

# Agenda

## SCHOOLS FORUM

**Date:** Tuesday 18 June 2019  
**Time:** 1.30 pm  
**Venue:** Knights Hall, Green Park,

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

<b>Agenda Item</b>	<b>Time</b>	<b>Page No</b>
<b>1 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP</b>	<b>13:30</b>	
<b>2 DECLARATIONS OF INTEREST</b> To disclose any Personal or Disclosable Pecuniary Interests.		
<b>3 MINUTES OF THE MEETING HELD ON 25 MARCH 2019</b> Led by the Chairman.  To agree the minutes of the meeting held 25 March 2019.	<b>13:35</b>	<b>5 - 36</b>
<b>4 SCHOOLS FORUM ELECTIONS UPDATE</b> Led by the Chairman.  Verbal update for information.	<b>13:40</b>	
<b>5 SCHOOLS FORUM FUNDING GROUP UPDATE</b> Led by Kevin Patrick.  Verbal update for information.	<b>13:45</b>	
<b>6 OUTTURN 2018-19 AND DSG BALANCE</b> Led by Liz Williams  For information and discussion.	<b>13:55</b>	<b>37 - 48</b>
<b>7 SEN QUARTERLY UPDATE</b>	<b>14:10</b>	<b>49 - 66</b>

Led by Sarah Callaghan.

For information and discussion.

**8 MAINTAINED SCHOOLS REVENUE BALANCES 2018-19** **14:30** **67 - 74**  
Led by Janaki Try.

For information and discussion.

**9 UPDATE FROM CONTINGENCY GROUP** **14:40** **75 - 78**  
Led by David Hood.

For information.

**10 MATTERS ARISING** **14:50** **79 - 80**

- Update on Healthy Public Capital Fund.
- Changes to mileage rates – for information only.

**11 DATE OF NEXT AND FUTURE MEETINGS** **15:00**  
15 October 2019, 1.30pm  
Green Park, Aston Clinton

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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 382236, email: [akenward@buckscc.gov.uk](mailto: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**  
**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**

### **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 MONDAY 25 MARCH 2019 IN KNIGHTS HALL, GREEN PARK, ASTON CLINTON, COMMENCING AT 1.35 PM AND CONCLUDING AT 2.50 PM**

### PRESENT

#### Headteachers

Mr A Rosen	Aylesbury High School
Ms J Antrobus	Newtown School
Ms P Coppins	Manor Farm Community Infant School
Ms J Divers	Turnfurlong School
Ms S Cromie	Wycombe High School
Ms J Freeman	King's Wood School & Nursery
Mr D Hood	Cressex Community School
Mr O Lloyd	Iver Heath Junior School
Mr K Patrick	Chiltern Hills Academy
Mrs D Rutley	Wycombe Grange PRU
Mr S Sneesby	Kite Ridge School
Ms E Stewart	Stoke Mandeville Combined School
Mr A Wanford	Green Ridge Academy
Ms J Watson	Lent Rise School
Mr R Page	Chalfont Community College
Dr K Simmons	Cressex Community School
Ms C Glasgow	NASUWT
Ms S Stephens	National Education Union
Ms W Terry	Manor Farm Pre-School

#### Governors

#### Representative

#### In Attendance

#### Officers

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

### 1 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP

Apologies were received from Ms G Bull, Mr A Gillespie and Mrs S Fahey.

### 2 DECLARATIONS OF INTEREST



There were no declarations of interest.

### **3 MINUTES OF THE MEETING HELD ON 15 JANUARY 2019**

The forum reviewed the following actions from the meeting held on 15 January 2019:

- Page 6 of the agenda pack
  - Ms J Try, Senior Accountant, confirmed details of the reintegration grant for excluded pupils had been circulated via the Schools Bulletin. Ms Try stated calculations would be back dated to 1 April 2018.
  - The list of SEN schools, including revised details for Kite Ridge School, had been shared.
  - The SEN Strategy and SEN Improvement Strategy had been updated and a new improvement board had been established.
- Page 7 of the agenda pack
  - The Schools Forum Funding Group had met as planned on 8 March 2019. A further update would be given under item 4 of this meeting
- Page 9 of the agenda pack
  - The induction session had met as planned before the meeting. A copy of the presentation would be appended to the minutes.

**RESOLVED: Members of the forum AGREED the minutes for 15 January 2019 meeting and were signed by the Chairman.**

### **4 SCHOOLS FORUM FUNDING GROUP UPDATE**

Mr K Patrick, Chairman of the Schools Forum Funding Group (SFFG), gave an overview of the meeting held on 8 March 2019.

Mr Patrick confirmed the purposed of the SFFG was to review papers for content and clarity ready for discussion and decision at the meeting. The group normally had a closed membership made up of Schools Forum members however all members had been invited to attend the meeting held on 8 March to facilitate a discussion around the forum's role in agreed budget transfers to the High Needs Block (HNB).

Mr Patrick stated that the members of the Forum did not feel secure making decisions relating to the HNB and SEN with their current level of oversight. As a result of the meeting it was agreed with officers that:

- From June 2019 there would be a different approach to how financial information was displayed.
- Cost saving recommendations would include high level key performance indicators (KPI) against the seven priorities to show how money is spent and the impact on student outcomes.
- Following the start of, Hero Slinn, new Head of SEN On 1 April 2019 the existing oversight forums/meetings (i.e. inclusion hub, integrated services) would be

reviewed to see if they were still fit for purpose.

Miss S Callaghan, Service Director for Education, added there would be an interim Head of Improvement (Paulette Thompson) to support the new Head of SEN in her first couple of months in role. Ms Callaghan confirmed that she and Ms E Williams, Head of Finance, Childrens Services, had already began work regarding KPIs.

Miss S Callaghan also emphasised the need for shared accountability to drive down the spend that was contributing to unsustainable budget pressures within the HNB. The spend is for placements; if placements are high cost independent placements, the budget will remain under pressure. Therefore, there was a need for schools to work with officers to reconfigure the offer across Special Schools and additional resource provision so that there was reduced dependency on high cost placements.

A member of the forum asked if BCC would be taking legal advice regarding reductions to SEN funding given that there had been successful challenges by parents in other parts of the country. Ms Callaghan stated she was confident changes were compliant with SEN legislation.

**RESOLVED: The Forum asked that initial ideas on KPIs and financial reporting be brought to the 18 June 2019 Schools Forum meeting.**

## **5 FUNDING MECHANISM FOR SPECIAL SCHOOLS 2019-20**

Ms E Williams, Head of Finance, Children Services, referred to the report circulated with the agenda.

Ms Williams confirmed the report would be taken to SF for consultation only.

The following points were discussed and Ms Williams confirmed:

- Benchmarking would take place to ensure bandings were similar to those used by other authorities.
- The initial consultation on the banding exercise would take place before the summer holidays and would focus on definitions rather than resources.
- It was intended to consider banding across all phases from mainstream to specialist provision however part of the project plan would be to consider the resources required for implementation and whether it should be phased.
- Officers were confident that the banding system was the correct solution to move away from the current provision-led system in line with national guidance. However they would be open to considering other options should they present themselves.
- It was felt the point two of the report was not well worded. It was felt it currently read as asking the Forum to make a strategic decision rather than note the report and agree its timeline. Ms Williams would review the wording.

**ACTION: Ms Williams**

**RESOLVED: The Forum noted the report and endorsed the direction of travel.**

## **6 SCHEME FOR SCHOOL FINANCING**

Mr J Carter, BCC Accountant, referred to the report circulated with the agenda.

Mr Carter confirmed this report was to update the Forum on progress only and no decision was needed at this time. Mr Carter noted that changes had been made to the report following feedback from the SFFG.

**RESOLVED: the forum NOTED the report which would now go on for consultation. Further details of the consultation would be shared in the Schools Bulletin.**

## **7 EARLY YEARS FUNDING 2019-20 UPDATE**

Mrs J Nicholls, Head of Early Years (EY) referred to the report circulated with the agenda.

At the January meeting School Forum agreed that the proposed Early Years Funding paper for 19/20 should be shared with the EY forum as there had not been time to previously consult and minor amendments would be accepted. This had now been done and small changes had been made at their request.

EY forum voted for Option 1 as set out in the report to address unspent Disability Access Funding (DAF), Inclusion Fund and contingency Fund in 2018-19 This distributes DAF using SEN and Deprivation criteria, the remaining funds to be distributed to each setting based on a 2p per child per hour basis for 2018-19 only

For 2019-20 proposals, Mr M Appleyard, Cabinet Member for Education and Skills, acknowledged that this had been a close vote and following discussion he had made the decision to adopt option 1, which will increase the deprivation budget allowing greater financial support to settings based on deprivation identified through family home post codes.

For future years there would be a different 3 & 4 year old funding model for maintained nursery schools. Currently they received a lump sum plus an additional 30p per hour per funded child. To comply with revised regulations the hourly rate will be the single universal base rate with an increased lump to maintain the same funding levels.

**RESOLVED: The Forum noted the report.**

## **8 ANY OTHER BUSINESS**

**Financial exposure of local schools of the liquidation of the E-ACT and Bucks Learning Trust (BLT)**

Ms S Callaghan, Service Director for Education, confirmed her service was working with



the administrator for the BLT to mitigate risks.. Ms Callaghan stated it was not a statutory requirement to honour BLT's financial commitments but BCC was looking to honour statutory support to schools.

#### **Burnham Park Academy closure**

Ms Callaghan confirmed BCC was a consultee only at this stage and Mr B Dunn had been attending meetings on BCC's behalf.

#### **Contingency fund update**

Following decision letters going out to schools there had been four appeals. The Contingency Fund Group would come together following the meeting to consider the appeals.

#### **F40 (The Campaign for Fairer Funding in Education**

Mr M Appleyard, Cabinet Member for Education and Skills, was now part of this group. Mr Appleyard asked for feedback on what the Department for Education (DfE) could be doing differently for schools? [A brief email was circulated following the meeting asking for feedback.]

### **9 DATE OF NEXT AND FUTURE MEETINGS**

Tuesday 18 June 2019, 1.30pm  
Knights Hall, Green Park,

**CHAIRMAN**



# **Schools Forum Induction Dedicated Schools Grant -DSG 2019-20**

25<sup>th</sup> March 2019

Janaki Try

Senior Accountant - Education,  
Children's Services



## **DSG and the National Funding Formula (NFF) 2019-20**

- Local authorities (LA) receive the Dedicated Schools Grant (DSG) for all maintained schools and academies in their areas via the Education and Skills Funding Agency (ESFA).
- The LA then consults with schools forum and they jointly set a formula for funding pre 16 maintained schools and academies.
- Buckinghamshire's Schools Forum agreed a formula in December 2018 based on illustrative allocation, then updated with final allocations as reported to Schools Forum in January 2019.



## 4 Blocks in DSG and NFF

- The ESFA have used the NFF rates to calculate the 4 blocks within DSG.
- 2018-19 was the first year of NFF for schools, high needs and central school services. Early Years NFF was introduced in 2017-18.
- It was expected that the ESFA would determine the formula for schools from April 2020 and fund schools directly (referred to as a “hard” funding formula), but this has been delayed and LAs will continue to determine their local formula in 2020/21. The guidance contains no detail on the requirements beyond 2020/21.



## Final allocations for 2019-20

Final allocations for 2019-20 are based October 2018 census data as well as including £1.32m additional High Needs Block funding announced in December 2018.

The DfE recognises that Bucks is a more expensive area and have uplifted our allocation by using an Area Cost Adjustment for the Schools Block and the High Needs block.

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



## Transfer from Schools Block

- The schools block is ring-fenced in 2019 to 2020, but local authorities may transfer up to 0.5% into another block, with the approval of their schools forum.
- Local authorities wishing to make a transfer should consult with all local maintained schools and academies, and the schools forum should take into account the views of the schools responding before giving their approval.



# Why transfer funds between blocks

- The DfE recognises that most proposals to move funding from their schools block will arise as a result of pressures on their high needs budgets.
- All local authorities are expected to keep their local offer of special provision under review.
- The DfE state it is particularly important that mainstream schools are clear about how they contribute to the local offer, and how the extent of that contribution can affect the need for more specialist provision and the costs that local authorities consequently have to meet from their high needs budgets.





## Transfer from schools block – disapplication

- If the local authority wishes to move more than 0.5% of the schools block OR the schools forum has turned down a proposal from the authority to move funding out of the schools block, but the authority wishes to proceed with the transfer – then the local authority can submit a disapplication request to the Secretary of State.



## **(NFF) and Schools Block (pre 16)**

- The ESFA lists 15 factors – only 2 are compulsory:
- (1) Basic Entitlement –Average Weighted Pupil Unit (AWPU) assigns funding on the basis of individual pupils, based on the October census with different rates for Primary, KS3 and KS4
- (2) Deprivation - Local authorities can use free school meals (FSM), and/or the income deprivation affecting children index (IDACI) – based pupil post codes, to calculate the deprivation factor



## Bucks Schools Formula 2019-20

- The LA is responsible for making the final decisions on the formula
- Bucks Schools Forum agreed that the local formula would mirror NFF as far as possible to provide better clarity to schools when planning their budgets and to avoid a cliff edge when the hard NFF was introduced
- For 2019-20 Schools Forum agreed to maintain the NFF factors that were agreed in 2018-19, with prorating (scaling) of each factor to match the available allocation of funding from the DfE.



## 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

The bulk of the DfE allocation to the LA is through pupil led factors (98% in 2019-20). The LA must also allocate at least 80% of the schools block through pupil led factors - AWPU, deprivation, prior attainment, LAC, EAL, Mobility and Minimum Funding Level (per pupil funding for primary/secondary).

The DfE has allowed Bucks to apply an exceptional premises factor to support small schools with 50 pupils or less.



# October 2018 Census Data

- The October 2018 census data shows an increase of 779 pupils on last year, with a shift from Primary to Secondary.
- Pupil characteristics - an increase in the number of pupils in the prior attainment categories, and an increase in pupils receiving Free School Meals.
- These population characteristics will have an effect on the distribution of funding over the funding formula factors.



## Moving from a historical formula to the NFF

- There will be ‘winners and losers’ as we move to a NFF
- To maintain fairness we are allowed to minimise losses to an individual school to minus 1.5% of previous eligible funding – known as the ‘Minimum Funding Guarantee’ (MFG).
- When this amount for the LA has been calculated, a cap is set on ‘winning’ schools to provide for a corresponding amount to fund MFG.
- The 2019-20 formula has:
  - -Local Funding Factors at 99.17% of NFF values
  - - MFG totalling £416k for 26 schools, met from capping 46 schools to the equivalent amount.



# Buckinghamshire County Council

## Funding Factor Rates

Funding Factor	2018/19 Final Rates	2019/20	Full NFF with ACA
<b>Scaling factor (% of NFF)</b>	97.68%	99.17%	100.00%
<b>Primary AWPUP</b>	<b>£ 2,758.71</b>	<b>£ 2,800.83</b>	<b>£ 2,824.24</b>
<b>KS3 AWPUP</b>	<b>£ 3,879.47</b>	<b>£ 3,938.35</b>	<b>£ 3,971.27</b>
<b>KS4 AWPUP</b>	<b>£ 4,404.70</b>	<b>£ 4,471.77</b>	<b>£ 4,509.14</b>
Primary MFL	£ 3,223.43	£ 3,470.99	£ 3,500.00
Secondary MFL	£ 4,493.27	£ 4,760.22	£ 4,800.00
Primary FSM	£ 441.88	£ 448.62	£ 452.37
Secondary FSM	£ 441.88	£ 448.62	£ 452.37
Primary FSM6	£ 542.30	£ 550.58	£ 555.18
Secondary FSM6	£ 788.35	£ 800.39	£ 807.07
Primary IDACI band F	£ 200.85	£ 203.92	£ 205.62
Secondary IDACI band F	£ 291.24	£ 295.68	£ 298.15
Primary IDACI band E	£ 241.02	£ 244.70	£ 246.75
Secondary IDACI band E	£ 391.66	£ 397.64	£ 400.97
Primary IDACI band D	£ 361.54	£ 367.06	£ 370.12
Secondary IDACI band D	£ 517.20	£ 525.09	£ 529.48
Primary IDACI band C	£ 391.66	£ 397.64	£ 400.97
Secondary IDACI band C	£ 562.39	£ 570.98	£ 575.75
Primary IDACI band B	£ 421.79	£ 428.23	£ 431.81
Secondary IDACI band B	£ 602.56	£ 611.76	£ 616.87
Primary IDACI band A	£ 577.45	£ 586.27	£ 591.17
Secondary IDACI band A	£ 813.45	£ 825.88	£ 832.78
Primary Low Attainment*	£ 1,054.48	£ 1,042.03	£ 1,050.74
Secondary Low Attainment	£ 1,556.61	£ 1,580.38	£ 1,593.59
Primary EAL	£ 517.20	£ 525.09	£ 529.48
Secondary EAL	£ 1,390.91	£ 1,412.14	£ 1,423.95
LAC	£ -	£ -	£ -
Mobility	£ 502.13	£ 508.50	£ 512.75
Lump Sum	£ 110,469.11	£ 112,155.88	£ 113,093.20
Sparsity Primary (up to)	£ 25,106.62	£ 25,489.97	£ 25,703.00
Sparsity secondary (up to)	£ 65,277.20	£ 66,273.93	£ 66,827.80
MFG	-1.50%	-1.50%	-1.50%
Capping	4.96%	3.13%	n/a
Fringe uplift where applicable	1.56%	1.56%	1.56%



## Buckinghamshire's Growth Fund

- The locally determined required level of growth fund in 2019/20 is £2.4m and is met fully from Schools Block. It is used for:
- **Start-up funding** - covers costs for new schools before they open
- **Diseconomies funding** - reflect the diseconomies of scale in the first few (3 to 5) years of a new school until pupil funding gives them sufficient economies of scale.
- **Growth Fund** - for all existing schools - based on significant anticipated demand measured and agreed by the LA.





## Mainstream Schools – AWPU and Notional SEN

- AWPU - This is used to make general provision for all pupils in the school, including pupils with SEND, and goes directly to schools.
- Notional SEN - The DfE states - Schools and academies should have sufficient funding in their schools block budget to enable them to support pupils' SEND where required, up to the mandatory cost threshold of £6,000 per pupil per annum. This is an indicative amount that schools may set aside for pupils with SEND.



## Inadequate Notional SEN

- Local authorities can provide additional funding, for a minority of schools which have particular difficulties because of their disproportionate number of pupils with SEND or high needs or their characteristics. This is calculated and allocated to eligible schools early in the financial year.



## High needs Block Funding

- **Top –up funding.** This is for high-need low-incidence SEND, where individual pupils require additional support that costs more than £6,000 (notional SEN). Top-up funding rates are set by the LA, by agreement with schools and academies.



## The High Needs Block

- The DfE states: The high needs funding system supports provision for children and young people with special educational needs and disabilities (SEND) from their early years to age 25 - statutory duties under the Children and Families Act 2014.
- High needs funding is also intended to support good quality Alternate Provision for pre-16 pupils who, because of exclusion, illness or other reasons, cannot receive their education in mainstream or special schools.



## DfE expectations on High Needs

- In consultation with their schools forum, LAs make decisions on the spending of funds held centrally, most of which is used for making high needs provision.
- These spending decisions are most effective when there is a strong partnership between the LA and the institutions providing education. The schools forum is one way in which partnership working can be strengthened, particularly with schools.
- The LA has a statutory duty to keep the services and provision for children and young people with SEND under review, as required by the Children and Families Act 2014.

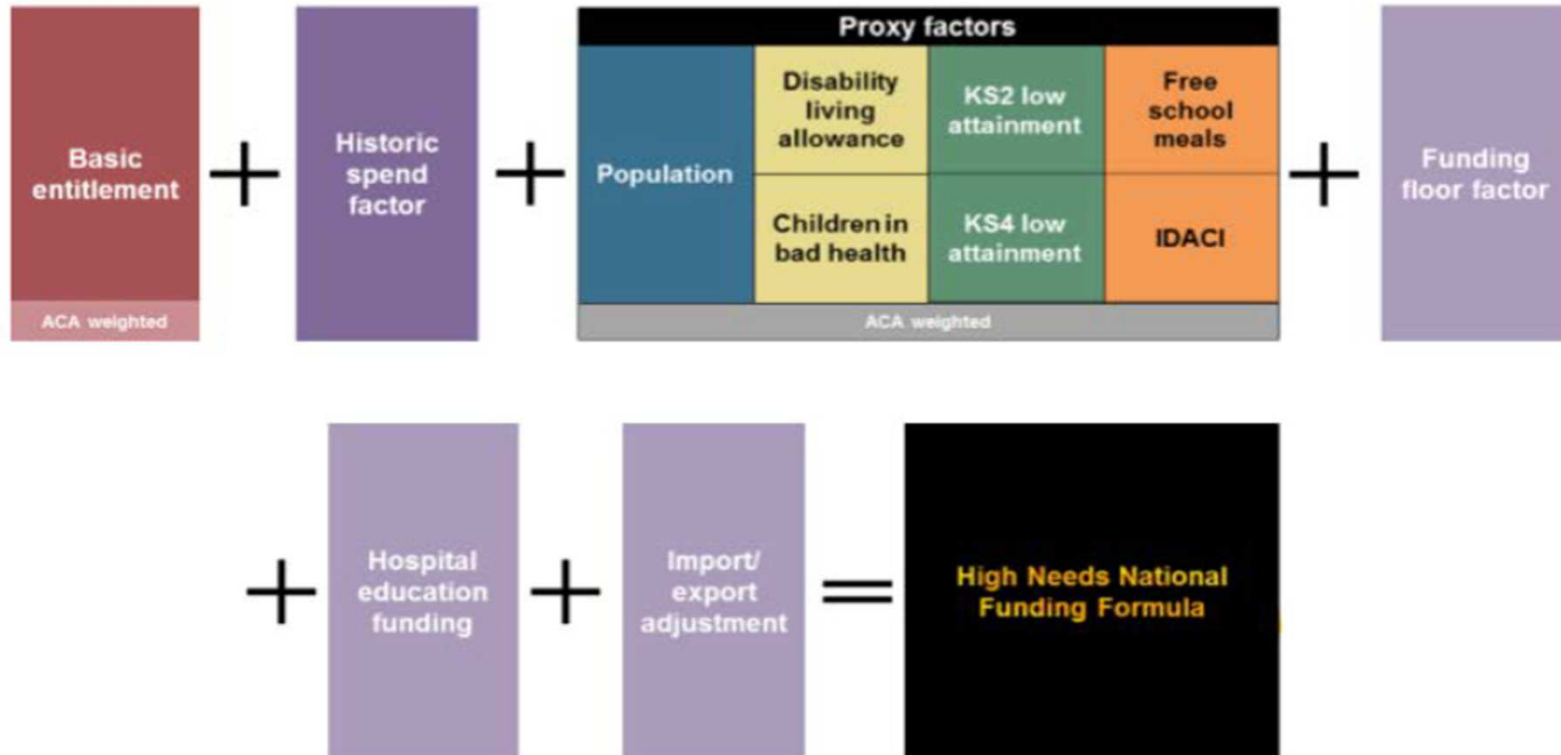


## High Needs Block – Definitions and Methodology

- Basic entitlement factor – based on pupil and student numbers in special schools and special post-16 institutions. The funding rate is £4,000 per pupil or student and is subject to an area cost adjustment.
- Funding Floor -This ensures local authorities do not fall below a minimum level of funding.
- Import/export adjustment - funding formula that reflects the movement of high needs pupils and students between LAs, (that is if they live in one authority and attend a school or college in another).



# HN Block methodology



## Other services met from High Needs Block

- While the majority of a local authority's high needs budget is spent on place and top-up funding for institutions, local authorities can also use high needs funding to provide additional or targeted support for children and young people with SEND. For example:
- Therapies (SALT and OT),
- Specialist Teaching Service (expertise in supporting pupils with complex needs who are available to advise, train and support other teachers and SEN co-ordinators in mainstream schools and colleges).
- Specialist support for pupils at risk of exclusion





## Central Schools Services Block (CSSB)

- **CSSB comprises two parts:**
- (1) Funding for ongoing functions, – based on a per pupil amount. The indicative amount for 2019-20 is £2.771m.
- Includes: £1.178m Education Services Grant (ESG) retained duties where the local authority has a responsibility for all schools, £0.835m for Admissions Team, Transfer Process and Parental Information.



## Central Schools Services Block (CSSB)

- (2) Funding for historic commitments. Based on evidence submitted to the DfE. The 2019-20 allocation is £4.654m. From 2020 to 2021, The DfE will start to reduce the historic commitments element of the CSSB where local authorities' expenditure has not reduced.
- Includes: £2.311m Contribution to combined budgets (LA and DSG funded contracts such as Early Years support), and £1.708m Capital contribution from revenue.



## Early Years Block

- **There 6 funding streams:**
- (1) Early years universal entitlement for three and four year olds (15 hours)
- (2) Early years additional entitlement for three and four year old children of eligible working parents (additional 15 hours)
- (3) Early years entitlement for disadvantaged two year olds (15 hours)
- (4) Supplementary funding for Maintained Nursery Schools (MNS)
- (5) Early Years Pupil Premium (EYPP)
- (6) Disability Access Fund (DAF), £615 per pupil per year



## Early Years Block

- The pass-through requirement: LAs are required to pass at least 95% of their three and four year old funding from the DfE to early years providers. This includes hourly rates, deprivation funding, Inclusion funding for individual children with low level or emerging SEND, and contingency funding.
- The LA can hold 5% for central spend including the cost of staff and 'Sufficiency and sustainability' funding for providers



## Report to Schools Forum

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**Title:** Dedicated Schools Grant – 2018-19 Outturn report and Reserves

**Date:** 18<sup>th</sup> June 2019

**Author:** Liz Williams, Head Of Finance, Childrens Services

**Contact officer:** Janaki Try – Senior Accountant – Education  
[jtry@buckscc.gov.uk](mailto:jtry@buckscc.gov.uk)  
 01296 383063

**Schools affected:** All schools and Early Years providers

### 1. Purpose of this report

- 1.1. This report updates Schools Forum on the Dedicated Schools Grant (DSG) allocation, outturn for 2018-19, the DSG Reserves as at 31st March 2019 and the forecasted reserve position for the financial year 2019-20.

### 2. Background

- 2.1. The final 2018-19 DSG allocation was £275,986,866. As expected, the DfE claw-backed £901k for 2017-18 Early Years allocation, based on updated pupil numbers, by reducing the 2018-19 income. Money was set aside at the end of 2017-18 in earmarked reserves in anticipation of this timing issue. The details are as follows:

<b>4 blocks of the Dedicated Schools Grant 2018-19</b>	<b>Allocation Before Recoupment</b>	<b>Less Recoupment</b>	<b>Final after Recoupment</b>
Schools Block	£309,656,442	-£144,547,768	£165,108,674
High Needs Block	£81,096,276	-£8,382,678	£72,713,598
Early Years	£30,697,436	£0	£30,697,436
Central School Service Block	£7,467,157	£0	£7,467,157
<b>Total DSG Allocation 2018-19</b>	<b>£428,917,311</b>	<b>-£152,930,446</b>	<b>£275,986,866</b>
<b>Income received in 2018-19</b>			<b>-£275,085,982</b>
Difference in income received compared to allocation			£900,884
Difference due to :			
Early years clawback for 2017-18			£901,018
Roundings			-£134

2.2. The table below summarises the outturn position for each of the 4 blocks and shows the use of DSG reserves in the budget set for 2018-19. The actuals against budgets at year end was balanced by a contribution from DSG Reserves of £28,540

Summary of Outturn 2018-19	Total Budget for the Year	Actuals for the Year	Variance Year End	Move to Ear- marked Reserves
<b>Schools Block</b>				
Schools Block Total	£165,423,136	£165,046,394	-£376,742	-£351,537
of which - met from reserve	-£948,067			
Dedelegation from Special School/PRU	-£16,395			
Transferred from Schools Block to High Needs	£650,000			
<b>as per allocation</b>	<b>£165,108,674</b>			
<b>High Needs</b>				
High Needs Block Total	£73,796,137	£76,832,972	£3,036,835	
of which - met from reserve	-£1,770,745			
Transfer from Schools Block	-£650,000			
Dedelegation from Special School/PRU	£16,395			
Additional High Needs funding (not allocated to budgets)	£1,321,811		-£1,321,811	
<b>as per allocation</b>	<b>£72,713,598</b>			
adjusted Variance year end			£1,715,024	
<b>Early Years</b>				
Early Years Total	£30,697,436	£29,995,556	-£701,880	
<b>Central School Service Block</b>				
Central Schools Service Block Total	£7,847,000	£7,239,272	-607,728	
of which - met from reserve	-£379,843			
<b>as per allocation</b>	<b>£7,467,157</b>			
<b>DSG Expenditure Total</b>	<b>£277,763,709</b>	<b>£279,114,194</b>	<b>£1,350,485</b>	<b>-£351,537</b>
<b>Funded by :</b>				
DSG Allocation	£275,986,866			
DSG Income (Includes reduction for Early Years clawback)		£275,085,982		
Additional High Needs funding (not allocated to budgets)	-£1,321,811		-£1,321,811	
Reserves from 2017 -18	£3,098,653	£3,098,653		
Early years clawback for 2017-18		£901,018		
Contribution from DSG Reserves to balance roundings		£28,540	-£28,674	
<b>Total funding</b>	<b>£277,763,709</b>	<b>£279,114,194</b>	<b>-£1,350,485</b>	
<b>Contribution from DSG as at 31st March 2019</b>				<b>£28,540</b>
<b>Total Reserves as at 31st March 2019</b>				<b>-£2,939,205</b>

### 3. 2018-19 Outturn

3.1. Detailed breakdown of the outturn position and earmarked reserves is given in the Appendix 1 and 2.

3.2. Schools Block and Central Services, the main points to note in the outturn are as follows:

- (i) Schools Business rates overspend of £203,553 following revaluations is met from the underspend on Growth Fund
- (ii) Growth Fund budget underspend of £225,592
- (iii) Dedelegated Contingency Panel (Schools in financial difficulties) an underspend of - £205,654 added to earmarked reserves. The Contingency Panel has proposed that this, together with the last year's underspend in reserves, is refunded to maintained schools - a total refund of £300,000.

- (iv) Dedelegated Contingency (Deficits of closing schools), underspends of -£119,261. The use of this fund is dependent on when deficit schools convert to academies and level of their deficit at the point of conversion.

3.3. High Needs overspent by £ £1,715,024 after taking into account the additional High Needs grant of £1,321,811. The main points to note in the outturn are as follows:

- (i) Independent Schools and Hospital Schools budgets were overspent by £818,113.
- (ii) Post 16/FE colleges overspent by £861,248 and reflect growth in numbers for this age group.

3.4. Early Years underspend of -£701,880, of which -£200,000 is added to reserves to fund potential changes in grant funding. By adding this to the existing reserves from last year of £500,000 the total reserve available is now is £700,000.

3.5. Central Schools Service Block underspent by -£607,728, of which -£508,000 relates to unused Revenue contribution to Capital. This amount has been used to partially offset the overspend in High Needs.

#### 4. DSG reserves

4.1. At the end of 2018-19 £28,540 was taken from reserves to balance DSG. The yearend position as at the 31st March 2019 is a balance of £2,939,205, details are given in the appendix. Proposals for the use of reserves in 2019-20 are as follows:

<b>Proposed Use of Reserves</b>				
Mandeville school - deficit write off				500,000
Early Years - changes in grant funding				700,000
Dedelegation including £300k refund to schools (see table below)				717,511
High Needs funding for 2019-20				1,021,694
<b>Total Reserves</b>				<b>2,939,205</b>

Ear-marked reserves for Mandeville School deficit write-off has reduced from £900k to £500k in line with the current deficit position, to be used when the school converts to an academy. Consideration needs to be given to the Contingency Panel's proposal to refund £300,000 of contingency balances back to maintained schools. The balance of reserves is to be allocated to High Needs budgets in 2019-20.

#### 5. Recommendations

5.1. That Schools Forum note the outturn position as set out in the report and appendices.

5.2. Agree the recommend proposals for the use of DSG Reserves as set out in 4.1 above.





Appendix 1 DSG Outturn 2018-19 - details

Dedicated Schools Grant - Description (after recoupment)	For information Budget 2019/20	Total Budget 2018/19	Actuals 2018/19	Variance Year End 2018/19	Move to Ear-marked Reserves	Notes
<b>Schools Block</b>						
Maintained Primary Schools Delegated Budget	£138,161,960	£135,137,625	£135,134,810	-£2,815		
Maintained Secondary Schools Delegated Budget	£28,935,968	£26,775,880	£26,775,528	-£352		
Rates (budget topsliced from maintained schools)	£0	-£2,330,400	-£2,455,639	-£125,239		
Aylesbury Vale Rates paid on behalf of schools	£0	£1,086,674	£1,245,680	£159,006		
Chiltern District Rates paid on behalf of schools	£0	£339,435	£381,957	£42,522		
High Wycombe Rates paid on behalf of schools	£0	£719,685	£824,164	£104,479		
South Bucks Rates paid on behalf of schools	£0	£197,343	£220,128	£22,785		
CFGB556 Growth Fund for Planned Places	£2,391,935	£2,682,857	£2,457,265	-£225,592		
Dedelegation - Contingency Panel sch. in financial difficulties	£428,171	£437,311	£231,657	-£205,654	-£205,654	
Dedelegation - Contingency Deficit write offs	£165,899	£169,806	£50,545	-£119,261	-£119,261	
Delegated Funds -Supply Cover for small schools	£12,442	£12,735	£5,676	-£7,059	-£7,059	
Dedelegation - Union Facilities	£29,032	£29,716	£10,154	-£19,562	-£19,562	
Dedelegation - Education Visits	£41,333	£46,991	£46,991	£0		
Dedelegation - Schools Fin. Managment Advice (SFMA)	£103,333	£117,478	£117,478	£0		
<b>Schools Block Total</b>	<b>£170,270,073</b>	<b>£165,423,136</b>	<b>£165,046,394</b>	<b>-£376,742</b>	<b>-£351,537</b>	
of which - met from reserve		-£948,067				
Dedelegation from Special School/PRU		-£16,395				For Educational visits and SFMA
Transferred from Schools Block to High Needs		£650,000				
		<b>£165,108,674</b>				

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Dedicated Schools Grant - Description (after recoupment)	For information Budget 2019/20	Total Budget 2018/19	Actuals 2018/19	Variance Year End 2018/19	Move to Ear-marked Reserves	Notes
<b>High Needs Block</b>						
Special Schools Place Funding	£10,853,378	£10,001,660	£10,010,000	£8,340		
Special Schools Top Up	£19,154,244	£17,763,485	£17,590,612	-£172,873		
Special Schools Additional Places & Exceptional Support	£513,000	£659,872	£1,141,978	£482,106		
Integrated Therapies Contract	£1,657,000	£1,657,000	£1,618,746	-£38,254		
Contribution to Early Help services	£871,000	£871,000	£871,000	£0		
Specialist Teaching Service - contribution	£2,057,000	£2,057,000	£2,057,000	£0		
DSG Contribution Education Psychology	£680,000	£680,000	£680,000	£0		
Recoupment from BCC - All OLEA Schools	£3,692,000	£3,189,283	£3,709,066	£519,783		
Recoupment to BCC - Special Schools	-£1,035,000	-£800,000	-£1,034,407	-£234,407		
Recoupment to BCC - Mainstream Schools	-£280,000	-£250,000	-£277,869	-£27,869		
Re-Integration Group (includes cost of team)	£412,500	£405,980	£412,501	£6,521		
High Needs Block - School Age	£910,000	£1,026,284	£909,378	-£116,906		
Education Personal Budgets	£166,000	£0	£187,788	£187,788		
High Needs Early Years Non Statemented	£167,641	£167,641	£235,171	£67,530		
Independent Schools	£14,358,000	£14,216,650	£15,009,926	£793,276		
Independent Hospital Schools	£70,000	£45,400	£70,237	£24,837		
Early Stimulation Project - Portage	£200,000	£200,000	£195,816	-£4,184		
Equipment	£250,000	£268,046	£279,843	£11,797		
Computers for LAC	£0	£0	£10,320	£10,320		
Educating Children in Public Care (ECPC)	£705,820	£710,683	£705,824	-£4,859		

Dedicated Schools Grant - Description (after recoupment)	For information Budget 2019/20	Total Budget 2018/19	Actuals 2018/19	Variance Year End 2018/19	Move to Ear-marked Reserves	Notes
<b>High Needs (cont.)</b>						
Pre School Statemented Children	£303,168	£303,168	£361,286	£58,118		
Excluded Pupils AWPUs Reallocated	£0	£0	-£80,012	-£80,012		
Post-16 HN FE Colleges	£5,132,000	£4,336,599	£5,498,575	£1,161,976		
Independent Colleges	£1,000,000	£1,300,000	£999,272	-£300,728		
EHCP Top Up - School Age	£7,169,000	£6,500,000	£7,199,393	£699,393		
PRU Delegated Budget	£360,000	£318,330	£360,000	£41,670		
Alt Prov Commissioning (top-up)	£1,965,000	£1,965,000	£1,973,640	£8,640		
Alternative Provision (Progress to Excellence)	£496,000	£500,000	£499,963	-£37		
Hospital Teaching Service	£237,000	£237,000	£237,000	£0		
Buckinghamshire Home Tuition Service	£217,600	£217,600	£181,248	-£36,352		
Additional Resourced Provision (ARP) (top-up)	£2,171,600	£2,307,456	£2,278,343	-£29,113		
CGAC107 Add Resource Prov (ARP) Place Funding	£1,038,000	£973,000	£973,000	£0		
High Needs contribution to Overheads	£1,968,000	£1,968,000	£1,968,000	£0		
SEN Strategy	£0	£0	£334	£334		
<b>High Needs Block Total</b>	<b>£77,459,951</b>	<b>£73,796,137</b>	<b>£76,832,972</b>	<b>£3,036,835</b>		
of which - met from reserve	-£1,048,353	-£1,770,745				
Transfer from Schools Block		-£650,000				
Transfer from Central Scholl Services Block	-£1,708,000					
Dedelegation from Special School/PRU		£16,395				For Educational visits and SFMA
Additional High Needs funding (not allocated to budgets)		£1,321,811		-£1,321,811		
<b>Adjusted Total</b>	<b>£74,703,598</b>	<b>£72,713,598</b>		<b>£1,715,024</b>		Overspend to be met from underspends/reserves

Dedicated Schools Grant - Description (after recoupment)	For information Budget 2019/20	Total Budget 2018/19	Actuals 2018/19	Variance Year End 2018/19	Move to Ear-marked Reserves	Notes
<b>Early Years Block</b>						
2, 3 & 4 YO Inclusion Funding	£425,000	£525,000	£328,560	-£196,440		
Disability Access Fund (DAF)	£88,560	£96,555	£96,390	-£165		
Contingency Fund	£75,000	£100,000	£136,173	£36,173		
Early Years DFE Clawback	£353,953	£337,106	£0	-£337,106		
2 Year Old Funding	£2,807,336	£2,854,441	£2,908,764	£54,323		
Private Providers - Nursery Grant Scheme	£18,929,586	£19,169,435	£18,777,992	-£391,443		
Childcare Projects Prev Childminder Strt	£145,000	£145,000	£145,000	£0		
GLF Prev. Childcare Recruitment	£145,000	£145,000	£92,800	-£52,200		
EYC Sufficiency & Sustainability	£835,540	£835,540	£835,145	-£395		
Nursery Schools Global Estimates - Paren	£6,881,790	£6,489,359	£6,674,733	£185,374		
<b>Early Years Block Total</b>	<b>£30,686,765</b>	<b>£30,697,436</b>	<b>£29,995,556</b>	<b>-£701,880</b>		

Dedicated Schools Grant - Description (after recoupment)	For information Budget 2019/20	Total Budget 2018/19	Actuals 2018/19	Variance Year End 2018/19	Move to Ear-marked Reserves	Notes
<b>Central Schools Service Block</b>						
<b><u>On-going central functions</u></b>						
Ex Education Services Grant	£1,178,000	£1,178,000	£1,178,000	£0		
Licences (DSG)	£427,651	£397,000	£410,349	£13,349		
Admissions						
Parental Information	£4,547	£9,000	£4,546	£-4,454		
Transfer Appeals	£27,465	£46,230	£27,465	£-18,765		
Selection Process	£0	£0	£0	£0		
Admissions Team M & A	£815,620	£834,770	£815,622	£-19,148		
BASL and TSAN	£35,000	£85,000	£14,118	£-70,883		
Schools Forum	£9,000	£2,000	£7,538	£5,538		
Safeguarding in Ed. Project Team	£210,000	£210,000	£176,551	£-33,449		
Admissions /Legal Service Cost	£300,080	£119,000	£138,286	£19,286		
Central overheads	£264,000	£264,000	£264,000	£0		
<b><u>Historic Commitments</u></b>						
Contribution to Combined budgets (LA & DSG)	£1,811,000	£2,311,000	£2,311,000	£0		2019-20 Reduction of £500k for Early Years services
DSG - Rev Contrib to Capital (CERA)	£0	£1,708,000	£1,200,000	£-508,000		
DSG Practical Learning Opportunities	£224,000	£224,000	£224,000	£0		
FCCM040 Raising Participation Age	£139,000	£139,000	£139,010	£10		
Schools Premature Retirement Costs (PRC)						
PRC - Primary	£121,000	£140,500	£133,310	£-7,190		
PRC - Secondary	£138,000	£155,500	£166,118	£10,618		
DSG Funded PRC - Special	£13,000	£24,000	£26,384	£2,384		
EOTAS - Treasurer's Overheads	£0	£0	£2,977	£2,977		
<b>Central Schools Service Block Total</b>	<b>£5,717,363</b>	<b>£7,847,000</b>	<b>£7,239,272</b>	<b>£-607,728</b>		
of which - met from reserve		£-379,843				
transfer to High Needs	£1,708,000					
<b>Adjusted Total</b>	<b>£7,425,363</b>	<b>£7,467,157</b>				



Appendix 2 DSG Outturn 2018-19 - DSG Reserves

Dedicated Schools Grant - Reserves as at 31st March 2019								
DSG Reserves	Reserves	School deficit write offs - Mandeville - academy conversion into 2019/20	Shortfall of Central Services schools Block	premises due to lagged DfE funding	High Needs pressures	Early Years DfE claw back	Balance	
		<b>Use of reserves in 2018-19</b>						
<b>Total Reserves as at end of 2017-18</b>	<b>-6,967,417</b>	0	379,843	948,067	1,770,745	901,018	-2,967,745	
<b>Reserves 2018-19</b>								
<b>High Needs overspend</b>	1,715,024						1,715,024	
<b>Central Schools Budgets</b>								
ex Cera	-508,000						-508,000	
other	-99,728						-99,728	
							0	
<b>Early Years</b>	-701,880						-701,880	
<b>De-delegation from schools: (report underspends to Schools Forum)</b>							0	
a) Contingency schools in financial difficulties	-205,654						-205,654	
b) Contingency for deficit write-offs - schools converting to academies	-119,261						-119,261	
c) Union facilities underspend	-19,562						-19,562	
d) Supply Cover for small schools	-7,059						-7,059	
							0	
other Schools Block	-25,205						-25,205	
roundings shortfall	-134						-134	
Total draw down reserves 2018-19	28,540							
<b>Reserve Balance Available at 31st March 2019</b>							<b>-2,939,205</b>	
<b>Proposed Use of Reserves</b>								
Mandeville school - deficit write off							500,000	
Early Years - changes in grant funding							700,000	
Dedelegation including £300k refund to schools (see table below)							717,511	
High Needs funding for 2019-20							1,021,694	
<b>Total Reserves</b>							<b>2,939,205</b>	
<b>De-delegation from schools: (report underspends to Schools Forum)</b>								
	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>					
a) Contingency schools in financial difficulties	-195,834	-205,654	-401,488					
b) Contingency for deficit write-offs - schools converting to academies	-155,318	-119,261	-274,579					
c) Union facilities underspend	-8,625	-7,059	-15,685					
d) Supply Cover for small schools	-6,197	-19,562	-25,760					
total	-365,975	-351,537	-717,511					





# High Needs Spend and SEND Strategy

Schools Forum  
18<sup>th</sup> June 2019

## High Needs Block – Guidance on Spend

### High Needs Operational Guidance....

- The high needs funding system supports provision for children and young people with special educational needs and disabilities (SEND) from their early years to age 25, enabling both local authorities and institutions to meet their statutory duties under the [Children and Families Act 2014](#).
- High needs funding is also intended to support good quality AP for pre-16 pupils who, because of exclusion, illness or other reasons, cannot receive their education in mainstream or special schools. The high needs funding block provides local authorities with resources for place funding and top-up funding for institutions, and funding for high needs services delivered directly by the authority or under a separate funding agreement with institutions (including funding devolved to institutions), as permitted by regulations.

### Section 251 Return Guidance...

- Administrative costs and overheads attributable to a particular category of expenditure that regulations allow to be charged to the schools budget should in general be included under the appropriate item heading

# High Needs Block Expenditure

- Total expenditure in 2018-19 (before Academy recoupment) was £85.215m against a High Needs Block Allocation of £81.096m
- Assumed continued use of reserves to balance high needs block 2019-20
- Currently an overspend variance is projected against the budget for additional places and exceptional support

Expenditure Type	18-19 Outturn £	19-20 Budget £	Actuals to date (Period 2) £	Forecast 2019- 20 £	Forecast Variance £
Placements and top-ups for pupils in schools (aged 5-16)	63,370,123	63,662,844	19,908,257	64,262,844	600,000
Placements and top-ups for pupils in schools Post 16	7,315,847	7,318,000	385,642	7,318,000	0
Placements and top-ups Early Years	596,457	470,809	71,986	470,809	0
Alternative Provision	5,133,838	5,195,600	237,398	5,115,600	(80,000)
Commissioned Contracts	1,814,562	1,857,000	32,966	1,864,806	7,806
Contribution to Staffing and Service Costs	5,016,488	4,976,320	345,359	4,980,003	3,683
Council Corporate Overhead costs	1,968,000	1,968,000	0	1,968,000	0
	<b>85,215,316</b>	<b>85,448,573</b>	<b>20,981,608</b>	<b>85,980,062</b>	<b>531,489</b>
<b>Funding</b>					
Funding Allocation	(81,096,276)	(82,692,220)		(82,692,220)	0
Transfer from Historic Commitment DSG	(1,708,000)	(1,708,000)		(1,708,000)	0
Support from Schools Forum	(650,000)	0		0	0
Support from Reserves	(1,761,039)	(1,048,353)		(1,048,353)	0
	<b>(85,215,315)</b>	<b>(85,448,573)</b>	<b>0</b>	<b>(85,448,573)</b>	<b>0</b>

*Spend analysed in more detail in Appendix 1*



## High Needs Block Expenditure 2018-19

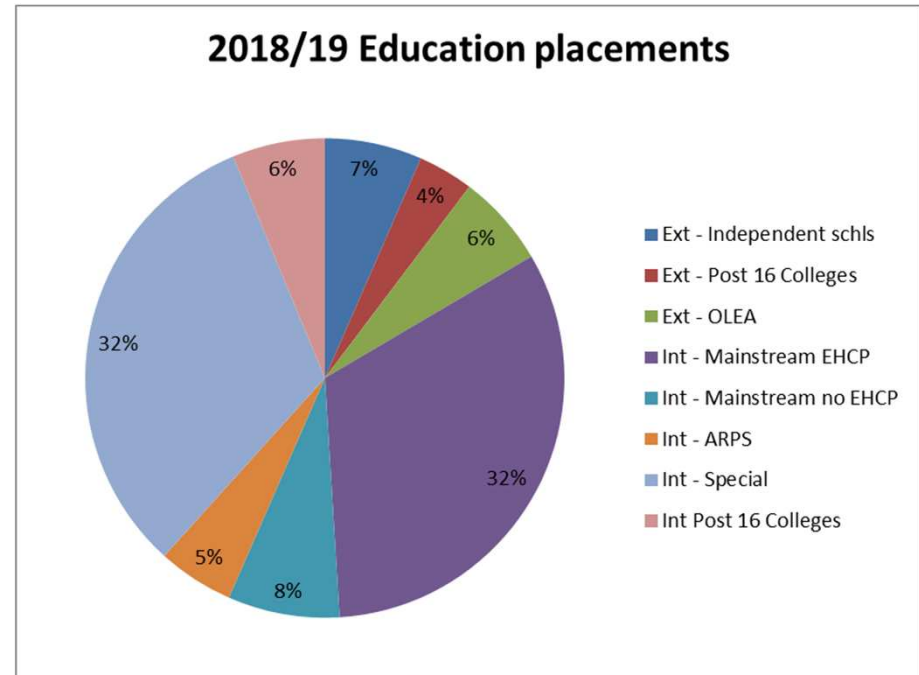
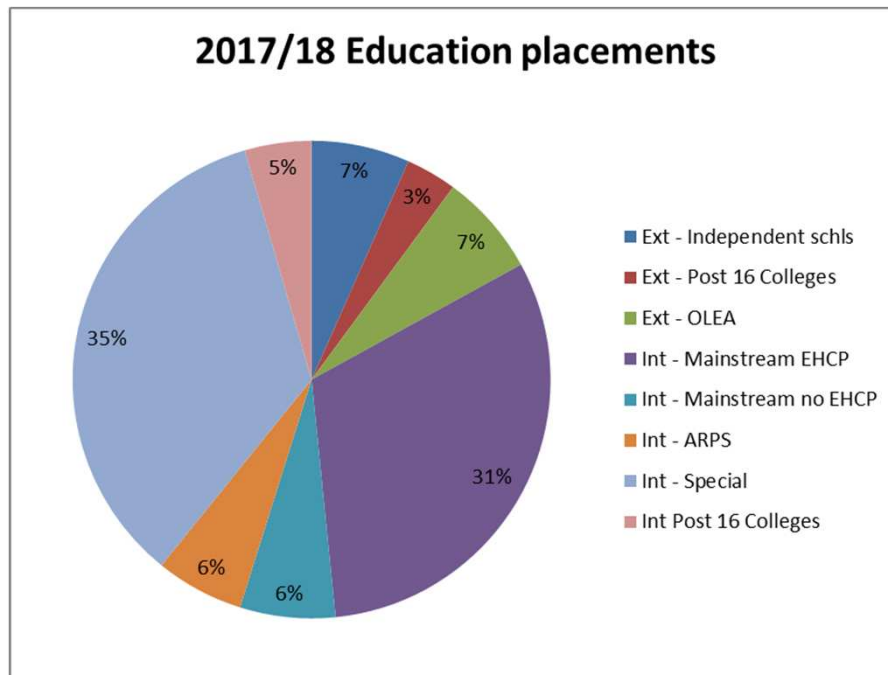
- 90% of the total high needs block spend is direct support for pupils
- Within that total, placements and top-up costs for pupils in all types of provision from mainstream to specialist account for 84% of the total high needs spend ie, £71.3 million
- In 2018-19 this included supporting 4,403 pupils aged 5-16 and a further 489 post-16 students in schools and colleges.
- The numbers of pupils (primary, secondary and post-16) supported with high needs block funding increased by 9% in 2018-19
- 6% of spend supports Alternative Provision (£5.2 million)



# High Needs Block Expenditure 2018-19 – Mix of Placements

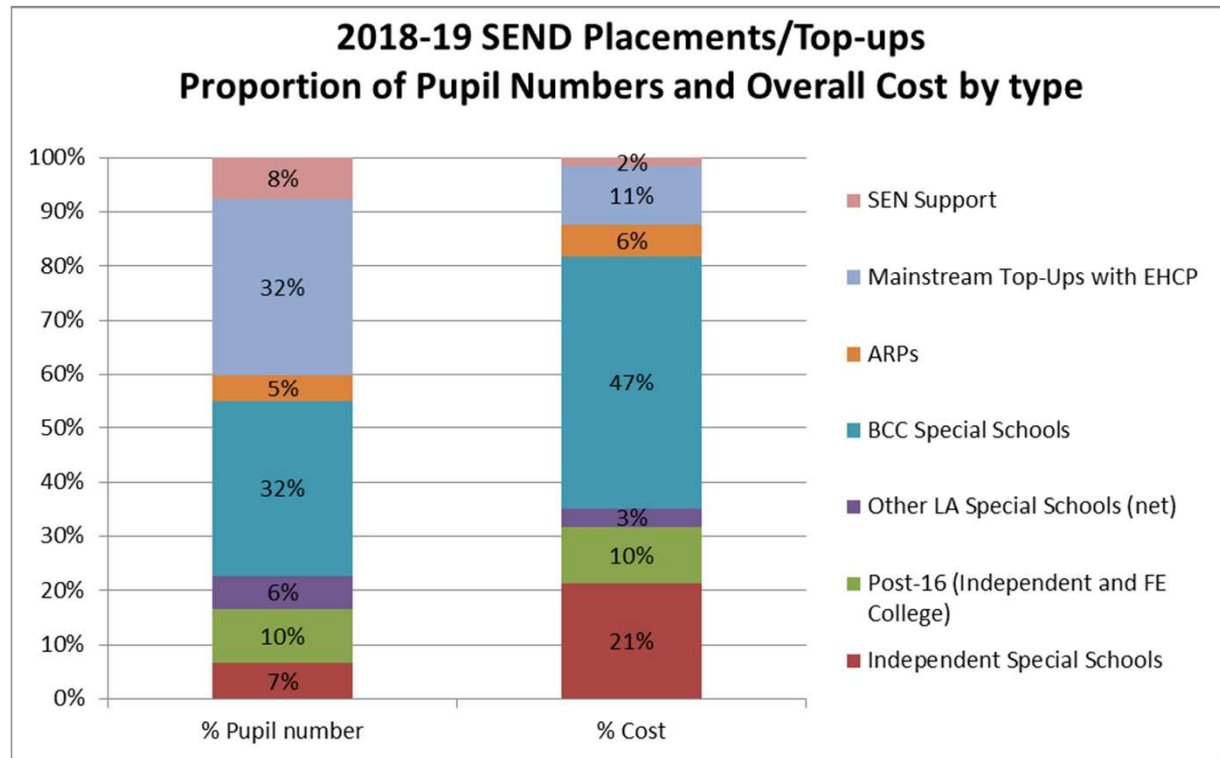
- The mix of placements impacts significantly on costs
- Proportion of external placements has remained at 17% despite a 9% increase in demand for support (excludes Early Years)

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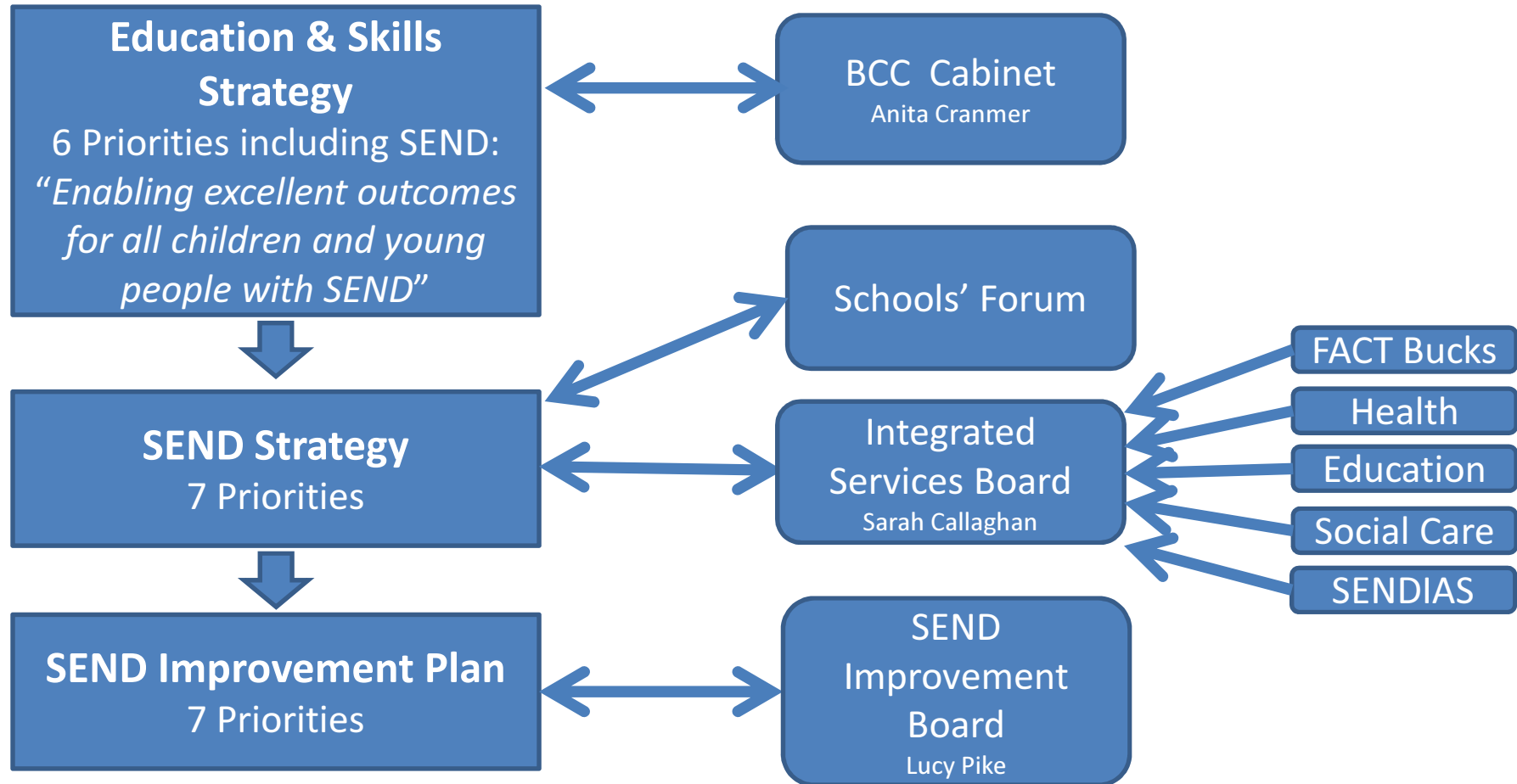


# High Needs Block Expenditure 2018-19 – Mix of Placements/costs

- The graph shows external independent special school placements account for 7% of the number of pupils but 21% of costs
- Similarly top ups for pupils with EHCPs in mainstream account for 32% of pupils but 11% of costs



# SEND Governance



# Buckinghamshire County Council

## SEND Improvement Plan





## High Needs Block – Links to SEND Strategy

- Workstreams within the SEND Improvement Plan impacting on high needs spend:
  - Sufficiency strategy (priorities 2,3,4,5)
  - SEN restructure (priorities 4,6)
  - Funding review (priorities 2,3,7)
- Key features are to understand demand, ensure quicker decision making, improved approaches to planning and securing specialist placements, reducing reliance on high cost external provision



# Current Demand for Education Health and Care Plans

Primary Need	Dec 2013	Dec 2014	Dec 2015	Dec 2016	Dec 2017	Dec 2018	% change from 2013
<b>Moderate Learning Difficulties</b>	627	657	637	643	635	722	↑ 15%
Speech, Language and Communication Needs	832	884	830	851	816	857	↑ 3%
Behaviour, Emotional and Social Development Needs / Social, Emotional & Mental Health	407	453	451	491	482	570	↑ 40%
Specific Learning Difficulties	173	180	147	126	121	136	↓ 21%
Severe Learning Difficulties	118	117	120	127	144	151	↑ 28%
<b>Autistic Spectrum Disorder</b>	<b>583</b>	<b>635</b>	<b>675</b>	<b>809</b>	<b>946</b>	<b>1128</b>	<b>↑ 93%</b>
Physical Difficulties	264	268	258	274	265	277	↑ 5%
Hearing Impairment	78	77	84	83	84	93	↑ 19%
Visual Impairment	55	56	57	57	59	65	↑ 18%
Multi-Sensory Impairment	7	9	9	12	14	20	↑ 186%
Profound and Multiple	30	32	41	46	45	51	↑ 70%
Not Recorded / Other	5	9	80	61	54	4	↓ 20%
<b>Total</b>	<b>3179</b>	<b>3377</b>	<b>3389</b>	<b>3580</b>	<b>3665</b>	<b>4074</b>	<b>↑ 28%</b>



## Current Demand for High Cost Placements – May 2019

For Info Pupil Number 31/3/17	Main SEN need	Pupil Number	Average Cost Per Pupil	Current Full Year Cost
			£	£
67	ASD	73	£56,932	£4,156,044
5	HI	7	£59,472	£416,304
19	MLD	24	£42,554	£1,021,286
2	MSI	2	£49,634	£99,268
0	OTH	1	£28,950	£28,950
36	PD	35	£64,970	£2,273,941
7	PMLD	7	£74,438	£521,063
38	SEMH (& BESD)	33	£72,446	£2,390,704
49	SLCN	48	£36,540	£1,753,903
8	SLD	8	£59,609	£476,875
8	SPLD	11	£44,355	£487,900
8	VI	9	£26,425	£237,826
<b>247</b>	<b>Grand Total</b>	<b>258</b>	<b>£53,737</b>	<b>£13,864,063</b>



# Current Demand for High Cost Placements

- The table below shows the numbers of full time equivalent placements solely funded by Education budgets and those jointly funded with other agencies
- The costs shown in the table are the costs to the High Needs Block
- Unit costs vary significantly according to complexity

Education Placements May 2019			
	FTE	Education cost	Avg Education unit cost
Education	211.4	£10,861,609	£51,379
Education and Social Care	26.2	£2,534,512	£96,737
Education and Social Care and Health	6.9	£497,533	£72,106
Education and Adults	0.8	£58,707	£73,384
Education and Health	2.0	£243,594	£121,797
<b>Total Education</b>	<b>247.3</b>	<b>£14,195,955</b>	<b>£57,404</b>



## Average Unit Costs of Specialist Provision 2018-19

Unit Costs - Specialist Provision		
		£
Independent Special Schools		52,884
BCC Special Schools		21,104
Additional resourced Provision		15,967
Top Ups for Children with EHCPs in Mainstream		4,844
SEN Support (pupils without EHCPs)		2,973

*Note that the unit costs are averages – costs will vary according to complexity of need (see slide 11)*



# Scrutiny of High Needs Expenditure

- Within the local authority expenditure against the high needs block is reported to and scrutinised by:
  - Children’s Budget Board (chaired by Section 151 Officer)
  - Children’s Services SLT
  - Monthly meetings with the Chief Executive and Leader of the Council
- High Needs spend is reported to each meeting of Schools Forum



# Actions in 2019-20 to reduce reliance on high cost external placements

- Net increase of 43 funded places in BCC special schools 2019-20:
  - Creation of additional SEMH places for primary aged pupils at Chiltern Way Academy (Bierton Hill)
  - Increase in nursery age places at Booker Park
  - Increase in planned places at Chilternwood for more complex needs
- Target to reduce external placements by full time equivalent of 10 places per year to fund the increased in house capacity. Based on current unit costs this results in an ongoing saving of £1m per year by 2022-23
- Numbers and unit costs of external placements to be tracked
- Review designations of specialist provision to ensure meets current and future demand through development of Sufficiency Strategy
- Development of banded funded model so funding reflects need across mainstream and specialist provision







**High Needs Block Spend 2018-19 and Budget 2019-20**

Expenditure Type	18-19 Outturn £		19-20 Budget £	Actuals to date (Period 2) £	Forecast 2019- 20 £	Forecast Variance £
<b>Placements/Top-ups 5-16 year olds</b>						
Independent Special Schools	15,080,163		14,428,000	1,480,204	14,428,000	-
Other LA Special Schools (net)	2,396,790		2,377,000	193,420	2,377,000	-
BCC Special Schools	33,090,931		33,967,244	14,285,773	34,567,244	600,000
ARPs	4,007,681		3,949,600	113,041	3,949,600	-
Mainstream Top-Ups with EHCP	7,697,393		7,865,000	3,770,898	7,865,000	-
SEN Support	1,097,166		1,076,000	64,920	1,076,000	-
<b>Total Placement/Top-ups in Schools (5-16 year olds)</b>	<b>63,370,123</b>		<b>63,662,844</b>	<b>19,908,257</b>	<b>64,262,844</b>	<b>600,000</b>
<b>Post-16 Placements</b>						
Post-16 (Independent and FE College)	7,315,847		7,318,000	385,642	7,318,000	-
<b>Early Years Top-Ups</b>						
Early Years pupils with EHCPs	361,286		303,168	54,003	303,168	-
Early Years SEN Support	235,171		167,641	17,983	167,641	-
<b>Total Early Years top-ups</b>	<b>596,457</b>		<b>470,809</b>	<b>71,986</b>	<b>470,809</b>	<b>-</b>
<b>Total Spend on Places and Top-ups for Pupils</b>	<b>71,282,427</b>	84%	<b>71,451,653</b>	<b>20,365,884</b>	<b>72,051,653</b>	<b>600,000</b>
<b>Alternative Provision</b>						
Pupil Referral Units	4,295,640		4,245,000	185,500	4,245,000	0
Alternative Provision	419,951		496,000	(18,268)	416,000	(80,000)
Hospital Tuition Service	237,000		237,000	39,500	237,000	0
Home Tuition Service	181,248		217,600	30,666	217,600	0
<b>Total Alternative Provision - spend on Pupils</b>	<b>5,133,838</b>	6%	<b>5,195,600</b>	<b>237,398</b>	<b>5,115,600</b>	<b>80,000</b>
<b>Commssioned Contracts</b>						
Integrated Therapies	1,618,746		1,657,000	2,858	1,657,000	-
Portage	195,816		200,000	30,108	207,806	7,806
<b>Total Commissioned Contracts</b>	<b>1,814,562</b>	2%	<b>1,857,000</b>	<b>32,966</b>	<b>1,864,806</b>	<b>7,806</b>
<b>Contribution to Staffing and Service costs</b>						
Specialist Teaching Service	2,057,000		2,057,000	-	2,057,000	0
Education Psychology Service contribution	680,000		680,000	-	680,000	0
Early Help Service	871,000		871,000	-	871,000	0
Educational Equipment	279,843		250,000	17,077	250,000	0
Reintegration	412,501		412,500	109,353	423,577	11,077
Virtual School	716,144		705,820	218,929	698,426	(7,394)
<b>Total Contribution to Staffing Costs within SEND</b>	<b>5,016,488</b>	6%	<b>4,976,320</b>	<b>345,359</b>	<b>4,980,003</b>	<b>3,683</b>
Overhead Costs	1,968,000	2%	1,968,000		1,968,000	-
<b>Total Spend</b>	<b>85,215,316</b>	<b>100%</b>	<b>85,448,573</b>	<b>20,981,608</b>	<b>85,980,062</b>	<b>531,489</b>
<b>Funding</b>						
Funding Allocation	(81,096,276)		(82,692,220)	-	(82,692,220)	-
Transfer from Historic Commitment DSG	(1,708,000)		(1,708,000)	-	(1,708,000)	-
Support from Schools Forum	(650,000)		0	-	0	-
Support from Reserves	(1,761,039)		(1,048,353)	-	(1,048,353)	-
<b>Total Funding</b>	<b>(85,215,315)</b>		<b>(85,448,573)</b>	<b>0</b>	<b>(85,448,573)</b>	<b>0</b>

Note:

Figures shown gross of academy recoupment



# Schools Forum

<b>Title:</b>	<b>School Balances as at 31<sup>st</sup> March 2019</b>
<b>Date:</b>	18 <sup>th</sup> June 2019
<b>Author:</b>	Liz Williams, Head of Finance Children's Service
<b>Contact officer:</b>	Jonathan Carter 01296 383932
<b>Local members affected:</b>	Maintained School members only

## 1. Summary

- This report is for information and looks at the balances at the financial year end for the 171 maintained schools in Buckinghamshire. Academies account for their own balances and report to the Department for Education.

## 2. Overall position

- Overall schools revenue balances are £12.75m in surplus, an increase of £2.25m compared to 2017/18. Capital balances also increased by £1.35m to £3.15m.

Type	No. of Schools	No. of Pupils	Total Income	17/18 Revenue Balance	18/19 Revenue Balance	Movement Revenue Balance
Nursery	2	179	1,807,082	-91,305	-434,541	-343,236
Primary	153	36,841	181,294,639	-8,922,150	-10,630,297	-1,708,147
Secondary	6	6,148	34,392,209	-171,081	-107,277	63,804
Special	8	1,076	26,077,275	-1,279,436	-1,355,576	-76,140
PRU	2	23	2,227,767	-38,580	-225,365	-186,786
<b>Total</b>	<b>171</b>	<b>44,266</b>	<b>245,798,972</b>	<b>-10,502,552</b>	<b>-12,753,056</b>	<b>-2,250,504</b>

- Total Income includes all sources of funding including government grants and school generated income.
- Further details by school type are summarised in the following sections of this report.

## 3. Surplus schools

- There are 13 schools with surpluses greater than £10,000 and over 15% of all income as per the Buckinghamshire County Council's scheme. Of these 11 had surpluses which increased in 2018/19. 2 had in year deficits. See table below:

<b>Schools in Surplus</b>	<b>17/18 Revenue Balance</b>	<b>18/19 Revenue Balance</b>	<b>Movement Revenue Balance</b>	<b>Balance as a % of Income</b>
Swanbourne CE School	-248,513	-277,372	-28,859	38.5%
Drayton Parslow Village School	-141,579	-112,714	28,865	32.2%
Hannah Ball Infant School	-183,752	-304,994	-121,241	31.4%
Bowerdean Nursery School	-73,909	-407,930	-334,022	28.8%
Westfield School	-251,601	-424,469	-172,868	26.9%
Whaddon CE School	-69,059	-88,167	-19,108	26.3%
Speen CE School	-66,937	-49,598	17,338	19.6%
Marsworth CE Infant School	-41,310	-48,461	-7,151	19.4%
St Peter's CE Combined School	-197,483	-249,788	-52,306	19.3%
Oak Green School	-378,247	-504,650	-126,403	17.6%
Bierton CE Combined School	-207,476	-222,741	-15,265	17.5%
St Edward's Catholic Junior School	-92,178	-173,919	-81,742	15.2%
Elmtree School	-38,843	-182,977	-144,133	15.1%

Appendix 1 – Shows the position for these schools over the last 5 years.

We have attempted to speak to all the schools to find out what future plans they have to reduce their surplus, a summary is provided below:

### **Swanbourne**

This is a historical Minimum Funding Guarantee protection issue relating to when the school had significantly fewer pupils. The school is saving for a building project which is likely to be completed in two phases.

### **Drayton Parslow**

Building improvement works planned for the summer. Improve the playground and ICT.

### **Hannah Ball Infant School**

Grounds project delayed 50k/toilets/new doors/new furniture for reception class/extra LSA x2/low intake into reception Sept 2019

### **Bowerdean Nursery School**

Balance is overstated due to children's centre funding that needs to be returned

### **Westfield School**

Building Expansion Project

### **Whaddon CE School**

Saving for an outdoor classroom (Phase 2 of an original project)

### **Speen CE School**

Held in reserve to support school while numbers are low

### **Marsworth CE Infant School**

Unexpected increase in funding – looking to carry out some repairs and maintenance

### **St Peter's CE Combined School**

Looking to carry out premises and IT projects

### **Oak Green School**

Unexpected increase in Funding – New equipment for hall/new doors/playground

### **Bierton**

School are going through an expansion project, in part funded through the LA capital programme.

### **St Edward's Catholic Junior School**

Premises projects: Deep clean/refurbishments/lockers, longer term change to access of site.

### **Elmtree School**

Possible loss of ARP/Staff Room Refurb/PE Grant Carryover/Nursery Refurb

## **4. Schools with deficits**

Where a school is identified as at risk during the financial year, Schools finance will contact the school for an informal conversation with the head teacher and/or finance team within the school. Additional information may be requested for example:

- Latest monitoring report
- Reports sent to governors
- Staffing projections
- Updated 3 year plans
- Actions proposed to address deficit

If a robust recovery plan is in place with recovery within 3- 5 years the school will be required to apply for a licenced deficit and monthly monitoring by the schools finance team will be put in place.

Where no recovery plan is in place within 3 years, but a sustainable balanced budget for future years has been identified, the school may apply for a limited licenced deficit for one year. The school will be required to submit a full three year forecast which has been agreed by the governing body, on a quarterly basis.

If the school breach the agreed licence or they show a rising cumulative deficit, a notice of financial concern may be issued.

Appendix 2 shows a summary of all schools currently with deficits

## **5. Background information:**

'Scheme for financing schools' - agreed by Schools Forum.

[Scheme for financing Schools | SchoolsWeb](#)

### **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.

Name	2014/15		2015/16		2016/17		2017/18		2018/19	
	Revenue Balance	Balance as a % of Income	Revenue Balance	Balance as a % of Income	Revenue Balance	Balance as a % of Income	Revenue Balance	Balance as a % of Income	Revenue Balance	Balance as a % of Income
Swanbourne CE School - *	-308,748	52%	-278,904	42%	-254,202	40%	-248,513	38%	-277,372	38%
Drayton Parslow Village School - *	-62,750	19%	-73,196	21%	-95,140	25%	-141,579	38%	-112,714	32%
Hannah Ball Infant School - *	-191,919	31%	-316,015	34%	-194,186	21%	-183,752	19%	-304,994	31%
Bowerdean Nursery School	-105,780	19%	3,911	-1%	2,810	0%	-73,909	8%	-407,930	29%
Westfield School - *	-252,615	25%	-392,651	28%	-381,211	30%	-251,601	19%	-424,469	27%
Whaddon CE School - *	-62,844	26%	-87,186	28%	-50,757	17%	-69,059	20%	-88,167	26%
Speen CE School - *	-97,475	35%	-77,976	27%	-72,639	24%	-66,937	22%	-49,598	20%
Marsworth CE Infant School	16,483	-8%	-8,015	3%	-31,188	12%	-41,310	17%	-48,461	19%
St Peter's CE Combined School	-275,205	25%	-213,603	16%	-177,243	14%	-197,483	16%	-249,788	19%
Oak Green School	-303,422	13%	-411,110	16%	-441,675	17%	-378,247	15%	-504,650	18%
Bierton CE Combined School	-126,479	11%	-199,880	17%	-205,637	17%	-207,476	17%	-222,741	17%
St Edward's Catholic Junior School	-69,118	7%	-143,056	14%	-121,428	11%	-92,178	9%	-173,919	15%
Elmtree School	-65,840	5%	-41,207	3%	-41,089	4%	-38,843	4%	-182,977	15%

\* - Schools that have exceeded the limit for all 5 years





Schools with deficits

Appendix 2

Name	16/17 Revenue Balance	17/18 Revenue Balance	18/19 Revenue Balance	Movement 17/18 to 18/19	Balance as a % of Income	19/20 Estimated Balance	Oct. 18 Numbers on Roll	Support from Schools Finance Team
Manor Farm Community Infant Sch.	32,738	61,337	1,247	-60,090	0%	-6,990	220	
Marsh Gibbon CE School	-34,729	25,143	2,701	-22,442	0%	2,342	164	*
Jordans School	-10,920	-4,191	2,041	6,232	0%	35,260	66	*
Dropmore Infant School	-24,767	-33,908	3,048	36,956	-1%	9,982	57	
High Wycombe CE Combined School	-124,601	-48,671	11,573	60,243	-1%	124,305	201	*
Buckingham Primary	-80,829	23,540	34,600	11,059	-1%	74,713	491	*
Wingrave CE Combined School	-7,882	-2,785	12,484	15,269	-2%	1,030	191	*
Cedar Park School	-28,656	-3,395	15,383	18,778	-2%	-3,426	216	
Steeple Claydon School	-22,124	62,029	16,219	-45,810	-2%	24,507	186	*
Bledlow Ridge School	-4,286	2,603	16,593	13,991	-2%	32,204	163	*
High Ash CE Combined School	-98,708	-23,988	32,758	56,746	-3%	30,361	276	
Widmer End Combined School	-21,302	-12,364	27,659	40,023	-3%	-2,739	237	
Chilternwood Special School	181,266	-48,284	128,833	177,117	-3%	324,885	214	
Radnage CE Infant School	-13,221	6,611	17,504	10,892	-4%	16,187	95	*
Robertswood Combined and Nursery	35,057	79,118	77,088	-2,030	-4%	37,283	410	*
Buckingham School	-35,279	28,742	258,110	229,368	-5%	459,006	1009	*
Millbrook Combined School	57,106	209,579	172,897	-36,682	-5%	205,221	571	*
Hazlemere CE Combined School	21,273	3,593	60,348	56,755	-6%	45,632	226	*
Ibstone CE Infant School	-17,584	-3,311	20,419	23,730	-6%	58,017	45	*
Quainton CE Combined School	-41,519	-10,694	60,727	71,422	-7%	55,906	147	*
Grendon Underwood Combined Sch.	82,382	151,857	71,831	-80,025	-7%	46,347	205	*
Cadmore End CE School	16,798	13,550	33,894	20,344	-9%	37,060	63	*
John Hampden School Wendover	129	69,119	118,955	49,835	-9%	188,382	254	*
Mandeville School	974,159	790,292	554,963	-235,329	-10%	468,021	898	*
East Claydon School	-50,234	-2,854	48,571	51,425	-12%	23,822	70	*
Iver Village Infant School	-76,189	92,837	162,262	69,425	-18%	192,005	185	*



<b>Title:</b>	<b>Contingency Panel - Schools in Financial Difficulties 2018-19</b>
<b>Date:</b>	Tuesday 18 June 2019
<b>Author:</b>	Janaki Try – Senior Accountant – Education
<b>Contact officer:</b>	Janaki Try <a href="mailto:jtry@buckscc.gov.uk">jtry@buckscc.gov.uk</a> 01296 383063
<b>Schools affected:</b>	All mainstream maintained schools

## 1. Purpose of this report

1.1. This report updates members of Schools Form on the decisions of the contingency panel at its meeting on Friday 1st March 2019 for the financial year 2018-19, and the outcome of the appeals made as result of those decisions. The report also outlines the recommendations by the Contingency Panel.

## 2. Background

- 2.1. At its meeting on 15<sup>th</sup> January 2019, Schools Forum agreed the new terms of reference and details of support for schools when submitting applications, including:
- That each application from a school should stand on its own merits as presented. It is recognised, that in the past, some applications were not as robust as others and that a model template be made available to schools to aid them when drafting their applications.
  - Panel Membership – increase Schools Forum members from 2 to 3 to provide sufficient views and expertise as required in the reviewing process.
  - That sufficient time is built into the process between the deadline for applications and the Contingency Panel meeting, to review the paper work and to request additional information from schools if required.
  - Clarification of dates when the Panel will meet.
  - Clarification that an application for SEN funding will fall outside the scope of the Contingency Fund and will not be considered.
  - Deletion of old wording, no longer applicable, referring to 'Applications for funding for other reasons'.

## 3. Outcomes of the Panel

3.1. The budget available, agreed through mainstream maintained schools dedelegation for 2018-19, was £437,311. The table in the appendix lists the anonymised applications from schools, the panel's decisions on funding, and the outcomes of any appeals. All claims came from primary mainstream maintained schools.

- 3.2. The panel considered applications from 24 primary schools requesting £816,746. The panel agreed to allocate £228,926 at the meeting and subsequently allocated a further £2,326 on appeal. Total allocation £231,252 along with £405 administration costs left a -£205,657 underspend which was transferred to reserves at 31<sup>st</sup> March 2019. Please note, the appeals payment for £15,010 was made this financial year and is a commitment against this reserve balance.
- 3.3. Last year's contingency meeting considered bids from 19 schools totalling £600,742 with £278,603 being allocated to successful applications.
- 3.4. Similar to last year, successful bids included unforeseen staffing costs, additional costs arising from safeguarding issues, pupil premium for traveller children and costs associated with additional pupils up to a maximum of 7/12 AWPU. Unsuccessful applications included bids that did not meet the eligibility criteria and for SEN related provision. SEN applications were referred to the SEN team for their consideration.
- 3.5. Given the total on reserves for unspent contingency budgets is now £401,488, the panel recommended that £300,000 of the reserve is refunded back to schools on a per pupil basis. The Panel also noted that new funding for 2019-20 dedelegation money is £428,171, and this together with the reduced reserve of £86,478 should be sufficient to meet eligible applications

#### **4. Recommendation**

- 4.1. Schools Forum to note the report.
- 4.2. To agree the panel's recommendation to refund maintained schools £300,000 of combined underspent budgets as detailed in 3.5 above.

## Report to Schools Forum June 2019: Contingency Panel 2018-19 -Schools in Financial Difficulties

## Appendix 1

<b>Contingency Panel Decisions for Financial Year 2018-19</b>			
Requested and agreed: anonymised list of 24 schools			
	Amount requested	Agreed 1st March 2019	Appeals Result
	£3,960	£0.00	0
	£3,538	£3,146.00	
	£4,295	£0.00	
	£70,387	£44,378.00	
	£59,089	£0.00	tbc
	£65,915	£1,575.00	
	£23,157	£9,020.00	0
	£60,865	£30,432.50	
	£17,000	£0.00	
	£107,964	53,982	
	£36,680	1,377	
	£95,230	9,115	
	£23,640	23,640	
	£49,448	32,915	
appeal paid in 2019-20	£36,000	0	15,010
	£23,347	1,987	
	£3,740	2,640	
	£10,785	5,155	
appeal paid in 2018-19	£7,117	1,219	2,326
	£12,854	155	
	£14,000	0	0
	£12,925	0	
	£23,810	8,190	
	£51,000	0	
	<b>£816,746</b>	<b>228,926</b>	<b>17,336</b>
<b>Summary</b>			
Agreed by panel on 1st March 2019		£228,926	
Appeals Paid out in 2018-20		£2,326	
Administration costs		£405	
<b>Total expenditure for 2018-19</b>		<b>£231,657</b>	
Budget Available 2018-19 Sch. Dedelegation		£437,311	
<b>Unspent balance transferred to reserves</b>			
<b>31st March 2019</b>		<b>-£205,654</b>	
Unspent balances from previous years in reserves		-195,834	
Appeals met in 2019-20		15,010	
Refund to schools		300,000	
<b>Balance Reserve - available in 2019-20 if required</b>		<b>-86,478</b>	



### **Changes to mileage rates**

Please note that from 1<sup>st</sup> September the mileage rates for teaching staff will be amended to align with those on Bucks Pay employment conditions. This change has been agreed with the trade unions following a period of consultation. The new mileage rates will be 45p/mile for the first 10,000 miles, 25p/mile thereafter in line with HMRC guidelines. Additionally, the current essential users car allowance will cease and the Crucial to Post Car Allowance will be made available to teaching staff. Anyone receiving an essential user allowance currently will continue to receive this for as long as they remain eligible (1,500 miles per annum business travel).

For maintained schools on BCC payroll, this change will come into effect automatically. For maintained schools not on BCC payroll, this needs to be communicated to your provider to take effect from 1<sup>st</sup> September. This change does not affect academy schools, as terms and conditions are determined locally. Where staff are on TUPE-protected terms, they also will not be affected by this change.

Further communications on this will be shared in the coming weeks via the Schools Bulletin so that schools are made aware before the end of term.

