

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>	Monday 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.

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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	To update on Strand 1 of the Inclusion Hub and agree the funding mechanism for Special Schools in 2020-21 To take place immediately before the March meeting
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) 	To review the constitution in advance of membership elections To provide detail on the year end outturn for DSG and the final balance of the DSG reserve
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 	To review membership To review projected spend in 2019-20 and future years and identify savings proposals to reduce spend where appropriate To update on any changes to DSG Operational Guidance on the NFF, and agree any consultation that may be required with

	<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>