servicing and replacement of all air handling units and duct mounted fans, wiring, mountings, supports, controls, isolators, time clocks, etc <u>where installed by School.</u>	Repair/ replacement of defective systems and cleaning of units where not installed by school. <i>(covered by BuyBack)</i>	

Legionella Testing			Planned compliance remedial works
Gas			Planned replacement/ major refurbishment of distribution pipework and control equipment.
Ventilation (Mechanical, Comfort Cooling, Heat Pumps and Air Conditioning Systems)			Renewal/ replacement of all/ substantially all extract fans, wall and roof mounted including wiring, mountings, controls and isolators. Renewal/ replacement of all/ substantially all air handling units and duct mounted fans, wiring, mountings, supports, controls, isolators, time clocks, heating coils, dampers, ductwork, insulation, filters, and louvres, where not provided by school.

Biomass Boilers (inc all associated plant and pellet storage)	Day to day maintenance and operating regime as set down by installer. Maintenance of storage area to the required atmospheric conditions.	Minor repair/ replacement of defective parts and servicing (covered by BuyBack if not subject to terms of an installation contract)	Planned replacement/ major refurbishment of boiler and associated fittings, including storage facilities, and flues.
Building Energy Management Systems (BEMS)	General day to day maintenance and setting (in conjunction with BCC Energy Team)	Repairs to system. Annual servicing. (covered by BuyBack)	Planned replacement of system.
Swimming Pool Plant	Summerisation and winterisation of pools. (subject to Buy-Back supplement)	Repair/ replacement of parts to plant, pumps and controls. Water treatment equipment and all distribution pipework. Simple heat recovery systems. Solar heating plant and equipment. (subject to BuyBack supplement)	
Science Equipment inc Fume Cupboards and Gas Taps	General repair and servicing.	Replacement of extract fans, ductwork, controls, gas/ water/ electrical services.	
Electrical Services			

Biomass Boilers (inc all associated plant and pellet storage)				Planned replacement/ major refurbishment of boiler and associated fittings, including storage facilities, and flues.
Building Energy Management Systems (BEMS)				Planned replacement of system.
Swimming Pool Plant				Swimming pool plant planned maintenance.
Science Equipment inc Fume Cupboards and Gas Taps				
Electrical Services				

General	Resetting of tripped circuit breakers.	Testing/ replacement of individual distribution boards. The repair and maintenance of all switchgear and interconnecting cables including that in temporary buildings. (covered by BuyBack)	Renewal/ replacement of main switchgear and distribution in major projects.
Health & Safety			All testing, earthing and bonding to meet Health and Safety. Renewal/ replacement of obsolete and dangerous wiring systems, including distribution boards.
Power	All testing, repair and replacement of small items of equipment. (PAT testing)		Renewal/ replacement of control gear, distribution, fixed equipment, protection, etc.
Lighting	Replacement of tubes, bulbs, diffusers etc.	Replacement of individual luminaires.	Renewal/ replacement of all/ substantial part of luminaires.
Intruder Alarm Systems/ CCTV / Panic Alarms	Renewal/ replacement of any intruder alarm, CCTV systems and panic alarms.	Repair and servicing for DDA toilet alarm systems.	
Door Access Systems	Day to day minor repairs and servicing, including all door access systems (other than DDA).	Day to day minor repairs and servicing for DDA door access systems.	

General			Planned renewal/ replacement of main switchgear and distribution.
Health & Safety			
Power			Planned renewal/ replacement of control gear, distribution, fixed equipment, protection, etc.
Lighting			Planned renewal/ replacement of all/ substantial all luminaires.
Intruder Alarm Systems/ CCTV / Panic Alarms			
Door Access Systems			

		(covered by BuyBack)	
IT Cabling, TV Aerials & Satellite Dishes	All maintenance and repair of IT cabling, IT distribution, IT equipment, aerials and dishes.		
Lightning Protection		Maintenance and inspection. (covered by BuyBack)	Renewal/ replacement of all/ substantially all lightning protection and external earthing systems.
Lifts, Hoists and other DDA Lifting Equipment	Servicing/ renewal/ replacement of lifting aids.		Servicing/ renewal/ replacement of lifts/ hoists including wiring controls and isolators.
Fire Alarm Systems, Emergency Lighting and Time Controls	Resetting of fire alarms, fire detection, time controls and clocks.	Servicing of fire alarms, fire detection, time controls and clocks. Minor maintenance and repair/ replacement of defective parts. (covered by BuyBack except closed protocol systems which would be subject to	

IT Cabling, TV Aerials & Satellite Dishes			
Lightning Protection			Renewal/ replacement of all/ substantially all lightning protection and external earthing systems.
Lifts, Hoists and other DDA Lifting Equipment			Renewal/ replacement of lifts/ hoists including wiring controls and isolators.
Fire Alarm Systems, Emergency Lighting and Time Controls			Renewal/ replacement of all/ substantially all emergency lighting, fire detection and alarm systems, call bell system and master clock systems. All wiring and components associated with these systems including electro-magnetic door holders (but excluding door closers).

		a separate agreement)					
Fan Convectors	Cleaning grilles and filters. Resetting of thermostats and time switches.	Servicing of fans, motors, batteries, minor maintenance and repair/ replacement of defective parts. (covered by BuyBack)		Fan Convectors			Renewal/ replacement of all/ substantially all units, including internal and external wiring, switches, controls, remote thermostats and time switches.
Electrical Space and Water Heating Equipment	Portable electrical heating equipment and associated flexes and plugs.	Servicing and minor maintenance and repair/ replacement of defective parts. (covered by BuyBack)	Electric incinerators and macerators including wiring, elements, linings, controls, isolators.	Electrical Space and Water Heating Equipment			Renewal/ replacement of all/ substantially all electric water heating equipment and associated equipment/ devices, wiring and controls. Underfloor heating and ceiling heating systems including elements, wiring, controls and isolators.
Ventilation Equipment inc Dust Extraction	Cleaning accessible surfaces including associated hoods, wall fans, canopies etc. Resetting time clocks. Emptying of extraction collectors.	General day-to-day maintenance, repairs and servicing where <u>not</u> installed by school.		Ventilation Equipment inc Dust Extraction			Renewal/ replacement of all/ substantially all extract fans, wall and roof mounted including wiring, mountings, controls and isolators.

	Maintenance, repairs and servicing of all air handling units and duct mounted fans, wiring, mountings, supports, controls, isolators, time clocks, etc <u>where installed by School.</u>	(covered by BuyBack)	
Catering kitchen extract systems	Maintenance, repairs and servicing of catering kitchen extract systems.		
Specialist Equipment	Stage lighting including associated dimmers, controls and wiring. Maintenance and servicing of electric hand and hair dryers.	General day-to-day maintenance, repairs and servicing of all items in right-hand column.	Renewal/ replacement of all/ substantially all sewage plant, water boosters, pumps, and standby generators.
Radon Monitoring			Installation and maintenance of all radon detection and monitoring equipment.
Services: General			
All Mains Services Intakes/ Distribution	Main services upgrade resulting from self-financed project.		

			Renewal/ replacement of all/ substantially all air handling units and duct mounted fans, wiring, mountings, supports, controls, isolators, time clocks, where not installed by school.
Catering kitchen extract systems			
Specialist Equipment			Renewal/ replacement of all/ substantially all sewage plant, water boosters, pumps, and standby generators.
Radon Monitoring			Installation of all radon detection and monitoring equipment.
Services: General			
All Mains Services Intakes/ Distribution			All repairs/ renewals of heating mains, gas mains, water mains, electricity mains. Supply companies responsible for mains meters.

Catering Kitchens	Maintenance and repair of all kitchen catering equipment inc cookers, ovens, ban marries, fridges, chillers, freezers and server units etc.		
Solar and Photovoltaic Systems, Wind Turbines	All maintenance and repair of solar and photovoltaic systems, and wind turbines.		
External Works & Miscellaneous			
Paved Areas, etc.	General day to day maintenance and repair (including patch repairs), sweeping and cleaning of play, and paved areas, paths, car parks, courts, playgrounds and playground markings.	Renewal and replacement of all/ substantially all roads, car parks, paths, courts, terraces, play pitches, playgrounds, steps and handrails.	
Multi-Use Game Areas (MUGAs) & Synthetic Pitches	All maintenance and repairs, including to surfaces, markings, goals, nets, fencing, drainage, and floodlighting.		
Walls, Fencing, Gates etc.	General day to day maintenance and repair of all perimeter walls, boundary walls, fencing, gates and bollards.	Replacement of all/ substantially all walls, fencing, gates and ancillary buildings. Repair of retaining walls.	

Catering Kitchens			
Solar and Photovoltaic Systems, Wind Turbines			
External Works & Miscellaneous			
Paved Areas, etc.		Renewal and replacement of all/ substantially all roads, car parks, paths, courts, terraces, play pitches, playgrounds, steps and handrails.	Provision of disabled access requirements via the Schools Access Initiative (SAI) fund. (Funded by Service Area)
Multi-Use Game Areas (MUGAs) & Synthetic Pitches			
Walls, Fencing, Gates etc.		Replacement of all/ substantially all walls, fencing, gates and ancillary buildings. Repair of retaining walls.	

Drainage	Cleaning and general day-to-day maintenance of drains, gullies, grease traps, macerators, dosing systems, clay traps, soakaways, manholes, and connections to main sewers, including unblocking and descaling as necessary. Emptying of septic tanks	Maintenance/ repair of pumps within drainage systems.	
Internal and External			
Swimming Pools	Hygiene, cleaning, maintenance and repairs, including replacement of minor parts. Simple energy saving systems.		
(excluding plant)			
Telecommunication masts	Repair and maintenance of masts and all associated equipment as agreed with the provider.		
Play Equipment	The maintenance and repair of all play equipment, including supporting structure and associated safety surfaces, fixed and moveable goal posts, jumping pits		

Drainage			Replacement/ reconstruction of drains, manholes, soakaways, inspection chambers and sewage plant, incl. septic tanks.
Internal and External			
Swimming Pools			Renewal/ replacement of all/ substantially all of the structure including linings, hygiene/ safety and electrical servicing, SUBJECT TO Service Director approval.
(excluding plant)			
Telecommunication masts			
Play Equipment			

	and run-up areas.		
Grounds Maintenance	The regular maintenance and inspection of the grounds (soft landscaping) such as all trees, shrubs, grass, plant beds. Line markings for team games.		
Fire Fighting Equipment	Servicing repair and replacement of fire extinguishers, blankets, hose reels and winding mechanism.	General servicing and repair of sprinkler and other fire suppression systems.	
Vandalism/Malicious Damage/Pest Control	All repairs etc due to vandalism/ malicious damage together with all forms of pest control.	Repairs associated with minor fire or flood damage.	Repairs only associated with major fire or significant flood damage.

Grounds Maintenance			
Fire Fighting Equipment			Renewal/ replacement of all/ substantially all of the sprinkler or other fire suppression systems.
Vandalism/Malicious Damage/Pest Control			Repairs only associated with major fire or significant flood damage, SUBJECT TO Loss Adjuster approval.



Buckinghamshire County Council Schools Forum

Report to the Schools Forum

Title: Early Years Funding update for 2018-19 and 2019-20

Committee date: 25th March 2019

Author: Liz Williams, Head of Finance Children's Service

Contact officer: Jane Nicholls, Head of Service- Early Years,
Janaki Try, Senior Accountant – Education. jtry@buckscc.gov.uk

1. Purpose of Agenda Item

1.1. This agenda item updates School Forum on the outcome of the Early Years Forum's decisions on the use of 2018-19 budgets and the 2019-20 budgets and funding formula.

2. Background

2.1. At its meeting on 15th January 2019, School Forum Members considered a paper setting out the 2019-20 Early Years Block allocations, the six funding streams within that block, the 95% pass-through requirement for three and four year olds funding, the proposed hourly rates and budgets for 2019-20. At the meeting it was stated that Early Years colleagues had not had the opportunity to consider the proposals in the report given the timing of the DfE's 2019-20 allocation announcement in December 2018.

2.2. School Forum Members voted unanimously to support the recommendation with the caveat that Early Years colleagues could make minor amendments. The Early Years Forum met on 7th February 2019 and were asked:

- To review the Early Years paper submitted to School Forum 15th January and decision taken
- To review current budget position and consider options for Disability Access Fund (DAF) and Inclusion Fund 2018/19
- To review proposed budget and Early Years National Funding Formula (EYNFF) for 2019/20.



2.3. The Early Years Forum report is included in Appendix1.

3. Early Years Forum Decisions - 2018-19 Budgets

3.1. The Early Years Forum members were asked to consider 2 options for the use of projected underspends in DAF and the Inclusion Fund budgets for 2018-19. Members were reminded that the DfE expects where authorities receive more DAF funding than they distributed, that 'In such circumstances, as with last year, we expect authorities to spend any additional funding over and above DAF actually paid out in 2018-19 on services in line with the principles and aims of DAF.'

3.2. Members were also reminded that the Inclusion Fund and Contingency budgets formed part of the 95% High Pass Through rule. The unspent budgets available for consideration were then £54,720 for DAF and £134,000 combined underspend on Inclusion fund and Contingency.

3.3. The options for distribution to providers were:

- Option 1: Distribute the under spend based on SEN children + deprivation factor.
- Option 2: Distribute DAF based on SEN children + deprivation factor. Distribute remaining £134k through 2p on the hourly 3 & 4 YO rate for this year.

3.4. The decision based on the results of the vote was for Option 2 (7 votes for Option 1 and 8 votes for Option 2). On average providers will receive £380 plus any additional DAF allocation.

4. Early Years Forum Decisions – 2019-20 Budgets

4.1. The report reiterated the fact that DfE funding to LAs is not changing next year except to support increases/decreases in pupil numbers. Therefore there is no capacity to change the hourly rate. However, Members were informed of a £125,000 estimated underspend based on current activity in Contingency and Inclusion Fund which form part of 95% High Pass Through, and the report included a proposal to reduce these 2 budgets to ensure that we fully passport 95% to providers.

4.2. The options for distribution to providers were:

- Option 1: Increase deprivation budget to allow greater financial support to settings based on cohort of deprivation identified through family home post codes.



- Option 2: Every 1p on the rate, based on current population requires £58k budget. Increase the hourly rate for universal and extended hours to £4.27. (this is a 2p increase on the current rate of £4.25)

4.3. Although the Early Years Forum voted 7 for option 1 and 8 for option 2, the final decision to support Option 1 was taken by the Cabinet Member for Education and Skills, who attended the Forum meeting, under the powers set out in the Operational guide for Early Years 2019 -20, as follows: *'Local authorities are required to consult providers on annual changes to their local formula. Schools forums must also be consulted on changes to local early years funding formulas, including agreeing central spend by 28 February, although the final decision rests with the local authority'*. The decision to implement Option 1 is in line with Buckinghamshire's Education and Skills strategy in supporting our most vulnerable children.

5. Maintained Nursery School Funding

5.1. The Early Years Forum agreed that the current additional funding of 30p per child per hour in Buckinghamshire's two maintained nursery schools over and above the universal base rate of £4.25 will from 2019-20 be paid via an increased lump sum. This will maximize funding from the DfE and maintain the same level of funding for the 2 nurseries whilst complying with the requirement to have a single universal base rate for all providers. This cost is taken from the LA Supplementary Funding for Maintained Nursery Schools and cannot be used as part of the 95% High Pass Through for all providers.

6. Recommendations

6.1 Schools Forum members are asked to note decisions taken by the Early Year's Forum and the Cabinet Member for Education and Skills as set out above in:

- 3.4 Early Years Forum Decisions - 2018-19 Budgets
- 4.3 Early Years Forum Decisions – 2019-20 Budgets
and
- 5.1 Maintained Nursery School Funding

Early Years Forum

Title: Buckinghamshire Early Years Funding Formula Update

Date: 30th January 2019

Author: Jane Nicholls, Head of Service- Early Years

Contact officers: Jane Nicholls, Janaki Try

Local members affected: All

1. Purpose of Agenda Item

- 1.1 To review the Early Years paper submitted to School Forum 15th January and decision taken - (items 2-7.1)
- 1.2 To review current budget position and consider options for DAF and Inclusion Fund 18/19
- 1.3 To review proposed budget and Early Years National Funding Formula (EYNFF) for 2019/20

2. Background

2.1 The Department of education (DfE) provides local authorities with six relevant funding streams which together form the Early Years block of the Dedicated Schools Grant (DSG). They are:

- the early years universal entitlement for three and four year olds (15 hours)
- the early years additional entitlement for three and four year old children of eligible working parents (additional 15 hours)
- the early years entitlement for disadvantaged two year olds (15 hours)
- supplementary funding for Maintained Nursery Schools (MNS)
- the Early Years Pupil Premium (EYPP)
- the Disability Access Fund (DAF), £615 per pupil per year

2.2 The DfE published in November 2018, its 'Early years entitlements: local authority funding of providers' Operational guide 2019 to 2020. The main change from last year is as follows:

- authorities must use a universal base rate for all types of provider, including Maintained Nursery Schools, in their local three and four year old formula (but will continue to be able to fund Maintained Nursery Schools through additional lump sums).

3. 2019-20 DfE Early Years Initial Allocations

3.1 The 2019-20 initial allocations are as follows:

Universal entitlement for 3 and 4 year olds (£millions)	Additional 15 hours entitlement 3 and 4 year olds (£millions)	Funding allocation for 2 year old entitlement (£millions)	Early Years Pupil Premium (£millions)	Disability Access Fund (£millions)	Maintained nursery school supplementary funding (£millions)	2019-20 Total early years block (£millions)
21.248	6.000	3.005	0.123	0.089	0.222	30.687

3.2 The 2019-20 Early Years National Funding Formula (EYNFF) allocation to Buckinghamshire County Council (BCC) remains the same as for last year, although the funding has been updated for pupil numbers:

- LA hourly rate for 3 and 4 year olds remains at £4.64
- LA hourly rate for 2 year old entitlement remains at £5.71

3.3 The block allocations are initial allocations, and are based on Schools, Early Years and Alternative Provision censuses data from January 2018. These allocations will be updated based on January 2019 and January 2020 census data.

3.4 The majority of the 2019-20 allocations remain the same as for the 2018-19 updated allocations (updated in November 2018) as they are both based on January 2018 census data. In 2019-20 we see a small decrease in allocations for Disability Access Fund (DAF) and supplementary funding for Maintained Nursery Schools (MNS) as shown below.

Early Years 2018-19		Updated allocation as at November 2018				
Universal entitlement for 3 and 4 year olds (£millions)	Additional 15 hours entitlement 3 and 4 year olds (£millions)	Funding allocation for 2 year old entitlement (£millions)	Early Years Pupil Premium (£millions)	Disability Access Fund (£millions)	Maintained nursery school supplementary funding (£millions)	2019-20 Total early years block (£millions)
21.248	6.000	3.005	0.123	0.097	0.225	30.697
Increase (+) / Decrease (-) to 2019-20 allocations						
0.000	0.000	0.000	0.000	-0.008	-0.003	-0.011

DAF allocations are based on the latest Department of Works & Pensions (DWP) data for children in receipt of Disability Living Allowance. MNS supplement allows LAs to protect their 2016-17 MNS funding level for the universal 15 hours by considering the difference between the 2016-17 MNS

funding rate and EYNFF 2019-20 'provider equivalent rate'.

(Additional text inserted post School Forum publication to explain change in allocation)

4. 95% Pass-through requirement for three and four year olds funding

- 4.1 Local authorities are required to pass at least 95% of their three and four year old funding from Government to early years providers. This pass-through requirement ensures that the vast majority of Government funding reaches providers so that they can deliver the free entitlements. Excluded from this calculation is the funding for: the entitlement for disadvantaged two year olds; payments to MNS from the MNS supplementary funding allocation; the Disability Access Fund (DAF) and the Early Years Pupil Premium (EYPP).
- 4.2 There is no pass-through requirement for 2 year olds, but BCC will continue to allocate some of the 2 year old funding to central spend to support this service provision, as agreed in 2017-18 and 2018-19.
- 4.3 Local authority compliance with the 95% pass-through requirement is measured with reference to local authorities' planned budgets. The DfE will monitor compliance via the annual s251 budget returns and may consider the future use of s251 outturn data to monitor compliance with the pass-through.

5. Buckinghamshire County Council Hourly Rates

- 5.1 As the hourly allocations to BCC have not changed from last year, there is little scope to amend the hourly rates to providers. The additional 15 hours for 3 and 4 year olds, introduced in September 2017, is still bedding down and progress will be monitored.
- 5.2 A reserve of £500k has been earmarked to help manage any amendments the DfE will make to BCC's 2018-19 allocations based on January 2019 census data, expected after the end of this financial year in June 2019. Currently provider payments are made on the basis of pupil count at 3 points in the year and an adjustment will be expected each year. Spend will be monitored closely to comply with the 95% pass-through requirement.
- 5.3 The 5% central spend will also be monitored against the eligible criteria as set out in the operational guidance. Following a recent review of the Early Years support service managed by BCC, including the service previously supplied by BLT which has now returned to BCC, means a more integrated support service will be available.

5.4 The following tables sets out the 2019-20 hourly rates and 95% high pass through requirement:

2019-20 Summary of Buckinghamshire County Council's Early Years Funding Formula			
	DfE Budget Allocation (£)	Hourly Formula	Notes
Universal 3 & 4 year olds	£21,247,945		
Additional 15 Hours 3 & 4 year olds	£6,000,307		Working parents
Total	£27,248,252	£4.64	Amount allocated to LA
Buckinghamshire's EY Funding Formula 3 and 4 year olds:			
	Budget (£)	Hourly rate	Notes
Base hourly rate	£24,957,989	£4.25	
Deprivation (Average)	£352,850	£0.06	Allocated on family economic criteria
Optional supplements	0	£0.00	Local agreement
Contingency	£100,000	£0.02	Allocated on setting sustainability criteria
Inclusion Fund	£475,000	£0.08	Allocated on child's assessed needs
Total 95% High pass-through rate	£25,885,840	£4.41	95% of £4.64
Total Central spend 5%	£1,362,413	£0.23	5% of £4.64
Total Budget	£27,248,252	£4.64	100%
2019-20 Summary of Buckinghamshire County Council's Early Years Funding Formula :			
	DfE Budget Allocation (£)	Hourly Formula	Notes
2 year old funding:	£3,004,675	£5.71	Amount to LA
Buckinghamshire's EY Funding Formula 2 year olds:			
	Budget (£)	Hourly rate	Notes
Provider rate	£2,857,336	£5.43	95% of £5.71
5% central spend	£147,340	£0.28	5% of £5.71
Total Budget	£3,004,675	£5.71	100%

6. Recommendations

6.1 Schools Forum members are asked to note the information set out in this report and to agree the proposed rates as set out in 5.4 above.

7. School Forum Agreement:

7.1 RESOLVED: Members of the forum voted unanimously to support the recommendation with the caveat that early years colleagues could make minor amendments.

8. Early Years Forum :

- 8.1 To review current budget position and consider options for DAF and Inclusion Fund 18/19
- 8.2 To review proposed budget and Early Years National Funding Formula (EYNFF) for 2019/20 in light of School Forum decision in 7.1.

8.3 The following tables sets out the current budget, forecast outturn and 2019-20 hourly rates and 95% high pass through requirement:

	DfE Adjusted Budget Allocation 18-19	Forecast outturn 18-19	DfE Budget Allocation (£) 19-20	Hourly Rate	Notes
Universal 3 & 4 year olds	21,247,945		£21,247,945		
Additional 15 Hours 3 & 4 year olds	6,000,307		£6,000,307		Extended Offer for working parent
Total	27,248,252	27,011,445	£27,248,252	£4.64	Amount allocated to LA

Buckinghamshire's EY Funding Formula 3 and 4 year olds:

	DfE Adjusted Budget Allocation 18-19	Forecast outturn 18-19	Budget (£) 19-20	Hourly rate	Notes
Base hourly rate	24,965,512	24,841,331	£24,965,512	£4.25	
Deprivation (Average)	323,327	350,701	£448,327	£0.076	Allocated on family economic criteria
Locally agreed supplements	22,000	16,000	22,000	£0.004	Local agreement, Service Children Pupil Premium
Contingency	100,000	66,000	£75,000	£0.013	Allocated on setting sustainability criteria
Inclusion Fund	475,000	375,000	£375,000	£0.064	Low level and emerging SEND, allocated on assessment
Total 95% High pass-through rate	25,885,839	25,649,032	£25,885,839	£4.41	95% of £4.64
Total Central spend 5%	1,362,413	1,362,413	£1,362,413	£0.23	5% of £4.64
Total Budget	27,248,252	27,011,445	£27,248,252	£4.64	100%

EY 3 & 4 YO Supplements

	DfE Adjusted Budget Allocation 18-19	Forecast outturn 18-19	Allocation (£) 19-20	rate	Notes
DAF	96,555	41,835	88,560	£615pa	Underspent due to 17/18 reclaims from providers
MNS	224,844	195,247	222,168		
EY Pupil Premium	123,109	123,109	123,109	0.53p per hour	For eligible pupils

Buckinghamshire's 2 YO DfE Allocation

	DfE Adjusted Budget Allocation 18-19	Forecast outturn 18-19	DfE Budget	Hourly Formula	Notes
			Allocation (£)		
2 year old funding:	3,004,675	2,808,641	£3,004,675	£5.71	Amount to LA

Buckinghamshire's EY Funding Formula 2 year olds:

	DfE Adjusted Budget Allocation 18-19	Forecast outturn 18-19	Budget (£)	Hourly rate	Notes
Provider rate	2,854,441	2,719,646	£2,857,336	£5.43	95% of £5.71
5% central spend	150,234	88,995	£147,340	£0.28	5% of £5.71, actual 3.2%,
Total	3,004,675	2,808,641	£3,004,676		

**Options for consideration:
18-19 budget year –**

BCC recently received a notice from DfE regarding DAF stating:

‘.....However, it still may be the case that authorities receive more DAF funding from government than they distributed. In such circumstances, as with last year, we expect authorities to spend any additional funding over and above DAF actually paid out in 2018-19 on services in line with the principles and aims of DAF.’

In 17-18 DAF was distributed to providers based on provider self-declaration for having seen evidence of eligibility. Following an audit it was identified that many of the claims were inaccurate and subsequently £53k was reclaimed from providers. This adjustment now shows as an underspend in 18-19 actuals - £54,720 (Page 5). We are required to distribute this sum to providers.

LAs were required to establish an Inclusion Fund in 2017 as part of the new formula. Inclusion Fund is to support low level and emerging SEND.

Inclusion Fund	Budget	Actual 17-18	Forecast 8-19
2 Year Olds	50,000	16,791	15,000
3 & 4 Year Olds	475,000	134,415	375,000

A contingency Fund was established in 2017 to support providers in financial difficulties.

	Budget 18-19	Actual 17-18	Forecast 18-19
Contingency Fund	100,000	68,838	66,000

Inclusion and Contingency form part of the High Pass Through 95% to providers. Added to DAF there is a forecast underspend of £188,720.

Option 1: Distribute the under spend based on SEN children + deprivation factor.

3 levels of funding: £900, £1500 & £2,100

Option 2: Distribute DAF based on SEN children + deprivation factor. 3 levels of funding: £300, 500, & £700.

Distribute remaining £134k through 2p on the hourly 3 & 4 YO rate for this year.

(£58,725 required to add 1p to the rate based on take up 18-19)

2019-20 Budget Options:

Maintained Nursery Schools (MNS)

Para 2.2 above sets out a change in the Operational Guidance for 19-20, stating LAs can only have one hourly base rate. Currently in Buckinghamshire our 2 maintained nursery schools received £4.55 per hour for 3 & 4 year olds which is an additional 30p per child hour. This cost is taken from the LA Supplementary Funding for MNSs and cannot be used as part of the High Pass Through for all providers.

We proposed to increase the lump sum element of the MNS supplementary funding by the equivalent 30p enhancement so that our MNS allocation from DfE is not reduced and MNSs continue to be funded at the same level as 2016-17 when the formula was introduced. MNSs would then receive £4.25 per hour as a base rate.

High Pass Through Funding 19-20:

DfE funding to LAs is not changing next year except to support increases/decreases in pupil numbers. Therefore there is no capacity to change the hourly rate. However, as stated above, there is a slight underspend in Contingency and Inclusion Fund which form part of 95% High Pass Through. We proposed to reduce the budgets for Inclusion and Contingency Funding to ensure that we fully passport 95% to providers.

Option 1:

Increase deprivation budget to allow greater financial support to settings based on cohort of deprivation identified through family home post codes. Currently the budget is £323k which allows an average of 6p per child per hour to be allocated, the range of payments is from 0-18p. This year PVI providers receive the following deprivation supplement:

0p – 120 providers
1-5p – 187 providers
6-9p – 151 providers
10-17p – 53 providers
17p – 3 providers

Reduce Contingency to £75k and Inclusion Fund to £375k which releases an additional £125k to increase the deprivation budget. Deprivation would increase in total to £448k which would be a 1/3 increase in available allocations.

Option 2:

Every 1p on the rate, based on current population requires £58k budget. Increase the hourly rate for universal and extended hours to £4.27. A setting with 24 children attending 570 hours per year would receive an additional £274 per year.

