

# Agenda

## SCHOOLS FORUM

**Date:** Tuesday 15 October 2019  
**Time:** 1.30 pm  
**Venue:** Darke Hall, Coach House, 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 ELECTION OF CHAIRMAN AND VICE CHAIRMAN</b>	<b>13:30</b>	
<b>2 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP</b> To be presented by Ms J Try, Finance Business Partner (Schools), BCC.	<b>13:40</b>	<b>5 - 8</b>
<b>3 DECLARATIONS OF INTEREST</b> To disclose any Personal or Disclosable Pecuniary Interests	<b>13:50</b>	
<b>4 MINUTES OF THE LAST MEETING / MATTERS ARISING</b> To confirm the minutes of the meeting held on 18 June 2019.	<b>13:55</b>	<b>9 - 16</b>
<b>5 SCHOOLS FORUM INDUCTION</b> To be presented by Ms E Williams, Head of Finance (CYP), Bucks County Council.	<b>14:05</b>	<b>17 - 38</b>
<b>6 SCHOOLS FORUM FUNDING GROUP UPDATE</b> Verbal update to be provided by the Chairman of the SFFG.	<b>14:20</b>	
<b>7 REVENUE BUDGET MONITORING 2019-20</b> To be presented by Ms J Try, Finance Business Partner (Schools), BCC.	<b>14:30</b>	<b>39 - 42</b>

<b>8</b>	<b>SEN QUARTERLY UPDATE</b> To be presented by Ms E Williams, Head of Finance (Children's Services), BCC and Ms H Slinn, Head of Integrated SEND, BCC.  This item will include an update on current projected spend, actions being taken and an update on Banding.	<b>14:45</b>	<b>43 - 52</b>
<b>9</b>	<b>NATIONAL FUNDING FORMULA (NFF) AND OPERATIONAL GUIDANCE 2020-21</b> To be presented by Ms J Try, Finance Business Partner (Schools), BCC.	<b>15:00</b>	<b>53 - 58</b>
<b>10</b>	<b>DE-DELEGATION 2020-21 CONSULTATION WITH SCHOOLS</b> To be presented by Ms J Try, Finance Business Partner (Schools), BCC.	<b>15:15</b>	<b>59 - 64</b>
<b>11</b>	<b>UNITARY UPDATE</b> Verbal update to be provided by Mr G Drawmer, Head of Achievement and Learning, BCC.	<b>15:30</b>	
<b>12</b>	<b>FORWARD PLAN</b>	<b>15:40</b>	<b>65 - 66</b>
<b>13</b>	<b>DATE OF NEXT MEETING</b> Tuesday 03 December 2019, 1.30-4.00pm. Darke Hall, Green Park, Aston Clinton.	<b>15:50</b>	

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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: Christina Beevers on 01296 382938, email: [cbeevers@buckscc.gov.uk](mailto:cbeevers@buckscc.gov.uk)*

## **MEMBERSHIP:**

### **Headteachers**

**Julia Antrobus, Newtown School**  
**Jeanette Cochrane, Sir Henry Floyd Grammar School**  
**Paula Coppins, Manor Farm Community Infant School**  
**Anita Cranmer, Cabinet Member for Education & Skills**  
**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**  
**Nikki Lovegrove, Early Years Representative**  
**Jinna Male, Alfriston School**  
**Kevin Patrick, Chiltern Hills Academy**  
**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**  
**Bradley Taylor, Chiltern Wood School**  
**Aaron Wanford, Green Ridge Academy**  
**Jill Watson, Lent Rise School**

### **Governors**

**Howard Beveridge, Long Crendon School**  
**Gaynor Bull, Sir Henry Floyd Grammar 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**

### **Observer**





## Buckinghamshire County Council Schools Forum

### Report to the Schools Forum

<b>Title:</b>	<b>School Forum Membership – Schools only</b>
<b>Committee date:</b>	15 <sup>th</sup> October 2019
<b>Author:</b>	Liz Williams, Head of Finance Children’s Service
<b>Contact officer:</b>	Janaki Try, Finance Business Partner (Schools) <a href="mailto:jtry@buckscc.gov.uk">jtry@buckscc.gov.uk</a>

#### 1. Purpose of Agenda Item

1.1. The purpose of this agenda item is to review the membership of schools forum as agreed at the September 2018 meeting. Additionally, as requested by Schools Forum, the report provides information on pupil numbers in secondary upper and secondary grammar schools to inform any proposed change in the current membership. Given the recent successful elections, any such change to the membership will only be possible when the next round of elections is due.

#### 2. Background

2.1. The Schools Forum’s constitution sets out the rules for schools forum membership and this is set in line with the DfE’s guidance on schools forum structure.

2.2. Last year the Schools Forum took the opportunity to look at the membership and the split between maintained and academy schools, based on pupil numbers. Membership from Nursery, Special schools and PRUs, given their relative size were not based on pupil numbers but on the DfE’s publication “Schools Forums structure”. Primary and Secondary schools’ membership was considered based on pupil numbers - but the final decision taken did not fully reflect pupil numbers for secondary schools and Schools Forum voted to increase the overall membership of all schools from 23 to 24.



2.3. In September 2018 Schools Forum agreed the membership as follows:

- Maintained Nursery Schools – 1 Representative
- Primary Sector - 10 Representatives
  - 2 Maintained Infant Schools
  - 2 Maintained Junior Schools
  - 4 Maintained Combined Schools
  - 2 Academy Schools
- Secondary Sector - 8 Representatives
  - 2 Maintained Schools
  - 6 Academy Schools
- Special Sector – 3 Representatives
  - 2 Maintained Schools
  - 1 Academy Schools
- Pupil Referral Units – 2 Representatives

2.4. During recent discussions the forum has debated whether the secondary school membership should reflect local circumstances, namely to clearly set out secondary upper and secondary grammar schools representation. At the time it was felt further guidance was needed.

2.5. Legal advice has now been received which suggests Schools Forum can take this forward within the current framework:

- The Schools Forums Regulations provide a framework for the appointment of members, but allow a considerable degree of discretion in order to accommodate local priorities and practice. The guidance suggests that good practice is for the forum to review membership as a standing item at each meeting, which suggests that the responsibility for determining membership on an ongoing basis lies with the forum, subject to ensuring that the forum has the right balance of members in accordance with the regulations and that any decision is made in line with the forum's constitution.

2.6. As part of the analysis shown below, the report includes details on pupil numbers to enable further discussion.

### 3. Review of Current Membership – mainstream schools

3.1. The current school and academy membership is as follows, based on January 2019 census data:

#### School Forum October 2019 : Based on January 2019 Census Data

Schools by Type and pupil numbers				Membership Based on Pupil Numbers		Current Constitution		Current Members	
School Type	Total Schools	Pupil Numbers	% of Total Pupils	Maintained	Academy	Maintained	Academy	Maintained	Academy
Primary Maintained	152	36,959	44%	8		8		7	
Primary Academy	33	9,661	12%		2		2		2
Secondary Maintained	6	5,956	7%	1		2		2	
Secondary Academy/Free	31	31,248	37%		7		6		6
<b>SubTotal</b>	<b>222</b>	<b>83,824</b>	<b>100%</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>8</b>	<b>9</b>	<b>8</b>
Nursery Maintained	2	315		1		1		1	
Special Maintained	8	1,116		2		2		1	
Special Academy	2	303			1		1		1
Pupil Referral Unit	3	124		1	1	1	1	1	1
<b>Total</b>	<b>459</b>	<b>169,506</b>		<b>13</b>	<b>11</b>	<b>14</b>	<b>10</b>	<b>12</b>	<b>10</b>

3.2. In order to meet the constitution fully we require one additional Maintained Junior School representative and one additional Maintained Special School representative.

### 4. Secondary Schools Membership- Pupil Number Analysis

4.1. Updated pupil numbers do not differ to any great extent from last year as shown in 3.1. The current constitution for this phase reflects the decision made by schools forum last year and not the pupil number data. Given the recent successful election of members, any variation to the constitution would not take effect until the next round of elections. The following tables at 4.2 and 4.3 provide 2 cases for consideration.

4.2. Based on pupil numbers, membership between Secondary Upper and Secondary Grammar would be as set out below:

Secondary Schools	Type	Maintained Academy	Total Pupils	% Split	Member Split	Current Constitution	Current Membership
Secondary Upper	U		21,091	57%	4.54		4.00
Secondary Grammar	G		16,113	43%	3.46		4.00
<b>Total</b>			<b>37,204</b>	<b>100%</b>	<b>8.00</b>		<b>8.00</b>

4.3. Based on pupil numbers, membership between Maintained Upper, Academy Upper and Academy Grammar would be as set out below:

Secondary Schools	Type	Maintained Academy	Total Pupils	% Split	Member Split	Current Constitution	Current Membership
Maintained Upper	U	M	5,956	16%	1.28	2.00	2.00
Academy/Free School/UTC Upper	U	A	15,135	41%	3.25	2.00	2.00
Academy Grammar	G	A	16,113	43%	3.46	4.00	4.00
<b>Total</b>			<b>37,204</b>	<b>100%</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

## 5. Recommendations

5.1. To seek representatives from the Maintained Junior School and Maintained Special School sector in line with the current constitution set out in 3.2.

5.2. To note the Secondary school membership pupil number analysis set out in 4.2 and 4.3 for further discussion and agreement.



# Minutes

## SCHOOLS FORUM

**MINUTES OF THE MEETING OF THE SCHOOLS FORUM HELD ON TUESDAY 18 JUNE 2019 IN KNIGHTS HALL, GREEN PARK, COMMENCING AT 13.35 AND CONCLUDING AT 15.30**

### PRESENT

#### Headteachers

Mr A Rosen	Aylesbury High School
Ms K Tamlyn	Cheddington Combined School
Ms S Cromie	Wycombe High School
Mr A Gillespie	Burnham Grammar School
Mr D Hood	Cressex Community School
Mr O Lloyd	Iver Heath Junior School
Mr K Patrick	Chiltern Hills Academy
Ms S Skinner	Growing Together Federation (Bowerdean & Henry Allen Nursery Schools)
Mr S Sneesby	Kite Ridge School
Ms E Stewart	Stoke Mandeville Combined School
Ms J Divers	Turnfurlong Junior School
Mrs A Cranmer	Cabinet Members of Education and Skills
Ms J Watson	Lent Rise School
Mrs G Bull	Sir Henry Floyd Grammar School
Mr S Kearey	Great Kingshill Church of England School
Mr R Page	Chalfont Community College
Dr K Simmons	Cressex Community School
Ms S Fahey	Brindley House School
Ms C Glasgow	NASUWT
Ms W Terry	Manor Farm Pre-School

#### Governors

#### Representative

#### In Attendance

Mrs A Cranmer, Cabinet Members of Education and Skills  
Mr Keen, Apire, Ms Sandcastle Nursery, The Village Pre-School

#### Officers

Ms S Callaghan, Ms A Kenward, Ms J Try, Ms E Williams and  
Ms H Slinn

### 1 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP



Apologies were received from Ms J Antrobus, Ms P Coppins, Ms J Freeman, Ms S Stephens, Ms D Rutley, Ms J Nichols, Mr J Carter.

## **2 DECLARATIONS OF INTEREST**

There were none.

## **3 MINUTES OF THE MEETING HELD ON 25 MARCH 2019**

The following actions were reviewed from the previous meeting:

- Item 4 KPIs and financial reporting
  - Following feedback officers had displayed financial figures differently in the reports circulated with the agenda.
- Item 5 banding system
  - Ms E Williams, Head of Finance, Childrens Services, confirmed the task and finish group had now formed and held its first meeting in May to start initial work on banding. The second meeting was scheduled for week beginning 24 June.
- Item 6 - Changes to the Scheme for Financing Schools
  - The revised scheme was circulated for consultation. There had been no feedback so changes had been adopted as per the report. This would be confirmed in the Schools Bulletin.

**RESOLVED: Members of the forum AGREED the minutes for 25 March 2019 meeting and were signed by the Chairman.**

## **4 SCHOOLS FORUM ELECTIONS UPDATE**

Ms A Kenward, Committee Assistant, confirmed that the nominations were open for the following spaces due to members having reached the end of their three year term or changing roles:

- Maintained Primary (Combined) x 3
- Academy Secondary x1
- Maintained Secondary x1
- Maintained Primary (junior) x1

There were also spaces not filled at the time of the previous election which were being promoted again:

- PRU (either maintained or academy)
- Maintained Special
- Academy Special

The nomination period would run from 10 June to 25 June. The election had been promoted in Schools Bulletin and Governor Times and by a direct email to relevant head teachers. Ms Kenward encouraged members of the forum to promote roles to fellow

head teachers and governors.

There was discussion again on how best to ensure equal representation of selective and non-selective schools. It was agreed this was not a problem within the current membership. As the constitution was on the forward plan for the October meeting it was agreed the review would consider how this could be included, with proposals to be taken to the next meeting of the Schools Forum Funding Group.

**ACTIONS: Ms Williams/Ms Kenward**

## **5 SCHOOLS FORUM FUNDING GROUP UPDATE**

Mr K Patrick, Chairman of the Schools Forum Funding Group (SFFG) confirmed the following was discussed at the 22 May meeting:

- The Outturn and DSG Balance and SEN update reports were reviewed and SFFG members had asked for additional information to be included for the School Forum meeting.
- There was discussion around how schools with surplus and deficit budgets were being supported by the County Council.

There was a brief discussion on the closed nature of the SFFG. It was confirmed that the meeting was closed/confidential by default but that the information taken to the meeting may not always be confidential.

**RESOLVED: Members of the forum NOTED the update.**

## **6 OUTTURN 2018-19 AND DSG BALANCE**

Ms J Try, Senior Accountant, BCC, asked the forum to agree the proposal set out in table 4.1 of the report circulated with the agenda.

The following points were discussed as a result of questions from members of the forum

- Mr D Hood, Chair of the Contingency Subgroup, proposed the £300,000 of de-delegation funding to be returned was money that had previously been paid in by schools. The monies would be returned on a per pupil basis.
- The DSG reserves were now significantly reduced. There was a concern among members of the forum that by continuing to allocate so much to high needs there would be no safety net for unseen circumstances. Ms Try confirmed the figures in the report covered the total amount available in reserve.
- Ms Try confirmed that in the event of a High Needs budget underspends the monies allocated from this reserve would be returned to the same.
- Ms Williams explained that initial High Needs spending estimate for 2020-21 were being based on 2019-20 figures. This assumed that numbers of young people with additional needs would continue to grow but that cost savings from new strategies would start to take effect.
- Members of the forum continued to be concerned about High Needs spending. A revised update on spending would be presented at the October forum meeting.

Proposed Use of Reserves				
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>

**RESOLVED: Members of the forum voted unanimously to AGREE the use of reserved outlined in table 4.1 of the report (shown above).**

## **7 SEN QUARTERLY UPDATE**

Ms S Callaghan, Service Director for Education, BCC, gave a review of the report circulated with the agenda.

Ms Callaghan highlighted the following:

- The percentage of out of county placements had remained at 17% despite significant increases in demand for autistic spectrum disorders (ASD), +93%, and special emotional mental health (SEMH), +40%. This reflected the work done to support students within mainstream schools and to reduce out of county placements.
- External independent placements made up 7% of all placements but 21% of total costs.
- There would always be occasions where more expensive, independent placements were necessary to best meet the child's needs. However early intervention could help reduce the level of intervention later.

Ms H Slinn, Head of Integrated SEND, introduced herself to the forum for the first time. Ms Slinn highlighted the following:

- The current cost of high cost placements by need could be found on page 59 of the agenda pack. As need was increasing Ms Callaghan felt these figures would be the best way to judge the impact of cost savings on a by placement basis.
- BCC needed to ensure they made the best use of the 12 special schools they had within the county as well as supporting their mainstream schools to take SEN pupils where appropriate. Ms Slinn mentioned a new ASD toolkit, a dedicated clinical officer and the recent ASD conference as ways to take forward.
- Any changes must place the needs of young people first. It was hoped that by developing a standardised cost for placements, through the banding system now being developed, BCC would be in the best position to understand and challenge provider costs.
- Ms Callaghan added it was not possible to take pupils out of existing placements without proper consultation and discussion particularly with parents and could impact on initial cost savings. Part of bringing in new placements would be working with parents at an early stage.

The following was discussed as a result of questions from members of the forum:

- Ms Williams, Head of Finance, Childrens, BCC, confirmed it was possible to display details of numbers of placement by year groups. Members of the forum felt this would allow them to see upcoming trends and could show the impact of early intervention if pupils did not move into long term high cost placements.
- Ms Callaghan stated that the KPI's in the report were focused on finance to reflect the forums interest in how the additional funds they allocated were spent. Ms Callaghan explained her officers had access to a full data dashboard for reporting. When looking at outcomes indicators such as independent living, employability and the voice of the child were considered with oversight in these areas being taken to relevant groups rather than to the Schools Forum.
- Ms Slinn explained that the new Area Team Managers would use an annual review process to look at outcomes for children. Ms Slinn felt this would be an improvement to how reviews had previously been managed.
- Ms Williams and Ms Try would review the KPIs report to the forum and would take further details to Mr K Patrick, Chairman of the Schools Forum Funding Group.

**ACTION: Ms Williams/Ms Try**

- Ms Williams stated that the Government had called for evidence on High Needs spend. This was an [open consultation](#) and schools were encouraged to respond. BCC is also a member of the F40 group which is lobbying to secure additional funding. Ms Williams explained there £1.3m had been made available for 19/20 but it was not yet clear if this would be included in the baseline for future years.
- Ms Callaghan confirmed that in June 2019 several new members of staff with experience of a range of approaches from working different authorities had been appointed. It was hoped their experience would help Buckinghamshire with a fresh approach to high needs.

**RESOLVED: Members of the forum NOTED the update.**

## **8 MAINTAINED SCHOOLS REVENUE BALANCES 2018-19**

Ms J Try, Senior Accountant, BCC, gave an overview of the report circulated with the agenda.

Ms Try highlighted the following:

- Appendix 1 showed schools with a surplus balance with the report giving narrative for each school. In September 2018 the forum had voted not to institute a claw back mechanism. However if there was reason to believe a large surplus was being maintained without a specific goal in mind officers would challenge this.
- Appendix 2 showed schools with a deficit balance and the report outlined the support given which varied due to factors such as amount of debt and the level of expertise within the school.
- There was now a larger team at BCC who could offer support to schools with both surplus and deficit budgets.

As a result of questions from members of the forum the following points were discussed:

- Lists were of maintained schools only. Academies were required to publish their own figures but there was not a way of collating the information in one place.
- Officers were waiting on all schools to complete their three year budget forecast and hoped to bring a projected High Needs spending budget based on this to the October 2019. Ms Try explained that that schools showing an in year deficit at that stage would be challenged. Further details would be brought to a future meeting.

**ACTION: Ms Williams**

- Ms Williams confirmed her team worked with the schools commissioning team to look ahead at the changing population. While high needs and Ofsted presented challenges she felt that unexpectedly high or low cohorts seemed to be the biggest areas causing budget monitoring concerns.

**RESOLVED: Members of the forum NOTED the update.**

## **9 UPDATE FROM CONTINGENCY GROUP**

Mr D Hood, Chairman of the Contingency Sub Group referred to the report circulated to the report

Members of the forum voted on the recommendations

**“ that £300,000 of the reserve is refunded back to schools on a per pupil basis”**

**RESOLVED : Members of the forum voted unanimously in support of the recommendation.**

## **10 MATTERS ARISING**

### **Healthy pupil funding**

Ms E Williams, Head of Finance, Children’s Services, BCC, gave an update on the Health Pupil funding:

- The funding had been available to academies but via SIF. The healthy pupil funding Ms Williams was updating the forum on, related to maintained schools only.
- There were still some monies to be allocated with several possible projects identified. There were no controls in place that said monies must be spent by the end of 2019.
- An annual report would be submitted to the Department for Education in the autumn as part of the reporting on maintenance spend.
- There were concerns among forum members about the allocation of funds and how they were prioritised. Ms Williams would share the list of schools via Schools Bulletin.

**ACTION: Ms Williams**

**RESOLVED: members of the forum NOTED the update.**

## **Changes to mileage rates**

**RESOLVED: members of the forum NOTED the update.**

### **The Chairman**

The meeting was the last of the current Chairman Mr A Rosen. Members of the forum thanked the Mr Rosen for his work as chairman and as a member of the forum and wished him well for his retirement.

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

15 October 2019, 1.30pm  
Green Park, Aston Clinton

**CHAIRMAN**







## Buckinghamshire County Council Schools Forum

### Report to the Schools Forum

<b>Title:</b>	<b>Schools Forum Induction</b>
<b>Committee date:</b>	15th October 2019
<b>Author:</b>	Liz Williams, Head of Finance Children's Service
<b>Contact officer:</b>	Liz Williams, <a href="mailto:eawilliams@buckscc.gov.uk">eawilliams@buckscc.gov.uk</a>

#### 1. Purpose of Agenda Item

- 1.1. The purpose of this agenda item is to provide information on the roles and responsibilities of Schools Forum. The paper is particularly aimed as an induction document to support new members of the Forum but is intended to be a useful aide for all members.

#### 2. Main Considerations

- 2.1. The composition, constitution and procedures of schools forums are governed by national regulations, The Schools Forum (England) Regulations 2012.
- 2.2. Schools forums generally have a consultative role. However, there are situations in which they have decision making powers. The respective roles of schools forums, local authorities and the DfE are summarised in the table "Schools Forum Powers and Responsibilities" which is attached as Appendix 1 to this report.
- 2.3. Local Authorities have an ongoing responsibility to provide Schools Forums with appropriate support, information and guidance in carrying out their functions and responsibilities.
- 2.4. The DfE provides guidance to Schools Forums, the most recent guidance: [Schools Forum Operational and Good Practice Guide](#) was last published in September 2018. This document outlines the requirements for the membership and constitution of the Schools Forum as well as providing guidance on how an effective Schools Forum should operate.
- 2.5. Appendix 2 to this report is a brief induction presentation giving an overview of the legislative framework, the constitution of the Buckinghamshire Schools Forum, the



cycle of meetings and the forward plan, and a summary of the DfE guidance on effective Schools Forums.

### **3. Recommendations**

#### **3.1. To note the report.**



## Schools forum powers and responsibilities

A summary of the powers and responsibilities of schools forums.

Function	Local authority	Schools forum	DfE role
Formula change (including redistributions)	Proposes and decides	Must be consulted [voting restrictions apply - see schools forum structure document] and informs the governing bodies of all consultations	Checks for compliance with regulations
Movement of up to 0.5% from the schools block to other blocks	Proposes	Decides	Adjudicates where schools forum does not agree local authority proposal
Contracts (where the local authority is entering a contract to be funded from the schools budget)	Proposes at least one month prior to invitation to tender, the terms of any proposed contract	Gives a view and informs the governing bodies of all consultations	None
Financial issues relating to:	Consults annually	Gives a view and informs	None

Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> <li>• arrangements for pupils with special educational needs, in particular the places to be commissioned by the local authority and schools and the arrangements for paying top-up funding</li> <li>• arrangements for use of pupil referral units and the education of children otherwise than at school, in particular the places to be commissioned by the local authority and schools and the arrangements for paying top-up funding</li> <li>• arrangements for early years provision</li> <li>• administration arrangements for the allocation of central government grants</li> </ul>		the governing bodies of all consultations	
Minimum funding guarantee (MFG)	Proposes any exclusions from MFG for application to DfE	Gives a view	Approval to application for exclusions
Carry forward a deficit on central expenditure to the next year to be funded from the schools budget	Proposes	Decides	Adjudicates where schools forum does not agree local authority proposal

Function	Local authority	Schools forum	DfE role
Any brought forward deficit on de-delegated services which is to be met by the overall schools budget.	Proposes	Decides	Adjudicates where schools forum does not agree local authority proposal
De-delegation for mainstream maintained schools for: <ul style="list-style-type: none"> <li>• contingencies</li> <li>• administration of free school meals</li> <li>• insurance</li> <li>• licences/subscriptions</li> <li>• staff costs – supply cover</li> <li>• support for minority ethnic</li> <li>• pupils/underachieving groups</li> <li>• behaviour support services</li> <li>• library and museum services</li> <li>• School improvement</li> </ul>	Proposes	Maintained primary and secondary school member representatives will decide for their phase. Middle schools are treated according to their deemed status	Will adjudicate where schools forum does not agree local authority proposal
General Duties for maintained schools <ul style="list-style-type: none"> <li>• Contribution to responsibilities that local authorities hold for maintained schools</li> </ul>	Proposes	Would be decided by the relevant maintained school members (primary, secondary, special and	Adjudicates where schools forum does not agree local authority proposal

Function	Local authority	Schools forum	DfE role
(please see <a href="#">pre 16 schools funding operational guide</a> for more information)		PRU).	
<p>Central spend on and the criteria for allocating funding from:</p> <ul style="list-style-type: none"> <li>• funding for significant pre-16 <a href="#">pupil growth</a>, including new schools set up to meet basic need, whether maintained or academy</li> <li>• funding for good or outstanding schools with <a href="#">falling rolls</a> where growth in pupil numbers is expected within three years</li> </ul>	Proposes	Decides	Adjudicates where schools forum does not agree local authority proposal
<p>Central spend on:</p> <ul style="list-style-type: none"> <li>• early years block provision funding to enable all schools to meet the infant class size requirement</li> <li>• back-pay for equal pay claims</li> <li>• remission of boarding fees at maintained schools and academies</li> <li>• places in independent schools for non-SEN pupils</li> <li>• admissions</li> <li>• servicing of schools forum</li> </ul>	Proposes	Decides	Adjudicates where schools forum does not agree local authority proposal

Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> <li>Contribution to responsibilities that local authorities hold for all schools</li> </ul>			
<p>Central spend on:</p> <ul style="list-style-type: none"> <li>capital expenditure funded from revenue – projects must have been planned and decided on prior to April 2013 so no new projects can be charged</li> <li>contribution to combined budgets – this is where the schools forum agreed prior to April 2013 a contribution from the schools budget to services which would otherwise be funded from other sources</li> <li>existing termination of employment costs (costs for specific individuals must have been approved prior to April 2013 so no new redundancy costs can be charged)</li> <li>prudential borrowing costs – the commitment must have been approved prior to April 2013</li> </ul>	<p>Proposes up to the value committed in the previous financial year and where expenditure has already been committed.</p> <p>See table four page 31 to 35 for Information on historic commitments. Read <a href="#">establishing local authority DSG baselines</a> for more information.</p>	<p>Decides for each line</p>	<p>Adjudicates where schools forum does not agree local authority proposal</p>
<p>Central spend on:</p> <ul style="list-style-type: none"> <li>high needs block provision</li> <li>central licences negotiated by the Secretary of State</li> </ul>	<p>Decides</p>	<p>None, but good practice to inform forum</p>	<p>None</p>

<b>Function</b>	<b>Local authority</b>	<b>Schools forum</b>	<b>DfE role</b>
Scheme of financial management changes	Proposes and consults the governing body and Head of every school	Approves (schools members only)	Adjudicates where schools forum does not agree local authority proposal
Membership: length of office of members	Decides	None (but good practice would suggest that they gave a view)	None
Voting procedures	None	Determine voting procedures	None
Chair of schools forum	Facilitates	Elects (may not be an elected member of the Council or officer)	None



Buckinghamshire County Council

# Buckinghamshire Schools Forum

## Induction October 2019



# Role of Schools Forum

- The Forum is established in accordance with Section 47A of the School Standards and Framework Act 1998 and The Schools Forums (England) Regulations 2012.
- The Forum is an advisory body in relation to matters relating to the schools budget as defined in Section 41 of the Education Act 2002 and set annually by Buckinghamshire County Council.
- The Forum acts as a consultative body on some issues and a decision making body on others



# Role of Schools Forum

The forum acts in a **consultative role** for:

- changes to the local funding formula (the local authority makes the final decision)
- proposed changes to the operation of the minimum funding guarantee
- changes to or new contracts affecting schools (school meals, for example)
- arrangements for pupils with special educational needs, in pupil referral units, and in early years provision



# Role of Schools Forum

The forum **decides**:

- how much funding may be retained by the local authority within the dedicated schools grant (for example, providing an admissions service, or providing additional funding for growing schools)
- any proposed carry forward of deficits on central spend from one year to the next
- proposals to de-delegate funding from maintained primary and secondary schools (for example, for staff supply cover, insurance, behaviour support)
- changes to the scheme of financial management



# Schools Forum Constitution

- Updated annually – most recent update September 2018
- Published on Council Website
- <https://democracy.buckscc.gov.uk/documents/s128333/FINAL%20Constitution%20-%20September%202018.pdf>
- Outlines membership and terms of operation of the Schools Forum



# Schools Forum Membership

DfE guidance stipulates that:

- Schools and academies members together must number at least two-thirds of the total membership of the schools forum and the balance between maintained primary, maintained secondary and academies members must be broadly proportionate to the pupil numbers in each category, so the structure of Forum should be regularly reviewed, e.g. annually.
- Membership should reflect most effectively the profile of education provision across the local authority to ensure that there is not an in-built bias towards any one phase or group.



# Schools Forum Membership – Schools Members

In September 2018 Buckinghamshire Schools Forum agreed the “schools” membership as follows:

Maintained Nursery Schools – 1 Representative

- Primary Sector - 10 Representatives
  - 2 Maintained Infant Schools
  - 2 Maintained Junior Schools
  - 4 Maintained Combined Schools
  - 2 Academy Schools
- Secondary Sector - 8 Representatives
  - 2 Maintained Schools
  - 6 Academy Schools
- Special Sector – 3 Representatives
  - 2 Maintained Schools
  - 1 Academy Schools
- Pupil Referral Units – 2 Representatives



## Schools Forum Membership - Other

- The other members shall consist of:
  - a) Two representatives nominated by recognised teachers' trade unions;
  - b) Two representatives nominated by the diocesan authorities; Two representatives nominated by the Early Years Forum at least one of whom who will be there explicitly to represent early years providers from the private, voluntary and independent (PVI) sector;
  - c) Such other members as may be appointed by BCC save that other members shall never number more than a third of the total membership.





# Local Authority Representation at Schools Forum

- Only specific officers can speak at meetings of the schools forum. These officers are:
  - Director of Children’s Services or their representative
  - Chief Financial Officer or their representative
  - Any person invited by the schools forum to provide financial or technical advice
  - Any person presenting a paper to the schools forum but their ability to speak is limited to the paper that they are presenting.



# Schools Forum Operation

- Schools Forum meetings are held in public
- Papers are published on the BCC website and are published one week in advance
- Schools Forum meetings are usually held 5 times per year – January, March, June, October and December
- There are two sub-groups to Schools Forum
  1. Schools Forum Funding Group
  2. Early Years Forum
- Each has its own terms of reference
- There are also two further groups:
  1. Maintained Schools Sub-Committee – considers requests for De-delegation
  2. Contingency Panel – considers requests from maintained schools against the contingency



# Schools Forum – Forward Plan

Shaped by:

- The budget cycle including any consultation on arrangements for any of the DSG funding blocks
- Government announcements and consultations on changes to funding arrangements for schools and early years
- Issues arising from governor and head teacher groups or other related workstreams eg, Inclusion Hub
- Major contract procurement affecting schools



# Effective Schools Forums (1)

**DfE guidance** stresses effective relationship between LA and its Schools Forum needs the following characteristics:

- **Partnership:** Having a shared understanding of the priorities, issues and concerns of schools, academies and the local authority.
- **Effective Support:** The business of the schools forum is supported by the local authority in an efficient and professional manner.
- **Openness:** It is important that a schools forum feels it is receiving open, honest and objective advice from its local authority.
- **Responsiveness:** Local authorities should as far as possible be responsive to requests from their schools forums and their members. Schools forums themselves should also be aware of the resource implications of their requests.



## Effective Schools Forums (2)

- **Strategic view:** Members of schools forum should consider the needs of the whole of the educational community, rather than using their position on a schools forum to advance their own sectional or specific interests.
- **Challenge and Scrutiny:** schools forums may be asked to agree to proposals from their local authority that will have an effect on all schools and academies in the local area. The extent to which schools forums can scrutinise and challenge such proposals is an important aspect of their effectiveness.



# Resources

BCC Schools Forum constitution and membership

- <https://democracy.buckscc.gov.uk/mgCommitteeDetails.aspx?ID=461>

DfE Guidance – Schools Forum Roles and Responsibilities and Good Practice Guide

- <https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015>



## Report to Schools Forum

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<b>Title:</b>	<b>Dedicated Schools Grant 2019-20 - Budget Monitoring Report and Reserves as at 31<sup>st</sup> August 2019</b>
<b>Date:</b>	15 <sup>th</sup> October 2019
<b>Author:</b>	Liz Williams, Head Of Finance, Childrens Services
<b>Contact officer:</b>	Janaki Try – Finance Business Partner (Schools) <a href="mailto:jtry@buckscc.gov.uk">jtry@buckscc.gov.uk</a> 01296 383063
<b>Schools affected:</b>	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, forecast outturn (year-end) for 2019-20, the DSG Reserves as at 31st August 2019 and the forecasted reserve position for the financial year 2019-20. The report highlights the estimated overspend year end position in the Schools block of £540,000 and in the High Needs block of £560,000. It also sets out the recommendations for the use of DSG reserves in year, and the expected reserves position at the end of the financial year 2019-20.

### 2. Background

2.1. In July, the 2019-20 DSG allocation was reduced by (£3.61m) taking into account updated pupil data as follows: (£4.33m) academy recoupment in Schools Block; (£0.15m) in the High Needs block being the net adjustment for Buckinghamshire pupils placed in other local authorities and other local authority pupils placed in our schools; and an increase of £0.87m in Early Years block based on spring census data.

2.2. July DfE block allocations are summarised below:

4 Blocks of Dedicated Schools Grant 2019-20 updated July 2019	Allocation before recoupment £m	Less Recoupment £m	Final After Recoupment £m
Schools Block	322.2	(156)	166.0
High Needs Block	82.6	(8)	74.6
Early years Block	31.6	0	31.6
Central Schools Services Block	7.4	0	7.4
<b>Total DSG Allocation 2019-20</b>	<b>443.7</b>	<b>(164)</b>	<b>279.5</b>

2.3. As agreed by Schools Forum, final budgets in the blocks to be spent in 2019-20 includes a transfer from Central Services School Block (Historic Commitment) to High Needs and drawn down from DSG reserves. The import/export adjustment proposal to be met from reserves is discussed at 4.1 below:

DSG blocks from July allocations to 2019-20 budgets	Allocation After Recoupment	movement between blocks	use of reserves	Import /export adjustment to be met from reserves	Final Budgets
	£m	£m	£m	£m	£m
Schools Block	166.0	0	0	0	166.0
High Needs Block	74.6	1.7	1.048	0.153	77.5
Early years Block	31.6	0	0	0	31.6
Central Schools Services Block	7.4	(1.7)	0	0	5.7
<b>Total DSG Allocation 2019-20</b>	<b>279.5</b>	<b>0</b>	<b>1.048</b>	<b>0.153</b>	<b>280.7</b>

### 3. The Forecasted Outturn (Year-end) position

3.1. As at 31<sup>st</sup> August 2019 the forecasted outturn is a +0.89m overspend as shown below:

DSG blocks 2019-20	Budget Plan 2019/20	Year-end Forecast Outturn as at 31/08/19	Year-end Forecast Variance as at 31/08/19
	£m	£m	£m
Schools Block	165.95	166.49	0.54
High Needs Block	77.44	78.01	0.56
Early Years Block	31.56	31.56	0.00
Central Schools Services Block	5.72	5.49	(0.22)
<b>Total Budgets</b>	<b>280.67</b>	<b>281.56</b>	<b>0.89</b>

3.2. Schools Block overspends of £543k. The main points to note are as follows:

- (i) +£265k Growth Fund: overspend relates to payments to St Michaels over and above estimate project costs. A projection for next year's Growth Fund stands at £2.44m, which is slightly up on this year estimates.
- (ii) +£277k Business Rates (maintained schools): increase in rates payable to District Council as transitional protection drops out following the revaluation in 2017-18, and is based on invoices expected for the year. The drop out of transitional protection this year and +£142k additional estimated transitional protection drop



out expected next year (which gives a total of £419k), will increase the requirement for additional top slice in next year's funding formula which in turn will reduce the balance available for distribution via individual funding factors, compared to this year. Any increases in academies' business rates that will impact next year, based on information to be received from the ESFA, will also need to be factored in when looking at the local funding formula.

3.3. High Needs Block overspent £565k. The main points to note are as follows. Further details are included in the High Needs report further down on the agenda:

- (i) +£446k Additional and exceptional support: funding for over number places in special schools and at the secondary PRU.
- (ii) +£76k for top-up funding in special schools.
- (iii) +£25k additional costs of pupils in independent schools.

3.4. Early Years balanced budget. Forecasts will be updated in December when 2 terms worth of activity data can be compared to updated DfE budgets, based on January 2019 census data.

3.5. Central Schools Service Block underspend of -£222k relates to unallocated 'historical spend contribution to combined budgets' set aside following the restructure of the Early Years' service.

#### 4. DSG Reserves

4.1. The DSG Reserves carried into 2019-20 was a surplus balance of £2,939,205. Schools Forum in June 2019 agreed the use of reserves as shown in the table below leaving a balance of £1.617m. Since the last meeting the Local Authority have received an additional £509.6k as an adjustment for 2018-19 Early Years allocation ( the majority for 3-4 year old funding for working parents).

DSG Reserves	Reserves as at 1st April 2019	Agreed Actions - Schools Forum In June 2019	Balance of reserves
Mandeville school - deficit write off	500,000	0	500,000
Early Years - changes in grant funding	700,000	0	700,000
Dedelegation	717,511	-300,000	417,511
High Needs funding for 2019-20	1,021,694	-1,021,694	0
<b>Reserves after agreed actions</b>	<b>2,939,205</b>	<b>-1,321,694</b>	<b>1,617,511</b>
<b>Proposals for Reserves to be agreed by Schools Forum in October 2019:</b>			
Early Years - funding for 2018-19		509,642	
High Needs Import/Export adjustments		-153,333	
Increase in HN blocks use of reserves to balance budgets		-26,660	
Add 'Free Reserves' to balance			329,648
<b>Reserves as at 31st August 2019</b>			<b>1,947,159</b>

- 4.2. The Local Authority proposes that this additional funding based on spring 2019 census data is put into reserves. £700,000 of the current reserve has been earmarked for any change in Early Years funding and this should be sufficient to cover any overspend this year and/or DfE clawback for 2019-20 which is expected after the end of the financial year. Other drawn down from reserves are needed:
- a) to cover the import/export adjustment made after the 2019-20 High Needs budgets were set;
  - b) to balance the High Needs budgets as reported to Schools Form in June 2019, bringing the total drawn down to £1,048,354.

## **5. Recommendations**

- 5.1. That Schools Forum note the forecast outturn (year-end) position as set out in the report.
- 5.2. Agree the recommended proposals for the use of DSG Reserves as set out in 4.2 above.



## Buckinghamshire County Council Schools Forum

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### Report to the Schools Forum

**Title:** SEND Quarterly Update Report

**Committee date:** 15<sup>th</sup> October 2019

**Author:** Liz Williams, Head of Finance, Children's Services  
Hero Slinn, Head of Integrated SEND

**Contact officer:**

#### 1. Purpose of Agenda Item

- 1.1. The purpose of this agenda item is to provide an update to Schools Forum Funding Group on the following:
- a) Current projected expenditure against the high needs block and analysis of key variances.
  - b) Detail of actions in place to reduce expenditure and reliance on high cost placements.
  - c) An update on progress and time lines on the development of a banded funding mechanism for special school provision
- 1.2. This report details actions that are being put in place this academic year. It is anticipated that the impact on costs will be from September 2020. A further report will be brought to Schools Forum in December to present more detailed demand and cost assumptions going forwards.

#### 2. Current Revenue Monitoring 2019-20

- 2.1. The budget monitoring paper elsewhere on this agenda shows the projected spend as at the end of August. High Needs budgets are projected to be £565k overspent for this financial year.
- 2.2. Appendix 1 to this report shows the budget for the High Needs block and projected spend against each of the headings.



2.3. A further risk of overspend has been identified against the budget for independent special school placements once the September pupil numbers and placements are all confirmed and incorporated in to the forecast.

### 3. Actions to Reduce Reliance on High Cost Placements

3.1. In line with the SEND Improvement Plan, there is a programme of actions being taken to reduce the numbers and costs of external placements and to impact on spend within the high needs block. The actions and associated timescales are summarised below.

#### Mainstream Schools

3.2. The SEND Service has moved into area teams as of September 2019 – this provides a more localised service to meet the needs of that area. A summary of the characteristics for each area is shown in the table below.

	<b>Aylesbury</b>	<b>Chiltern and South Bucks</b>	<b>Wycombe</b>
Population	32,234	26,312	27,303
Number of students with EHCPs	1353	868	894
Population of special schools	757	394	274

*Data from May census 2019*

3.3. Projects being launched this term include:

- a) Speech and Language Link – training being provided in the Autumn term with schools using this early intervention tool straight away. Evidence from other LAs that this has a direct impact on Speech and Language referrals and subsequently EHC assessment requests.
- b) Focus on Ordinarily Available Provision
  - i. Raising expectations of inclusion and what needs to be put in place prior to requests by schools for EHC Plans outlining what schools' duties are in an easy guide that all can access.
  - ii. Easy to use document and philosophy
  - iii. Training led by parents and schools – to be launched in Spring Term (Jan 2020)

- c) Side by Side work focusing on inclusion / inclusion auditing and reviewing of improvement.
- d) Nurture Group work – run by the Education Psychology (EP) Service with mainstream schools over the course of the year.
- e) Specific project supported by the EP Service aimed at needs of KS3 / 4 students in the Pupil Referral Unit (PRU) to support / prevent further escalation of unmet need – to be run this term.
- f) Surgeries – schools can come and ask advice of specialist teachers / SENOs without the need of a referral on certain days.

### **Links between mainstream and special schools**

3.4. Side by side projects with a special school linking with a mainstream school

- a) Furze Down – Maximising Impact of Teaching Assistants (MITA) project
- b) Stony Dean and Amersham School in partnership
- c) Chiltern Wood – working with mainstream children at SEND Support

### **Special Schools**

- a) Placement panels – review conducted May 2018 and changes being implemented from September 2019.
- b) Space review – 1st Planner conducting work this term looking at the space available in our current special schools using the BB104 guidance.
- c) Funding review
  - i. banding review using the Birmingham document as a model
  - ii. moving special school funding to a banding system
  - iii. allocation and moderation happening this term
  - iv. SEND Consultant leading on this to give capacity, Task and Finish Group in place
- d) Continuum of Provision and Entry / Exit criteria for special schools being developed this term – SEND Consultant leading on this.
- e) Overall Sufficiency Strategy to be created for February 2020.

### **Independent Placements**

3.5. Over the summer SEN management held a full review of cases in independent placements with a view to targeting those on phase transfer this year for review attendance and potential to bring back in county. The financial impact of this action will be from September 2020.

### **Equipment**



3.6. Review of high needs equipment definition compared to ordinarily available equipment. Process for schools to be reviewed and redefined.

## **Parents**

3.7. Focus this term on ways to engage a wider range of parents through the Integrated Services Board.

## **Needs Analysis**

3.8. The Council has commissioned a targeted piece of work from an external provider to:

- a) Conduct an analysis of needs of children and young people with EHCPs across the age range 0-25.
- b) Analyse current and projected demand
- c) Develop a tool that will support decision making for provision; a needs led approach

3.9. Outcomes of this project will be reported back to Schools Forum at the December meeting

## **Outcomes / Monitoring**

3.10. Outcome measures will impact on the academic year 2020-21 and will include:

- Reduction in request for EHC Needs Assessments
- Reduction in exclusions of students with SEND
- Students with high levels of need being correctly placed in special provision in county
- Reduction in high cost placements (independent / out of county)
- Positive working relationships with schools
- Tracking unit costs of placements

## **Risks**

3.11. Risks/barriers to delivery of actions include:

- SEND legislation promotes parental preference
- Rights to appeal/tribunals
- Pressure that challenge puts on the service
- High staff turnover causing pressures within the service
- Cost of transitional arrangements for implementation of banded funding

## **4. Banded Funding For Special Schools**



4.1. A report was considered by Schools Forum in March 2019 outlining a time line for the development of a banded funding mechanism for high needs provision concentrating initially on implementation in special schools from April 2020.

4.2. A task and finish group is in place and work is progressing. A revised time line has been agreed by the working group and is shown below:

	<b>Original Time Line</b>	<b>Revised Time Line</b>
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	Agree Task and Finish Group membership – membership reflecting Special and mainstream provision (including schools with and without ARP provision)
	<b>Original Time Line</b>	<b>Revised Time Line</b>
May-19	Agree and issue consultation	Task and Finish Group meet <ul style="list-style-type: none"> <li>• Research banding descriptors from other local authorities with view to application in Buckinghamshire</li> <li>•</li> </ul>
Jun-19	Consultation with schools on proposed banding descriptors	2 <sup>nd</sup> meeting of Task and Finish Group <ul style="list-style-type: none"> <li>• Initial review of proposals based on other LA schemes</li> <li>• Agree further work and revised approach for drafting of BCC proposed bands including engagement of additional capacity to support the development of the descriptors</li> </ul>
Jul-19	Outcomes of consultation Modelling of new banding to allocate pupils to bands and	
Aug-19	confirm initial financial values	

Sep-19		<p>3<sup>rd</sup> meeting of T&amp;F Group</p> <ul style="list-style-type: none"> <li>• Consulted with group and agreed adopt approach based on Birmingham model</li> <li>• SEN consultant to hold information/peer support meetings with Special School Head Teachers</li> <li>• Head teachers to carry out banding of all pupils based on Birmingham model</li> </ul>
Oct-19	Schools Forum to sign off approach and initial modelling agree any transitional arrangements for gains and losses	<p>Moderation of sample of assessments through moderation panels</p> <p>Outcomes provided to Finance</p>
Nov-19		Financial Modelling to confirm initial banding values
Dec-19	Final sign off from Schools Forum for band values, moderation process, etc	Initial report to Schools Forum outlining proposed approach and initial work on financial values, and implications
	<b>Original Time Line</b>	<b>Revised Time Line</b>
Jan-20		Final sign off for band values at January Schools Forum meeting
Feb-20	Issue provisional budgets based on existing pupils, in same time scale as mainstream schools	Issue provisional budgets based on existing pupils, in same time scale as mainstream schools
Mar-20		
Apr-20	Banding mechanism for funding special schools to be in place for 2020-21 financial year	Banding mechanism for funding special schools to be in place for 2020-21 financial year

4.3. The revised time line is still expected to achieve a banded funding mechanism for special schools by April 2020 with sign off at the January Schools Forum meeting for band values and transitional arrangements.



## **5. Recommendations**

**5.1. To note the current update on high needs budgets and actions to reduce reliance on high cost placements and to ensure resources are spend in the most effective way.**

**5.2. To note the revised time line for the delivery of a banded funding mechanism for special schools from April 2020.**





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

Expenditure Type	as at 31.08.19				
	18-19 Outturn £		19-20 Budget £	Forecast 2019- 20 £	Forecast Variance £
<b>Placements/Top-ups 5-16 year olds</b>					
Independent Special Schools	15,080,163		14,428,000	14,453,498	25,498
Other LA Special Schools (net)	2,396,790		2,377,000	2,355,334	21,666
BCC Special Schools	33,090,931		33,967,244	34,489,117	521,873
ARPs	4,007,681		3,949,600	3,949,600	-
Mainstream Top-Ups with EHCP	7,697,393		7,865,000	7,865,000	-
SEN Support	1,097,166		1,076,000	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>64,188,549</b>	<b>525,705</b>
<b>Post-16 Placements</b>					
Post-16 (Independent and FE College)	7,315,847		7,318,000	7,318,000	-
<b>Early Years Top-Ups</b>					
Early Years pupils with EHCPs	361,286		303,168	303,168	-
Early Years SEN Support	235,171		167,641	167,641	-
<b>Total Early Years top-ups</b>	<b>596,457</b>		<b>470,809</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>71,977,358</b>	<b>525,705</b>
<b>Alternative Provision</b>					
Pupil Referral Units	4,295,640		4,245,000	4,245,000	0
Alternative Provision	419,951		496,000	416,000	(80,000)
Hospital Tuition Service	237,000		237,000	237,000	0
Home Tuition Service	181,248		217,600	217,600	0
<b>Total Alternative Provision - spend on Pupils</b>	<b>5,133,838</b>	6%	<b>5,195,600</b>	<b>5,115,600</b>	<b>(80,000)</b>
<b>Commssioned Contracts</b>					
Integrated Therapies	1,618,746		1,657,000	1,657,000	-
Portage	195,816		200,000	211,075	11,075
<b>Total Commissioned Contracts</b>	<b>1,814,562</b>	2%	<b>1,857,000</b>	<b>1,868,075</b>	<b>11,075</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	250,000	0
Reintegration	412,501		412,500	542,505	130,005
Virtual School	716,144		705,820	683,981	(21,839)
<b>Total Contribution to Staffing Costs within SEND</b>	<b>5,016,488</b>	6%	<b>4,976,320</b>	<b>5,084,486</b>	<b>108,166</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>86,013,519</b>	<b>564,946</b>
<b>Funding</b>					
Funding Allocation	(81,096,276)		(82,538,887)	(82,538,887)	-
Transfer from Historic Commitment DSG			(1,708,000)	(1,708,000)	-
Support from Schools Forum	(650,000)		0	0	-
Support from Reserves for HN budgets	(1,770,745)		(1,048,353)	(1,048,353)	-
Met from underspends and reserves	(1,698,295)		0	0	-
Support from Reserves for Import/export adjustments	0		(153,333)	(153,333)	-
<b>Total Funding</b>	<b>(85,215,316)</b>		<b>(85,448,573)</b>	<b>(85,448,573)</b>	<b>0</b>

Note:

Figures shown gross of academy recoupment





## Buckinghamshire County Council Schools Forum

### Report to the Schools Forum

<b>Title:</b>	<b>Schools Revenue Funding 2020 to 2021</b>
<b>Committee date:</b>	15th October 2019
<b>Author:</b>	Liz Williams, Head of Finance Children's Service
<b>Contact officer:</b>	Janaki Try, Finance Business Partner (Schools) <a href="mailto:jtry@buckscc.gov.uk">jtry@buckscc.gov.uk</a>

#### 1. Purpose of Agenda Item

- 1.1. The purpose of this report is to update Schools Forum on the Dedicated Schools Grant (DSG) 2020-21 and any changes in the Department for Education's (DfE) Operational Guide.
- 1.2. 2020 to 2021 is the third year of the national funding formulae (NFF) for schools, high needs and central school services. Provisional NFF allocations at local authority level for the schools and high needs blocks will be published in early October 2019 and the final grant will be allocated to local authorities in December 2019. The Early Years block of the DSG will be determined by a separate national formula for early years.
- 1.3. Depending on when the provisional allocations are made available, the changes will be modelled and the implications will be reported to Schools Form in October or December. This will also set out the implications for Buckinghamshire Schools of the Secretary of State for Education's statement on 3 September, which confirmed to Parliament that the funding for schools and high needs will, compared to 2019-20, rise by £2.6 billion for 2020-21, £4.8 billion for 2021-22, and £7.1 billion for 2022-23.

#### 2. General Points

- 2.1. In September 2019 the DfE published, the Schools revenue funding 2020 to 2021 Operational Guide. This guide helps local authorities, and their schools forums, to plan the local implementation of the funding system for the 2020 to 2021 financial year.



2.2. In 2020 to 2021, as in previous years, each local authority will continue to set a local schools formula, in consultation with local schools. In a statement made by Nick Gibb (The Minister of State for School Standards), the government has confirmed its intention to move to a single 'hard' national funding formula to determine every school's budget, and the DfE will work closely with local authorities and other stakeholders in making this transition in the future. However, as a first step towards hardening the formula, from 2020-21 the government will make the use of the national minimum per pupil funding levels, at the values in the school NFF, compulsory for local authorities to use in their own funding formulae. The DfE are running a minimum per-pupil funding (MPPF) consultation on how best to implement this change, which closes on 22 October. The government response will be published in November 2019.

### **3. Key Changes in 2020-21 Schools Block**

- 3.1. The minimum per-pupil levels will be set at £3,750 for primary schools and £5,000 for secondary schools. The primary level will rise to £4,000 in 2021 to 2022.
- 3.2. A minimum increase of 1.84% on individual school's NFF allocation to Local Authorities in 2019 to 2020, to protect pupil-led per-pupil funding in real terms.
- 3.3. NFF allocations will increase by 4% to the formula's core factors. Exceptions to this are that the free school meals factor, will be increased at inflation, and premises funding will continue to be allocated at local authority level based on the reported amount in the local funding formula (for Buckinghamshire this was £3.6m in 2019-20).
- 3.4. A new formulaic approach to the mobility factor will be introduced to allocate funding fairly to all authorities, rather than on the basis of historic spend.
- 3.5. Growth funding will be based on the same formula methodology as last year, and will have the same transitional protection ensuring that no authority whose growth funding is unwinding will lose more than 0.5% of its 2019 to 2020 schools block allocation.
- 3.6. The teachers' pay grant and teachers' pension employer contributions grant will both continue to be paid separately, and not out of NFF allocations in 2020 to 2021. The per pupil rates will be published in due course and details will be communicated to schools.
- 3.7. The DfE have also clarified the following:
  - Local authorities will still be able to use a cap in their local formulae

- Local authorities will continue to set a Minimum Funding Guarantee in local formulae, which in 2020-21 must be between +0.5% and +1.84%. This allows local authorities to mirror the real terms protection in the NFF, which is the Government's expectation.
- Local authorities can only transfer up to 0.5% of their School Block to other blocks of the DSG, with schools forum approval. To transfer more than this or any amount without schools forum approval, they will have to make a request to the Department for Education, even if the same amount was agreed in the past two years.

#### **4. Key Changes in 2020-21 High Needs Block**

- 4.1. There will be at least an 8% increase in the NFF allocation – details are yet to be confirmed. Proposals for the use of additional funding will be brought back to Schools Forum reflecting any one-off funding and funding on an on-going basis.
- 4.2. Above this minimum increase, the formula will allow local authorities to see increases of up to 17%, again calculated on the basis of per head of population.

#### **5. Funding Formula Principles applicable in 2020/21**

- 5.1. Last year Schools Forum agreed the principles (a) to (d) below, and of these (b), (c) and (d) will need to be amended in light of the information detailed above. Schools Forum will need to agree the principles to be adopted for 2020-21 within the overarching principle that the local funding formula reflects the NFF. The agreed principles are as follows:
- a) Adopting the National Funding Formula factors
  - b) Prorate (scaling) of each factor agreed to match the available allocation of funding from the DfE.
  - c) Continue to use a minus 1.5% minimum funding guarantee factor.
  - d) Use capping of gains per pupil to pay for the cost of protecting schools where the formula reduces their budget by more than minus 1.5%.
- 5.2. Local authorities will need to consult on the level of the MFG, as with the rest of the formula. The deadline for local authorities to submit any applications to disapply the MFG for 2020 to 2021 is 11 October 2019. The purpose of this deadline is to get decisions back to local authorities before the APT is issued in December. Any later requests must be submitted by 20 November 2019 in order for them to be considered in order to meet the APT submission deadline.

## **6. Central School Services Block (CSSB)**

- 6.1. Ongoing responsibilities element - The government has not yet confirmed the level of funding for the CSSB in 2020 to 2021, provisional NFF allocations will be published in October, along with the formula for this element of the block
- 6.2. Historic commitments element - The DfE will start to reduce this element of the block from 2020 to 2021 and details of the approach will follow in due course. For Buckinghamshire, the historic commitments totals £4.654m. Action to reduce this funding has taken place in 2019-20 as part of the Early Years restructure. Once details are known, the implications for Buckinghamshire will be brought back to Schools Forum, together with proposals to manage this change.

## **7. DSG Balances**

- 7.1. This is the second year in which the DfE will require a report from any local authority that has a cumulative DSG deficit of more than 1% at the end of the financial year – in this case as at 31 March 2020. The report will need to set out the plans to bring DSG back in to balance.
- 7.2. Currently Buckinghamshire has a positive DSG reserve but pressures on the High Needs Block and Central School Services Block means we need to keep this under review.

## **8. Decision Making and Unitary Status**

- 8.1. In terms of decision making for the funding formula the operational guidance states that the local authority is responsible for making the final decisions on the formula, and each authority's process must ensure that there is sufficient time to gain political approval. Political ratification means approval in line with the authority's local scheme of delegation, so this may be decisions made by the council cabinet, cabinet member or full council; the schools forum does not decide on the formula.
- 8.2. Previously the political ratification process within the County Council has been through Cabinet Member Decision. As we move towards the new Unitary Council from April 2020 it will be necessary to amend the process to ensure the Shadow Executive for the new Buckinghamshire Council is the decision making body for 2020-21 financial year. The recommendations from Schools Forum will be incorporated in to the budget reports



to the Shadow Executive in February 2020. This will enable the appropriate political ratification requirements to be met and for budgets to be issued to maintained schools and academies within the required timescales

## **9. Recommendations**

- 9.1. To note the information contained in this report.
- 9.2. To agree the principles to be adopted for 2020-21 local funding formula within the overarching principle that the local funding formula reflects the NFF.
- 9.3. To agree how the consultation on the level of MFG should take place over the autumn term (see paragraph 5.2).
- 9.4. To note that the local funding formula for 2020-21 will be modelled when information from the DfE becomes available and this will be brought back to Schools Forum for consideration.





## Buckinghamshire County Council Schools Forum

### Report to the Schools Forum

<b>Title:</b>	<b>De-delegation 2020-21 (Maintained schools)</b>
<b>Committee date:</b>	15th October 2019
<b>Author:</b>	Liz Williams, Head of Finance Children's Service
<b>Contact officer:</b>	Janaki Try, Finance Business Partner (Schools) <a href="mailto:jtry@buckscc.gov.uk">jtry@buckscc.gov.uk</a>

#### 1. Purpose of Agenda Item

1.1. The purpose of this agenda item is to set out the proposals for existing de-delegations and former ESG funded services de-delegations 2020-21 for consideration by Schools Forum. The latest DfE Operational Guide published in September 2019 makes no changes to the De-delegation definition or guidance. It is proposed that, as in previous years, a Maintained Schools sub-committee is established to consider the detailed proposals.

#### 2. Background

2.1. Last year Schools Forum referred the de-delegation proposals to the Maintained Schools subcommittee and its recommendations were taken back to schools forum for a final decision. A paper setting out the services and the rates for 'Existing' delegation and services previously funded from the general funding rate of the ESG (for maintained schools only) was discussed at the subcommittee meeting. The Schools Forum constitution requires any final decision to be made at a formal Schools Forum meeting. Only maintained school representatives may vote on de-delegation proposals affecting their schools.

#### 3. 'Existing' De-delegated services

3.1. 'Existing' de-delegated services are for maintained schools only; funding for de-delegated services must be allocated through the formula but can be passed back, or 'de-delegated', for maintained mainstream primary and secondary schools with



schools forum approval. This type of de-delegation does not apply to special schools, nursery schools, or PRUs.

3.2. Any decisions made to de-delegate in 2019 -20 related to that year only. New decisions will be required for any service to be de-delegated in 2020 -21. Schools Forum members for primary maintained schools, and secondary maintained schools, must decide separately for each phase whether the service should be provided centrally. They must decide on fixed contributions for these services so that funding can then be removed from the formula before school budgets are issued. There may be different decisions for each phase.

3.3. De-delegated has historically been agreed for:

- Contingencies (including schools in financial difficulties and deficits of closing schools)
- Staff costs supply cover (for example, long-term sickness and maternity, trade union and public duties).

#### **4. Proposals for Existing Dedelegated services**

4.1. The proposals for 2020-21 are to maintain the same de-delegated services and at the 2019-20 rates but to consider a reduced rate for 'Contingency – Schools in Financial Difficulties'. This is to keep funding within schools, but also to have a rate that will raise enough funds to pay-out contingency monies to schools at the same level as the last 2 years, so avoiding excess balances being held in reserves.

4.2. Proposals are that Primary maintained schools pay a rate of £12 per pupil (2019-20 rate £15 per pupil) and Secondary maintained schools pay a rate of £13.75 per pupil (2019-20 rate £17.50). Appendix A provides further details.

#### **5. Former ESG funded Services**

5.1. Local authorities can fund services previously funded from the general funding rate of the ESG (for maintained schools only) from maintained school budget shares, with the agreement of maintained school members of the schools forum.

5.2. The relevant maintained schools members of the schools forum (primary, secondary, special and pupil referral units (PRUs), should agree the amount the local authority will retain. A single rate should be set (per 5 to 16 year old pupil) for all mainstream maintained schools. Local authorities can choose to establish

differential rates for special schools and PRUs expressed per-place rather than per-pupil and this will 4 x per pupil funding.

## **6. Proposals for Former ESG funded Services**

6.1. The proposals for 2020-21 are to maintain the same de-delegated services and at the 2019-20 rates of £3.50 per pupil in primary and secondary maintained schools and £14 per place in special schools and PRUs. Appendix B provides further details.

6.2. With regards to financial support, proposals for a service level agreement and expectations for the service will be discussed at this year's subcommittee meeting.

## **7. Pupil Numbers**

7.1. The following data has been used:

Total pupil numbers = 41,600  
(Primary Pupils: 36,200 and Secondary Pupils: 5,400)

Plus

Special schools / PRUs places =1166 (contribution rate is 4 x primary/secondary).

## **8. Recommendations**

**8.1. To continue with the arrangements agreed last year, that the details of any de-delegation proposals for 2020/21 be considered at a meeting of the maintained schools subcommittee with recommendations to be brought back to Schools Forum for final decisions.**



## Appendix A: Existing De-delegated services

De-delegation Area	Notes	2019-20 rates	2020-21 rates estimated budget	Proposals 2020-21
A. Contingency – Schools in Financial Difficulties	The fund is administered by the Contingency Panel Group using Terms of Reference agreed by Schools Forum	Primary : £10 per pupil Secondary: £12.50 per pupil	Primary : £7 per pupil Secondary: £8.75 per pupil £300,650	This will provide a contingency fund of £300,650 (Primary £253,400 and Secondary £47,250)
B. Contingency-deficits of closing schools	<ul style="list-style-type: none"> <li>This is used to offset the cost of writing off deficits budgets at the point of maintained schools becoming sponsored academies and the old school 'closing'. The LA calculates the amount at the point of closure.</li> <li>Deficits from sponsored schools must be written off (e.g. Converting deficits to a loan is not permitted)</li> </ul>	£4 per pupil	£4 per pupil £166,400	Rate as per 2019-20 to give £166,400 (£144,800 from primary and £21,600 from secondary). Previous years' underspend stands at £274,579 which is available for 2019-20 with any unused balance carried forward into 2020-21.
c. Union Facilities	This contributes to the cost of supporting Union activity for maintained schools	70p per pupil	70p per pupil £29,120	Rate as per 2019-20 to give £29,120 (£25,340 primary and £3,780 secondary). Previous years' underspend stands at £28,188 which is available for 2019-20 with any unused balance carried forward into 2020-21.
D. Cover for small schools	This contributes to the cost of supporting small schools in covering jury service and attendance at key meetings	30 per pupil	30p per pupil £12,480	Rate as per 2019-20 to give £12,480 (£10,860 primary and £1,620 secondary).
<b>Total</b>		£15 per pupil in primary school and £17.50 in per pupil in secondary school.	<b>£12 per pupil in primary schools and £13.75 per pupil in secondary schools.</b>	<b>Total in year contribution of £508,650 (£434,400 from primary schools and £74,250 from secondary schools)</b>

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## Appendix B: Former ESG funded Services

De-delegation Area (former ESG)	Notes	2019-20 rates	2020-21 rates estimated budget	Proposals 2019-20
<b>Finance Support</b> Specialist Finance support for schools with deficit budgets (Services provided by BLT have now transferred to BCC)	The service helps identify financial risk and provides targeted support to schools in managing budgets to avoid deficits. Schools needing support outside of the targeted support as detailed above will need to purchase the relevant support package from BCC.	£2.50 per pupil primary and secondary/ £10 per place special schools and PRUs	£115,660	Rates as per 2019-20 to give a fund of £115,660 (£90,500 from primary, £13,500 from secondary and £11,660 from special/PRUs).
Educational Visits (Evolve) service provided by BCC	<p>The cost of Evolve directly from the IT provider Edufocus with advice from the preferred Evolve provider would be in the region of £1098 Primary /£1898 Secondary. BCC therefore offers a very good value for money service)</p> <p>The traded offer proposed to academies from September 2020 will be £50 per school plus £1 per pupil/ £4 per place for specials/PRUs. The difference between traded services to Academies and maintained schools through de-delegation is the £50 per school fee which covers administration costs of supporting academies.</p>	£1.00 per pupil primary and secondary/ £4 per place Special schools and PRUs	£46,264	<p>Rate as per 2019-20 to provide a total budget of £46,264 (£36,200 from primary, £5,400 from secondary and £4,664 from special/PRUs).</p> <p>This will also cover training to both maintained schools and academies.</p>
<b>Total</b>		Total contribution £164,500	<b>Total £161,924.</b>	<b>£3.50 per pupil in primary and secondary/ £14 per place special and PRUs. Total contribution £161,924.</b>



## Schools Forum – Forward Plan 2019-20

### Key meetings and decisions – updated September 2019 (new items highlighted yellow)

Meeting Date	Agenda Item	Purpose of Report
15 October 2019	<ol style="list-style-type: none"> <li>1. Election of Chairman and Vice Chairman</li> <li>2. Agree membership and Chairman of all sub-committees</li> <li>3. Schools Forum Funding Group update (standing item)</li> <li>4. Schools Forum Induction</li> <li>5. Budget Monitoring</li> <li>6. SEN Quarterly Update (standing item)</li> <li>7. Update on National Funding Formula and DSG Guidance 2020-21</li> <li>8. De-delegation 2020-21 – Consultation with schools</li> <li>9. Verbal Unitary Update- G Drawmer</li> </ol>	<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 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>
03 December 2019	<ol style="list-style-type: none"> <li>1. Schools Forum Funding Group Update (standing item)</li> <li>2. Schools Budgets 2020-21               <ol style="list-style-type: none"> <li>a. Schools Block</li> <li>b. Central Schools Services Block</li> <li>c. High Needs Block</li> </ol> </li> <li>3. De-delegation 2020-21</li> <li>4. Review of demand and costs within the High Needs Block (including agreement of any consultation on transfer between funding blocks)</li> </ol>	<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>

	<ul style="list-style-type: none"> <li>5. Proposals for Maintained Nursery School Funding</li> <li>6. SEN Quarterly Update</li> <li>7. Growth Fund</li> <li>8. Schools Pay Review (Part 2 item)</li> </ul>	Gary Lamb – confidential item
21 January 2020	<ul style="list-style-type: none"> <li>1. Schools Budget Proposals 2020-21</li> <li>2. Early Years Budget Proposals 2020-21</li> <li>3. Signing off of Banding Values</li> </ul>	To agree the final DSG budgets for 2020-21
24 March 2020		
30 June 2020		
13 October 2020		
8 December 2020		