

# AGENDA

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**Meeting:** Schools Forum  
**Place:** Committee Room - Melksham Town Hall, Market Place,  
Melksham, SN12 6ES  
**Date:** Thursday 24 January 2013  
**Time:** 1.30 pm

**Briefing Arrangements:**

Briefing will be held at 11.30 am in the Committee Room, Melksham Assembly Hall and will focus on Schools Funding Reform and Schools Budget proposals 2013/14

Please direct any enquiries on this Agenda to Kirsty Butcher, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713 948 or email [kirsty.butcher@wiltshire.gov.uk](mailto:kirsty.butcher@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)

<b>Membership:</b>	<b>Representing:</b>
Mr N Baker	PHF, Christ Church CE Primary School
Dr Peter Biggs	WGA, Secondary School Governor Representative
Mrs Julia Bird	PHF, Southwick Primary School
Mr Andy Bridewell	PHF, Ludgershall Castle Primary School
Mr Steve Clark	Maintained Secondary - Melksham Oak Community School
Mrs A Ferries	WGA, St Patrick's Catholic Primary School
Mrs Jane Franchi	Salisbury Diocesan Board of Education
Mr Tim Gilson	Academy, Malmesbury School
Jan Hatherell	Academy, Hardenhuish School
Mr John Hawkins	Teacher representative
Mrs Sue Jiggins	WGA - Primary Governor Representative
Mr Michael Keeling	Early Years Representative
Rev Alice Kemp	WGA, SEN Governor Representative
Dr Tina Pagett	14-19 Group Representative
Mr J Proctor	Early Years Representative (PVI)
Ms I Sidmouth	SEN Sector, Rowdeford School
Mr Martin Watson	Academy, Lavington School
Mrs C Williamson	PHF, Mere Primary School

# AGENDA

## PART I

Items to be considered whilst the meeting is open to the public

1 **Apologies and Changes of Membership**

2 **Minutes of the previous Meeting** (*Pages 1 - 8*)

To approve and sign as a correct record the minutes of the meeting held on **6 December 2012**. (copy attached)

3 **Declaration of Interests**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee

4 **Chairman's Announcements**

5 **Children and Young People's Trust Board Update**

To receive a verbal update from the Service Director for Commissioning and Performance, Department for Children and Education.

6 **Budget Monitoring** (*Pages 9 - 12*)

To receive budget monitoring information against the Dedicated Schools Grant (DSG) for the financial year 2012/13 as at 31 December 2012.

7 **Reports from Working Groups** (*Pages 13 - 18*)

To receive minutes, reports and/or verbal updates from the following working groups:

- School Funding Working Group
- SEN Working Group (report and minutes to follow)
- Schools Services Working Group (*verbal update*)

8 **Supply Pool School Insurance Scheme** (*Pages 19 - 24*)

To receive a report from Liz Williams, Head of Finance, on the current position within the Supply Pool School Insurance Scheme and proposals for development of the scheme.

9 **Free School Meals Pooling Scheme** (*Pages 25 - 26*)

To receive a report from Liz Williams, Head of Finance, on the Free School Meals pooling scheme including proposals for the calculations of premiums for 2013-14.

10 **Schools Funding Formula and Schools Budget proposals 2013/14**

To consider the revenue budget proposals for the Dedicated Schools Budget for 2013/14 and agreement of the recommendation to be made to Cabinet. (Report to follow)

11 **Confirmation of dates for future meetings**

To confirm the dates of future meetings, as follows:

14 March 2013

27 June 2013

3 October 2013

12 December 2013

12 **Urgent Items**

Any other items of business, which the Chairman agrees to consider as a matter of urgency.

**PART II**

Item(s) during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed

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## SCHOOLS FORUM

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### **DRAFT MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 6 DECEMBER 2012 AT THE USHER SUITE - CIVIC CENTRE, ST STEPHENS PLACE, TROWBRIDGE. BA14 8AH.**

#### **Present:**

Mr N Baker (Chairman), Dr Peter Biggs, Mrs Julia Bird, Mr Andy Bridewell, Mr Steve Clark, Mr Tim Gilson, Jan Hatherell, Mr J Hawkins, Rev. A Kemp, Mr J Proctor, Ms I Sidmouth, Mr Martin Watson (Vice-Chair) and Mrs C Williamson

#### **Also Present:**

Mark Brotherton, Simon Burke, Cllr Lionel Grundy OBE, Cllr Bill Moss, Ms Beverley Pennekett and Elizabeth Williams

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#### **47 Apologies and Changes of Membership**

Apologies were received from:

Julia Cramp  
Stephanie Denovan  
Ann Ferries  
Sarah Findlay-Cobb  
Jane Franchi  
Michael Hudson  
Sue Jiggins  
Cllr Laura Mayes  
Rosheen Ryan

The Chairman welcomed Beverley Pennekett from the Education Funding Agency.

#### **48 Minutes of the previous Meeting**

The Chairman drew attention to the minutes found on pages 1 to 5 of the agenda.

In matters arising from the minutes, the Forum's attention was drawn to minute no. 41 and Liz Williams provided an update on resolution no. 3, explaining that the Education Funding Agency (EFA) had refused the appeal on the recommendations regarding special staff costs and service school safety net

within the Minimum Funding Guarantee Exceptions 2012/13. A further submission will be made to the EFA on this matter.

**Resolved:**

**To approve and sign as a correct record the minutes from the meeting held on 18 October 2012.**

49 **Declaration of Interests**

There were no declarations of interest.

50 **Chairman's Announcements**

There were no Chairman's announcements.

51 **Children and Young People's Trust Board Update**

An update will be brought to the next Schools Forum meeting.

52 **Budget Monitoring**

Liz Williams, Head of Finance introduced the report and highlighted the main movement being in premature retirement costs and maternity costs. She explained that any underspend would be available to add to the Dedicated Schools Grant (DSG) for allocation in 2013-14.

**Resolved:**

**The Board noted the report.**

53 **Reports from Working Groups**

Schools Forum Working Group

Liz Williams introduced the report and minutes from the Schools Forum Working Group (SFWG). She highlighted the recommendations in the report which included inviting Steve Clark to the meeting being held to finalise the funding values within the mainstream funding formula, the deadline for submission to EFA being prior to the next meeting of the Schools Forum.

**Resolved:**

**The Forum noted the report and recommendations outlined within.**

High Needs Formula Review Group

Liz Williams introduced the report and explained that the group was in place to develop proposals for the implementation of school funding reform for high needs provision. The recommendations would normally have been considered by the SEN Working Group, however on this occasion the SEN Group meeting had not taken place and therefore the recommendations were being reported direct to Schools Forum.

She explained that the group's starting point had been to try and develop a top up rate for each band. On the issue of specialism funding previously allocated to schools the group recommended that funding for 3 specialisms be incorporated in to the overall budget for top up values; that for 2013-14 Springfields Academy continues to be allocated funding for the activity associated with the second specialism and that from 2014-15 funding for all specialisms be included within the funding for top up values.

The group had also considered turbulence / in year pupil movement and recommended this should be mitigated through agreed payment dates for pupils who start or leave during the year. Pupils who leave because they reach the end of their school career, i.e., end of year 11 or year 6 (in a resource base) would be funded until the end of the academic year. In year leavers were identified as having different impact depending on the types of provision, with prior modelling showing significant movement in BESD schools and the impact of a few moving being severe. The possibility of funding a pupil in two establishments for a brief period was highlighted however it was felt the benefit of stability outweighed this risk.

It was recommended that a turbulence factor be incorporated in to the calculation of the top up value for special schools but not for top up values in resource bases or ELP.

Banding moderation has taken place for each type of provision and there are differences in place numbers for next year, with special school numbers increasing and some resource centre numbers decreasing. It was agreed that the financial detail would be brought to the Forum's January meeting. The Forum noted that there is no Minimum Funding Guarantee applied to the overall level of budgets for high needs provision although there is an MFG applied to individual top up values.

#### **Resolved:**

#### **The Forum**

- a) **Agreed that for special schools the funding for 3 specialisms be incorporated in to the overall budget for top up values and that for 2013-14 Springfields Academy continues to be allocated funding for the activity associated with the second specialism. From 2014-15 funding for all specialisms be included within the funding for top up values.**
- b) **Endorsed the principle that a turbulence factor is incorporated in to the calculation of the top up value for special schools but not for top up values in resource bases or ELP.**
- c) **Agreed the following payment schedule for in year starters and leavers be adopted for special schools, resource bases and ELP:**
  - i) **Pupils who leave because they reach the end of their school career, i.e., end of year 11 or year 6 (in a resource base) will be funded until the end of the academic year**
  - ii) **In year leavers who leave before the 15<sup>th</sup> of the month will be funded until the end of the calendar month**

- iii) **In year leavers who leave after the 15<sup>th</sup> will be funded until the end of the following calendar month**
- iv) **In year starters will be funded from the beginning of the calendar month of admission**

#### Early Years Reference Group

The Forum noted the minutes from the Early Years Reference Group.

#### Schools Services Working Group

Simon Burke, Head of Business and Commercial Services, provided a verbal update and explained that it had been agreed to make improvements to the payroll system with e-payslips for all schools staff and direct electronic input by staff in schools. He confirmed that presentations would be brought to both WASSH and PHF and any training plan would require a business case to be drafted.

He explained that the current contract for broadband services ended in June 2013 and following discussions at the Schools Services Board he had invited a representative from the South West Grid for Learning to attend the Board's January meeting to explain options which will be available from July.

#### 54 **Young People's Support Service Update**

Mark Brotherton, Head of Targeted School and Learner Support introduced the report and was pleased to announce that the special measures placed in May 2011 had been removed by Ofsted on the day of the Schools Forum meeting. Staff were thanked and attention was drawn to a possible further visit in the New Year.

The Children's Commissioner, Maggie Atkinson had visited both Springfields Academy and Hardenhuish School when looking at the progress on the Power to Innovate pilot scheme and paid particular attention to over-represented groups in exclusion. Her feedback was positive and she complimented Wiltshire on it's provision.

He drew attention to paragraph 3 of his report, explaining that signs from the DfE showed legislation was in the future.

In response to questions he confirmed that there were currently 34 private providers, with a couple more due to join the list; providers did not have to offer the full curriculum and the criteria used was down to the needs of the child.

A query over how children would be monitored drew attention to the development of a tracker for youngsters which was currently on trial. It was the schools responsibility to ensure value for money.

The cost of provision were a key concern particularly the transport costs to off-school provision and it was confirmed that for maintained schools home to school transport was funded outside of the Dedicated Schools Grant. Additional pressure was caused by young people coming in from outside the county. Transport from home to school was currently the Local Authority's responsibility, however if a child is permanently excluded this was now devolved and it was



agreed to discuss a contingency with Passenger Transport Unit given the inconsistencies with an update to be brought to the January meeting.

The Forum noted the report.

## **55 The Early Years Single Funding Formula - extension to 2 year olds**

Simon Burke, Head of Business and Commercial Services, introduced the report and reminded the Forum that the extension to the Early Years Single Funding Formula did not apply to maintained schools with nurseries as they currently cannot admit 2 year olds.

He explained that since writing the report more information was available and the funding for 2 year olds in 2013-14 had been received. Funding was through two allocations – revenue and capital, based on an assumption of the eligible population reached through looking at the 4 – 6 year old population eligible for free school meals and applying a proportion to 2 year olds. A rate of £5.09 per hour was given as the average (accounting for area costs adjustment) and lower than previously discussed.

Concerns were raised over the setting of the hourly rate and work was needed to address the issues of overall costs, level of demand and sustainability.

### **Resolved:**

#### **The Forum**

- a) Confirmed it's resolutions made on 4 October 2012 and detailed below:**
  - i) To apply the methodology of the existing Early Years Single Funding Formula (EYSFF) to calculate the hours rates for 2 year olds;**
  - ii) To amend the EYSFF to add an element for consumable toiletries in respect of 2 year olds;**
  - iii) To amend the EYSFF staffing model with a ratio of 1:4 in respect of provision for 2 year olds;**
  - iv) To adopt a single hourly rate for all private/voluntary/independent settings providing free entitlement childcare for two year olds;**
  - v) That the hourly rate for childminders be consistent with that for three to four year olds; and**
  - vi) To incorporate a deprivation supplement into the basic hourly rate for two year olds (if allowed by regulations).**
- b) To extend the EYSFF and its associated systems and procedures to cover payments to providers for the provision of free entitlement childcare to eligible two year olds with effect from 1 April 2013**

**c) To defer to the meeting on 24 January 2013 the adoption of an hourly rate to allow for further work**

**56 Controls on Surplus Balances Scheme**

Jane Ralph, School Strategic Financial Management Advisor introduced the report and explained that the scheme had been in place since 2006, however there had been a power shift to front line services since the coalition came to power in 2010.

She highlighted that the scheme could only be removed or amended after consultation with all schools as this would require a revision of the Wiltshire scheme for funding schools. This consultation process could be completed in early 2013 with results being reported to Schools Forum in March.

Schools Forum Working group had looked at the options detailed in paragraph 18 of the report and recommended option iii.

**Resolved:**

**The Forum agreed to adopt the following proposal with effect from 2013-14:-**

**To remove the existing Controls of Surplus Balances Scheme with effect from 2013-14 and to implement a more holistic approach to fulfilling the LA's role, under section 48 of the Schools Standard and Framework Act 1998, to support schools in achieving sound financial control. This could consolidate the existing reporting regime in a yearend report to individual schools on the effectiveness of their monitoring, to be considered and ratified by the governing body. There is potential to incorporate good practice guidance and include the process in the School Financial Returns Compliance Statement.**

**57 Dedicated Schools Grant 2012-13**

Liz Williams, Head of Finance introduced the report which outlined the process for calculating DSG for 2013-14 and highlighted the issues and risks.

She explained that DSG would be allocated in three main blocks:- Schools, Early Years and High needs; and pupil numbers within the Schools block would be based on the October 2012 census. The deadline for the submission of the final delegated budget was noted as the 18 January which was before the next meeting of the Schools Forum, and it was proposed that the Schools Funding Working Group, with the addition of the maintained secondary school representative, would meet prior to this date to review and submit the budget subject to the Schools Forum decision.

Concern was raised over the High Needs block and the potential cost pressures within post-16 funding. The Forum noted the reduction in flexibility in how the DSG reserve could be used.

**Resolved:**

- i. To consider the issues arising from the changes to the way in which the DSG allocation will be calculated for 2013-14**
- ii. To agree that the Schools Funding Working Group will meet to finalise the funding values within the Schools Block in order that the date for the submission of detail to the EFA can be met**
- iii. To bring the budget back to the Schools Forum January meeting.**

**58 Funding for Pupil Growth**

Liz Williams, Head of Finance introduced the report and noted the decision of the Schools Forum at the meeting on 13 July 2012 to retain funding for pupil growth centrally and allocate a budget of £450,000 for this purpose.

She explained that further detail would be brought to the Schools Forum meeting in January 2013 on the anticipated spend against each of the criteria set.

**Resolved:**

**The Forum approved the criteria for allocating the pupil growth fund in 2013-14.**

**59 Section 251 Benchmarking 2012-13**

Liz Williams, Head of Finance introduced the report and drew the Forum's attention to the potential difficulty in providing a year on year analysis in the coming year given the changes in the format of the Section 251 Return in 2013-14.

**Resolved:**

**The Forum noted the report.**

**60 Confirmation of dates for future meetings**

The next meeting of the Schools Forum is Thursday 24 January 2013, 1.30 pm at Melksham Town Hall.

The next meeting of the Schools Funding Working Group will be on Friday 11 January 2013.

**61 Urgent Items**

There were no urgent items.

(Duration of meeting: 1.38 - 3.30 pm)

The Officer who has produced these minutes is Kirsty Butcher, of Democratic Services, direct line 01225 713 948, e-mail [kirsty.butcher@wiltshire.gov.uk](mailto:kirsty.butcher@wiltshire.gov.uk)

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

## **DEDICATED SCHOOLS BUDGET – BUDGET MONITORING 2012-13**

### **Purpose of the Report**

1. To present budget monitoring information against the Dedicated Schools Grant (DSG) for the financial year 2012-13 as at 31<sup>st</sup> December 2012.

### **Main Considerations**

2. Appendix 1 to this report outlines the budget monitoring summary as at 31<sup>st</sup> December 2012. At this point in the year an underspend of £0.352 million is projected against the overall schools budget. This is a favourable movement of £0.131 million since the previous report to Schools Forum.
3. Any underspend against the overall DSG budget is to be rolled forward in to the next financial year.
4. Key variances are as follows:
  - a. *Independent Special School Placements* – this budget is currently projected to underspend by £0.500 million. The forecast is based on all current placements and includes young people for whom a placement has been agreed by the Joint Complex Needs Panel but which may not yet be in place.
  - b. *Early Years Free Entitlement for 3 & 4 year olds* – an underspend of £0.226 million is projected against the Early Years Single Funding Formula. This projection is updated termly based on the uptake of the free entitlement across settings and the underspend is likely to reduce through the year.
  - c. *Premature Retirement Costs* – all redundancy costs incurred in schools to 31<sup>st</sup> August have been analysed and a projection made of costs likely to be incurred in the remainder of the year. An overspend of £0.102 million is projected against this budget.
  - d. *Maternity Costs* - it is projected that the maternity budget will overspend by £0.292 million. The projection is based on spend to date.

### **Proposals**

5. Schools Forum is asked to note the budget monitoring position at the end of December 2012.

CAROLYN GODFREY  
DIRECTOR, CHILDREN & EDUCATION

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*Report Author: Liz Williams, Head of Finance (DCE)*

*Tel: 01225 713675 e-mail: [elizabeth.williams@wiltshire.gov.uk](mailto:elizabeth.williams@wiltshire.gov.uk)*

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*Financial Monitoring*

Service Areas	Approved Budget £m	Projected Outturn for £m	Variation for Year £m
<b>1 Funding Schools</b>			
DSG Funded Expenditure	257.457	257.347	-0.111
<b>Total</b>	<b>257.457</b>	<b>257.347</b>	<b>- 0.111</b>
<b>2 Schools &amp; Learning Branch</b>			
Independent Special Schools	3.934	3.434	-0.500
Named Pupil Allowances	2.135	2.229	0.094
Special Recoupment	1.546	1.589	0.042
Specialist SEN Service	0.804	0.782	-0.022
Sensory Service	0.522	0.484	-0.038
Ethnic Minority Achievement Service	0.326	0.332	0.006
Travellers Education Service	0.192	0.164	-0.028
Local Collaborative Partnerships	0.077	0.077	0.000
Young People's Support Services	0.994	0.938	-0.056
Behaviour Support	0.784	0.807	0.024
Other Targeted Services	2.155	2.067	-0.087
<b>Total Targeted Schools &amp; Learner Support</b>	<b>13.467</b>	<b>12.903</b>	<b>-0.564</b>
Strategic Planning	0.035	0.035	0.000
Admissions Service	0.263	0.263	0.000
Other School Improvement Services	0.025	0.025	0.000
<b>Total School Improvement</b>	<b>0.324</b>	<b>0.324</b>	<b>0.000</b>
Early Years Single Funding Formula	14.926	14.700	-0.226
Other Early Years Services	1.117	1.117	0.000
<b>Total Early Years &amp; Childcare</b>	<b>16.043</b>	<b>15.817</b>	<b>-0.226</b>
Business & Commercial Services	0.153	0.153	0.000
<b>Total Schools &amp; Learning</b>	<b>29.986</b>	<b>29.196</b>	<b>- 0.790</b>
<b>3 Commissioning &amp; Performance</b>			
Schools Maternity Costs	0.551	0.842	0.292
Trades Union Facilities Costs	0.048	0.029	-0.019
Schools PRC - New Cases	0.411	0.514	0.102
SIMS Licence	0.131	0.160	0.029
Other services	0.138	0.182	0.045
<b>Total</b>	<b>1.279</b>	<b>1.727</b>	<b>0.449</b>
<b>4 Safeguarding</b>			
Child Protection in Schools	0.028	0.028	0.000
<b>Total</b>	<b>0.028</b>	<b>0.028</b>	<b>-</b>
<b>5 Social Care &amp; Integrated Youth</b>			
QES	0.033	0.033	0.000
Assisted Places Scheme	0.030	0.030	0.000
Looked After Children Education Service	0.133	0.234	0.101
<b>Total</b>	<b>0.196</b>	<b>0.297</b>	<b>0.101</b>
<b>6 DSG Within Corporate Services &amp; "LACSEG Reserve"</b>			
Gross Expenditure	4.817	4.817	0.000
<b>Total</b>	<b>4.817</b>	<b>4.817</b>	<b>-</b>
	<b>293.764</b>	<b>293.412</b>	<b>- 0.352</b>

Note POSITIVE variances = OVERSPEND

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## Wiltshire Council

Schools Forum  
24<sup>th</sup> January 2013

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### Report from the School Funding Working Group

#### Purpose of report

1. To report on the meeting of the School Funding Working Group held on 11<sup>th</sup> January 2013.

#### Main considerations for School Forum

2. The draft minutes of the meeting are attached at Appendix 1.
3. The Group agreed the following recommendations to be made to Schools Forum to be considered at the meeting on 24<sup>th</sup> January 2013.

#### 4. **Supply Pool Insurance Scheme**

The School Funding Working Group considered a report outlining proposals for cashback allocations from the scheme and considering whether the scheme could be extended in future years to include cover for maternity costs.

It was recommended that

- a) Cashback should be allocated back to participating schools at the "enhanced level"
- b) That work should be carried out to look at the feasibility and risks of incorporating maternity cover in to the scheme and a report brought back to Schools Forum later in the year.

#### 5. **Free School Meals Pooling Scheme**

The group considered the report outlining the current financial position within the FSM Pooling Scheme and also considered the proposed method of calculation of premiums for 2013-14.

It was recommended that

- a) A report be brought to the March meeting outlining any proposals for cashback
- b) That premiums for 2013-14 be calculated based on numbers of pupils eligible for free school meals multiplied by a rate per meal

#### 6. **Schools Budget 2013-14**

The group received an update on the 2013-14 funding settlement for schools and the impact on the funding formula for next year. In respect of the Schools Block the group asked that the following savings options be modelled for consideration by Schools Forum:

1. Reducing formula rates and the impact on the cost of the Minimum Funding Guarantee and capping

2. Identify savings from central DSG budgets
3. Use of one off funding from the DSG Reserve – this could only be considered as part of the overall budget discussions so that any one off funding could be prioritised.

### **Proposals**

7. That Schools Forum note the minutes of the School Funding Working Group and the recommendations outlined above.

**Carolyn Godfrey**  
**Corporate Director**

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Report author: Liz Williams, Head of Finance  
01225 713675  
[Elizabeth.williams@wiltshire.gov.uk](mailto:Elizabeth.williams@wiltshire.gov.uk)

## Schools Forum School Funding Working Group

11<sup>th</sup> January 2013, 8:30am, Lundy Meeting Room, County Hall

### Minutes

**Present:** Liz Williams, Travis Young, Steve Clark, Martin Watson, Neil Baker, Catriona Williamson, Andy Bridewell, John Hawkins

**Apologies:** Tim Gilson, Phil Cook

1	<b>Minutes from Previous Meeting</b> The minutes from the previous meeting had been considered at the last Schools Forum meeting. There were no further matters arising.	
2	<b>Supply Pool Insurance Scheme</b> EW presented a report on the current balance accrued in the Supply Pool Insurance Scheme. The scheme allowed for cashback to be allocated back to participating schools if the remaining balance was sufficient. EW reported that the balance on the pool for 2012-13 was projected to be £1.345 million and that this would allow cashback to be awarded to schools at the enhanced rate as had been agreed in 2011-12. The recommendation of the School Funding Working Group was that Schools Forum should agree cashback at the “enhanced level” outlined within the report. EW also reported that the scheme does not currently cover maternity leave and that during the consultation with schools on the potential delegation of the budget for maternity costs, schools had fed back that it was difficult to purchase maternity cover from commercial schemes without also purchasing sickness cover. The group agreed that work should be carried out to look at the feasibility and risks of incorporating cover for maternity costs in to the Wiltshire scheme, with proposals to be brought back to Schools Forum later in the year. The group requested that if maternity cover is incorporated within the scheme it be offered as an option for schools rather than schools having to buy the whole package.	EW
3	<b>Free School Meal Pooling Scheme</b> EW presented a report on the Free School Meal Pooling Scheme. It was agreed that any proposals for cashback should be brought back to Schools Forum in March when there was a clearer picture on the expected year end balance for the pool. EW explained that currently the premium that schools pay in to the pool is identifiable on the school funding certificate as it matches the amount allocated to schools for free school meal provision. From 2013-14 this allocation will no longer be identifiable as it is not allowable to include a specific factor for free school meal provision. EW recommended that the premium will still be calculated in the same way ie., number of pupils eligible for FSM multiplied by a rate per meal. Schools will be notified of this by letter when they are invited to join the scheme for 2013-14.	
4	<b>Schools Block Budget 2013-14</b> EW updated the group on the outcome of the funding settlement for 2013-14. The Schools Block has been confirmed at £249.269 million, and	

	<p>reflects an increase of 513 pupils compared with October 2011. Provisional allocations had also been announced for the Early Years and High Needs Block and EW explained that there is a significant amount of work to do to enable a final view of all of the cost pressures, particularly within the High Needs block.</p> <p>The deadline for submission of the schools block proforma to the EFA has been extended until 22<sup>nd</sup> January. This would give more time for consideration of priorities across all areas of DSG and it was agreed that as Schools Forum will meet on 24<sup>th</sup> January that the final Wiltshire submission should be delayed until after that meeting.</p> <p>Initial analysis of the overall DSG settlement, compared with estimated spend, indicated a shortfall of £1.8 million however this is before any cost pressures arising from the implementation of the proposed top up values and planned places across special schools and resource bases, or completion of the analysis of post-16 high needs places.</p> <p>The delegated budget had been modelled by applying the funding values that had been used in the consultation with schools during September. These values had been based on the 2012-13 delegated budget total. Using these funding values resulted in a shortfall against the funding available for 2013-14 for two main reasons:</p> <ul style="list-style-type: none"> <li>• The overall topslice made to the 13-14 DSG settlement for the change in funding for Hospital Provision (£0.411m from Schools Block)</li> <li>• One off funding of £1.520 million had been used in 2012-13 to avoid the need to reduce AWPU values by 0.5%</li> </ul> <p>Options to reduce the shortfall were discussed and it was agreed that the following options would be modelled for consideration by Schools Forum:</p> <ol style="list-style-type: none"> <li>1. Reducing formula rates by up to 0.5% - this option had already been built in to the financial planning software for 2013-14</li> <li>2. Identify savings from central DSG budgets</li> <li>3. Consider using one off funding from the DSG Reserve – this could only be considered as part of the overall budget discussions so that any one off funding could be prioritised.</li> </ol> <p>The Group also requested a summary of the impact on particular groups of schools who may be more vulnerable following the implementation of the new funding formula be produced for Schools Forum.</p>	
6	<p><b>AOB</b></p> <p>The Group considered a request that had been submitted by a school for approval to carry forward a general balance in excess of the level that would be allowable under the Controls on Surplus Balances Scheme. Following discussion it was agreed that the Scheme does not have provision for agreeing exceptions in advance and that any “excessive” balance held by the school would be eligible for clawback, subject to appeal. EW to write to the school to communicate the decision.</p>	EW
7	<p><b>Date of Next Meeting</b></p> <p>Date of next meeting was agreed as Monday 25<sup>th</sup> February, 8.30am</p> <p>It was agreed that Steve Clark should formally join the Group to ensure</p>	

	that maintained secondary schools were represented.	
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## SCHOOLS FORUM

24<sup>th</sup> January 2013

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### Supply Pool Insurance Scheme

#### Purpose of the paper

1. To raise School Forum's awareness of the current position of the Supply Pool Insurance Scheme and to seek agreement for the payment of "cashback" to schools for 2012-13
2. To consider whether cover for maternity leave should be incorporated in to the scheme in future years.

#### Background

3. The Supply Pool Insurance scheme has been running for a number of years providing schools with insurance cover for sickness absence. A cashback arrangement is in place whereby if a schools total year's claims are less than 50% of their premium, they will be entitled to a cashback payment of 50% of the balance (see paragraph 11d for further details). In 2011-12 there was sufficient balance remaining in the pool to enable that cashback to be increased to 100% of the difference.
4. The forecast balance on the Supply Pool at the end of 2012/13 is £1.277m (estimate as at 2 January) assuming 50% cashback of £0.068m to be distributed in June 2013 in accordance with the scheme. The projected balance would be £1.208m if 100% cashback is paid of £0.137m. See Appendix A for details of estimated cashback payments.
5. The Supply Pool is underwritten by external insurers, which provides protection under a Stop Loss policy to the extent that if claims exceed the underwriter's advised retained layer (set at £774,661 in 2012/13), the Local Authority can invoke the policy which will then cover further claims up to £300,000 in excess of the retained liability. It should be noted that stop loss cover does not apply to employees suspended without a sick note as this is a local arrangement.
6. Officers believe that it would not be prudent to retain a balance of less than £1m.

#### Main Considerations

7. The aim of the proposals set out below is to encourage schools to remain loyal to the LA SPI Scheme and to encourage new schools to join the scheme. Currently there are 153, 76% schools participating in the SPI Scheme, plus 7 academies.
8. On the basis of the estimated balance at the end of 2012-13 it is anticipated that cashback payments can be made at least to the level prescribed in the scheme (50% level) or at a higher level up to 100%.
9. The Supply Pool Insurance scheme does not currently extend to meet costs of covering maternity leave. Following the recent consultation with schools on the delegation of centrally held budgets from April 2013, some schools fed back that it is difficult to

purchase cover for maternity without also having to purchase cover for sickness. Whilst the maternity budget will continue to be held centrally on behalf of maintained primary and secondary schools for 2013-14 it will now be delegated to maintained Special Schools as well as to academies.

10. As a result Schools Forum is asked to consider whether in future years the scheme should be extended to cover maternity leave (including paternity and adoption leave) in line with other commercially available schemes. This is not something we can arrange to be covered from April 2013 but work could be carried out to look at the feasibility, costs and risks of extending the scheme with proposals brought back to Schools Forum later in the year. Initially cover could be extended to academies and special schools but maintained primary and secondary schools could also be included if the maternity budget were to be fully delegated. This would allow more choice to schools when considering whether the central maternity budget should be delegated in line with the principles of school funding reform. It would also present an opportunity to increase participation in the scheme and mitigate a potential risk of loss of business if we don't cover maternity in the future.

### **Proposals**

11. a) to offer 2013/14 Premiums at a 0% increase on 2012/13's prices.

b) Cashback payments should continue.

c) Start investigating extending the scheme to cover maternity in future years..

d) As above in para. 3 we have estimated the pool to be safely above the desired level to be able to afford the 2012/13 cashback in June 2013. This is estimated to leave £1.345m. This is £0.345m above our considered prudent retained level (£1m). This would enable Schools Forum year to increase the cashback calculation as set in the 2012/13 policy from 50% of the balance between claims and 50% of the premium, to be referred to as "standard cashback" to 100% of the balance, or "enhanced cashback" as in 2011/12

The formula to calculate the cashback is 50% of Schools premium-claims/divided by 2 = cashback balance e.g.

	Schools premium	£10,000
	Calculate 50% of premium	£ 5,000
	Minus claims for financial year	<u>-£ 1,000</u>
<b>Cashback =</b>	<b>Balance (100%) (Enhanced)</b>	<b>£ 4,000 (a)</b>
<b>Or</b>	<b>50% of the above balance (standard)</b>	<b>£ 2,000 (b)</b>

12. The balance on the pool, at the end of 2013-14 is estimated to be £1.427m or £1.496m dependant on which option is chosen:

	100%	50%
	<b>A £m</b>	<b>B £m</b>
Opening balance April 2013 (incl June 2013 cashback)	£1.208	£1.277
Premiums (12/13's figure)	£0.889	£0.889
Stop loss cover	-£0.042	-£0.042
Admin	-£0.014	-£0.014
11/12 Claims	-£0.556	-£0.556
11/12 Claims paid in 2012/13	-£0.058	-£0.058
<b>Closing balance @ 31 March 2014</b>	<b>£1.427</b>	<b>£1.496</b>

### **Recommendation**

13. Schools Forum is asked to:



- a) Agree the proposals set out in this report, paragraph 8a) to c)
- b) decide the basis of the cashback calculation ie enhanced (a) or standard (b)

CAROLYN GODFREY  
Corporate Director

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Unpublished documents relied upon in the production of this Report: NONE

Environmental impact of the recommendations contained in this Report: NONE KNOWN

**Report Author: Liz Williams, Head of Finance**

*Tel:* 01225 7138675

*e-mail:* [elizabeth.williams@wiltshire.gov.uk](mailto:elizabeth.williams@wiltshire.gov.uk)

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DFE	School Name	Premium	50% of Premium	11-12 (excluding pre April)	Pre-April from 12-13	100%	12/13 Quote Accepted	
2003	CALNE FYNAMORE PRIMARY SCHOOL	10,160.65	5,080.33	2,166.10	-	2,914.23	1094 ✓	2,914.23
2005	NURSTEEED PRIMARY SCHOOL	5,693.87	2,846.94	1,781.54	120.00	945.40	1150 ✓	945.40
2008	FITZMAURICE PRIMARY SCHOOL	1,429.22	714.61	-	-	714.61	1134 ✓	714.61
2023	CHIPPENHAM ST PAULS PRIMARY SCHOOL	7,351.04	3,675.52	2,737.49	-	938.03	1022 ✓	938.03
2031	NESTON PRIMARY SCHOOL	8,428.01	4,214.01	3,780.00	-	434.01	6008 ✓	434.01
2032	CORSHAM REGIS PRIMARY SCHOOL	4,918.79	2,459.40	240.00	-	2,219.40	1086 ✓	2,219.40
2034	CHIPPENHAM MONTON PARK PRIMARY	5,516.46	2,758.23	-	-	2,758.23	1007 ✓	2,758.23
2037	SOUTHBROOM INFANTS SCHOOL	7,169.20	3,584.60	-	-	3,584.60	1163 ✓	3,584.60
2052	HILMARTON PRIMARY SCHOOL	2,831.69	1,415.85	-	-	1,415.85	1145 ✓	1,415.85
2053	HORNINGSHAM PRIMARY SCHOOL	2,726.63	1,363.32	-	-	1,363.32	6014 ✓	1,363.32
2060	LUCKINGTON PRIMARY SCHOOL	1,731.48	865.74	600.00	-	265.74	6015 ✓	265.74
2086	STANTON ST QUINTON PRIMARY SCHOOL	3,294.75	1,647.38	-	-	1,647.38	6016 ✓	1,647.38
2087	RAMSBURY PRIMARY SCHOOL	3,601.80	1,800.90	-	-	1,800.90	1067 ✓	1,800.90
2136	WESTBURY INFANTS SCHOOL	5,818.62	2,909.31	1,260.00	-	1,649.31	6019 ✓	1,649.31
2140	WOOTTON BASSETT INFANTS SCHOOL	2,978.36	1,489.18	325.00	-	1,164.18	6021 ✓	1,164.18
2162	NOREMARSH JUNIOR SCHOOL	6,768.40	3,384.20	120.00	-	3,264.20	6024 ✓	3,264.20
2168	PRIESTLEY PRIMARY SCHOOL	2,439.17	1,219.59	996.92	83.08	139.59	6025 ✓	139.59
2178	PRINCECROFT PRIMARY SCHOOL	2,722.03	1,361.02	420.00	-	941.02	1041 ✓	941.02
2180	REDLAND PRIMARY SCHOOL	4,746.09	2,373.05	955.38	-	1,417.67	6028 ✓	1,417.67
2185	MERE PRIMARY SCHOOL	5,569.74	2,784.87	1,217.31	-	1,567.56	1049 ✓	1,567.56
2192	PEMBROKE PARK PRIMARY SCHOOL	5,303.57	2,651.79	-	-	2,651.79	1162 ✓	2,651.79
2198	LUDWELL COMMUNITY PRIMARY SCHOOL	1,203.54	601.77	331.25	-	270.52	6035 ✓	270.52
2216	BURBAGE PRIMARY SCHOOL	3,470.21	1,735.11	360.00	-	1,375.11	1021 ✓	1,375.11
2222	WALWAYNE COURT PRIMARY SCHOOL	5,212.53	2,606.27	-	-	2,606.27	1158 ✓	2,606.27
2225	BITHAM BROOK PRIMARY SCHOOL	5,985.63	2,992.82	-	600.00	2,392.82	1083 ✓	2,392.82
2228	QUEENS CRECENT PRIMARY SCHOOL	6,805.61	3,402.81	410.34	-	2,992.47	6043 ✓	2,992.47
3013	BOX PRIMARY SCHOOL	3,496.54	1,748.27	-	-	1,748.27	1149 ✓	1,748.27
3015	CHRIST CHURCH PRIMARY SCHOOL	12,046.16	6,023.08	2,475.79	1,284.21	2,263.08	1088 ✓	2,263.08
3017	LONGFORD PRIMARY SCHOOL	4,116.11	2,058.06	-	128.65	1,929.41	1033 ✓	1,929.41
3019	BROAD TOWN PRIMARY SCHOOL	2,657.30	1,328.65	398.65	192.57	737.43	6049 ✓	737.43
3021	ST MARYS BROUGHTON GIFFORD PRIMARY SCHOOL	3,298.98	1,649.49	-	-	1,649.49	6051 ✓	1,649.49
3023	ST KATHERINE PRIMARY SCHOOL	3,159.69	1,579.85	-	-	1,579.85	1004 ✓	1,579.85
3030	ST DUNSTAN JUNIOR SCHOOL	16,653.18	8,326.59	6,767.94	-	1,558.65	1040 ✓	1,558.65
3036	CHIRTON PRIMARY SCHOOL	1,860.97	930.49	423.08	-	507.41	6055 ✓	507.41
3040	COLERNE PRIMARY SCHOOL	3,479.67	1,739.84	-	-	1,739.84	1029 ✓	1,739.84
3045	ST SAMPSONS JUNIOR SCHOOL	5,212.33	2,606.17	-	-	2,606.17	1079 ✓	2,606.17
3047	CROCKERTON PRIMARY SCHOOL	2,467.26	1,233.63	636.92	-	596.71	6059 ✓	596.71
3048	CRUDWELL PRIMARY SCHOOL	4,123.79	2,061.90	675.00	150.00	1,236.90	6060 ✓	1,236.90
3061	DURRINGTON ALL SAINTS PRIMARY SCHOOL	3,089.53	1,544.77	1,080.00	-	464.77	1120 ✓	464.77
3086	HEDDINGTON PRIMARY SCHOOL	1,364.02	682.01	-	-	682.01	6065 ✓	682.01
3088	HILPERTON PRIMARY SCHOOL	4,182.32	2,091.16	-	-	2,091.16	6066 ✓	2,091.16
3090	HOLT PRIMARY SCHOOL	2,855.42	1,427.71	-	-	1,427.71	1008 ✓	1,427.71
3104	LEA AND GARSDON PRIMARY SCHOOL	4,073.34	2,036.67	1,572.05	-	464.62	1117 ✓	464.62
3110	LYDIARD MILLICENT PRIMARY SCHOOL	3,952.87	1,976.44	668.68	-	1,307.76	6070 ✓	1,307.76
3134	NEWTON TONY PRIMARY SCHOOL	1,664.96	832.48	-	-	832.48	6072 ✓	832.48
3135	NORTH BRADLEY PRIMARY SCHOOL	3,272.10	1,636.05	-	-	1,636.05	1032 ✓	1,636.05
3149	PRESHUTE PRIMARY SCHOOL	5,317.23	2,658.62	-	260.00	2,398.62	0	
3150	PURTON ST MARYS PRIMARY SCHOOL	7,729.63	3,864.82	-	-	3,864.82	6077 ✓	3,864.82
3158	HARNHAM JUNIOR SCHOOL	8,803.75	4,401.88	2,813.22	420.00	1,168.66	1047 ✓	1,168.66
3161	SHALBOURNE PRIMARY SCHOOL	1,507.07	753.54	-	194.59	558.95	1073 ✓	558.95
3162	SHAW PRIMARY SCHOOL	4,437.07	2,218.54	-	-	2,218.54	6082 ✓	2,218.54
3166	SOUTHWICK PRIMARY SCHOOL	4,211.38	2,105.69	1,537.14	-	568.55	1092 ✓	568.55
3170	STAVERTON PRIMARY SCHOOL	5,509.18	2,754.59	120.00	-	2,634.59	1050 ✓	2,634.59
3186	URCHFONTS PRIMARY SCHOOL	3,242.93	1,621.47	-	-	1,621.47	1151 ✓	1,621.47
3190	WARMINSTER ST JOHNS PRIMARY SCHOOL	3,340.19	1,670.10	1,276.84	-	393.26	1053 ✓	393.26
3191	THE MINSTER PRIMARY SCHOOL	4,998.25	2,499.13	463.64	1,486.48	549.01	1106 ✓	549.01
3193	WESTBURY LEIGH PRIMARY SCHOOL	9,728.14	4,864.07	1,650.00	-	3,214.07	1119 ✓	3,214.07
3199	WINSLEY PRIMARY SCHOOL	4,072.90	2,036.45	162.16	-	1,874.29	1037 ✓	1,874.29
3201	WINTERBOURNE EARLS PRIMARY SCHOOL	5,876.63	2,938.32	1,442.31	-	1,496.01	6095 ✓	1,496.01
3203	ST BARTHOLOMEWS PRIMARY SCHOOL	6,265.73	3,132.87	-	-	3,132.87	1170 ✓	3,132.87
3216	ST PETERS PRIMARY SCHOOL	5,586.67	2,793.34	2,295.00	-	498.34	0	
3220	MINETY PRIMARY SCHOOL	3,089.09	1,544.55	-	-	1,544.55	6100 ✓	1,544.55
3222	MARKET LAVINGTON ST BARNABAS PRIMARY SCHOOL	3,854.35	1,927.18	1,485.00	-	442.18	6101 ✓	442.18
3229	COOMBE BISSETT PRIMARY SCHOOL	2,908.57	1,454.29	-	-	1,454.29	6102 ✓	1,454.29
3230	DINTON PRIMARY SCHOOL	3,505.29	1,752.65	-	-	1,752.65	1012 ✓	1,752.65
3239	TISBURY ST JOHNS PRIMARY SCHOOL	2,033.99	1,017.00	-	-	1,017.00	1132 ✓	1,017.00
3242	BRINKWORTH EARL DANBYS PRIMARY	4,927.50	2,463.75	-	-	2,463.75	1070 ✓	2,463.75
3308	BISHOPS CANNINGS PRIMARY SCHOOL	5,525.62	2,762.81	1,964.00	-	798.81	1051 ✓	798.81
3362	ST ANDREWS PRIMARY SCHOOL	6,613.96	3,306.98	101.54	-	3,205.44	1066 ✓	3,205.44
3381	RUSHALL PRIMARY SCHOOL	3,805.49	1,902.75	756.89	-	1,145.86	6115 ✓	1,145.86
3383	SARUM ST PAULS PRIMARY SCHOOL	4,529.11	2,264.56	2,250.00	-	14.55	1152 ✓	14.55
3387	ST MARTINS PRIMARY SCHOOL	3,885.96	1,942.98	-	-	1,942.98	6117 ✓	1,942.98
3388	SEEND PRIMARY SCHOOL	3,504.37	1,752.19	1,453.51	-	298.68	1013 ✓	298.68
3400	WEST ASHTON PRIMARY SCHOOL	2,306.13	1,153.07	448.72	-	704.35	1048 ✓	704.35
3406	WOODBOROUGH PRIMARY	4,410.88	2,205.44	-	-	2,205.44	1176 ✓	2,205.44
3435	WARDOUR PRIMARY SCHOOL	1,781.26	890.63	-	-	890.63	6125 ✓	890.63
3448	BEMERTON ST JOHNS PRIMARY SCHOOL	6,670.81	3,335.41	3,079.01	-	256.40	1179 ✓	256.40
3449	BROAD CHALKE PRIMARY SCHOOL	5,672.26	2,836.13	700.00	-	2,136.13	6127 ✓	2,136.13
3456	GREAT CHEVERELL HOLY TRINITY PRIMARY SCHOOL	3,918.99	1,959.50	-	-	1,959.50	1178 ✓	1,959.50
3457	WALTER POWELL PRIMARY SCHOOL	1,884.63	942.32	-	-	942.32	1023 ✓	942.32
3467	CHURCHFIELDS THE VILLAGE SCHOOL	4,827.49	2,413.75	300.00	1,159.61	954.14	1147 ✓	954.14
3468	AMESBURY PRIMARY SCHOOL	6,032.44	3,016.22	-	-	3,016.22	1184 ✓	3,016.22
3469	FIVE LANES PRIMARY SCHOOL	3,988.62	1,994.31	-	-	1,994.31	6138 ✓	1,994.31
3470	WILTON & BARFORD PRIMARY SCHOOL	3,122.84	1,561.42	-	-	1,561.42	6139 ✓	1,561.42
3471	LYNEHAM PRIMARY SCHOOL	9,953.31	4,976.66	3,600.00	300.00	1,076.66	1165 ✓	1,076.66
5201	DOWNTON PRIMARY SCHOOL	6,620.28	3,310.14	2,211.22	373.32	725.60	1028 ✓	725.60
5202	KINGS PARK PRIMARY SCHOOL	9,787.72	4,893.86	1,600.00	-	3,293.86	6143 ✓	3,293.86
5207	WARMINSTER ST GEORGES PRIMARY SCHOOL	5,182.72	2,591.36	372.97	-	2,218.39	6145 ✓	2,218.39
5209	PAXCROFT PRIMARY SCHOOL	5,164.82	2,582.41	2,460.00	-	122.41	6146 ✓	122.41
5212	SUTTON BENDER PRIMARY SCHOOL	2,677.87	1,338.94	150.00	-	1,188.94	1107 ✓	1,188.94
5213	CALNE HOLY TRINITY PRIMARY SCHOOL	5,600.61	2,800.31	673.08	-	2,127.23	0	
5214	DEVIZES ST JOSEPHS PRIMARY SCHOOL	4,199.97	2,099.99	849.81	789.23	460.95	1142 ✓	460.95
5224	NETHERAVON ALL SAINTS PRIMARY SCHOOL	4,063.25	2,031.63	-	-	2,031.63	1089 ✓	2,031.63
7002	ROWDEFORD SPECIAL SCHOOL	25,703.43	12,851.72	9,392.76	1,548.24	1,910.72	0	

144,543.77

@100% 137,608.88 @50% 68,804.44

6,934.89

3078 GRAFTON PRIMARY SCHOOL

617.20

307.80

308.60

308.60

144,852.37

144,852.37

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## SCHOOLS FORUM

24<sup>th</sup> January 2013

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### **Free School Meals Pooling Scheme**

#### **Purpose of the paper**

1. The purpose of the report is to update Schools Forum of the balance on the free schools meals pool and make a proposal for how to calculate the premiums for next year.

#### **Background**

2. The Free School Meals Pooling Scheme (FSM) was set up in 2001 with the aim of offering schools some financial stability to the cost of providing free school meals to their pupils. Under the scheme a school can pay a premium into the pool and in return be reimbursed for the full cost of providing statutory free meals to pupils. The scheme has provided a useful means of enabling schools to have some degree of protection against unexpected changes in the number of free meals it has to provide.
3. In recent years any surplus balance within the pool has been redistributed to schools with a small working balance retained in the pool each year. In 2009/10 Schools Forum decided that, in the light of the economic climate, the estimated balance on the pool at the end of 2008/09 should not be redistributed.
4. In 2010/11 £82,689 cashback was redistributed for 2008/09 & 2009/10.
5. In 2011/12 £76,210 cashback was redistributed for 2010/11
6. Currently the premium payable in to the scheme is the amount of notional delegated funding a school receives for free school meals in its budget allocation. The allocation is based on the number of free meals as recorded in the annual spring census

#### **Main Considerations**

7. At this point in the year it is difficult to forecast a year end position or an estimate of the cashback due to schools. Claims tend to be late coming in as the schools can't claim until they have received their invoice. At the moment we are showing a gain to the pool (premium – claims) of £251,201 compared to last year's £89,714 and it is expected that this will reduce as claims are submitted. It is therefore proposed that any estimate of cashback be brought to the March meeting for consideration.
8. Changes to the local funding formula following school funding reform will affect the calculation of the premium for 2013-14 (see point 8 above). The premium can no longer be based on an identifiable line within each school's budget as there will be no single allocation purely for free school meals. It is proposed to base the premium for the 2013/14 scheme on the number of FSM pupils in the October 2012 census multiplied by the unit rate applied in 12/13. This will give consistency in the method of calculation but the move to using October numbers will reflect the pupil numbers on which schools are to be funded.

## **Recommendation**

9. The calculations for Cashback and year end predictions to be prepared and brought to the next Schools Forum Meeting (March).
10. To base the premium for the 2013/14 scheme on the number of FSM pupils in the October 2012 census multiplied by the unit rate applied in 12/13.

CAROLYN GODFREY  
Corporate Director

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Unpublished documents relied upon in the production of this Report: NONE

Environmental impact of the recommendations contained in this Report: NONE KNOWN

**Report Author:** **Liz Williams, Head of Finance**

*Tel:* 01225 7138675

*e-mail:* [elizabeth.williams@wiltshire.gov.uk](mailto:elizabeth.williams@wiltshire.gov.uk)