

# AGENDA SUPPLEMENT (1)

---

**Meeting:** Schools Forum  
**Place:** Council Chamber - County Hall, Trowbridge BA14 8JN  
**Date:** Thursday 12 November 2015  
**Time:** 1.30 pm

---

**The Agenda for the above meeting was published on 04 November 2015. Additional documents are now available and are attached to this Agenda Supplement.**

Please direct any enquiries on this Agenda to Adam Brown, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718038 or email [adam.brown@wiltshire.gov.uk](mailto:adam.brown@wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225)713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

---

15 **Reports from Working Groups** (*Pages 3 - 6*)

17 **Urgent Items** (*Pages 7 - 16*)

DATE OF PUBLICATION: 12 November 2015
---------------------------------------



## Wiltshire Council

### Early Years Reference Group

Minutes of a meeting held on 18 September 2015 at the Cricket Pavilion, Melksham

#### 1.0 Welcome and Introductions

Jane Boulton (Springboard DSC), Mark Cawley (New Road Day Nursery), Grant Davis (Wiltshire Council), Nicki Jones (Snapdragons Nurseries representative), Russell Martin (Wiltshire Council), John Proctor (South Hills Nursery) – Chair, Fiona Webb (Sunny Days Nursery), Jennifer Harvey (Wiltshire Council) – minutes

#### 2.0 Apologies

Rosemary Collard (Snapdragons Nurseries)

#### 3.0 Minutes of last meeting held on 15 May 2015

The minutes of the meeting held on 15 May 2015 were agreed as an accurate record of discussion.

#### 4.0 Matters arising

5.3 EYPP update. JH stated the team hadn't come across any issues with the location of the signature strip from other nurseries on the Provider Declaration form so would wait to adjust it at this moment in time.

7.0 Feedback from Salisbury nursery managers meeting. AB has liaised with Emily Wood regarding an article in the next newsletter

#### 5.0 30 hours Free Entitlement funding

AB confirmed that no further details about the 30 hours funding have been released by the DfE as yet, either about available funding, eligibility or possible rollout ideas.

AB and her team have identified provision where opening hours could be expanded for delivery of the 30 hours, and will be working with these providers. The current thinking is that the 2<sup>nd</sup> parent will only have to work 8 hours. There is the possibility that capital funding will be available, but AB isn't sure if this will come through the LA.

The group enquired about how the Early Years team is engaging with central government. The DfE have requested any LA's and early years providers to contact them if they're interested in being involved in a pilot starting September 2016. Wiltshire Council has expressed an interest in participating in a pilot. The group also expressed concern that providers need to know information as soon as possible enabling them to plan for future take up and the flexible delivery of the offer. AB also mentioned that the DfE might focus on LAs where there is high unemployment which isn't the case in Wiltshire. However, there is a high military presence in the county and this could act as factor for a pilot LA.

The group discussed the funding of the additional hours. AB said the DfE will need to provide a good rate of funding if they wish early years providers to engage. At present, providers tend to make up income from hours taken up above the current offer especially by working parents. As it is these parents and those being encouraged to return to work that will be the focus of the new offer, this will have a big impact on early years providers.

MC stated that parents seem to be unaware that this initiative is being implemented nationally from September 2017; most parents he has spoken to believe it will be available from September 2015. Also, media coverage appears to be concentrating more on school delivery of the 30 hours rather than PVI delivery. The general consensus of the group was that more information

was definitely needed for both LA's and providers in order for a decision to be made about whether or not to be involved in the pilot.

JB commented that as a DSC, Inclusion Support funding currently only covers the 15 hours. Will this also be expanded to include the 30 hours? Whilst they would want to be a part of delivering the 30 hours, it would be very difficult for them to forecast potential take up as the DSC works and hours are based on referrals. This area needs to be considered by the LA and group in terms of future planning.

Various other issues were discussed including potential provider reluctance to see how the 30 hours could be delivered and setting certain expectations for providers for delivery in September 2017.

**ACTION: LA to find out more information about the 30 hours pilot, and to consider submitting a formal bid for becoming a pilot LA for the delivery of 30 hours in September 2016.**

#### 6.0 Childcare Team update

AB gave a Childcare Update to the group (copy attached).

Discussion also took place around the current Children's Centre consultation. RM confirmed there had been a media embargo leak.

**ACTION: None**

#### 7.0 Local Offer Co-ordinator presentation

Anna Williams (AW), Local Offer Co-ordinator for Wiltshire Council attended and spoke about how the Local Offer is delivered in Wiltshire. All information is available on the following website – [www.wiltshirelocaloffer.org.uk](http://www.wiltshirelocaloffer.org.uk). The website provides information, guidance and support tools to parents, carers and childcare and educational provisions including all My Plans and SEND documentation.

AW stated that it would be good practice for early years providers to set out what their Local Offer and SEND provision is on their website for parents. AB asked AW to attend a future Childcare team meeting as the Childcare Officers are probably the best people to liaise with early years providers about this.

**ACTION: AB to invite AW to a future Childcare team meeting**

#### 8.0 Dates for future meetings

Date	Day	Time	Venue
20 November 2015	Friday	10.00 – 12.00	Cricket Pavilion, Melksham
5 February 2016	Friday	10.00 – 12.00	Lacock Room, County Hall, Trowbridge
13 May 2016	Friday	10.00 – 12.00	Lacock Room, County Hall, Trowbridge
16 September 2016	Friday	10.00 – 12.00	Lacock Room, County Hall, Trowbridge

#### 9.0 Any other business

##### EYRG Membership

Discussion took place on the best way to move this forward. JH has emailed all early years providers asking for expressions of interest by end of October.

AB, MC and JP agreed to meet all interested candidates before recommendation to the rest of the group in November 2015.

**ACTION: JH to organise meeting room for interviews, and interviews with interested candidates.**

This page is intentionally left blank

## Wiltshire Council

### Schools Forum 12<sup>th</sup> November 2015

---

#### Delegation of Central Expenditure 2016-17

##### Purpose of report

1. To provide details of the responses from maintained schools to the consultation on the delegation of central services. .

##### Background

2. In order to give schools greater choice over how to spend their budgets LAs are required to work on the basis that services within the notional Dedicated Schools Grant (DSG) Schools Block, and the funding for them, should be delegated to schools in the first instance. This means that a number of DSG funded budgets that have previously been retained centrally must now be delegated to schools. There are a number of exceptions to this and there are also a number of budgets that maintained primary and/or secondary schools can agree to de-delegate so that they continue to be provided centrally.
3. De-delegation cannot be applied to amounts delegated to academies or to special schools. Delegation or de-delegation cannot be agreed on an individual school basis for maintained schools but can be agreed by phase so a different outcome can be agreed for primary and secondary schools. Approval for de-delegation is by the relevant phase members of Schools Forum following responses to this consultation.
4. A consultation document was sent out to all maintained schools in the middle of September to seek views on the delegation of central budgets. The results have been analysed and are provided at Appendix 1 to this paper. The budgets/services being consulted on are as follows:
  - Schools contingency
  - Free School Meal Eligibility Service
  - Licences and Subscriptions (including SIMS, HCSS)
  - Trade Union Facilities costs
  - Maternity costs
  - Ethnic Minority Achievement Service
  - Travellers Education Service
  - Behaviour Support Service
5. There are a number of outcomes that could flow from the proposals to delegate the budgets. These include:
  - a. Following consultation with all schools, maintained schools agree that budgets should be de-delegated and retained centrally with services provided to all maintained schools;

- b. Schools agree that budgets should be delegated and schools make/purchase their own provision as appropriate;
  - c. Schools agree that budgets should be delegated and they then cluster together to purchase or deliver services.
6. Under scenario (a) the LA would be able to retain a level of service to provide to maintained schools, this service may be reduced from current levels unless there is also buyback from academies. The size of the service may also need to reduce over time as the number of academies increases.
7. Under scenarios b and c the LA would not be able to continue to deliver a service unless there is sufficient buy back on a traded basis from schools (maintained or academy) to enable retention of sufficient staff. This will be difficult to predict and the LA will need to decide whether it can afford to continue to deliver services centrally on a fully traded basis with full cost recovery. This would require a risk assessment.

## **Responses**

8. The outcomes of the consultation on the delegation of central services are summarised in Appendix 1. Responses were received from 59 schools, which is a 36% response rate, 56 from primary schools and 3 from secondary schools..
9. The majority of maintained schools who responded have indicated that they would prefer budgets to be retained centrally. Budgets will be delegated to academies and special schools in accordance with DfE requirements.
10. It is noted that only 3 of the 7 secondary schools responded to the consultation. Of the 3, one school abstained from answering the preference for the budgets for the Ethnic Minority Achievement Service and Traveller Education Services. The remaining two schools were split on this decision. In previous years it has been agreed that these budgets should be delegated to secondary schools and this was confirmed as the preference for 2015-16.

## **Proposals**

11. That Schools Forum decide on the delegation/de-delegation of budgets for central services within the schools block after consideration of the outcomes of the consultation with maintained schools.



**Formula Funding Review Sept 15 Consultation**

J:\Democracy\Decision Making\00 Council and committee meetings- Docs relating to\Schools Forum\2015\151112\Suppleme

**Schools Contingency - Delegated or Retained Centrally**

Phase	Delegate	Retain	Total responses by phase	% Responses by Phase
Primary	4	52	56	36.13%
Secondary	0	3	3	42.86%
Grand Total	4	55	59	
	6.8%	93.2%	36.42%	

**FSM Eligibility Service - Delegated or Retained Centrally**

Phase	Delegate	Retain	Total responses by phase	% Responses by Phase
Primary	7	49	56	36.13%
Secondary	0	3	3	42.86%
Grand Total	7	52	59	
	11.9%	88.1%	36.42%	

**SIMS Licence - Delegated or Retained Centrally**

Phase	Delegate	Retain	Total responses by phase	% Responses by Phase
Primary	5	51	56	36.13%
Secondary	0	3	3	42.86%
Grand Total	5	54	59	
	8.5%	91.5%	36.42%	

**HCSS Licence - Delegated or Retained Centrally**

Phase	Delegate	Retain	Total responses by phase	% Responses by Phase
Primary	6	50	56	36.13%
Secondary	0	3	3	42.86%
Grand Total	6	53	59	
	10.2%	89.8%	36.42%	

**Trade Union Duties - Delegated or Retained Centrally**

Phase	Delegate	Retain	Total responses by phase	% Responses by Phase
Primary	6	50	56	36.13%
Secondary	0	3	3	42.86%
Grand Total	6	53	59	
	10.2%	89.8%	36.42%	

**Maternity Costs - Delegated or Retained Centrally**

Phase	Delegate	Retain	Total responses by phase	% Responses by Phase
Primary	5	51	56	36.13%
Secondary	0	3	3	42.86%
Grand Total	5	54	59	
	8.5%	91.5%	36.42%	

**Ethnic Minority Achievement Service - Delegated or Retained Centrally**

Phase	Delegate	Retain	Total responses by phase	% Responses by Phase
Primary	12	44	56	36.13%

**Formula Funding Review Sept 15 Consultation**

Secondary	1	1	2	28.57%
Grand Total	13	45	58	
	22.4%	77.6%	35.80%	

**Traveller Education Service - Delegated or Retained Centrally**

Phase	Delegate	Retain	Total responses by phase	% Responses by Phase
Primary	13	43	56	36.13%
Secondary	1	1	2	28.57%
Grand Total	14	44	58	
	24.1%	75.9%	35.80%	

**Primary Behaviour Support Service - Delegated or Retained Centrally**

Phase	Delegate	Retain	Total responses by phase	% Responses by Phase
Primary	10	46	56	36.13%
Secondary	0	1	1	14.29%
Grand Total	10	47	57	
	17.5%	82.5%	35.19%	

**Formula Funding Review Sept 15 Consultation**

**Schools Contingency - Delegated or Retained Centrally**

Phase	Delegate	Retain	Total responses by NOR Band	Total in Band	% Responses by Phase
Primary <100	1	8	9	30	30.00%
Primary 100-200	2	26	28	68	41.18%
Primary 200-300	0	13	13	39	33.33%
Primary 300-400	1	4	5	16	31.25%
Primary 400-500	0	1	1	2	50.00%
Primary 500-600	0	0	0	0	0.00%
Primary 600-700	0	0	0	0	0.00%
Secondary 200-300	0	0	0	0	0.00%
Secondary 300-400	0	0	0	1	0.00%
Secondary 400-500	0	0	0	1	0.00%
Secondary 500-600	0	1	1	2	50.00%
Secondary 600-700	0	1	1	1	100.00%
Secondary 700-800	0	0	0	1	0.00%
Secondary 800-900	0	0	0	0	0.00%
Secondary 900-1000	0	0	0	1	0.00%
Secondary 1000-1100	0	0	0	0	0.00%
Secondary 1100-1200	0	1	1	0	0.00%
Secondary 1200-1300	0	0	0	0	0.00%
Secondary 1300-1400	0	0	0	0	0.00%
<b>Grand Total</b>	<b>4</b>	<b>55</b>	<b>59</b>	<b>162</b>	
	6.8%	93.2%	36.42%		

**FSM Eligibility Service - Delegated or Retained Centrally**

Phase	Delegate	Retain	Total responses by NOR Band	Total in Band	% Responses by Phase
Primary <100	3	6	9	30	30.00%
Primary 100-200	3	25	28	68	41.18%
Primary 200-300	0	13	13	39	33.33%
Primary 300-400	1	4	5	16	31.25%
Primary 400-500	0	1	1	2	50.00%
Primary 500-600	0	0	0	0	0.00%
Primary 600-700	0	0	0	0	0.00%
Secondary 200-300	0	0	0	0	0.00%
Secondary 300-400	0	0	0	1	0.00%
Secondary 400-500	0	0	0	1	0.00%
Secondary 500-600	0	1	1	2	50.00%
Secondary 600-700	0	1	1	1	100.00%
Secondary 700-800	0	0	0	1	0.00%
Secondary 800-900	0	0	0	0	0.00%
Secondary 900-1000	0	0	0	1	0.00%
Secondary 1000-1100	0	0	0	0	0.00%
Secondary 1100-1200	0	1	1	0	0.00%
Secondary 1200-1300	0	0	0	0	0.00%
Secondary 1300-1400	0	0	0	0	0.00%
<b>Grand Total</b>	<b>7</b>	<b>52</b>	<b>59</b>	<b>162</b>	
	11.9%	88.1%	36.42%		

## Formula Funding Review Sept 15 Consultation

## SIMS Licence - Delegated or Retained Centrally

Phase	Delegate	Retain	Total responses by NOR Band	Total in Band	% Responses by Phase
Primary <100	2	7	9	30	30.00%
Primary 100-200	2	26	28	68	41.18%
Primary 200-300	0	13	13	39	33.33%
Primary 300-400	1	4	5	16	31.25%
Primary 400-500	0	1	1	2	50.00%
Primary 500-600	0	0	0	0	0.00%
Primary 600-700	0	0	0	0	0.00%
Secondary 200-300	0	0	0	0	0.00%
Secondary 300-400	0	0	0	1	0.00%
Secondary 400-500	0	0	0	1	0.00%
Secondary 500-600	0	1	1	2	50.00%
Secondary 600-700	0	1	1	1	100.00%
Secondary 700-800	0	0	0	1	0.00%
Secondary 800-900	0	0	0	0	0.00%
Secondary 900-1000	0	0	0	1	0.00%
Secondary 1000-1100	0	0	0	0	0.00%
Secondary 1100-1200	0	1	1	0	0.00%
Secondary 1200-1300	0	0	0	0	0.00%
Secondary 1300-1400	0	0	0	0	0.00%
Grand Total	5	54	59	162	
	8.5%	91.5%	36.42%		

## HCSS Licence - Delegated or Retained Centrally

Phase	Delegate	Retain	Total responses by NOR Band	Total in Band	% Responses by Phase
Primary <100	3	6	9	30	30.00%
Primary 100-200	2	26	28	68	41.18%
Primary 200-300	0	13	13	39	33.33%
Primary 300-400	1	4	5	16	31.25%
Primary 400-500	0	1	1	2	50.00%
Primary 500-600	0	0	0	0	0.00%
Primary 600-700	0	0	0	0	0.00%
Secondary 200-300	0	0	0	0	0.00%
Secondary 300-400	0	0	0	1	0.00%
Secondary 400-500	0	0	0	1	0.00%
Secondary 500-600	0	1	1	2	50.00%
Secondary 600-700	0	1	1	1	100.00%
Secondary 700-800	0	0	0	1	0.00%
Secondary 800-900	0	0	0	0	0.00%
Secondary 900-1000	0	0	0	1	0.00%
Secondary 1000-1100	0	0	0	0	0.00%
Secondary 1100-1200	0	1	1	0	0.00%
Secondary 1200-1300	0	0	0	0	0.00%
Secondary 1300-1400	0	0	0	0	0.00%
Grand Total	6	53	59	162	
	10.2%	89.8%	36.42%		

**Formula Funding Review Sept 15 Consultation**

**Trade Union Duties - Delegated or Retained Centrally**

Phase	Delegate	Retain	Total responses by NOR Band	Total in Band	% Responses by Phase
Primary <100	2	7	9	30	30.00%
Primary 100-200	3	25	28	68	41.18%
Primary 200-300	0	13	13	39	33.33%
Primary 300-400	1	4	5	16	31.25%
Primary 400-500	0	1	1	2	50.00%
Primary 500-600	0	0	0	0	0.00%
Primary 600-700	0	0	0	0	0.00%
Secondary 200-300	0	0	0	0	0.00%
Secondary 300-400	0	0	0	1	0.00%
Secondary 400-500	0	0	0	1	0.00%
Secondary 500-600	0	1	1	2	50.00%
Secondary 600-700	0	1	1	1	100.00%
Secondary 700-800	0	0	0	1	0.00%
Secondary 800-900	0	0	0	0	0.00%
Secondary 900-1000	0	0	0	1	0.00%
Secondary 1000-1100	0	0	0	0	0.00%
Secondary 1100-1200	0	1	1	0	0.00%
Secondary 1200-1300	0	0	0	0	0.00%
Secondary 1300-1400	0	0	0	0	0.00%
<b>Grand Total</b>	<b>6</b>	<b>53</b>	<b>59</b>	<b>162</b>	
	10.2%	89.8%	36.42%		

**Maternity Costs - Delegated or Retained Centrally**

Phase	Delegate	Retain	Total responses by NOR Band	Total in Band	% Responses by Phase
Primary <100	2	7	9	30	30.00%
Primary 100-200	2	26	28	68	41.18%
Primary 200-300	0	13	13	39	33.33%
Primary 300-400	1	4	5	16	31.25%
Primary 400-500	0	1	1	2	50.00%
Primary 500-600	0	0	0	0	0.00%
Primary 600-700	0	0	0	0	0.00%
Secondary 200-300	0	0	0	0	0.00%
Secondary 300-400	0	0	0	1	0.00%
Secondary 400-500	0	0	0	1	0.00%
Secondary 500-600	0	1	1	2	50.00%
Secondary 600-700	0	1	1	1	100.00%
Secondary 700-800	0	0	0	1	0.00%
Secondary 800-900	0	0	0	0	0.00%
Secondary 900-1000	0	0	0	1	0.00%
Secondary 1000-1100	0	0	0	0	0.00%
Secondary 1100-1200	0	1	1	0	0.00%
Secondary 1200-1300	0	0	0	0	0.00%
Secondary 1300-1400	0	0	0	0	0.00%
<b>Grand Total</b>	<b>5</b>	<b>54</b>	<b>59</b>	<b>162</b>	
	8.5%	91.5%	36.42%		

**Formula Funding Review Sept 15 Consultation**

**Ethnic Minority Achievement Service - Delegated or Retained Centrally**

Phase	Delegate	Retain	Total responses by NOR Band	Total in Band	% Responses by Phase
Primary <100	3	6	9	30	30.00%
Primary 100-200	6	22	28	68	41.18%
Primary 200-300	0	13	13	39	33.33%
Primary 300-400	2	3	5	16	31.25%
Primary 400-500	1	0	1	2	50.00%
Primary 500-600	0	0	0	0	0.00%
Primary 600-700	0	0	0	0	0.00%
Secondary 200-300	0	0	0	0	0.00%
Secondary 300-400	0	0	0	1	0.00%
Secondary 400-500	0	0	0	1	0.00%
Secondary 500-600	0	1	1	2	50.00%
Secondary 600-700	1	0	1	1	100.00%
Secondary 700-800	0	0	0	1	0.00%
Secondary 800-900	0	0	0	0	0.00%
Secondary 900-1000	0	0	0	1	0.00%
Secondary 1000-1100	0	0	0	0	0.00%
Secondary 1100-1200	0	0	0	0	0.00%
Secondary 1200-1300	0	0	0	0	0.00%
Secondary 1300-1400	0	0	0	0	0.00%
<b>Grand Total</b>	<b>13</b>	<b>45</b>	<b>58</b>	<b>162</b>	
	22.4%	77.6%	35.80%		

**Traveller Education Service - Delegated or Retained Centrally**

Phase	Delegate	Retain	Total responses by NOR Band	Total in Band	% Responses by Phase
Primary <100	3	6	9	30	30.00%
Primary 100-200	7	21	28	68	41.18%
Primary 200-300	0	13	13	39	33.33%
Primary 300-400	2	3	5	16	31.25%
Primary 400-500	1	0	1	2	50.00%
Primary 500-600	0	0	0	0	0.00%
Primary 600-700	0	0	0	0	0.00%
Secondary 200-300	0	0	0	0	0.00%
Secondary 300-400	0	0	0	1	0.00%
Secondary 400-500	0	0	0	1	0.00%
Secondary 500-600	0	1	1	2	50.00%
Secondary 600-700	1	0	1	1	100.00%
Secondary 700-800	0	0	0	1	0.00%
Secondary 800-900	0	0	0	0	0.00%
Secondary 900-1000	0	0	0	1	0.00%
Secondary 1000-1100	0	0	0	0	0.00%
Secondary 1100-1200	0	0	0	0	0.00%
Secondary 1200-1300	0	0	0	0	0.00%
Secondary 1300-1400	0	0	0	0	0.00%
<b>Grand Total</b>	<b>14</b>	<b>44</b>	<b>58</b>	<b>162</b>	
	24.1%	75.9%	35.80%		

**Formula Funding Review Sept 15 Consultation**

**Primary Behaviour Support Service - Delegated or Retained Centrally**

Phase	Delegate	Retain	Total responses by NOR Band	Total in Band	% Responses by Phase
Primary <100	3	6	9	30	30.00%
Primary 100-200	4	24	28	68	41.18%
Primary 200-300	0	13	13	39	33.33%
Primary 300-400	2	3	5	16	31.25%
Primary 400-500	1	0	1	2	50.00%
Primary 500-600	0	0	0	0	0.00%
Primary 600-700	0	0	0	0	0.00%
Secondary 200-300	0	0	0	0	0.00%
Secondary 300-400	0	0	0	1	0.00%
Secondary 400-500	0	0	0	1	0.00%
Secondary 500-600	0	1	1	2	50.00%
Secondary 600-700	0	0	0	1	0.00%
Secondary 700-800	0	0	0	1	0.00%
Secondary 800-900	0	0	0	0	0.00%
Secondary 900-1000	0	0	0	1	0.00%
Secondary 1000-1100	0	0	0	0	0.00%
Secondary 1100-1200	0	0	0	0	0.00%
Secondary 1200-1300	0	0	0	0	0.00%
Secondary 1300-1400	0	0	0	0	0.00%
Grand Total	10	47	57	162	
	17.5%	82.5%	35.19%		

This page is intentionally left blank