

# AGENDA

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**Meeting:** Schools Forum  
**Place:** Kennet Room - County Hall, Trowbridge  
**Date:** Thursday 12 March 2015  
**Time:** 1.30 pm

**Briefing Arrangements:**

There will be no briefing prior to the meeting.

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

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

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

<b>Membership:</b>	<b>Representing:</b>
Mr Neil Baker	PHF, Christ Church CE Primary School
Mr Martin Watson	Academy, Lavington School
Mrs Aileen Bates	WGA, SEN Governor Representative
Mr Andy Bridewell	PHF - Ludgershall Castle Primary School (PHF Vice-Chair)
Ms Amanda Burnside	Post 16 provider
Ms Michelle Chilcott	Academy - South Wilts Grammar
Ms Amanda Christopher	Salisbury Diocesan Board of Education
Mrs Rosemary Collard	Snapdragon Nurseries
Miss Tracy Cornelius	PHF - Kington St Michael School
Ms Jan Hatherell	Academy, Hardenhuish School
Mr John Hawkins	Teacher Representative
Mrs Sue Jiggins	WGA - Primary School Governor Representative
Mr John Proctor	Early Years Representative (PVI)
Mrs Debbie Rock	WGA - Primary School Governor
Mr Nigel Roper	Stonehenge School
Ms Ingrid Sidmouth	SEN Sector, Rowdeford School
Mr David Whewell	WGA - Secondary School representative
Mrs Catriona 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 5 - 12*)

To approve and sign as a correct record the minutes of the meeting held on 15 January 2015.

3 **Declaration of Interests**

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

4 **Chairman's Announcements**

a) Cllr Laura Mayes Introduction

5 **Trust Board Update**

A verbal update will be provided.

6 **Budget Monitoring 2014-15** (*Pages 13 - 16*)

To receive a report presenting budget monitoring information against the Dedicated Schools Grant (DSG) for the financial year 2014-15 as at 31st January 2015.

The Schools Forum is asked to note the budget monitoring position at the end of January 2015.

7 **Reports from Working Groups** (*Pages 17 - 30*)

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

a) School Funding Working Group

b) SEN Working Group

c) Early Years Reference Group

8 **Schools Budget 2015-16** (*Pages 31 - 32*)

To receive a report outlining the key changes resulting from the schools funding formula for 2015-16.

The Schools Forum is asked to note the report.

9 **Early Years - Hourly Rate for 3&4 Year Old Free Entitlement 2015-16** (*Pages 33 - 36*)

To make proposals for the level of hourly rate to be included in the Early Years Single Funding Formula for 3 & 4 year olds.

10 **High Needs Block 2015-16**

To summarise the cost pressures and potential options for savings within the high needs block for 2015-16.

The report will follow as a supplement.

11 **Schools Traded Services - Governance Arrangements** (*Pages 37 - 38*)

To amend and confirm the governance arrangements for setting prices and determining service levels for traded services.

12 **Confirmation of dates for future meetings**

To confirm the dates of future meetings, as follows:

18th June, 2015 1.30 pm - Kennet Room - County Hall, Trowbridge

8th October, 2015 1.30pm - West Wiltshire Room - County Hall, Trowbridge

10th December, 2015 1.30 pm - West Wiltshire Room - County Hall, Trowbridge

13 **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 15 JANUARY 2015 AT SALISBURY ROOM - COUNTY HALL, TROWBRIDGE.**

#### **Present:**

Mr N Baker (Chairman), Mr M Watson (Vice-Chair), Mrs A Bates, Mr A Bridewell, Ms M Chilcott, Mrs R. Collard, Miss Tracy Cornelius, Ms J Hatherell, Mr J Hawkins, Mrs S Jiggins, Mr J Proctor, Mrs D Rock, Mr N. Roper, Ms I Sidmouth, Mr D Whewell and Mrs C Williamson

#### **Also Present:**

Cllr Richard Gamble

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

Apologies were received from:

Amanda Burnside – Wiltshire College  
Mandy Christopher - Salisbury Diocesan Board of Education

Amanda Burnside was substituted by Cathy Shahrokni

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

An amendment to minute 52 of the 6 November 2014 minutes was proposed. The amendment was agreed and for the minute to read:

“Questions were asked on the local authority process through which schools in deficit can be challenged. The Governing Body must submit a deficit request to the Chief Financial Officer of the LA. A deficit budget will only be approved where the school can demonstrate it has in place an approved Financial Recovery Plan.”

#### **Resolved**

**To agree and sign the minutes as a true and correct record of the meetings held on 6 November 2014, subject to the amendments detailed above.**

### **3 Declaration of Interests**

Mrs Aileen Bates declared a pecuniary interest in item 8, Split Site Allowance - High Needs Provision. For this item Mrs Bates did not vote.

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

It was announced that item 11 (Schools Budget 2015/16) would be taken before item 8 (Split Sites Allowance –High Needs Provision).

### **5 Trust Board Update**

A new document had been received for any providers working with children up to the age of eight. The document included information on “disqualification by association”. This meant that those living in the same household as someone who was barred from working with children were required to seek an exemption from OFSTED. The OFSTED handbook had been amended to include this provision.

The number of telephone numbers available for ringing Early Help with concerns was being reduced in order to provide a single point of entry.

The School Improvement Strategy had been published, and set out the changes in school effectiveness nationally and locally.

#### **Resolved**

**To note the Trust Board update.**

### **6 Budget Monitoring 2014-15**

Liz Williams, Head of Finance, presented the budget monitoring information against the Dedicated Schools Grant (DSG) for the financial year 2014-15 as at 30th November 2014.

The overall position up to the end of November had not significantly changed. Overspend was stated to have increased by £0.3million, and now totalled £2.3million.

An error in the report was noted. In paragraph 3 the figure of £2.1million should read £2.9million.

There had been an improvement in High Needs. The Early Years underspend had reduced. Key areas of overspend remained in Named Pupil Allowances, top ups for pupils in non-Wiltshire schools and top ups for Post-16 placements.

Expenditure on the free entitlement for 3 & 4 year olds was currently projected to underspend by £0.096million.

Various items had been agreed to be funded from the DSG Reserve in 2014-15. Based upon the current overspend against the DSG, and the likely call upon the Reserve, the balance was projected to be £300,000 at the end of the financial year.

The hourly rate for 2 year olds was moving to participation funding from next year, and would be based on census figures. If the current hourly rate was to be supported in 2015-16, then this would need to be a call on reserves.

Most of the pressures came from within the High Needs Block. It was stated that the Education Funding Authority (EFA) was to be contacted to inform them that not enough funding was being provided.

An increase in the numbers aged from 18-25 who were looking for funded further education was noted.

Susan Tanner advised that the right service changes were in place, and the effects would be felt from next financial year onwards.

Feedback from the EFA on their allocations of places following the Exceptional Cases process was expected on the 23 January 2015. The EFA had been invited to attend Schools Forum but had declined the invitation, due to the official feedback being issued later in the month.

It was requested that the current budget be revisited to see if further savings could be identified in the current year, as most of the overspends were being met through the reserves. This was asked to be brought back to the March 2015 meeting. It was stated that Wiltshire Council should be providing press releases on this issue to generate publicity.

#### **Resolved**

- 1. To agree in principle that the DSG spending plan be set within the three allocated DSG blocks of money, taking into account the previous decisions of Schools Forum. Any savings within a block should then be recycled to the same block, subject to future decisions of Schools Forum.**
- 2. To note the budget monitoring position at the end of November 2014.**

#### **7 Reports from Working Groups**

Schools Funding Working Group:

The minutes of the 6 January 2015 Schools Funding Working Group were presented.

Wiltshire Council had submitted a request for 200 additional High Needs places to be funded for the 2015-16 year, using the 'Exceptional cases' request. A total of 102 places were granted for Wiltshire College, 14 for Greentrees School, and 1 at Kings Park School (now known as River Mead Academy).

Specific results were due for 23 January 2015. The decision would be appealed, with the deadline for this mid-February. The appeal would be submitted for the unfunded places..

#### **Resolved**

**To note the minutes of the working group meeting.**

Early Years Reference Group:

The minutes of the 21 November 2014 Early Years Reference Group meeting were presented.

**Resolved**

**To note the minutes of the reference group meeting.**

**8 Split Site Allowance - High Needs Provision**

Grant Davis, Strategic Financial Support Manager, was in attendance to introduce the report.

The item had been brought back from the 6 November 2014 meeting after it was agreed that a detailed schedule of costs should be provided for the two schools.

The proposal that St Nicholas' School should only receive £45,000 funding was disputed. It was stated that savings would be made in the reduction in people going out of county, and that £100,000 had been originally considered, based upon the split-site allowance for maintained secondary schools. The Chair of Governors discussed the options available to the school.

It was requested that this be taken back to the working group to be looked at again.

It was noted that the regulations did not allow for a split-site allowance for Special Schools and any allowance would be paid through a school specific top-up rate.

The £45,000 was considered to offset the associated costs of running an extra building. With regard to other costs associated with the SEN provision, Susan Tanner would be looking at this issue, and would bring this back to a future meeting of Schools Forum in the form of a review. It was noted that the £45,000 could be refused, and the whole issue could be reviewed.

**Resolved**

**To defer until the 12 March 2015 Schools Forum meeting when more information would be provided by the High Needs team.**

**9 Schools Financial Management Information Statement**

Jane Ralph, School Support Accountant, was in attendance to introduce the report.

Revenue surplus and deficit balances were considered at the November 2014 Schools Forum meeting. Following from this there had been a reclassification of balances. The Department for Education (DfE) were challenging authorities with 5% of schools that have had a surplus of 15% or more for the last 5 years. The 15% threshold was noted as applying to the total revenue balance.



The Schools Funding Working Group met in the week prior to the meeting to consider a draft version of the report.

Support would be offered to schools with a deficit in moving forward. Schools would be provided plenty of information. At the working group it was discussed what could be done with the information, and it was proposed that the report be presented to Governors; a copy be sent to School Improvement Advisors; that it be distributed to the Head & Chair of Governors; that additional wording and descriptions would be included; a declaration would be completed by Head & Governors, and where a school exceeds the 8% or 15% threshold, otherwise no declaration would be required.

It was stated that 8% and 5% should be included along with 15%.

### **Resolved**

- 1. To include a further analysis of schools with revenue balances exceeding 5% and 8% for secondary and primary/special schools respectively for the last 5 years.**
- 2. To provide an end of year statement for the Chair of Governors.**
- 3. To support the budget monitoring through data comparing the year end forecast position, as defined on the budget and biannual Income and Expenditure returns, to the actual year end position.**
- 4. To include those schools with deficits.**
- 5. To provide a declaration to be completed by the Head and Governors where a school exceeds the 8% or 15% threshold.**

### **10 Sickness Supply Insurance Pool 2015-16**

Grant Davis introduced the report to raise School Forum's awareness of the current position of the Supply Pool Insurance Scheme.

The Supply Pool Insurance scheme had been running for a number of years providing schools with insurance cover for sickness absence. A cashback arrangement was in place whereby if a schools total year's claims were less than 50% of their premium, they would be entitled to a cashback payment.

The forecast balance on the Supply Pool at the end of 2014/15 was £1.174million. It was noted that the projected balance would be £1.051million if enhanced cashback was paid of £0.245million.

Currently it was being decided whether the cashback should be standard or enhanced.

It was asked why £40,000 was being paid to insurance companies when £1million was being rolled over and it had been previously agreed to stop paying this. An action was placed to stop this happening in the future.

### **Resolved**

- 1. To continue to offer 2015-16 Premiums at a 0% increase on 2014-15's prices.**
- 2. To continue cashback payments.**
- 3. To start investigating extending the scheme to cover maternity.**

4. To provide cashback at the enhanced level.
5. To cease the Insurance Cover at the next point of renewal.

## 11 Schools Budget 2015-16

Elizabeth Williams, Head of Finance, was in attendance to introduce the report which outlined the detail of the schools funding settlement for 2015-16 and considered the implications for the Wiltshire schools budget.

The pupil premium would be continued in 2015-16. This would be paid to schools at the same rates as last year, apart from the Primary pupil rate had increased from £1,300 to £1320 per pupil. Based on January 2015 census data it was estimated that the total pupil premium grant allocated to Wiltshire schools would exceed £13 million in 2015-16.

The dedicated schools grant (DSG) had received an increase in total funding of £6.39million to £310.309million. The Schools Block had received a significant increase, whilst the Early Years Block had seen a slight decrease. The High Needs Block would be confirmed in March 2015. It was noted that no school would see a decrease in its 'per pupil' funding of more than 1.5%, in accordance with the requirements of the Minimum Funding Guarantee.

The growth in funding in the Schools Block was attributed to two factors, firstly the additional £5.7m from the Fairer Schools Funding allocation and £2.1m due to an increase of 505 pupils in the county.

The following assumptions for the schools delegated budget were proposed;

- Per pupil rates reflect the increases from the Fairer Schools Funding, as previously agreed with Schools Forum
- Lump sum allocations were unchanged at £85,000 for primary schools and £175,000 for secondary schools
- Total funding allocations for English as an Additional Language (EAL), Prior Attainment and Deprivation remain unchanged and funding rates were scaled accordingly
- Costs of the MFG were met through limiting the increases to schools gaining from the formulaic changes

The Early Years Block would be updated once 2014 census details were made available. Take-up was stated as being hard to predict and a ringfence of the budget was proposed. From April 2015 the funding of 2 year-old places would move to a full participation model where local authorities would be funded on the actual take up of places. It was discussed and agreed that any increase in DSG arising from the January early years census was allocated to the EYSFF budget to support increases in population and take up of places.

The hourly rate for 2 year olds was currently set at £5.43 to providers. This was stated as being the historical rate. The EFA funded rate for 2015-16 of £4.97 was questioned as to whether it was appropriate and £5.25 was considered as a midpoint.

The hourly rate was proposed to be reduced as there was risk that there would not be enough money in the reserves to continue the hourly rates as they were. The quantum provided enough for £4.97; anything higher would require using the reserves.

A consultation had taken place on a single hourly rate for 3&4 year olds. This was discussed at the meeting and further proposals would be brought to the next meeting.

The allocation of the high needs block was based on agreed planned place numbers and historical spend rather than on specific school census data. The final High Needs Block allocations will be notified in March 2015.

A request to the EFA for additional place funding through the Exceptional Case Process was successful in securing an additional 117 places within Wiltshire for 2015-16.

Given the current significant overspend within the high needs block in 2014-15, further modelling and work was being carried out, looking at all areas of the service. There was an underlying assumption that changes and services must be managed within the existing budget level.

### **Resolved**

- 1. Any increase in DSG arising from the January early years census is allocated to the EYSFF budget to support increases in population and take up of places**
- 2. To agree in principle to £4.97 as an hourly rate for 2 year olds with the view that it is affordable and that any surplus is brought back to the 12 March 2015 Schools Forum meeting to be recycled.**
- 3. To agree that the hourly rate for 3&4 year olds be considered at the next meeting following further modelling work.**
- 4. Schools Forum agree the assumptions to be used in calculating the delegated budget**
- 5. Top-up rates remain unchanged, subject to any proposals at the March Schools Forum in relation to the High Needs Block**
- 6. That the overall schools budget is set at £310.309 million, the level of the provisional funding settlement and that work is taken to review the High Needs budget and contain spending within the allocated High Needs Block.**

## **12 Growth Fund**

Grant Davis introduced the report on the allocation of funding for pupil growth 2015-16.

There were no proposed changes to the allocation of funding for the 2015/16 year. The total paid out was noted as being slightly over budget.

There were no changes to the criteria proposed. The report had been taken to the Schools Forum Working Group with the recommendation that the budget be set to a maximum of £1million.

### **Resolved**

- 1. To approve the criteria for allocating the pupil Growth Fund in 2015-16.**

2. To agree that the budget for the Growth Fund be set at a maximum of £1million, subject to the affordability within the funding formula for 2015-16.

13 **Confirmation of dates for future meetings**

**Decision**

**The future Schools Forum dates were confirmed, with the next meeting to be on 12 March 2015, 1.30 pm in Kennet Room at County Hall, Trowbridge.**

14 **Urgent Items**

There were no urgent items.

(Duration of meeting: 1.30 - 4.30 pm)

The Officer who has produced these minutes is Adam Brown, of Democratic Services, direct line 01225 718038, e-mail [adam.brown@wiltshire.gov.uk](mailto:adam.brown@wiltshire.gov.uk)

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## **DEDICATED SCHOOLS BUDGET – BUDGET MONITORING 2014-15**

### **Purpose of the Report**

1. To present budget monitoring information against the Dedicated Schools Grant (DSG) for the financial year 2014-15 as at 31<sup>st</sup> January 2015.

### **Main Considerations**

2. Appendix 1 to this report outlines the budget monitoring summary as at 30<sup>th</sup> November 2014. At this point in the year an overspend of £1.604 million is projected against the overall schools budget. This is an improvement of £0.750m compared with the previous report to Schools Forum. Key variances are outlined below.

### ***Budgets for High Needs Pupils***

3. The projected overspend against top up budgets for high needs pupils has reduced to £2.265m. The main reasons for the movement are small reductions in numbers of high needs top ups and finalisation of other agency contributions in particular to ISP placements.
4. Further underspends have been identified with the SEND Service arising from the underspend on the new Transition in to Primary School (TIPS) scheme and staff vacancies within SEND Support Services.

### ***Early Years Budgets – Free Entitlement***

5. Expenditure on the free entitlement for 3 & 4 year olds is currently projected to underspend by £0.088 million. This forecast is based on uptake through the year to date and the profiles built in to the single funding formula model which reflects the historical variation in numbers at different points in the year. The DSG settlement will be adjusted to reflect the January Early Years Census data and so if uptake is higher than anticipated this may be addressed through additional funding.
6. The budget for the free entitlement for 2 year olds is currently projected to underspend by £0.299 million.
7. Further underspends have been identified against the Trajectory Funding allocation.

### **Impact on Reserves**

8. Any overspend against the DSG needs to be recovered as a first call against the grant in the following year. In previous years there have been underspends against DSG and these underspends have been held within an earmarked DSG reserve. The current position in respect of the DSG Reserve is shown in Appendix 1.
9. It should be noted that the expected drawdown for Term Time Only staff is currently an estimate as the figures are yet to be finalised. Actual expenditure to date is £0.497m and it is expected that phase 2 of the payments, to staff who have left their employment, will now take place in the next financial year. It will therefore be necessary to continue to provide for this in 2015-16.
10. The current projection against the budget for 2 year olds would indicate that the drawdown from reserves of £0.262m to support the hourly rate in 2014-15 will not be required.
11. Taking in to account these adjustments the projected balance within the DSG Reserve at the end of 2014-15 is £2.13m. This will enable the projected overspend

to be managed within 2014-15 and leaves £0.912m to be carried forward in to 2015-16.

**Proposals**

12. Schools Forum is asked to note the budget monitoring position at the end of January 2015.

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*Report Author: Liz Williams*

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**DSG Reserve 2014-15**

	£m	£m
DSG Reserve b/f from 2013-14		3.502
<i>Committed June 2014:</i>		
Hard to Place Pupils	-0.150	
Transition in to Primary	-0.200	
Roll Forward Underspend on 2 y/o to support hourly rate	-0.262	
Term Time Only Back Pay	-0.636	
Total commitments 2014-15		-1.248
<b>Projected Balance after agreed commitments</b>		<b>2.254</b>
Support for 2yo hourly rate not required		0.262
Revised Balance 31/3/15		<b>2.516</b>
Use of Reserves to Offset 2014-15 overspend		- 1.604
<b>Remaining Balance to r/f to 2015-16</b>		<b>0.912</b>
<b><i>Note - contribution to deficit</i></b>		
High Needs		2.026
Centrally retained Schools Block		0.087
Early Years Block		- 0.510
		<b>1.604</b>



## Wiltshire Council

Schools Forum  
12<sup>th</sup> March 2015

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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 2015.

#### Main considerations for School Forum

2. The draft minutes of the meeting are attached at Appendix 1.
3. The Group considered a report on the proposed hourly rate to be included in the Early Years Single Funding Formula (EYSFF) for 3 and 4 year olds. It was agreed that the recommendation of the School Funding Working Group should be for the implementation of a single rate of £3.81 from September 2015 with 50% transition in the first year.
4. The Group considered a report on the pressures within the High Needs Block for 2015-16. The report has been updated to reflect the discussion at the School Funding Working Group meeting.

#### 5. *Proposals*

That Schools Forum notes the minutes of the School Funding Working Group and the recommendation in respect of the hourly rate for 3 & 4 year olds for 2015-16.

**Carolyn Godfrey**  
Corporate Director

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Report author: Liz Williams, Head of Finance

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## Schools Funding Working Group

26<sup>th</sup> February 2015, 8:30am, Salisbury Room, County Hall

### Minutes

**Present:** Catriona Williamson, Martin Watson, Andy Bridewell, John Hawkins, Phil Cook, Jan Hatherell, Julia Cramp, Grant Davis, Liz Williams, Susan Tanner

**Apologies:** Neil Baker

1	<p><b>Minutes from Previous Meeting</b></p> <p>The minutes from the previous meeting were discussed and agreed.</p> <p>GD updated the Group on the progress in notifying schools of their delegated budgets for 2015-16. The EFA had confirmed Wiltshire's formula as compliant and the overall budget had received ratification by Cabinet in February. Delegated budgets had been issued to maintained schools during the week commencing 9<sup>th</sup> February and it was expected that Academies would receive their budgets by 28<sup>th</sup> February.</p>	
2	<p><b>Budget Monitoring 2014-15</b></p> <p>EW presented a summary of the budget monitoring position for the schools budget up to the end of January 2015. Since the previous Schools Forum meeting further work had been done to identify potential savings and the revised forecast showed a projected overspend of £1.604m. This was an improvement of £0.750m since the previous report.</p> <p>The report also showed the impact on the DSG reserve of this forecast position.</p> <p>EW noted that £0.6m had been provided within the DSG reserve to support the underpayments made to term time only staff. It was expected that the second phase of payments would not now be made until the next financial year and so some level of provision would be required in 2015-16.</p> <p>The projected balance on the DSG Reserve after offsetting the overspend in 2014-15 was £0.9m. It was agreed that this could allow the discussion on hourly rates for 2 year olds to be revisited at the next Schools Forum meeting however it was also noted that there would continue to be significant pressure on the high needs block for 2015-16 and therefore any decision would need to take this in to account.</p>	
2	<p><b>Early Years – hourly rates for Free Entitlement for 3 &amp; 4 Year Olds</b></p> <p>EW presented a draft Schools Forum paper considering a proposal for a single hourly rate to be used in the Early Years Single Funding Formula for 2015-16. The affordable hourly rate was £3.81 and implementation of the rate would result in a decrease in funding for childminders and maintained nursery classes and an increase for Private, Voluntary and Independent (PVI) providers.</p> <p>The results of the consultation on the principle of a single hourly rate had been reanalysed to reflect the hours delivered by the different respondents. This indicated a clear preference for a single rate although the results varied by provider type. From a financial perspective it was also felt that the continuation of the current differential rates would impact on the affordability of the free entitlement in future years.</p> <p>It was agreed that the EYSFF should be changed to include a single hourly</p>	

	rate of £3.81 and that transitional arrangements needed to be put in to place for implementation. It was agreed to recommend implementation from September 2015 with 50% of the gain/loss implemented in year 1 and 100% in year 2.	
3	<p><b>High Needs Budgets 2015-16</b></p> <p>EW circulated a draft Schools Forum paper outlining options to reduce costs within the high needs block.</p> <p>JH and MW noted the relative success that Wiltshire had achieved in the Exceptions Process for additional places but were still concerned that Wiltshire had not received the funding that was required in order to meet the needs of Wiltshire pupils. ST fed back from a recent meeting with the EFA at Springfields Academy at which the EFA had confirmed that places would not be funded in advance but that if additional places were occupied during the year, providing evidence of demand, then they could be funded in the following academic year.</p> <p>EW outlined the calculations of anticipated pressures for 2015-16 and the impact of the additional funding received for 2015-16. It was estimated that there were still pressures on high needs budgets of £1.9m. A number of short term savings proposals were discussed.</p> <p>It was agreed that the principle of funding following the pupil should be applied and that it was preferable to implement the removal of funding for unfilled places for Enhanced Learning Provision (ELP) than to remove the funding for additional places.</p> <p>It was also agreed that there should be equity between any proposals on the reduction of Named Pupil Allowance (NPA) values and top up values for other high needs places.</p> <p>Action – EW to amend the report for Schools Forum to reflect the recommendations of the Group</p>	EW
4	<p><b>Schools Traded Services – Changes to Governance Arrangements</b></p> <p>JC informed the group that a paper would be brought to the next Schools Forum meeting proposing changes to the governance arrangements for traded services provided to schools. It was proposed that the Schools Services Group would cease to exist and that a Traded Services Stakeholder Group would be established to enable the local authority to inform schools of changes to prices and service levels.</p> <p>It was discussed that schools required sufficient notice of any changes to enable them to make alternative purchasing decisions if necessary.</p>	EW/JC
5	<p><b>AOB</b></p> <p>No AOB was raised at the meeting</p>	
6	<p><b>Date of Next Meeting</b></p> <p>Wednesday 3<sup>rd</sup> June 2015, 8:30am, West Wilts Room, County Hall</p>	

**Report from the SEN Working Group**

**Purpose of report**

1. To report on the meeting of the SEN Working Group held on 24<sup>th</sup> February 2015.

**Main considerations for School Forum**

2. The draft minutes of the meeting are attached at Appendix 1.
3. The Group requested a number of additions to the paper on the High Needs Block. This has been done and the views of the group are therefore reflected in the High Needs Paper on this agenda.
4. The proposal for a split site allowance to be implemented through top up values for St Nicholas Special School was considered and the recommendation to Schools Forum is that a split site allowance of £100,000 per annum be allocated to the schools.

**5. *Proposals***

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

That Schools Forum approve the allocation of a split site allowance to St Nicholas Special School at a value of £100,000 per annum, to be applied through school specific top up rates.

**Carolyn Godfrey  
Corporate Director**

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Report author: Liz Williams, Head of Finance

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## Schools Forum SEN Working Group

24<sup>th</sup> February 2015, 2:00pm, Westwood Room, County Hall

### Minutes

**Present:** Catriona Williamson (CW), John Hawkins, Bruce Douglas, Debbie Bennett, Chris Whitfield (CWd), Liz Williams, Susan Tanner

**Apologies:** Carol Grant

1	<b>Minutes from Previous Meeting</b> As it was a few months since the last meeting of the group no specific minutes from previous meetings were considered as all issues previously raised would already have been considered by Schools Forum.	
2	<b>High Needs Budgets 2015-16</b> EW circulated a draft Schools Forum paper outlining options to reduce costs within the high needs block. EW outlined the calculations of anticipated pressures for 2015-16 and the impact of the additional funding received for 2015-16. It was estimated that there were still pressures on high needs budgets of £1.9m. A number of short term savings proposals were discussed. There was a lengthy discussion in relation to the proposals and the potential impact. Following discussion the group requested that savings be sought from the independent sector in addition savings from to maintained schools and academies. It was agreed to include a saving that could be achieved either through procurement savings (lower price) or through purchasing a smaller number of independent sector placements. <i>Action – EW to include additional saving in the list of proposals.</i> CW requested that the impact of savings from reductions in top up rates be made available at school level for Schools Forum so that the impact could be fully understood.	EW EW
3	<b>Review of Funding for Hard to Place Pupils</b> CWd presented a summary of expenditure to date. Expenditure is allocated via the Fair Access Panels and it was expected that approximately £0.2m would be spent in this financial year, leaving £0.2m to be rolled forward to the following year. This would enable the overall budget for 2015-16 to be £0.450m without increasing the level of base budget allocated from the High Needs Block. CWd highlighted the risks of not being able to predict the numbers of pupils coming through, numbers this year had been lower than in previous years.	
4	<b>Split Site Allowance – St Nicholas Special School</b> This item had been referred back to the working group following discussion at the January Schools Forum meeting. EW circulated a paper summarising the School's estimate of the additional costs of operating from a second site. These costs totalled £0.114m and were a combination of staffing and non-staffing related costs.	

	<p>Following discussion it was agreed that any split site allowance allocated from the high needs block needed to be equitable with the split site allowance contained within the mainstream funding formula with a maximum value equating to either the primary or secondary mainstream value. It was agreed that the recommendation of the working group should be for a split site allowance of £0.1m per annum be allocated to St Nicholas Special School. It was recognised that this would increase the cost pressure on the high needs block and that this needed to be built in to the high needs report to Schools Forum.</p>	
5	<p><b>Costs of Provision for Primary Aged Pupils at risk of Exclusion</b></p> <p>CWd circulated a paper highlighting the costs of provision for primary aged pupils at risk of exclusion. Due to the time there was only a brief discussion on this issue. CWd highlighted the lack of appropriate alternative provision and the need to develop local solutions. It was agreed that the additional places requested at Springfields Academy could form part of this solution but that other pilot schemes could be established if funding were allocated.</p> <p>EW to incorporate within high needs block cost pressures</p>	EW
6	<p><b>Date of Next Meeting</b></p> <p>To be confirmed</p>	



**Report from the Early Years Reference Group**

**Purpose of report**

1. To report on the meeting of the Early Years Reference Group held on 6<sup>th</sup> February 2015.

**Main considerations for School Forum**

2. The draft minutes of the meeting are attached at Appendix 1.
3. The Group discussed a proposal for a single hourly rate for the free entitlement for three and four year olds. The affordable rate was modelled at £3.81 per hour for all providers which represented a reduction for Childminders and Maintained Nursery Classes and an increase for Private, Voluntary and Independent Providers.
4. It was agreed that further models for transitional implementation should be produced for consideration by Schools Forum and that the Group recommended implementation of a single hourly rate of £3.81.

**5. *Proposals***

That Schools Forum notes the minutes of the Early Years Reference Group and the recommendation from the Group in respect of the hourly rate for early years providers.

**Carolyn Godfrey  
Corporate Director**

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## Wiltshire Council

### Early Years Reference Group

Minutes of a meeting held on 6 February 2015 at the Melksham Professional Development Centre.

#### 1.0 Welcome and Introductions

Jane Boulton (Springboard DSC), Mark Cawley (New Road Day Nursery), Rosemary Collard (Snapdragons Nurseries), John Proctor (South Hills Nursery) – Chair, Lucy Waterman (LW) (Rub A Dub Pre School), Fiona Webb (Sunny Days Nursery), Karen Bird (Wiltshire Council), Elizabeth Williams (EW) (Wiltshire Council), Jennifer Harvey (Wiltshire Council) – minutes.

#### 2.0 Apologies

Angela Brennan (Wiltshire Council), Lucy-Anne Bryant (Wiltshire Council), Alan Butler (Learning Curve Day Nursery), Sarah Ward (HT, Bulford Primary School)

#### 3.0 Minutes of last meeting held on 21 November 2014

The minutes of the meeting held on 21 November 2014 were agreed as an accurate record of discussion.

#### 4.0 Matters arising from minutes of meeting held on 21 November 2014

Extra high needs funding – JP questioned where this is coming from. EW informed the group that £1.2 million has been allocated to EY high needs managed by Angela Everett. The high needs block of DSG is managed within SEND service.

#### 5.0 Single funding formula

##### 5.1 Funding rates for 2 and 3&4 year olds 2015-2016

2yos – EW informed the group that we are currently funding 2yos at rate of £5.43. From 1 April 2015, we will be moving to participation based funding. Wiltshire Council has up until now been able to support a higher hourly rate based on predicting numbers, but moving forward the council is now only going to be funded at £4.97/hr. Schools Forum are supportive of a higher hourly rate for 2yos, but understand that they might not be able to financially support it. Their decision is that at least a set hourly rate of £4.97 is paid, but this will be reassessed at the end of the financial year to see if a higher hourly rate can be set. Schools Forum have agreed to ringfence EY funding, but any surplus could be used to offset a high needs overspend within the overall budget.

EW reported a projected underspend of £300k for 2yos, which is currently offsetting overspend in other areas. Further discussion around this point will be finalised at the next Schools Forum meeting. JP stated that Schools Forum could potentially be going back on a previous decision of ringfencing EY budget.

3&4yos – EW reported that following the consultation in Autumn 2014 on the principle of moving to one hourly rate, there has been some analysis of these results. There was discussion at the last Schools Forum meeting regarding who had responded and the need for possible further analysis of those respondents and the actual hours they delivered. JP questioned this as he thought this would come into effect from 1 April 2015. EW reminded the group that Wiltshire Council had only consulted on the principle of a single hourly rate not an actual change. The impact of a single hourly rate on all early years providers now needs to be assessed. EW has contacted EFA, who have stated that there needs to be sufficient consultation with providers on a change in hourly rate. If Schools Forum make a decision to implement a single hourly rate from 1 April 2015, the council would only be giving providers 3 week's notice of a change.

JH reported that analysis of the providers who had responded to the consultation showed that they delivered 426,737 hours of the total 1,197,041 hours that were delivered by all providers in

Autumn 2014. Of those 426,737 hours, 22,037 were delivered by childminders, 9870.5 by maintained providers, and 394,829 were delivered by PVI providers.

EW circulated a report which calculated that an affordable single hourly rate is £3.81. JP suggested that Wiltshire Council could write out to providers now to forewarn them with a link back to the consultation to remind providers.

EW stated that there are a number of funding options available:

- a. Implementing a single hourly rate from 1 April 2015;
- b. Implementing a single hourly rate from 1 September 2015;
- c. Manage the change through transitional protection over 2 years ;
- d. Limiting losses and protect through capping.

EW circulated a 2<sup>nd</sup> report on options c and d for discussion. MC questioned the loss of £9k indicated as an impact. EW stated that all childminders would experience a reduction in hourly rate of 41% and that the figure quoted was the maximum loss to a single provider with the average being approximately £1,500. JP questioned that at a previous meeting (24.05.2013) EW reported on agreed 2yo funding rates, and that childminders had been overpaid as they had continued to be paid at a higher rate of £6.50.

EW will wait for further legal advice but take the options forward to the next Schools Forum meeting on 12 March 2015.

**ACTION: EW to take options forward to Schools Forum on 12 March 2015 for a decision to be made by them. The Early Years Reference Group recommend an hourly rate of £3.81.**

## 5.2 Early Years Pupil Premium update

JH gave a progress report to the group (report attached).

RC stated that she had attended an EYP meeting where the loss of funding was discussed. It's a difficult position for all providers who have an EYP as they won't be able to recoup the funding through EYPP. All agreed. MC asked the group who would be maintaining the higher salary. All said they will be keeping. Providers could hire their graduates out to other providers but then leaves original provider without that person.

**ACTION: None**

## 6.0 Free Entitlement administration

### 6.1 Automating returns

JP requested an update on the Provider Portal. JH informed the group that a web based provider portal is being looked at as an electronic solution for providers to update their own information currently held on the online Childcare directory as well as submit their headcount information. At the beginning of January 2015, a brief IT audit for providers was carried out via SNAP survey which also asked for testing volunteers. Approximately 90 providers offered their services, and a random sample of 20 providers will be selected in the next week or so.

**ACTION: None**

### 6.2 Mid-term adjustment forms

JP requested that the wording on the current Mid-term payment adjustment form is looked at, and possibly reworded to reduce confusion.

**ACTION: JH to look at rewording the mid-term payment adjustment form.**

## 7.0 SEND Local Provider Offer update

No update available. JH has contacted Caroline Bell, SEND Team Lead, for an update, and no reply has been received despite chasing. JB suggested contacting Anna Williams who might be able to assist.

**ACTION: JH to contact Anna Williams for a SEND Local Provider offer update for distribution to the group or extend an invitation to the next meeting.**

8.0 Childcare team update

JH gave a Childcare team update in AB's absence to the group (report attached).

**ACTION: None**

9.0 Safeguarding Audit update

Update included in Childcare team update report (report attached).

JB mentioned that Springboard DSC will have 2 safeguarding audits to complete – one for EY and one for Commissioned Services. She feels that this is duplication and that there should only be 1 audit for providers to complete.

**ACTION: JH to liaise with AB on audit issue.**

JP brought up the issue of disqualification by association for discussion by the group. It was felt that providers may wish to get a declaration from all their staff stating if they know of anyone/ or live with anyone who has a criminal record linked to safeguarding. JP stated that he wasn't aware of any letter being sent to date to Wiltshire providers advising of disqualification by association.

MC reported that his nursery is virtually at full capacity, and thinks this could be the case with several other nurseries in the Chippenham area.

**ACTION: JH to take Chippenham sufficiency comments to AB.**

10.0 Dates for Future meetings

Date	Day	Time	Venue
15 May 2015	Friday	10:00 – 12:00	Melksham PDC
18 September 2015	Friday	10:00 – 12:00	Melksham PDC
20 November 2015	Friday	10.00 – 12.00	Melksham PDC

10.0 Any Other Business

2yo update – KB gave a 2yo funding update in LAB's absence (report attached). KB stated that approximately 41% of eligible families hadn't taken up their FE offer. JP questioned this. KB confirmed that initial contact is being made with these families asking why not taken up offer.

JH reported that Sarah Ward (maintained nursery representative) had tendered her resignation from the group. With the resignation of Alan Butler along with a few other vacancies, JH stated that the Local Authority must seek to appoint new representatives. In addition there has also been no contact or attendance from some representatives such as Jo Murray (childminder representative). JP stated that if there is failure to attend consecutive meetings, then the group must assume resignation. All agreed.

**ACTION: JH to liaise with LAB and AB, and email all EY providers inviting initial expressions of interest.**

MC stated that he had received a letter from central government to all PVI's regarding seeking a reduction in business rates from Local Authorities. EW said that she would look into this.

**ACTION: MC to forward copy of letter to JH, and EW and JP to try and take forward.**

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## Wiltshire Council

Schools Forum  
12<sup>th</sup> March 2015

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### Schools Funding Settlement and Budget Proposals for 2015-16

#### Purpose of report

1. To outline the key changes resulting from the schools funding formula for 2015-16. The report is for information only.

#### Background

2. The Department for Education (DfE) published the 2015-16 financial settlement for schools on 17<sup>th</sup> December 2014. The settlement included details of the Dedicated Schools Grant.
3. The funding allocated through the DSG is then modelled through the Wiltshire funding formula to ensure that the schools budget is affordable. This incorporates any decisions taken by Schools forum, regarding funding rates.
4. The schools block was set at £256.535 million which is an increase of £7.8m on the 2014-15 funding level. The increase is accounted for by two items,
  - £5.7m arising from the 'Fairer Schools Funding'
  - £2.1m for the pupil growth in pupil numbers in Wiltshire
5. In addition, Wiltshire has received funding for the induction of Newly Qualified Teachers of £0.089m for 2015-16, not included in the above figure for schools block funding.

#### Main Changes for Information

#### Pupil Numbers

There has been an overall increase in the pupil numbers within Wiltshire, however the increase has been in the Primary sector with a decrease in pupils in the secondary sector. The movement is detailed below'

Key Stage	2014-15	2015-16	Increase
Primary (KS1 & KS2)	35,182	36,013	832
Secondary (KS3)	13,999	13,928	-71
Secondary (KS4)	10,103	9,833	-270

## Per Pupil Funding and Other Funding Rates

The 'Fairer Schools Funding' and the funding for the pupil growth have been incorporated within the 'per pupil' funding. The increases have been reflected in the 2015-16 'per pupil rates', whilst retaining the same differentials in funding between the Key Stages.

<b>'Per Pupil' funding</b>	<b>2014-15</b>	<b>2015-16</b>	<b>Increase</b>
Primary (KS1 & KS2)	2,912.12	2,989.50	<b>77.38</b>
Secondary (KS3)	3,739.55	3,838.91	<b>99.36</b>
Secondary (KS4)	4,562.50	4,683.72	<b>121.22</b>

<b>Element</b>	<b>2014-15</b>	<b>2015-16</b>	<b>Increase</b>
Deprivation – Primary	825.73	843.15	<b>17.42</b>
Deprivation - Secondary	831.70	849.25	<b>17.55</b>
English as an Additional Language – Primary	1922.48	1500.63	<b>-421.85</b>
EAL – Secondary	658.66	578.77	<b>-79.89</b>
Prior Attainment - Primary	614.95	627.93	<b>12.98</b>
Prior Attainment - Secondary	459.11	468.80	<b>9.69</b>

## Minimum Funding Guarantee

The Minimum Funding Guarantee ensures that schools are protected from a drop in their overall per pupil funding. Due to the increases from the Fairer Schools Funding monies, the impact of the MFG has been significantly diluted, as below.

	<b>2014-15</b>	<b>2015-16</b>	<b>Movement</b>
Total MFG	1,611,101	533,217	<b>-1,077,884</b>
Largest MFG	133,628	67,647	<b>-65,981</b>
Largest Cap	117,442	53,553	<b>-63,889</b>
Schools in Receipt of MFG	77	27	<b>-50</b>
Schools Capped	91	47	<b>-44</b>
% Increase before Capping	0.88%	4.61%	<b>3.73%</b>

## Proposal

6. Schools Forum is asked to note the content of this report.

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## **FREE ENTITLEMENT FOR 3 & 4 YEAR OLDS – HOURLY RATE 2015-16**

### **Purpose of the Report**

1. To consider options for the setting of an hourly rate to be used within the Early Years Single Funding Formula for the free entitlement for 3 & 4 year olds.

### **Background**

2. Funding allocated for the provision of the free entitlement for 15 hours early education and childcare for all 3 & 4 year olds is distributed to settings according to Wiltshire's agreed Early Years Single Funding Formula (EYSFF). Within the EYSFF the main element of funding is a basic hourly rate paid according to hours taken up. The current hourly rates within the EYSFF are:

Childminders:	£6.50 per hour
Private, Voluntary & Independent sector providers:	£3.71 per hour
Maintained Nursery Classes:	£4.04 per hour

3. In line with the government's "flat cash" approach towards funding of the overall schools budget, these rates have not been increased for inflation in recent years.
4. Over the last financial year questions have been raised at the Early Years Reference Group as to the appropriateness of the differential hourly rates within the formula and the affordability of continuing to pay a substantially higher rate to Childminders.
5. Schools Forum is required to agree the hourly rates to be applied within the EYSFF for 2015-16.

### **Main Considerations**

#### ***Consultation with Settings***

6. In September 2014 a consultation was issued to Early Years settings by the Early Years Reference Group on the principle of moving towards a single hourly rate for all providers and asking the following question: *"The current hourly rates are £3.71 for PVI settings, £4.04 for maintained settings, and £6.50 for childminders. These hourly rates were calculated following an across the sector analysis of provider costs associated with delivering Free Entitlement. Do you think this is still appropriate?"*. Two options were given for response:

- Option A – prefer to continue with differential hourly rates
- Option B – prefer to have a single hourly rate for all providers

7. There were 182 responses to this question with 173 expressing a view. Looking purely at the numbers opting for each option the responses can be analysed as follows:

Response	Count	Percent
Option A – continue with different hourly rate for providers	91	50%
Option B – one hourly rate for all providers	82	45%
Incomplete responses	9	5%

8. When this was discussed at the January Schools Forum meeting it was requested that the results be further analysed to reflect the different types of respondents and the numbers of children/hours supported.
9. Of the 173 respondents who supported either option A or B the breakdown of types of provider was as follows:

Childminder	78
Independent	1
Maintained nursery	3
Private	54
Voluntary	37

10. The responses have been analysed further in terms of the numbers of hours delivered by each category of respondent. This indicates that when responses are analysed in terms of hours delivered the favoured option is for a single hourly rate however the responses differ significantly between types of provider:

Provider Type	Option A (hrs)	Option B (hrs)	Option A (%)	Option B (%)
Childminder	21,842	196	99%	1%
Independent	4,550	0	100%	0%
Maintained nursery	9,871	0	100%	0%
Private	12,533	222,817	5%	95%
Voluntary	21,393	133,537	14%	86%
	<b>16%</b>	<b>84%</b>		

### Calculation of Single Hourly Rate

11. In order to be affordable a single hourly rate needs to be funded from within the existing budget for the EYSFF. It has been assumed that other elements of the formula such as rurality and deprivation supplements will remain unchanged and therefore the funding available is that currently applied to the basic hourly rate. It is estimated that an affordable single hourly rate should be set at £3.81 per hour. The impact per provider type, based on the current numbers of hours being delivered is as follows:

Impact by Provider Type	Current hourly rate	Current cost of basic hourly rate	Single hourly rate	Difference in hourly rate	New basic pay under single funding rate	Difference	% change
Childminder	6.50	777,904	3.81	-2.69	455,517	-322,387	-41%
Private	3.71	7,129,775	3.81	0.10	7,314,652	184,876	3%
Voluntary	3.71	5,991,915	3.81	0.10	6,147,286	155,371	3%
Independent	3.71	796,385	3.81	0.10	817,035	20,650	3%
Maintained class	4.04	665,464	3.81	-0.23	626,953	-38,511	-6%
		<b>15,361,443</b>			<b>15,361,443</b>	<b>0</b>	<b>0%</b>

12. Compared with funding rates applied in 2014-15 the range of gains and losses is summarised in the table below:

Gains & Losses	Largest Gain	Smallest Gain	Largest Loss	Smallest Loss	Average Gain/Loss
Childminder			-£9,786.57	-£67.34	-£1,588.11
Private	£3,439.93	£9.43			£1,433.15
Voluntary	£3,055.80	£71.31			£1,168.21
Independent	£2,874.33	£384.08			£1,475.03
Maintained class			-£8,080.19	-£1,343.18	-£3,851.11

13. It can be seen from the table above that the implementation of a single hourly rate would result in an increased hourly rate for Private, Voluntary and Independent (PVI) providers of 3% and a reduction in the hourly rate for Childminders and Maintained Nursery Classes of 41% and 6% respectively.

#### **Implementation of a Single Hourly Rate**

14. If Schools Forum agrees to move forward with a single hourly rate then it needs to be determined how and when this should be implemented. Providers have been consulted on the principles of a single hourly rate but not on an amount.
15. The Schools and Early Years Finance (England) Regulations 2013, chapter 1, paragraph 9 state that:
- (1) In determining the formulae under regulation 10 a local authority may make changes to the formulae they determined under regulation 10 of the 2012 Regulations.
- (2) Subject to paragraph (4), a local authority must consult their schools forum and schools maintained by them about any proposed changes under paragraph (1), in relation to the factors and criteria taken into account, and the methods, principles and rules adopted.
- (3) Where a local authority propose to make changes under paragraph (1) which will affect relevant early years providers or exempt early years providers in their area they must also consult those providers in relation to the factors and criteria taken into account, and the methods, principles and rules adopted**
16. Advice has been sought from the Education Funding Agency (EFA) as to the form that such consultation must take. The EFA has advised that the Local Authority must be able to demonstrate that consultation has been reasonable, and that enough early notice has been given to enable providers to deal with the impact on their budgets.
17. The Council would also need to have regard to its statutory duties in relation to sufficiency of provision across the County and any impact a change in funding arrangements might have. The Department for Education Statutory Guidance for Early Education states for those children who are entitled to Free Entitlement funding, Local Authorities are required by legislation to “Secure early education places offering 570 hours a year over no fewer than 38 weeks of the year for every child in their area.”
18. With this in mind it is the Local Authority’s view that no change can be implemented prior to September 2015 due to the need to give reasonable notice to all providers, particularly those who would receive a decrease in funding.
19. Schools Forum could then consider whether the change should be implemented on a transitional basis. Options could include:
- a. A transitional approach to implement the change over two academic years with 50% of the gain or reduction being implemented in year 1. This would mean 50% of the gain/reduction being implemented from September 2015 and 100% in September 2016;
  - b. A transitional approach which gives protection to those who would lose more than a specific amount of funding.
20. Under option (a) the following hourly rates would be agreed for 3 & 4 year olds from September 2015 to August 2016:

Childminder	£5.16
Private	£3.76
Voluntary	£3.76
Independent	£3.76
Maintained class	£3.90

21. A single hourly rate of £3.81 would then be implemented from September 2016.
22. For Option (b) maximum losses of £1,500 and £3,000 have been modelled. To limit losses to no more than £1,500 for any setting, hourly rates for childminders would need to be set at £6.09 and maintained nurseries at £4.00 per hour. This would only enable an increase to £3.72 per hour for PVI settings if increases are capped to fund the protection.
23. To limit losses to no more than £3,000 per setting the hourly rates would be £5.68 and £3.96 for childminders and maintained nurseries respectively with an increase for PVI nurseries to £3.74 per hour.
24. The Early Years Reference Group also requested that Option (b) be modelled with the protection funded from the DSG reserve. This would enable the PVI sector to receive the full increase to £3.81 per hour but would cost £0.319m in a full year to protect losses at £1,500 and £0.264m to protect losses over £3,000.

#### **Views of Schools Forum Working Groups**

25. The proposal for a single hourly rate has been considered by the Early Years Reference Group and the School Funding Working Group since the last Schools Forum meeting.
26. The Early Years Reference Group has recommended that a single hourly rate be implemented within the EYSFF for 3 & 4 year olds.
27. The School Funding Working Group has recommended that a single hourly rate be set with implementation on a phased basis to allow transition to the single rate.

#### **Proposals**

28. Schools Forum is asked to consider whether a single hourly rate of £3.81 should be implemented within the EYSFF for 3 & 4 year olds.
29. If a single hourly rate is to be implemented it is proposed that the implementation date be no earlier than September 2015.
30. Schools Forum is asked to consider whether further transitional arrangements should be put in to place as described in paragraph 19 options (a) or (b)..

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**SCHOOLS FORUM**  
**12<sup>th</sup> March 2015**

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## **TRADED SERVICES WITH SCHOOLS – GOVERNANCE ARRANGEMENTS**

### **Purpose of the Report**

1. To propose a change in the governance arrangements for managing the process for agreement of service levels and prices for traded services with schools.

### **Main Considerations**

2. A report was brought to Schools Forum in 2005 proposing that the former Schools Services Board was brought within the Schools Forum structure and reconstituted as a Sub-Group of Schools Forum. The role of the new Schools Services Group was to agreed services to be provided and the prices for those services.
3. The context for the provision of traded services has changed significantly since that time with the conversion of many schools to academy status and the impact of austerity on the Council's ability to continue to provide traded services at a subsidised level.
4. The Council is now having to consider all of its services, the costs of those services and the ways in which they are delivered. This includes services that are offered to schools on a traded basis. It is recognised that whilst the Council needs to review its services, schools need to be kept informed of any potential changes and given sufficient notice and opportunity to make informed purchasing decisions.
5. It is proposed that the Council establishes an internal, officer led, working group to review service levels and prices and that a Traded Services Stakeholder Group is established to include Schools representatives. This group should only need to meet twice per year and would enable the Council to communicate any proposed changes in a timely way.

### **6. Proposals**

1. That the governance arrangements for traded services with schools be taken out of the Schools Forum structure and the Schools Services Group ceases to operate.
2. That the Local Authority establish a Schools Traded Services Stakeholder Group which will include representatives from schools.

CAROLYN GODFREY  
DIRECTOR, CHILDREN & EDUCATION

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