

SCHOOLS FORUM

MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 17 JANUARY 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Neil Baker (Chairman), Aileen Bates, Rebecca Carson, Mark Cawley, Michelle Chilcott, Sam Churchill, Phil Cook, Tracy Cornelius, Jon Hamp, John Hawkins, Mel Jacob, Jen Jones, Lisa Percy (Vice-Chair), John Proctor, Giles Pugh, Neil Spurdell, Trudy Srawley, Lindsay West and David Whewell

Also Present:

Grant Davis (Schools Strategic Financial Support Manager), Lisa Pullin (Democratic Services Officer), Marie Taylor (Interim Head of Finance), Judith Westcott (Acting Head of Commissioning and Joint Planning), Cllr Phil Whalley (Portfolio Holder for Education and Skills) and Debbie Williams (Schools Strategic Financial Support Advisor)

1 Apologies and Changes of Membership

Apologies were received from the following Forum members: Andy Bridewell (Primary Headteacher representative), Sue Jiggins (Primary School Governor representative), Nigel Roper (Secondary School Headteacher representative) and Catriona Williamson (Primary Headteacher representative).

Apologies were also received from the following Wiltshire Council Officers – Nicholas Breakwell (Head of SEND), Becky Hellard (Interim Director – Finance and Procurement), Helean Hughes (Director of Education & Skills) and Helen Jones (Director – Commissioning)

The following changes to the membership of the Forum were noted:

Sam Churchill was substituting for Catriona Williamson for this meeting only.

Rebecca Carson was substituting for Andy Bridewell for this meeting only.

Sue Jiggins has recently stepped down as chair of Wiltshire Governors' Association and Chair of Wyllye Valley Primary School and has asked the WGA to find a replacement Primary School Governor Rep on Schools Forum. The WGA will advise Schools Forum as to the replacement soon.

2 **Minutes of the Previous Meeting**

The minutes of the previous meeting held on 6 December 2018 were approved as a correct record subject to the following amendment –

Agenda item 59 on page 9 of the minutes. The sixth paragraph down to include the word “not” and to now read as follows “Forum members strongly felt that the monies should not just be taken from the vulnerable groups, but the burden should be shared across all schools”.

A Forum member asked if the Cabinet Member for Children, Education and Skills had written to Wiltshire MP’s to request support for high needs funding at both local and national level. Marie Taylor (Interim Head of Finance) reported that this had been requested and that she would check with the Cabinet Member’s PA to see if this had been actioned.

Resolved:

That the Chairman sign the minutes of the meeting of Schools forum held on 6 December 2018 subject to the agreed change above being made.

3 **Chairman's Announcements**

The Chairman welcomed all to the Forum and asked all others present to introduce themselves.

The Chairman made the following announcements:

Press attendance at meetings

The meeting is not being webcast today, however we are aware that this is a public meeting that anyone can attend. The Chairman asked if any members of the press were present. Julia Hystek confirmed that she was the Local Democracy reporter for The Gazette and Herald and the Wiltshire Times.

Changes to Agenda papers and Agenda supplements

There were changes to Agenda items 7 and 10d (Early Years papers) and those reports are available as a hard copy and two supplements were also published. All members of the Forum were provided with copies.

Confidential Item for Agenda Item 10F – High Needs Block Funding Update 2019/20

There is confidential information to share with the Forum at agenda item 10F at which point a request will be made for Forum members to agree to move to a Part II closed session part of the meeting to allow information to be shared and discussions to take place.

4 **Declaration of Interests**

John Proctor declared a pecuniary interest in the hourly rate to be agreed for 3 and 4 year old funding. In his role as a nursery provider, any changes in the funding rates would impact upon his organisation.

5 **Update from School Admissions Service**

Marie Taylor (Interim Head of Finance) referred to the report from Debbie Clare (School Admissions Co-ordinator) which had been circulated with the Agenda which provided details of changes that are taking place in the Schools Admissions Service. Marie highlighted the following:

- Current funding for School Admissions is from central schools' services block and in the 2018/19 budget report there was a request for an increase for the team funding which was not approved;
- In line with the Schools Admission code there is no longer the statutory requirement for in year applications to be co-ordinated within county, however in the interest of safeguarding the Local Authority still co-ordinates all applications (including in year) for all children to Wiltshire schools. This was in response to the positive response from 95% of schools that were surveyed about this:
- A successful bid was made for additional funding to support the Army Basing Programme and this has enabled the team to maintain their current staffing structure for the next financial year and employ an additional short term member of staff to support the families returning from Germany as part of the Army Basing Programme;
- It is possible that additional funding may be sought in the future to fund the in year (non statutory) service; and
- The Schools Admissions Team have also begun a project to switch over to a new IT system (Liquid Logic) which it is hoped will provide a more streamlined way of working and provide information to schools in a more efficient way.

Resolved:

That Schools Forum note the current pressures that the School Admissions Team face around the DSG funding allocation.

6 **Dedicated Schools Budget - Budget Monitoring 2018-19**

Marie Taylor (Interim Head of Finance) referred to the budget monitoring report as at 31 December 2018 that was circulated with the Agenda. Marie highlighted the following:

- That there was an improved position from what was reported at the December meeting of Schools Forum, with an overspend of £2.307 million projected against the overall schools' budget;
- An underspend on the Early Years Block was forecast of £0.818 million and this variance on projections and take up was largely due to parental choice of take up of the childcare entitlement;
- The forecast overspend on the High Needs Block is £3.331 million (down from £4.1 million reported in December). The Secretary of State announced in mid-December an additional £250 million would be made available to support high needs with Wiltshire's revenue allocations for 2018/19 and 2019/20 being £1.128 million each year;
- £100 million of capital funding has also been allocated by the Secretary of State, but the announcements about an allocation for Wiltshire has not been made yet. The Local Authority have been told that there will be a "green light" to free school bids and we are anticipating the outcome of our bid for a Special School provision in the south of the county later this month;
- A major pressure on the High Needs Block is the high number of EHCP's. The overspend is 9% of the total budget and this is a 16% increase on the numbers of EHCP's;
- There was a small forecast underspend on central schools' budgets which might be available to fund other identified funding pressures such as union duties which was previously discussed at Schools Forum; and
- The report proposes that in view of the forecast overspend on the High Needs block, and the forecast underspend on the Early Years block, the Early Years Inclusion Fund is no longer supported by high need funding and is fully funded by the Early Years block. This would not impact the bottom line but support the premise that the Early Year funding block should match the Early Years activity. We would not wish for this to be a precedent for future years, but for this year we could move money to where the need is.

An Early Years representative member reported that Early Years were sympathetic to the current predicament and in theory thought that it was reasonable that the Early Years underspend be used to reduce the High Need block deficit and that there could be a transfer to where the spending is currently needed but limited to current forecast expenditure levels, not budgeted levels. Marie confirmed that this was acceptable and the Local Authority could move forward on this basis for 2018/19 only.

It was noted that any 2019/20 budget decisions would be taken at the end of the meeting.

Resolved:

- 1. That Schools Forum note the budget monitoring position at the end of December 2018, the continued pressure on high needs budgets and supports and contributes to the on-going work of the High Needs Working Group.**
- 2. That the Early Years Inclusion Fund be wholly funded from Early Years block at the forecast level of expenditure for 2018/19.**
- 3. That the forecast outturn should be used to inform the 2019/20 budget setting report later in the Agenda.**

7 Dedicated Schools Grant - Early Years Budget Monitoring 2018/19

The revised report of Marie Taylor (Interim Head of Finance) on the Early Years budget monitoring for 2018/19 which replaced the version that was circulated with the original Agenda was not considered at this point of the meeting. It was confirmed that the contents of the extract report had been included under the previous report covering all the funding blocks.

Resolved:

Schools Forum note the budget monitoring position for the Early Years block for December 2018.

8 Reports from Working Groups

The Forum noted the updates received by way of the minutes of the meeting of the School Funding and SEN working group held on 8 January 2019 (within the Agenda pack) and Early Years Reference Group meetings held on 16 November 2018 (within the Agenda pack) and 11 January 2019 (within Agenda supplement 1).

There were no questions raised.

Resolved:

That Schools Forum note the minutes of the School Funding and SEN working group held on 8 January 2019 and the meetings of the Early Years Reference group held on 16 November 2018 and 11 January 2019.

9 Update from the High Needs Block Working Group

Marie Taylor referred to the report of Helean Hughes (Director – Education & Skills), circulated as Agenda Supplement (2) which gave an update on the work of the High Needs block working group. Marie highlighted the following:

- As previously reported the additional funding from the Secretary of State had slightly reduced the High Needs block cost pressures;

- The actions that had been taken to address the on-going demands on the budget (listed in the report);
- That ISOS (a research and advisory company) were being commissioned to lead a strategic review of the SEND provision to identify cost saving projects. The two consultants appointed to work on the project are highly experienced in leading projects of this type. Due to the pressure on the High Needs block the Local Authority are funding the consultancy work. Action plans would be drawn up with potential savings attached and actions were to be put in place to prevent the Authority from being in this position again next year; and
- The High Needs block working group would reconvene as part of the ongoing work.

Resolved:

That Schools Forum note the update from the High Needs block working group and the proposed actions detailed in the report.

10 **Budget Setting 2019/20**

10a Schools Block Update - Delegated Funding 2019/20

Grant Davis (Schools Strategic Financial Support Manager) referred to the report which sought to update Schools Forum on issues relating to the schools delegated budget for 2019/20 and the decisions that would need to be made as part of the budget setting process. Grant highlighted the following:

- The DfE had allocated £275.215 million to Wiltshire which included funding of £2.217 million for the growth fund (which was detailed in a separate report);
- In 2018/19 Wiltshire had been able to replicate the National Funding Formula (NFF) as closely as possible. Formula factors were all fully funded apart from FSM6 Derivation factor which was funded at a lower value for affordability reasons;
- Modelling work had been carried out to calculate individual school budgets and although the DfE fund the Local Authority based on the NFF, it may not be possible to fund all schools in line with the National Formula;
- It was proposed that the Minimum Funding Guarantee (MFG) be set at 0.5% to ensure that all schools gain through their 'per pupil' funding. This option would be modelled against others and presented to the Forum later in the meeting alongside other funding options;

- Funding for de-delegated services must be allocated through the formula but can then be de-delegated for maintained primary and secondary schools with Schools Forum approval. The services to be considered for de-delegation in 2019/20 are:
 - i) HCSS Software Licence
 - ii) Trade Union Facilities Costs
 - iii) Maternity Costs
 - iv) Ethnic Minority Achievement Service
 - v) Traveller Education Service
 - vi) Behaviour Support Service
 - vii) FSM eligibility (*this was missed from the list circulated within the report*)

Resolved:

That Schools Forum note the report and make the required decisions to the schools delegated budget for 2019/20 later in the meeting when all information had been received.

10b Schools Revenue Funding 2019-20 - Funding Settlement & Budget Setting Process

Grant Davis (Schools Strategic Financial Support Manager) referred to the report which sought to update Schools Forum on the schools' revenue funding settlement and the budget setting process for 2019/20. Grant highlighted the following:

- The DfE had issued the revenue funding settlement for schools on 17 December 2018. The provisional Dedicated Schools Grant (DSG) allocation for Wiltshire Council was £351.646 million which was an increase of £9.148 million from 2018/19;
- The table at paragraph 6 on page 52 of the Agenda showed the split of funding across the four blocks and the increases received. The increase to the High Needs block funding included the £1.128 million of additional funding received from the Secretary of State;
- Pupil numbers had increased with figures from the October 2018 census showing an increase of 15 primary aged children and 412 secondary aged children, making a total of 63,116;
- The funding regulations do allow for a transfer of funding between the Schools block to the High Needs block with the agreement of Schools Forum of up to 0.5%. Above this amount requires specific approval from the Secretary of State and as requested at the December meeting of the Forum a disapplication request was made to transfer 1%. The DfE have asked the Local Authority to confirm that their request still stands in light of the additional revenue of £1.128 million to be received in 2019/20. Officers had responded that Schools Forum had yet to meet, but confirmed that the request should continue; (*NOTE - Since the meeting,*

approval to transfer funds at 0.8% from Schools block to High Needs block was received from the Education & Skills Funding Agency in a letter dated 25 January 2019 – copy attached as Appendix 1).

- The Authority was required to submit their proposed delegated budget for schools in their areas to the Education and Skills Funding Agency (ESFA) by 21 January 2019. The ESFA would then need to confirm the formula is compliant with the funding regulations. Once confirmed, the LA will then be able to distribute the budget information for all maintained schools by the end of February 2019 at the latest. The ESFA would notify all academies of their budget information also by the end of February 2019;
- The table at paragraph 15 on page 53 of the Agenda showed how the amount of funding available for distribution to schools would be calculated; and
- As previously reported, de-delegation of services would need to be agreed for 2019/20 with the inclusion of FSM eligibility service which was missed from the list at paragraph 22 on page 54 of the Agenda.

Resolved:

That Schools Forum note the report.

10c Allocation of Funding for Pupil Growth 2019-20

Grant Davis (Schools Strategic Financial Support Manager) referred to the report which sought agreement on the methodology for allocating funding for pupil growth from the School's block in setting a growth fund in 2019/20. Grant highlighted the following:

- There had been a change in the methodology for funding local authorities for growth and it was now based on the actual growth in pupil numbers they experienced the previous year. This would ensure that over time local authorities are funded on the basis of the actual growth they experience (on a lagged basis), rather than being based upon historical spending decisions;
- £2.2 million had been allocated to Wiltshire for growth in 2019/20. The DfE measure growth within local authorities at "middle layer support output area (MSOA) 1 level. In Wiltshire, there are 62 MSOA's with an average of 4 schools in each MSOA area. The table at paragraph 13 on page 56 of the Agenda shows how the Wiltshire allocation has been calculated;
- The DfE expect Local Authorities to use their own funding formula for growth and have previously confirmed that Wiltshire's current growth fund criteria is fully compliant with the funding regulations;

- The list of requirements for allocating funding from the growth fund must include the agreement from Schools Forum on both the criteria and size of the fund to be allocated;
- Historically Schools Forum have agreed an annual budget of £1 million to be retrained for funding pupil growth and in the report, it was suggested that this be increase to £1.2 million for 2019/20. Since the preparation of the report it is now recommended by Officers that the budget remain at £1 million (from the allocation of £2.2 million), based upon need for 2019/20 and enabling funds to be used elsewhere to fund known cost pressures;
- During 2019/20 there would be two new primary schools opening, one in Amesbury to meet an increase in the basis need of the area and the other in Ludgershall to deal with the increase in demand following the Army Basing Programme. The increase of pupil numbers for both schools was unknown as yet and parental choice will impact upon the popularity of both schools;
- The Authority successfully secured £0.75 million of funding from the MOD's Education Support Fund to support the preparations and recruitment in schools directly affected by the Army Basing Programme. This funding will help to ensure that Wiltshire Schools are not disadvantaged as result of the programme; and
- Additional funding has also been promised by the DfE towards the significant growth in pupil numbers through the Army Basing Programme.

The Chair wished to record his thanks for the hard work that was undertaken by Officers to secure funding through the MOD's ESF and also to the Councillors and MP's that had supported Officers to gain agreement from the DfE that the additional growth funding would be made available.

Resolved:

- 1. That Schools Forum note the report.**
- 2. Approve the criteria for allocating pupil Growth Fund in 2019/20.**
- 3. That Schools Forum will consider later in the meeting that the budget for the Growth Fund be set at a maximum of £1 million for 2019/20, with the remaining £1.2 million being returned to the schools' block for allocation as part of the budget decision making process.**

10d Early Years Block Funding 2019/20

Marie Taylor (Interim Head of Finance) referred to revised report which sought to update the Forum on issues related to the Early Years block for 2019/20 and the decisions that would need to be made as part of the budget setting process. Marie highlighted the following:

- The operational guidance for the Early Years block confirms that Schools Forum must be consulted on changes to local early year funding formulae, including agreeing central spend, although the final decision rests with the local authority. Officers wished to seek the views of Forum members and for them to be happy with the decisions that would need to be made. The key points of the guidance were explained to the Forum;
- The hourly rate for 2 year olds in Wiltshire has been confirmed for £5.32 for 2019/20;
- The DSG initial allocation for Early Years remains at £4.30ph for the 3 and 4 year old entitlements and the current rates for providers in Wiltshire (agreed by Schools Forum – January 2018) is £4.16ph. An increase to £4.18ph was indicated last year and this increase was supported by the Local Authority and is based upon spend on supplements and historical take up rates;
- Considering the High Needs block funding pressures, it is unlikely that Schools Forum will be able to allocate any High Needs block funding to support Early Years expenditure and with this in mind, Officers are recommending that the High Needs block contribution is withdrawn and the total budget is funded from the Early Years block;
- The Early Years Reference Group met on 11 January 2019 and requested that detailed modelling of the additional funding level scenarios be drawn up and these are attached as Appendix 1 to the revised report. Appendix 2 shows the calculations of compliance with the % pass through – all scenarios are compliant; and
- After consideration of the scenarios, the Local Authority confirm that they could support an hourly rate of £4.20ph but would not be able to support an increase beyond that as the financial risks cannot be mitigated.

An Early Years representative member made the following points:

- Early Years providers are really struggling – there has been an increase in business rates, providers haven't received any "extras" like schools have, e.g. funding to help with salary and pension increases and Little Extras funding;
- Last year when we wanted rate to be £4.18ph we were told "no, you will get a deficit". What has actually happened is that we have an

underspend – we would like our underspends to be ringfenced for Early Years;

- At a rate of £4.18/£4.20ph many providers cannot afford to pay their way and this is affecting sufficiency of providers.

Marie Taylor responded that the Local Authority felt that £4.20 was a fair offer and was double the rise that was received in the last financial year.

Two proposals were being put forward for consideration, which were either setting the rate at £4.18ph (Local Authority preferred proposal) or £4.20ph and in both options, it was proposed that the Early Years block fully fund the Early Years Inclusion Fund. These decisions would be taken later in the meeting once all reports had been considered.

Resolved:

That Schools Forum note the report and make the required decisions to the schools delegated budget for 2019/20 later in the meeting when all information had been received.

10e Schools Central Block Funding Update 2019/20

Marie Taylor (Interim Head of Finance) referred to the report which sought to update Schools Forum on issues relating to the Central Schools Services Block budget for 2019/20 and the decisions that would need to be made as part of the budget setting process. Marie highlighted the following:

- What approvals would need to be agreed by Schools Forum on a line by line basis as part of the CSSB funding block as detailed in Section B and the historic commitments; and
- If the allocations were agreed by Schools Forum as proposed by the Local Authority then an amount of £0.334 million is estimated to be available to transfer to fund high needs pressures.

Resolved:

That Schools Forum note the report and make the required decisions to the schools delegated budget for 2019/20 later in the meeting when all information had been received.

10f High Need Block Funding Update 2019/20

Prior to the consideration of this report Schools Forum members were informed that confidential information was to be shared with them and that it was advised that the budget discussions should from this point of the meeting be considered under Part II.

The Forum were in agreement that the press and public be excluded from the meeting during consideration of Agenda items 10f and 10g and duly

Resolved:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute Numbers 10f and 10g because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraphs 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Marie Taylor (Interim Head of Finance) referred to the report which sought to update Schools Forum on issues relating to the High Needs block budget for 2019/20 and the decisions that would need to be made as part of the budget setting process. Marie highlighted the following:

- A recommendation that had been agreed by the Director of Finance – to be put forward for approval by Cabinet which would seek to put in place part of the recovery plan for the High Needs block pressures;
- The projected demand on the High Needs block as shown in paragraph 4 on page 83 of the Agenda. As raised earlier in the meeting it was now proposed that the Growth Fund be set at £1 million which meant that £1.2 million would be available through the Schools block and if agreed, could be available to transfer to the High Needs block;
- The estimates of the shortfall were based on a number of assumptions which were explained to the Forum. At the December meeting of the Forum, the use of the “Little Extras” funding had been discussed as an option for funding the shortfall, but as the capital contributions had now been released it was more than anticipated and so this option would not be pursued;
- A movement of funding from Schools block was to be proposed and as agreed at the December meeting of Schools Forum a disapplication request to agree a transfer of 1% has been made to the Secretary of State. The Local Authority is now proposing that a transfer of 0.8% be made which would allow high needs funding to be made available in 2019/20 whilst the SEN consultant works with schools and the Local Authority to model options;
- At the Forum’s December meeting it was felt that it was all doom and gloom, but Officers have now been able to model up scenarios and feel there is a way forward by utilising the transfers from Central and Schools blocks and electing not to fund the Early Years Inclusion Funding, together with the additional monies from the Secretary of State. It was suggested that these are shared with Forum members to allow them to see the impact of the proposals.

Resolved:

That Schools Forum note the report and make the required decisions to the schools High Needs budget for 2019/20 later in the meeting when all information had been received.

The Chairman agreed a brief adjournment at 4.00pm to allow Forum members to take a comfort break and to discuss budget proposals with colleagues prior to the meeting reconvening.

The meeting reconvened at 4.10pm.

10g School Budget Decisions 2019/20

Grant Davis (Schools Strategic Financial Support Manager) displayed different options on the Smartboard which could be considered for funding a transfer to the High Needs block.

These options included keeping the FSM Ever6 rate at 75.2% (which would mean a Schools block surplus of £35,000 or, in line with the National Funding Formula (NFF) this could be raised to 76% which would balance the funding in the Schools block. This would mean certainty for schools that they can rely on this funding and could benefit from the increase if agreed.

Another option was to set the Minimum Funding Guarantee at 0% but this option was not favoured as it was moving away from the NFF, it would be proposed that the MFG continue to be set at 0.5%.

Another option was to not raise the minimum per pupil funding levels (currently at £3,300 and £4,600) to £3,500 and £4,800, but again this was not in line with NFF and not deemed appropriate.

A Forum member asked if we manage to move things around within our blocks to “balance” our budgets – Does this convey the message to the DfE that we are doing OK?

Grant responded that our disapplication request to the Secretary of State will be clear that we are not “doing ok”. Other Local Authorities are also in this position and are asking for a higher % to be allowed to transfer from the Schools block to the High Needs block. It sends the message that we have to “rob” our Schools block fund to be able to support our High Needs budget which is under extreme cost pressures.

Grant then circulated an A3 decision matrix at the meeting to Forum members to make it clear which funding block was being discussed and what decision was required by the Forum and each decision was discussed line by line.

Schools Forum members wished for their concerns to be noted that each year we are in the same position with the Early Years budgets and Schools budgets

having to be used to support the High Needs budgets and what could be done to make sure that we are not in the same boat again next year. If agreements were made to transfer between blocks it should be clear that it was not Schools Forum member's wish that this is what is planned to happen each year (as it had previously).

Officers explained the reasons why they were not able to support a larger hourly increase to the Early Years providers and that anything over £4.20 would be too much of a risk to the Council and there would be a chance that if the rate was raised more than this, that it would have to be lowered in a subsequent year which would cause even more difficulties to the providers. The rate of up to £4.20 per hour was allowing for post year adjustments following the census data.

It was agreed that an update from the High Needs block working group would be requested for each meeting in order for Schools Forum to monitor progress and the consultants who would be working on the strategic review would be invited to attend the March meeting of the Forum.

The completed decision matrix is attached as **Appendix 2 to these minutes**.

For the minutes, the decisions are also recorded below.

Resolved:

Central Schools Services block

1. The Section B expenditure for the Central Schools Services block is agreed as follows:

Education Welfare Service	£189,850
Asset Management	£177,066
Statutory/Regulatory duties	£638,084
Admissions	£411,000
Servicing of Schools Forum	£3,000

2. Central spend on historic commitments (Section C) agreed as follows:
 - i) Funding for LAC Personal Education Plans whilst funded at £0.233 million for 2019/20, would be allocated at £0.103 million as 2018/19;
 - ii) Funding for Child Protection Officer in Schools Advisory Team at £0.041 million; and
 - iii) Prudential Borrowing at £0.300 million.
3. Schools Forum note the LA decision (Section A) to set budget at £0.373 million for central copyright licences for 2019/20.
4. Schools Forum agree that there be no top slice for services formerly funded from the general duties element of ESG.

Schools Block - Delegated Budget

Resolved:

1. Schools Forum agreed that Free School Meal Ever 6 formula factor be set at 76%.
2. Schools Forum agree to the Minimum Funding Guarantee being set at +0.5%.
3. Schools Forum note the Growth Funding awarded of £2.2 million from the DfE and agreed that the Wiltshire Growth fund be set at £1 million, with the split being £0.1m for infant class size and £0.9m basic need.
4. Schools Forum agreed that the criteria for the growth fund remains unchanged.
5. Schools Forum agreed that Wiltshire will not implement a falling rolls fund in 2019/20.
6. Schools Forum agreed to transfer £2.2 million (0.8%) from Schools block to High Need block. If the Secretary of State does not approve the disapplication request, then a maximum of 0.5% to be transferred - £1.375 million. *(NOTE - Since the meeting, approval to transfer funds at 0.8% from Schools block to High Needs block was received from the Education & Skills Funding Agency in a letter dated 25 January 2019 – copy attached as Appendix 1).*
7. That the budgets for De-delegation of central services be agreed as follows:

i)	HCSS	£58,109
ii)	FSM Eligibility	£20,370
iii)	Trade Union	£70,000
iv)	EMAS & Travellers	£517,910 (Primary only)
v)	Behaviour support	£600,000 (Primary only)
vi)	Maternity supply	£523,980

High Needs Block

1. Schools Forum agreed that top up values for NPA's, ELP, Resource Bases and Special Schools are to remain unchanged from the 2018/19 values.
2. Schools Forum agreed that funding levels for alternative provision to remain unchanged from the 2018/19 levels.

3. Schools Forum agreed that proposals be developed to meet on-going shortfall in budget and that any transfer from the Schools block cannot be deemed as recurrent.

Early Years Block

1. Schools Forum agreed that the Wiltshire Early Years Single Funding Formula be set at £4.20 per hour. Rurality to be set at £0.52 per hour and deprivation set at £0.40 per hour.
2. Schools Forum agreed that the Inclusion Support Fund be fully funded from Early years block but set at a lower level reflecting local spending trends of 2017/18 and 2018/19 financial years.
3. Schools Forum agreed that 98% of 3 & 4-year-old funding would be passed through to providers.
4. Schools Forum agreed that the funding rate for two year olds would be set at £5.32 per hour.

Appendix 1 to Minutes - Ltr from Education and Skills Funding Agency - 25.1.19 - attached

Appendix 2 to Minutes - Decision Matrix 2019/20 – attached

11 **Confirmation of Dates for Future Meetings**

The Forum noted that the future meetings would be held on:

28 March 2019
13 June 2019
10 October 2019
5 December 2019
16 January 2020
26 March 2020.

12 **Urgent Items**

There were no urgent items.

(Duration of meeting: 1.40 - 5.10 pm)

The Officer who has produced these minutes is Lisa Pullin, Tel 01225 713015 or email committee@wiltshire.gov.uk of Democratic Services

Press enquiries to Communications, direct line (01225) 713114/713115



Education & Skills
Funding Agency

Education and Skills Funding Agency
Earlsdon Park
53-55 Butts Road
Coventry
CV1 3BH

Tel: 0370 000 2288

www.education.gov.uk/efa-enquiry-form

25 January 2019

By email: grant.davis@wiltshire.gov.uk; marie.taylor@wiltshire.gov.uk

Dear Colleagues

Request to disapply the DSG conditions of grant for transfers of funding from the schools block

Thank you for your disapplication request to move 0.8% from your schools block to your high needs block.

The schools block movement request has been considered by the Secretary of State and based on the information provided this request has been approved.

You have provided a good level of evidence to show where the funding pressures have come from and we can see that you are developing a strategy to manage your high needs budget.

If you, or other interested parties in your area, require further information or clarification on the decision made, please contact LA.disapplications@education.gov.uk.

Yours sincerely

Keith Howkins

Head of the Funding Policy Implementation Unit

This page is intentionally left blank

DSG Block	Decision Required	Inter-dependencies with other decisions	Proposal	Decision Maker			Decision - noted at meeting
				Local Authority	Schools Forum	DfE	
Overall Budget	Overall Schools Budget	Individual decisions for blocks to feed in	Schools Budget to be set at level of DSG Settlement £351.646m	Decides	Proposes		No decision required. Council to set budget at overall level of DSG
	Central Licences negotiated by Secretary of State		Propose Budget for central copyright licences set at £0.373m	Decides	None	None	Confirmed budget set at £0.373 million
Central Schools Services Block	Ongoing commitments eg Admissions, Schools Forum support, Services formally funded from retained duties element of ESG	Unallocated element to transfer to HNB	Line by Line summary, appendix to Central DSG Report. Summarised in Proposed Budget summary Propose as presented in Appendix	Proposes	Decides for each line	Adjudicates if Schools Forum does not agree LA proposal	Budget agreed as follows: Section A (SF approval not required) Central Licences £373,000, Section B - (approval required line by line basis) Education Welfare Service - £189,850, Asset Management - £177,066, Statutory/Regulatory duties - £638,084, Admissions - £411,000 and Servicing of Schools Forum - £3,000 & Section C Historic Commitments funded at £574,000. Total allocation £2.570m - total requirement £2.236m the balance transferred to fund HNB at £0.334 million
	Central spend on historic commitments	Will inform any further funding to be delegated if spend is not agreed, is not evidenced or does not meet criteria	Propose agree eligible expenditure as per table in Central Schools Services Block Report	Proposes	Decides for each line	Adjudicates if Schools Forum does not agree LA proposal	Funding awarded as follows: LAC Personal Education Plans - £0.233 million, Child Protection in Schools Adviser - £0.041 million and Prudential borrowing - £0.300 million. LAC Education approved expenditure at the 2018/19 level of £0.103million
	Central spend on general duties for maintained schools - services previously funded by ESG general duties rate	Would be a top slice for maintained school budgets - impacts on delegated budget decision	No top slice proposed		Proposes	Decided by maintained school members	Adjudicates if Schools Forum does not agree LA proposal
Schools block - Delegated Budget	Affordability of local formula		Converge as closely as possible to the NFF. Propose that any reduction required for affordability is applied to FSM Ever6 formula factor as per 18/19	Proposes and decides	must be consulted	Ensures formula is compliant with regulations	Agreed that FSM Ever6 be set at 76%
	Minimum Funding Guarantee		Propose set MFG at 0.5%	Proposes and decides	must be consulted	Ensures formula is compliant with regulations	Agreed that Minimum Funding Guarantee is set at 0.5%
	Growth fund		Growth fund to be set at £1m - split £0.1m Infant class Size and £0.9m basic need Propose criteria remain unchanged Total Growth Fund from DfE of £2.2M awarded to Wiltshire, Local Fund set at £1m	Proposes and decides	must be consulted	Ensures formula is compliant with regulations	Agree Growth Fund to be set at £1 million, split £0.1m Infant class size and £0.9m basic need. Criteria to remain unchanged.
	Falling Rolls Fund	Impacts on available quantum for delegated budget	Propose Wiltshire does not have a falling rolls fund	Proposes and decides	must be consulted	Ensures formula is compliant with regulations	Confirmed that Wiltshire will not implement a falling rolls fund in 2019/20
	Transfer to High Needs from Schools Block		To Transfer £2.2m (0.8%) from Schools Block to High Needs Block. If Sec of State does not approve, then a max of 0.5% can be transferred - £1.375M	Proposes and decides	must be consulted	Subject to SofS Agreement beyond 0.5%	Agreed to transfer £2.2 million (0.8%) from Schools block to High Need block. If Secretary of State does not approve, then a maximum of 0.5% can be transferred - £1.375 million
	De-Delegation of Central Services		HCSS - £58,109	Proposes	Decides for each line	Made by Maintained only	Agreed to fund HCSS at £58,109
	De-Delegation of Central Services		FSM Eligibility - £20,370	Proposes	Decides for each line	Made by Maintained only	Agreed to fund FSM Eligibility at £20,370
	De-Delegation of Central Services		Trade Union - £70,000	Proposes	Decides for each line	Made by Maintained only	Agreed to fund Trade Union up to a maximum of £70,000. Any amount beyond this to be funded by the Trades Unions
	De-Delegation of Central Services		EMAS & Travellers - £517,910	Proposes	Decides for each line	Made by Maintained only	Agreed to fund EMAS & Traveller at £517,910
	De-Delegation of Central Services		Behaviour Support - £600,000	Proposes	Decides for each line	Made by Maintained only	Agreed to fund Behaviour Support at £600,210

DSG Block	Decision Required	Inter-dependencies with other decisions	Proposal	Decision Maker			Decision - noted at meeting
				Proposes	Decides for each line	Made by Maintained only	
			Other Costs incl Licences	Proposes	Decides for each line	Made by Maintained only	Agreed to fund Other Costs at £82,000
	De-Delegation of Central Services		Maternity Supply - £523,980	Proposes	Decides for each line	Made by Maintained only	Agreed to fund Maternity Supply at £523,980
High Needs Block	Top Up values for NPAs, ELP, Resource Bases and Special Schools		Initial proposal no change from 2018-19 values	Decides	none - but would consult Schools Forum	none	Agreed top up values to remain unchanged from 2018/19 values
	Funding levels for Alternative Provision		No Proposed change 2018-19	Decides	none - but would consult Schools Forum	none	Agreed funding for devolved formula to remain at 2018/19 levels
	Savings proposals to meet shortfall in high needs block - High Needs Working Group to determine plans	To not fund Early Years Inclusion Fund from high needs block wef 19/20 - to transfer funding from Central block (balance of unused) and to transfer 0.8% Schools Funding for 19/20	Proposals to be developed to meet on-going shortfall in budget. Any transfer from the Schools Block cannot be deemed as recurrent. If money to be moved between blocks this must be determined at the January meeting	Decides	none - but would consult Schools Forum	none	Agreed that proposals be developed to meet on-going shortfall in budget and that any transfer from the Schools block cannot be deemed as recurrent.
Early Years Block	Agree Wiltshire formula - including supplements to be applied		Proposed formula as per EY Block report with supplements for Rurality and Deprivation. Proposed Basic Hourly rate £4.18 Rurality: £0.52 per hour Deprivation £0.40 per hour	Proposes and decides	must be consulted	none	Agreed rates as follows: An increase of 4p per hour on the Basic hourly rate: £4.20 per hour, Rurality: £0.52 per hour and Deprivation: £0.40 per hour
	Level of Inclusion Support Fund and how funded	Links to High Needs Block decisions	Proposed ISF budget for low level need of £367,300, to be funded wholly from Early Years Block	Proposes and decides	must be consulted	none	Approved budget of £367,300 to be funded wholly from Early Years Block
	% Pass Through to settings		Proposal in Early Years report for maintaining at least 98% pass through against a required minimum of 95%	Proposes and decides	must be consulted	none	Approved 98% pass through of 3 & 4 year olds funding to settings
	Hourly rate for free entitlement for 2 year olds		Proposed hourly rate of £5.32	Proposes and decides	must be consulted	none	Agreed hourly rate for two year olds as £5.32 per hour