

## AGENDA

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**Meeting:** Schools Forum  
**Place:** Council Chamber - County Hall, Trowbridge BA14 8JN  
**Date:** Thursday 13 March 2014  
**Time:** 1.30 pm

### Briefing Arrangements:

Please note that a briefing will be held at 12:00 pm in the Council Chamber (as above) and will focus on the update of the Schools Budget (MFG). In addition, as requested by the Forum at its meeting on 3 October 2013, the Director of Children's Services will be in attendance to discuss the management structure of Educational Services within the Council.

Please direct any enquiries on this Agenda to Samuel Bath, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718211 or email [samuel.bath@wiltshire.gov.uk](mailto:samuel.bath@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
Mrs Aileen Bates	WGA, SEN Governor Representative
Dr Peter Biggs	WGA, Secondary School Governor Representative
Mr Andy Bridewell	Ludgershall Castle Primary School (PHF Vice-Chair)
Michelle Chilcott	WASSH - South Wilts Grammar
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
Jan Hatherell	Academy, Hardenhuish School
Mr John Hawkins	Teacher Representative
Mrs Sue Jiggins	WGA - Primary Governor Representative
Mr Michael Keeling	Early Years Representative (PVI)
Mr Rob Parsons	PHF Colerne CofE Primary
Mr J Proctor	Early Years Representative (PVI)
Ms I Sidmouth	SEN Sector, Rowdeford School
Ms Karen Walker	PHF St Andrew's School, Laverstock
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 **Chairman's Welcome**

The Chair will welcome those at the meeting and make any announcements.

2 **Apologies and Changes of Membership**

To note any apologies and changes to membership.

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

To approve and sign as a correct record the minutes of the meeting held on 16 January 2014 (copy attached)

4 **Declaration of Interests**

To receive any declarations of disclosable pecuniary or personal interests.

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

To receive a verbal update from the Associate Director for Quality Assurance, Commissioning, Performance, Schools and Early Years Effectiveness.

6 **Budget Monitoring 2013-14** (*Pages 9 - 12*)

To receive the budget monitoring report for 2013-14 and the position against the overall schools budget as of 31 January 2014.

7 **Reports from Working Groups**

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

7a **School Funding Working Group** (*Pages 13 - 16*)

Report of the Schools Funding Working Group is attached along with the minutes of the previous meeting.

7b **SEN Working Group** (*Pages 17 - 20*)

Report of the SEN Working Group is attached along with the minutes of the previous meeting.

7c **Early Years Reference Group**

A verbal update of the Early Years Reference Group will be made at the meeting

7d **School Services Group**

A verbal update of the School's Services Group will be made at the meeting.

8 **Schools Budget**

8a **Update on the Schools Budget for 2014-15** (*Pages 21 - 26*)

To update Schools Forum on final school budgets for 2014-15 including any update on Universal Infant Free School Meal entitlement, PPG conditions of grant, etc.

8b **Minimum Funding Guarantee 2014-15** (*Pages 27 - 30*)

To receive a report on: the analysis and impact of the MFG in 2014-15.

9 **Special School Top Up Rates 2014-15** (*Pages 31 - 32*)

To agree the top up values for special schools in 2014-15.

10 **Free School Meal Pooling Scheme**

To receive a report on the Free School Meal Pooling Scheme, and agree whether or not to implement the scheme. (to follow)

11 **Schools Forum Regulations**

To receive a report detailing changes to the Schools Forum Regulations. (to follow)

12 **Urgent Items**

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

13 **Future Meeting Dates**

To confirm the dates of future meetings, as follows:

18 June 2014: 1:30 pm - Kennet Room, County Hall, Trowbridge

9 October 2014: 1:30 pm - Kennet Room, County Hall, Trowbridge

11 December 2014: 1:30 pm - Kennet Room, County Hall, Trowbridge

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## **SCHOOLS FORUM**

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### **MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 16 JANUARY 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Mr N Baker (Chairman), Mrs Aileen Bates, Mr Andy Bridewell, Chilcote, Mr Steve Clark, Jan Hatherell, Mr J Hawkins, Mrs Sue Jiggins, Rob Parsons, Mr J Proctor, Ms I Sidmouth, Mr Martin Watson (Vice-Chair) and Mrs C Williamson

#### **Also Present:**

Cllr Richard Gamble

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#### **1 Apologies and Changes of Membership**

Apologies had been received from the following:

Aileen Bates – SEN Governor  
Peter Biggs – Secondary School Governor  
Alice Kemp – Diocesan Representative  
Rosemary Collard – Early Years Representative  
Carolyn Godfrey – Corporate Director

#### **2 Minutes of the previous Meeting**

The minutes of the previous meeting held 3 October 2013 were presented, and subject to an amendment to those present at the meeting, it was

#### **Resolved:**

**To approve the minutes of the meeting held 3 October 2013 as a true and accurate record.**

#### **3 Declaration of Interests**

There were no declarations of interest at the meeting.

#### **4 Chairman's Announcements**

There were no announcements made through the Chairman.

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

No verbal update was made at the meeting.

## 6 **Budget Monitoring**

The Head of Finance outlined the budget monitoring report which highlighted the summary of expenditure against the Dedicated Schools Grant as of 30 November 2013.

The report highlighted the a projected underspend of £1.423 million against the overall schools budget which included the following variances:

- An overspend of £0.296 million is projected against the Early Years Single Funding Formula (EYSFF) for 3 and 4 year olds, as a result of a reduced take up in places for 3 year olds, which does not reflect the current data on take up.
- A planned underspend of £0.169 million is projected against the EYSFF for 2 year olds, and was broadly in line with initial projections.
- The projected underspend of the Independent Special School (ISS) budget was £1.735 million.
- Top-Up Budgets for Wiltshire Schools and Academies was expected to break even for the year.
- Top-Up Budgets (Post-16) had increased in the final DSG settlement and was projected to underspend by £0.116 million. The budget will continue to be under pressure in 2014-15 as numbers of placements this year will again exceed the numbers initially planned.
- The Named Pupil Allowances (NPAs) budget was projected to overspend by £0.451 million, a further increase from the previous report in October 2013.

Following the update, the forum:

### **Resolved:**

**To note the Budget Monitoring 2013-14 report from the Head of Finance.**

## 7 **Reports from Working Groups**

Liz Williams, Head of Finance, introduced the reports and minutes from the Schools Funding Working Group, High Needs Working Group, and the Early Years Working Group.

### **Resolved:**

**The Forum agreed:**

- a) **To note the reports and minutes from the working groups.**
- b) **To simplify the process for payment adjustments within the Early Years Single Funding Formula, so that only phased payments are used from April 2014.**

## 8 Growth Fund and Falling Roles Fund

### Growth Fund

The Strategic Financial Manager, Grant Davis, outlined the Allocation of Funding for Pupil Growth 2014-15 report which documented the proposal for allocating funding for the pupil growth fund from the centrally retained growth fund for 2014-15.

The report outlined the background to the growth fund and changes to DfE Guidance for 2014-15 which would render current allocations of the Growth Fund as non-compliant. The report contained proposals to revise the Wiltshire criteria to allocate in year growth for infant class size as in year growth can only be reflected if it is due to basic need or infant class size requirements.

The centrally retained budget for the Growth Fund was set by the Forum in December 2012 for an amount of £1.1 million.

The report outlined the proposed criteria which include:

- a New School Allowance for newly opened schools based on a teacher to pupil ratio and a top-up value. Funding would also be inclusive of an estimate of the new pupil intake for the forthcoming academic year.
- Class Expansion for Basic Need whereby funding is provided for additional classes to meet a basic need identified by the Local Authority. The definition of Expansion was that of a building project or mobile classroom.
- Finally changes to Infant Class Size Increases were outlined as being applicable to KS1 elements only.

The forum expressed frustration at the required change from the Education Funding Agency relating to the in year growth factor, and discussed the affordability of the proposed changes. It was agreed that the proposals would release approximately £0.250 million compared with the 2013-14 budget which could be allocated to other priorities.

At the end of the discussion, the forum;

### **Resolved:**

- a) To agree to amend the criteria for funding Basic Need Expansion to include the ability to fund schools where the LA has requested them to increase their PAN regardless of whether there is a building project being undertaken.**
- b) To set the budget for pupil growth in 2014-15 at £0.848 million.**
- c) To amend the criteria for funding in year pupil growth, so that only growth making schools that are compliant with Infant Class Size regulations can be funded.**

### Falling Rolls Fund

The Strategic Financial Manager, Grant Davis, presented the Falling Rolls Fund 2014-15 report which outlined changes to regulations that allow local authorities to fund and provide short term protection to schools with falling numbers on roll.

The Forum was asked to discuss the implementation of a falling Rolls fund for 2014/15.

The Strategic Financial Manager outlined the key requirements of the fund which were that:

- The falling rolls fund be restricted to population increases expected in 2-3 years in necessary schools classified by OFSTED as good or outstanding. It must not be used to prop up unpopular or failing schools.
- Any funds remaining at the end of the financial year must be added to the following year's DSG and reallocated to maintained schools and academies through the local formula.
- Local authorities be required to produce criteria on which any falling rolls funding is to be allocated. This should provide a transparent and consistent basis for the allocation of funding.
- Local authorities propose the criteria to the Schools Forum and gain its agreement before funding is allocated.

The Strategic Financial Manager outlined the analysis that had been completed, based upon schools within Wiltshire which showed that:

- from 2011 to 2012, 94 schools had a drop in pupil number;
- from 2012 to 2013 the drop was 100 schools; and,
- from 2011 to 2013 there were 52 schools that had a drop in pupil numbers year on year.

The most common percentage band drop in pupils across all school phases was 0 - 5%. The analysis also detailed five schools with more than a 10% drop in pupil numbers year-on-year across two years, with each of these having received an OFSTED rating of either inadequate or satisfactory / requires improvement.

Based on the analysis, dialogue with other Local Authorities and DfE requirements, the Strategic Financial Manager outlined the proposed criteria for the Falling Rolls Fund policy as follows:

- Must have had a falling number on roll for a minimum of 2 years based on the autumn term census
- Number on roll must have fallen by more than 5% in both of the previous 2 years.
- Must have an OFSTED rating of good or outstanding. The OFSTED ratings will be taken from the most recent inspection at the October census date prior to the start of the financial year.
- The forecast pupil data, for the school planning area, must show the school is expected to have an increase in pupil numbers by the end of the 3 years (2016/17 to 2017/18 based on a 2014/15 base year)



The Strategic Financial Manager then outlined the calculations for forecast data based on a School level capacity (SCAP) return, which is an EFA requirement for Local Authorities.

The methodology for calculating the fund was discussed by the Forum, which discussed a threshold of 5% of pupil numbers, with the higher rate calculated for year on year falls. The forum discussed the methodology and costing implications of the Falling Rolls Fund, and the difficulty in relying on the SCAP as a predictor of growth. Mr John Hawkins spoke in support of the fund noting in particular the importance of the fund in retaining staff and preventing the initiation of a downward spiral. At the end of the debate the forum;

**Resolved:**

**To not utilise a Falling Rolls Fund to support schools with Falling Rolls in 2014-15, and consequently, not develop a Falling Rolls Policy.**

**9 Dedicated Schools Grant and Schools Budget 2014-15**

The Head of Finance outlined the Schools Funding Settlement and Budget Proposals for 2014-15. The report contained the schools funding settlement for 2014-15 which included details of the Pupil Premium and Dedicated Schools Grant.

The Forum discussed the Pupil Premium and the 'Ever 6' arrangements which had been proposed to be set at £1,300 for Primary and £935 for Secondary. The Forum also discussed the premium for looked after children and pupils who had been adopted from care will attract a premium of £1,900. It was stated that the total allocation of the premium in Wiltshire would exceed £13.3 million in 2014-15.

The Head of Finance outlined the changes to the Dedicated Schools Grant which was stated as being £303.92 million. The Forum discussed the breakdown of the allocation into Schools, Early Years and High Needs. The forum noted that whilst the DSG settlement represented an increase of £0.805 compared with 2013-14, it reflected upward and downward adjustments within some of the budgets. The Forum discussed the Minimum Funding Guarantee of -1.5% per pupil, which represented a cap on reduction in funding per pupil before any premiums are added.

The Forum discussed the impact on Early Years funding, in particular focussing on the increase in provision for 2 year olds that is covered by the grant. The forum discussed the affordability of the current £5.43 hourly rate with a 25p set-up allowance, and considered the affordability of continuing the current hourly rate and the impact of removing the 25p set-up allowance. It was considered that by removing the 25p set up, the cost of provision for 2 year olds would be reduced from £3.657 million to 3.496 million giving a saving of around £160k and that this would enable the hourly rate of £5.43 to be continued in 2014-15. The Forum discussed rolling forwards the previous years underspend, to support any continuation of the hourly rate.

The Forum then discussed the breakdown of the DSG on the Schools Block and its impact on High Needs. The Forum also noted the previous discussions on Falling Rolls Fund and Growth Funds. Particular concern was noted around

the funding formula's ability to fund special schools with parity. The Forum discussed provisions for pre and post 16 high needs, focussing on the source for the data used in the calculation of the figures. A discussion was held on supporting high needs pupils through into reception, and how funding for this could be arranged. A debate was also held on the funding triggers for High Needs and the cost implications for any amendment to the arrangements. At the end of the discussions, the Forum;

**Resolved:**

- a. That any increase in DSG arising from the January early years census be allocated to the EYSFF budget to support increases in population and take up of places.
- b. To agree an hourly rate for 2 year old places of £5.43;
- c. To remove the set up allowance of 25p per hour applied to places for 2 year olds from April 2014;
- d. To roll forward any underspend against the funding allocation for 2 year old places to support the continuation of the hourly rate in future years.
- e. To make no change to the hourly rate for 3 & 4 year olds;
- f. To agree the assumptions to be used in calculating the delegated budget as outlined in the report;
- g. To set the Top-up rates for Resource Bases and ELP as follows;

<b><u>Resource Base Band:</u></b>	<u>1</u> £10,823	<u>2</u> £5,881	<u>3</u> £2,920
<b><u>ELP Band:</u></b>		<u>ELP2</u> £5,881	<u>ELP1</u> £2,920

- h. To note the work being carried out to finalise top up rates for special schools, and to agree final rates at the March meeting;
- i. To agree the budget for the post-16 top up budget and to set it at the level allocated within the funding settlement;
- j. To allocate £0.150m from the DSG Reserve to support the proposal to fund Hard to Place pupils;
- k. To formalise a proposal for consideration at the next meeting for a fund to support the transition of pupils with high needs in to Reception, to be funded in 2014-15 from the DSG Reserve;
- l. To set the overall schools budget at £303.919 million including the agreed utilisation of the DSG reserve to support Hard to Place Pupils. This figure was not inclusive of the 150k that would be utilised from DSG Reserves to support the Hard to Place pupils (as in j above).

## 10 **Supply Insurance Pool**

The Forum discussed the Supply Insurance Pool Scheme report which outlined the current arrangements for insurance with regard to sickness absence. Currently Schools receive a cashback payment for any claims that amount to less than 50% of the premium paid.

The Forum discussed the premium payable by the Local Authority and questioned if this amount was a worthwhile payment when calculating the total absences payable over the course of the year. After discussion, the Forum;

### **Resolved:**

**1) To set the following Supply Insurance Pool payments as follows:**

- a. To set no increase in prices for 2014-15.**
- b. To make cashback payments for 2013-14 at the enhanced level.**

**2) Schools Forum also requested that the Local Authority look at the necessity to underwrite the scheme through external insurers given the level of balances on the scheme in recent years.**

## 11 **Funding for Alternative Provision and Hard to Place Pupils**

The Head of DCE Finance outlined the Funding for Alternative Provision and Hard to Place Pupils 2014-15 report which contained an overview of the Local Authority and Schools responsibility to Hard to Place pupils. The Forum discussed the Power to Innovate Order and alternative provision funding. The Forum debated the financial implications of implementing the scheme, focussing on the impact of an increase in out of county pupils coming into Wiltshire as a direct result of the scheme. AT the end of the discussion, the Forum,

### **Resolved:**

**To allocate £0.4 million to the Fair Access Panels to support Hard to Place pupils coming in to Wiltshire, and to be funded from the budget released from the growth fund (£0.250m) and the DSG Reserve (£0.150m).**

## 12 **Confirmation of dates for future meetings**

The Chairman confirmed the next date of the Forum as 13 March 2014, to be held at County Hall, Trowbridge.

## 13 **Urgent Items**

There were no Urgent Items to note at the meeting.

(Duration of meeting: 1.30 - 4.00 pm)

The Officer who has produced these minutes is Samuel Bath, of Democratic Services, direct line 01225 718211, e-mail [samuel.bath@wiltshire.gov.uk](mailto:samuel.bath@wiltshire.gov.uk)

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## **DEDICATED SCHOOLS BUDGET – BUDGET MONITORING 2013-14**

### **Purpose of the Report**

1. To present budget monitoring information against the Dedicated Schools Grant (DSG) for the financial year 2013-14 as at 31<sup>st</sup> January 2014.

### **Main Considerations**

2. Appendix 1 to this report outlines the budget monitoring summary as at 31<sup>st</sup> January 2014. At this point in the year an underspend of £1.126 million is projected against the overall schools budget. Key variances are as follows:
  - a. *Early Years Free Entitlement for 3 & 4 year olds* – an overspend of £0.419 million is projected against the Early Years Single Funding Formula (EYSFF) for 3 and 4 year olds. It is expected that the DSG grant for 2013-14 will be adjusted for the January 2014 census so if that census shows an increase in line with current projections additional DSG may be received at the year end to mitigate this overspend.
  - b. *Early Years Free Entitlement for 2 year olds* – an underspend of £0.131 million is projected against the EYSFF for 2 year olds. This is broadly in line with initial projections and the underspend will be rolled forward to support the hourly rate for 2 year olds in 2014-15.
  - c. *Independent Special School (ISS) placements* – the ISS budget is projected to underspend by £1.653 million. This is based on known placements to date.
  - d. *Top Up Budgets for maintained schools and academies* – top up budgets for special schools, resource bases and enhanced learning provision (ELP) are projected to overspend by £0.3 million. This overspend arises from the additional costs of places for Wiltshire pupils placed in maintained schools and academies outside Wiltshire.
  - e. *Top Up Budgets (Post-16)* – the budget for post-16 high needs provision is projected to underspend by £0.215 million. This budget will continue to be under pressure in 2014-15 as numbers of placements this year exceed the numbers initially planned, particularly with local FE providers.
  - f. *Named Pupil Allowances (NPAs)* – the NPA budget is projected to overspend by £0.451 million. This is an increase in expenditure since the last report.

### **Proposals**

3. Schools Forum is asked to note the budget monitoring position at the end of January 2014.

CAROLYN GODFREY  
DIRECTOR, CHILDREN & EDUCATION

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

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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	253.700	253.700	0.000
<b>Total</b>	<b>253.700</b>	<b>253.700</b>	<b>-</b>
<b>2 0-25 SEND Service</b>			
Independent Special Schools	4.035	2.382	-1.653
Named Pupil Allowances and Specialist Provision	1.439	1.962	0.524
Top Up Budgets - Maintained Schools & Academies	9.481	9.781	0.300
Top Up Budgets - Post- 16 Placements	4.428	4.213	-0.215
Specialist SEN Service	0.800	0.701	-0.099
Sensory Service	0.522	0.458	-0.064
Early Intervention Team	1.925	1.925	0.000
Other SEN & Inclusion Services	0.280	0.249	-0.031
<b>Total 0-25 SEND Service</b>	<b>22.908</b>	<b>21.671</b>	<b>-1.237</b>
<b>3 Commissioning &amp; Performance and School Effectiveness</b>			
Schools Maternity Costs	0.836	0.617	-0.219
Trades Union Facilities Costs	0.050	0.046	-0.004
SIMS Licence	0.198	0.127	-0.072
Other Costs	0.252	0.253	0.001
Strategic Planning	0.036	0.036	0.000
Admissions Service	0.261	0.261	0.000
	<b>1.633</b>	<b>1.339</b>	<b>-0.294</b>
<b>Early Years</b>			
Early Years Single Funding Formula - 3 & 4 yo	14.802	15.221	0.419
Early Years Single Funding Formula - 2 yo	2.059	1.928	-0.131
	<b>16.861</b>	<b>17.149</b>	<b>0.288</b>
<b>Total Commissioning, Performance &amp; School Effectiveness</b>	<b>18.494</b>	<b>18.488</b>	<b>- 0.006</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 Integrated Youth and Preventative Services</b>			
QES	0.042	0.042	0.000
Assisted Places Scheme	0.047	0.047	0.000
Ethnic Minority Achievement Service	0.322	0.301	-0.022
Travellers Education Service	0.188	0.140	-0.049
Alternative Provison/EOTAS	2.857	2.882	0.025
Behaviour Support	0.784	0.756	-0.028
	<b>4.241</b>	<b>4.167</b>	<b>-0.073</b>
<b>6 Children's Social Care</b>			
Looked After Children Education Service	0.150	0.340	0.190
<b>Total</b>	<b>0.150</b>	<b>0.340</b>	<b>0.190</b>
<b>7 DSG Within Corporate Services</b>			
Gross Expenditure	3.593	3.593	0.000
<b>Total</b>	<b>3.593</b>	<b>3.593</b>	<b>-</b>
	<b>303.113</b>	<b>301.987</b>	<b>- 1.126</b>

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## **Wiltshire Council**

**Schools Forum  
13<sup>th</sup> March 2014**

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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 26<sup>th</sup> February 2014

#### **Main considerations for School Forum**

2. The draft minutes of the meeting are attached at Appendix 1.
3. The issues discussed by the Group are all picked up within the papers on the 2014-15 budget and the Free School Meals Pool elsewhere on this agenda.

#### **Proposals**

4. That Schools Forum note the minutes of the School Funding Working Group.

**Carolyn Godfrey  
Corporate Director**

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## Schools Funding Working Group

26<sup>th</sup> February 2014, 8.30am, Longleat Meeting Room, County Hall

### Minutes

**Present:** Liz Williams, Grant Davis, Martin Watson, Phil Cooke, Neil Baker, Catriona Williamson, Andy Bridewell, John Hawkins

**Apologies:** Steve Clark

1	<p><b>Minutes from Previous Meeting</b></p> <p>The minutes from the meeting of 2<sup>nd</sup> December 2013 had been considered by Schools Forum and there were no matters arising.</p>	
2	<p><b>Budget Update 2014-15</b></p> <p>EW presented an update on schools budgets for 2014-15.</p> <p>Schools budgets would be issued to maintained schools later that day and that would be issued electronically. Budgets for Academies were expected to follow a similar timescale.</p> <p>It was requested that detail be provided to Schools Forum on the cost of the Minimum Funding Guarantee (MFG) for 2014-15, the numbers of schools in receipt of MFG and the numbers to be capped in order to fund it.</p> <p>Changes to the conditions of grant for Pupil Premium Grant (PPG) for looked after children were discussed. The grant is required to be held centrally by the Virtual School Head Teacher for allocation as part of the agreed plan for each child. This mirrors current practice in Wiltshire however members of the group were concerned that this results in delays in funding reaching schools and that there was a lack of clarity about what it should be spent on. It was agreed that EW would meet with the Virtual School HT to discuss the process.</p> <p>EW fed back that the key concerns coming out of the budget roadshows were concerns about the funding and implementation of the Universal Infant Free School Meal Entitlement in September, and concerns about the impact of the military re-basing across the Salisbury Plain area and the impact on funding for schools.</p>	<p>GD</p> <p>EW</p>
3	<p><b>Free School Meals Pool</b></p> <p>EW reported that work was taking place to calculate the year end balance on the Free School Meal Pool so that Schools Forum could consider whether any cashback could be allocated to schools for 2013-14.</p> <p>There were also a number of issues that needed to be considered in relation to the pool:</p> <p><i>Rate per meal</i> – since the change to the school funding formula there is no longer a specific allocation made to schools in relation to free school meals. Premiums are currently calculated based on the number of pupils eligible for FSM multiplied by a rate per meal. The rate had not been updated in recent years and some schools had fed back that it was now out of step with the</p>	

	<p>cost of delivery. It was noted that:</p> <ul style="list-style-type: none"> <li>• If a higher rate is to be paid out from the pool then a higher rate must be charged to schools in the first instance;</li> <li>• It is difficult to arrive at a truly representative rate as costs vary from school to school depending on how meals are provided.</li> </ul> <p>The recommendation of the group was that if the pool is to be continued the rate should not be changed as the funding allocated to schools has not been increased.</p> <p><i>Impact of Universal Infant Free School Meals</i> – it was agreed that the pool could not be expanded to include the universal entitlement. After some discussion the group considered that the pool would no longer be fit for purpose following the implementation of the universal entitlement for infants and that a paper should be brought to Schools Forum to present options for the closure of the pool from September 2014, including how any balance remaining on the pool should be distributed back to participating schools.</p>	
5	<p><b>AOB</b></p> <p>There was no AOB at this meeting</p>	
6	<p><b>Date of Next Meeting</b></p> <p>Wednesday 5<sup>th</sup> June 2014, 8.30am, County Hall</p> <p>It was also agreed that if a consultation was issued by DfE on a national funding formula then an earlier meeting of the group may be required.</p>	

## Wiltshire Council

Schools Forum  
13<sup>th</sup> March 2014

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### Report from the Schools Forum SEN Working Group

#### Purpose of report

1. To report on the meeting of the SEN Working Group held on 25<sup>th</sup> February 2014.

#### Main considerations for School Forum

2. The draft minutes of the meeting are attached at Appendix 1.
3. The group considered top up values for special schools for 2014-15 and agreed to recommend to Schools Forum that top up values be set at the following values:

	<b>Day</b>	<b>Residential</b>
Band 1+	£18,054	£54,058
Band 1	£12,361	£40,250
Band 2	£9,514	£33,122
Band 3	£6,668	£25,993
Band 4	£2,814	£16,342
Band 5	£485	£10,060

#### 4. *Proposals*

That Schools Forum notes the minutes of the SEN Working Group.

**Carolyn Godfrey**  
Corporate Director

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## Schools Forum SEN Working Group

25<sup>th</sup> February 2014, 1.30pm, Pratchett Meeting Room, County Hall

### Minutes

**Present:** Liz Williams, Grant Davis, Susan Tanner, John Hawkins, Debbie Bennett, Tracey Cornelius, Ingrid Sidmouth, Jon Hamp

**Apologies:** Carol Grant, Becky O'Brien, Phil Beaumont

1	<p><b>Minutes from Previous Meeting</b></p> <p>The minutes from the meeting of 10<sup>th</sup> January were reviewed. The minutes had been considered by Schools Forum and the recommendations of the working group taken in to account.</p>	
2	<p><b>Feedback from Schools Forum – proposal for support for pupils with additional needs moving in to Reception</b></p> <p>EW fed back a proposal from Schools Forum that additional funding be utilised to support pupils with high needs making the transition in to primary school. Any funding would need to come from previous year's underspends and would therefore be one off. The Group had been asked by Schools Forum to develop options for further consideration.</p> <p>It was agreed that a small sub-Group would be set up to develop proposals. The group would need to include LA officers (Susan Tanner, Angela Everett and Liz Williams) and a number of primary school head teachers. It was further agreed that this should be discussed by the Finance and SEN groups at Primary Head's Forum (PHF) on 20<sup>th</sup> March.</p>	EW/ST
3	<p><b>Special Schools – review of residential places</b></p> <p>EW and ST presented a report updating the group on the work being carried out to review residential places across special schools. It was agreed that the report needed to be considered as confidential.</p> <p>As reported to the previous meeting work was now taking place with schools on an individual basis as issues were different in each case.</p> <p>Principles behind the review included:</p> <ul style="list-style-type: none"> <li>• Ensuring the right amount of residential provision to meet the needs of high needs pupils within Wiltshire</li> <li>• Ensuring that any agreed model could be supported within the overall funding framework, including the principle of equity of funding between academies and maintained schools.</li> </ul> <p>It was reported that proposals to cease residential provision at Downlands school from April 2014 had been agreed. Discussions were being held with Rowdeford and Springfields schools to consider options for delivery of residential provision and these were at an early stage.</p>	
4	<p><b>Special Schools – top up rates 2014-15</b></p> <p>EW confirmed that top up rates had not yet been agreed for special schools in 2014-15. The increase in top up rates implemented in 2013-14 had cost an additional £0.703m in year and the special school top up budget was</p>	

	<p>projected to overspend by £0.498m as a result.</p> <p>EW recommended that the higher rates be continued in to 2014-15 and that funding would be in part from the reduction in residential top up rates to be paid in 2014-15 at Downlands school and the remainder to be transferred from the Independent Special School budget.</p> <p>It was agreed to recommend to Schools Forum that the top up rates for 2014-15 be set at the same level as the revised rate for 2013-14.</p> <table border="1"> <thead> <tr> <th></th> <th><b>Day</b></th> <th><b>Residential</b></th> </tr> </thead> <tbody> <tr> <td>Band 1+</td> <td>£18,054</td> <td>£54,058</td> </tr> <tr> <td>Band 1</td> <td>£12,361</td> <td>£40,250</td> </tr> <tr> <td>Band 2</td> <td>£9,514</td> <td>£33,122</td> </tr> <tr> <td>Band 3</td> <td>£6,668</td> <td>£25,993</td> </tr> <tr> <td>Band 4</td> <td>£2,814</td> <td>£16,342</td> </tr> <tr> <td>Band 5</td> <td>£485</td> <td>£10,060</td> </tr> </tbody> </table>		<b>Day</b>	<b>Residential</b>	Band 1+	£18,054	£54,058	Band 1	£12,361	£40,250	Band 2	£9,514	£33,122	Band 3	£6,668	£25,993	Band 4	£2,814	£16,342	Band 5	£485	£10,060	
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5	<p><b>AOB</b></p> <p>There was no AOB at this meeting</p>																						
6	<p><b>Date of Next Meeting</b></p> <p>Thursday 5<sup>th</sup> June 2014, 1.30pm, County Hall</p>																						



## SCHOOLS FORUM 13<sup>th</sup> March 2014

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### SCHOOL BUDGETS 2014-15

#### Purpose of the Paper

1. To update Schools Forum on school's budgets for 2014-15 and any issues arising from the budget setting process.

#### Background

2. At the meeting on 16<sup>th</sup> January 2014 Schools Forum resolved the following in relation to the 2014-15 schools budget:
  - a) That any increase in DSG arising from the January early years census be allocated to the EYSFF budget to support increases in population and take up of places.
  - b) To agree an hourly rate for 2 year old places in PVI settings of £5.43;
  - c) To remove the set up allowance of 25p per hour applied to places for 2 year olds from April 2014;
  - d) To roll forward any underspend against the funding allocation for 2 year old places to support the continuation of the hourly rate in future years.
  - e) To make no change to the hourly rate for 3 & 4 year olds;
  - f) To agree the assumptions to be used in calculating the delegated budget as outlined in the report;
  - g) To set the Top-up rates for Resource Bases and ELP as follows;

Resource Base Band:	1	2	3
	£10,823	£5,881	£2,920
ELP Band:		ELP2	ELP1
		£5,881	£2,920

- h) To note the work being carried out to finalise top up rates for special schools, and to agree final rates at the March meeting;
- i) To agree the budget for the post-16 top up budget and to set it at the level allocated within the funding settlement;
- j) To allocate £0.150m from the DSG Reserve to support the proposal to fund Hard to Place pupils;
- k) To formalise a proposal for consideration at the next meeting for a fund to support the transition of pupils with high needs in to Reception, to be funded in 2014-15 from the DSG Reserve;
- l) To set the overall schools budget at £303.919 million including the agreed utilisation of the DSG reserve to support Hard to Place Pupils. (This figure was not inclusive of the 150k that would be utilised from DSG Reserves to support the Hard to Place pupils (as in j above)).

3. The purpose of this paper is to update Schools Forum on the progress in relation to the school's budget for 2014-15 and any issues that have arisen since the last meeting. Following a request by the Schools Funding Working Group a separate report is also provided giving more detailed analysis of the impact of the Minimum Funding Guarantee (MFG)

### **Main Considerations**

4. In accordance with recommendation 1) above, the Council has set an overall schools budget at £304.049 million in line with the estimated DSG allocation of £303.919m plus the utilisation of £0.150m from reserves.

### ***Schools Delegated Budgets 2014-15***

5. Confirmation has been received from the Education Funding Agency (EFA) that the final Wiltshire schools formula is compliant with the new regulations.
6. Five budget roadshows were held at venues across the County during January and February to inform schools of the main changes and headlines in the 2014-15 budgets. Roadshows were well attended. A separate roadshow was also held for special schools.
7. Funding Certificates and associated information for 2014-15 were issued to Wiltshire maintained schools on 26<sup>th</sup> February ahead of the statutory deadline. Funding certificates were issued electronically for the first time this year in line with the Council's policy to reduce the use of paper.
8. Details of budgets and funding rates have been sent to HCSS so that the financial planning software can be updated. HCSS will be issued as a web based system for 2014-15 and training sessions for schools have been arranged.
9. The EFA are expected to have issued indicative budgets for 2014-15 to academies by the end of February 2014.
10. Final allocations for post-16 funding have yet to be confirmed. Provisional allocations based on 2013-14 funding levels are included on funding certificates at this stage and allocations will be updated as more information is received.
11. Indicative budgets for 2015-16 and 2016-17 have yet to be issued to schools. Final pupil projections for the next two years have not been finalised and, like last year, a decision was taken not to delay the issue of 2014-15 budgets whilst waiting for this data. Indicative budgets for the next two years will be issued to schools as soon as the data is finalised. No details have been received of the potential changes a national funding formula might bring and so future year's budgets will be calculated on the current formula.

12. Budgets issued for 2014-15 cannot be adjusted to correct errors. Any adjustments required will need to be made in the following year.

### ***Budgets for High Needs Provision***

13. Budgets for Special Schools, Resource Bases and Enhanced Learning Provision (ELP) have been calculated on a place plus basis as required under the new regulations. Agreed planned places have been funded at £10,000 per place and top ups for individual pupils notified to schools. Top up rates for ELP and Resource Bases are as agreed at the Schools Forum meeting on 16<sup>th</sup> January.
14. Top up rates for Special Schools will be considered as a separate paper on this agenda.

### ***Overall Impact of Funding Changes***

15. Analysis of the budgets across all mainstream schools, including academies, shows that 77 schools will be receiving the Minimum Funding Guarantee (MFG) at a total cost of £1.611 million. Following discussion at the School Funding Working Group a separate paper has been provided giving more detail on the cost of the MFG and impact on individual schools.
16. The cost of the MFG has been met through the capping of gains to schools who would receive an increase in funding through the new formula. Gains are capped at 0.88% in order to meet the cost of the MFG.
17. In terms of other measures used by the EFA to compare budgets across the country to track the move towards consistency:
  - a) The Wiltshire per pupil funding rates are within the allowable range of greater than £2,000 for the primary per pupil funding rate, and greater than £3,000 per secondary aged pupil.
  - b) 82.86% of funding in Wiltshire is allocated through the basic per pupil funding element.
  - c) 86.49% of funding in Wiltshire is allocated through pupil-led factors (AWPU, deprivation, prior-attainment, EAL, etc).
  - d) The ratio of primary to secondary funding in Wiltshire is 1:1.24.

### **Other Issues**

#### ***Pupil Premium Grant (PPG) – Conditions of Grant***

18. The EFA has recently issued the conditions of grant for PPG. The main changes are in relation to the PPG for looked after children and these include:

- a) the cohort of looked after children who attract the premium includes children looked after from the first day of care rather than, as previously, only those who had been looked after for six months or more;
  - b) funding for looked after children, for 2014-15, will be retained by the virtual school head (VSH) in the local authority rather than passed down to schools as previously. The DfE expect that once the VSH has identified and agreed the programme of activity with the school the pupil attends, that the funding would be passed down;
  - c) a looked after child will attract the Pupil Premium of £1,900, but will not additionally attract the “Ever 6 FSM” premium of £1,300 or £935. A looked after child can still attract the Service Child Premium if eligible; and
  - d) the conditions of grant for 2014-15 make it a requirement for local authorities to pass down pupil premium funding to special PRUs and non-maintained special schools. It was considered that the previous arrangements, which gave LAs flexibility to retain this funding or pass it down to schools, may not result in the best use of resources as these schools were receiving funding for some of their pupil premium pupils but not others. Special academies and free schools, and AP academies and free schools will receive funding directly from the Education Funding Agency.
19. The changes outlined in (b) and (d) above formalise current practice in Wiltshire. Discussions are ongoing in relation to ensuring that PPG that is not identified as part of the Personal Education Plan is passed to schools more quickly.

### ***Universal Infant Free School Meal Entitlement***

- 20. It has been confirmed that the universal infant free school meal entitlement is to be implemented from September 2014. The limited guidance received so far is not clear on the implications for special schools however it is assumed that the entitlement will need to be delivered to all infant pupils in Reception and years 1 & 2.
- 21. Capital funding of £150m has been made available nationally to support the implementation. Wiltshire’s allocation is £0.786m for LA maintained schools with a further £0.280m allocation to support VA schools. Academies need to access capital via the Academies Capital Maintenance Fund.
- 22. A letter has been sent to primary schools in Wiltshire asking them to outline their intentions in terms of delivery of the FSM entitlement – this information will be used to support the prioritisation of the capital allocation.
- 23. The guidance on revenue funding indicates that the implementation will be funded at a rate of £2.30 per meal taken. Uptake will be measured as part of the census. It has also been announced that £22.5 million will be allocated nationally to support small schools but no details of this have yet been received.

24. The potential retrospective allocation of revenue funding is causing concern. More recent correspondence from NAHT suggests that there may be some movement on this but no revised guidance has yet been issued.
25. The issue of funding to support the implementation of this entitlement was the biggest concern raised by schools at the budget roadshows.

**Proposal**

- a) Schools Forum is asked to note the progress on the 2014-15 schools budget to date.

CAROLYN GODFREY  
DIRECTOR, CHILDREN & EDUCATION

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## SCHOOLS FORUM

13<sup>th</sup> March 2014

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### **Minimum Funding Guarantee Analysis**

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

1. The purpose of the report is to provide Schools Forum with details and analysis of the effects of the Minimum Funding Guarantee (MFG) within the schools funding formula for the 2014-15 school budgets.

#### **Background**

2. The pre-16 Minimum Funding Guarantee (MFG) for mainstream schools will continue to be set at minus 1.5% per pupil in 2014-15, continuing with the simplified calculation, introduced in 2013-14. The purpose of the MFG being to protect the 'per pupil' level of funding and ensure that it does not fall by more than 1.5%.
3. The MFG applies to pupils in age ranges 5-16 and therefore excludes funding for early years children and young people over 16. The only formula factors which will be automatically excluded from the MFG baseline are
  - Lump Sum
  - Post 16 funding
  - Allocations from the High Needs Block, including those for named pupils with SEN
  - Allocations made through the early years single funding formula
  - Rates
4. The DfE have always been clear that in the move towards a national funding formula they want to protect the per pupil funding for schools from one year to the next against significant changes in funding formulae or changes in data not directly related to pupil numbers. They continue in 2014-15 to operate an MFG set at the same level as for 2013-14 - minus 1.5%.
5. Within Wiltshire, the limit on gains will continue to operate in order to fund the MFG. Any limits on gains are still a local decision and are not set nationally. The cost of the MFG in 2014-15 is £1,611,101, compared to £2,054,840 in 2013-14.

## Analysis

6. The table below sets out the amount of funding awarded to schools between 2013-14 and 2014-15, along with the size of the MFG over the two years and the percentage change in both

	<u>2013-14</u>	<u>2014-15</u>	<u>% Change</u>
Number of Schools in Wiltshire	228	230	0.88%
Primary Pupils	34,550	35,182	1.83%
KS3 Pupils	14,460	13,999	-3.19%
KS4 Pupils	10,205	10,103	-1.00%
Total	59,215	59,284	0.12%
Total Funding for Schools Block Formula*	243,154,777	242,458,284	-0.29%
Minimum Funding Guarantee (Total)	2,054,840	1,611,101	-21.59%

\*Excluding MFG

7. The total amount awarded to schools as MFG has fallen significantly between the two years, whereas the Total Block Formula has remained fairly constant. There are two new primary schools opening in the County, namely Wellington Primary and Castle Mead Primary, both due to open in September 2014.
8. In order to help with the comparison of the schools affected by the MFG and Capping, the table below sets out some further comparator information.

	<u>2013-14</u>	<u>2014-15</u>	<u>% Change</u>
Schools subject to MFG/Capping	175	168	-4.00%
MFG Recipient Schools	63	77	22.22%
Capped Schools	112	91	-18.75%
Schools within MFG threshold	53	62	16.98%
Highest MFG Value	182,965	133,683	-26.94%
Highest Cap Value	115,789	117,443	1.43%
No. of schools with MFG over £60k	11	8	-27.27%
No. of schools with Cap over £60k	5	4	-20.00%
No. of Primary Schools MFG	54	70	29.63%
No. of Primary Schools Capped	98	83	-15.31%
No. of Secondary Schools MFG	9	7	-22.22%
No. of Secondary Schools Capped	14	8	-42.86%

9. The number of schools in receipt of MFG, exceeding £60,000 has fallen from 11 down to 8 from 2013-14 to 2014-15. The total amount awarded to these schools has fallen from £1,438,699 in 2013-14 to £772,411 in 2014-15.
10. Of the 8 schools in 2014-15 in receipt of the MFG exceeding £60,000, 7 of these schools were also in receipt of the MFG exceeding £60,000 in 2013-14.
11. Of the 4 schools Capped in 2014-15 for an amount exceeding £60,000, 2 of these schools were also Capped for an amount exceeding £60,000 in 2013-14.



12. The average MFG value for 2014-15 is £20,923 (£1,611,101 / 77), with the range of MFG awarded to schools varying from £78 to £133,683.
13. The average Cap value for 2014-15 is £17,704 (£1,611,101 / 91), with the range of Cap's on schools varying from -£413 to -£117,442.
14. The school with the highest percentage of MFG compared to its overall school budget receives 29.5% of its overall school funding through the MFG. The range of the MFG awarded varies from 0.02% to 29.5% of the schools budget.
15. The school with the highest percentage of their budget being capped, was capped by 7.01% of their school budget. The range of capping to schools varies from 0.06% to 7.01% of the schools budget.

### **Recommendation**

16. Schools Forum is asked to note the content of the paper in relation to the MFG and Capping.

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

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## SPECIAL SCHOOL TOP UP RATES 2014-15

### Purpose of the Report

1. To recommend top up values for special schools in 2014-15.

### Background

2. Top up rates for special schools have not yet been agreed for 2014-15.
3. In October 2013 Schools Forum agreed revised top up rates for special schools for 2013-14. Before the higher rate could be confirmed for 2014-15 it has been necessary to confirm whether the rates are affordable in the new year.

### Main Considerations

4. It is proposed that day and residential top up rates for special schools continue at the current rate:

	<b>Day</b>	<b>Residential</b>
Band 1+	£ 18,054	£ 54,508
Band 1	£ 12,361	£ 40,250
Band 2	£ 9,514	£ 33,122
Band 3	£ 6,668	£ 25,993
Band 4	£ 2,814	£ 16,342
Band 5	£ 485	£ 10,060

### Financial Implications

5. The increase in top up rates had an overall cost of £0.703m in 2013-14. This led to an overspend of £0.498m against the special school top up budget which was funded from underspends against the top up budgets for Resource Bases and ELP.
6. Following the review of Resource Bases and the subsequent changes to top up values for Resource Bases and ELP it is not anticipated that these budgets will underspend in 2014-15.
7. It is estimated that the proposed changes to residential provision in Downlands school in 2014-15 will reduce the cost of residential top ups by £0.098m. It is proposed that the remaining shortfall is transferred from the budget for Independent Special School places.

### Proposals

8. Schools Forum is asked to agree the proposed top up rates for special schools in 2014-15.

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