

## AGENDA

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**Meeting:** Schools Forum  
**Place:** Council Chamber - County Hall, Trowbridge BA14 8JN  
**Date:** Tuesday 15 March 2016  
**Time:** 1.30 pm

### Briefing Arrangements:

There will be no briefing prior to the Schools Forum meeting.

Please direct any enquiries on this Agenda to Natalie Heritage, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718062 or email [natalie.heritage@wiltshire.gov.uk](mailto:natalie.heritage@wiltshire.gov.uk)

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

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<b>Membership:</b>	<b>Representing:</b>
Mr Neil Baker	PHF, Christ Church CE Primary School
Mr Martin Watson	Chair of WASSH - Academy Representative
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
Mrs Judith Finney	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
Simon White	Primary Academy Heads Rep
Jon Hamp	Special School Academy Representative

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# 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 - 20*)

To approve and sign as a correct record the minutes of the meeting held on **14 January 2016** (copy attached).

3 **Declaration of Interests**

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

4 **Chairman's Announcements**

To receive any announcements through the Chairman.

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

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

6 **Budget Monitoring** (*Pages 21 - 24*)

To receive budget monitoring information against the Dedicated Schools Grant (DSG) for the financial year 2015/16 as at 31 January 2016.

7 **Reports from Working Groups** (*Pages 25 - 30*)

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

- Joint meeting of: School Funding Working Group and Special Educational Needs Working Group
- Early Years Reference Group

8 **Supply Pool Insurance**

A report to follow as a supplementary publication to the agenda.

9 **Schools Budget Update 2016-17**

A report to follow as a supplementary publication to the agenda.

10 **High Needs Budget 2016-17** (*Pages 31 - 40*)

To receive a report on High Needs Budget 2015-16, which will summarise the key pressures on the high needs budget for 2016-17.

11 **Confirmation of dates for future meetings**

To confirm the dates of future meetings, as follows:

**16 June 2016**

**6 October 2016**

**8 December 2016**

12 **Urgent Items**

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

**PART II**

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

## SCHOOLS FORUM

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### **DRAFT MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 14 JANUARY 2016 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE.**

#### **Present:**

Mr N Baker (Chairman), Mr M Watson (Vice-Chair), Mrs A Bates, Mr A Bridewell, Ms A Burnside, Chapman, Ms M Chilcott, Mrs J Finney, 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:**

Michael Hudson (Associate Director of Finance), Grant Davis (Strategic Financial Support Manager) and Natalie Heritage (Democratic Services Officer)

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

Simon White, Headteacher of Shaw Primary School (Academy School) has joined the Schools Forum.

Jon Hamp would be replacing Richard Chapman as the Special Schools Academy Representative.

Apologies were received from Sue Jiggins, Debbie Rock, Richard Gamble and David Whewell.

Cathy Sharokni was also in attendance as the Wiltshire College representative.

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

**It was resolved:**

**To agree and sign the minutes as a true and correct record of the meeting held on 12 November 2015 subject to the following amendments:**

- **Paragraph 50 – ‘the work of the f40 group was noted as already having secured additional funding for the authorities through the ‘fairer funding’ allocations which provided Wiltshire with extra funding of £5.7m in 2015-16’.**
- **Paragraph 50 – ‘Wiltshire was noted as not currently being a member of the f40 group, but was however eligible to be one due to its position as the 7<sup>th</sup> least funded local authority, in England, out of 151 authorities’.**

- Paragraph 51 – ‘Wiltshire Council operates a growth fund and Schools Forum agreed to a number of criteria for the allocation of funding for pupil growth in the 2015-16 financial year. The Growth Fund is compliant with the EFA guidance and is confirmed annually. A revision to the scheme factored for in-year infant pupil growth. This was explained as because funding could only be provided for either growth due to basic need, or to meet infant class size regulations’.
- Paragraph 51 – ‘The revised wording proposed a single-pronged approach. This involved dividing school pupils by 30, and awarding additional funding where the additional pupil numbers required an extra class. The above change in wording was explained as having been made due to its original non-compliance. It was confirmed that the Education Funding Agency (EFA) would not declare that this change could not be done’.
- Paragraph 52 – ‘The report aimed to set out the situation where if a school had more than the planned number of pupils, what needed to be done to fund those extra pupils. Two scenarios were given.
  - The first was when a pupil moves from a mainstream school setting to a High Needs School setting,
  - and the second was when a pupil moves from one High Needs School to a new High Needs School’.
- Paragraph 52 – ‘Within the first scenario a problem was highlighted where the paying of £10,000 per additional place resulted in schools being over funded for the additional High Needs place. If the school is already in receipt of an AWPU for the child, then to receive additional place funding of £10,000 would result in double funding’.
- Paragraph 52 – ‘It was noted that care would also be required to ensure that funding was in place for new year 7’s starting with ELP’.
- ‘Resolved:
  1. To note the content of the report.
  2. To revise the methodology and include within the first scenario that it does not include new Y7 ELPs.
  3. To include that when school is already in receipt of AWPU it will receive a reduced top up (£10,000 – AWPU), when it is not in receipt of AWPU then it will receive the full £10,000’.
- Paragraph 53 – ‘Some members from the Schools Funding Working Group had been contacted to help deal with queries from schools once they had received their invoices’.
- Paragraph 53 – ‘The top-ups considered for recoupment were used for specific resource base places and ELP’s. Named Pupil Allowances were also noted as an area that could be recouped’.
- Paragraph – 53 ‘The Forum discussed the recoupment situation and it was noted as partly being a result of the financial crisis, which had resulted in looking into funding areas which had previously not been looked at’.
- ‘Resolved:
  1. To note the contents of the report.
  2. To continue to recoup through top-ups as near to what has been overpaid for the rest of the 2015/16 financial year.

3. To note that the definition of top-ups includes Resource Bases/ELP's/NPA's/and any other top-up as a part of SEN.
  4. To recoup using the NPA allowances as well as the top ups'.
- Paragraph 54 – 'It was noted that with academies the agreement must be more formalised, but with maintained schools they could be by LA agreement. Any changes to the place numbers for academies needed to be agreed between the local authority and the academy and would form the basis of the EFA funding'.
  - Paragraph 54 – 'Option 5: Revise the number of 'places' agreed to mirror a certain point in time in the 2015-16 year to maximise the number of filled places to be funded, but retain the mechanism to recoup from top ups'.
  - Paragraph 54 – 'It was noted that if the zero figure is returned to the EFA, would take that as a sign that there were no high needs places at the schools. As a result the future funding from the EFA could be zero if this option were to be taken. Option four was noted as being high risk due to the EFA not confirming what their approach would be'.
  - Paragraph 54 – 'If there were to be any fluctuation in numbers, as a result of army rebasing for example, it was confirmed that these would be funded. A consultation was expected in spring 2016 on the future of High Needs Funding'.
  - Paragraph 54 – 'Resolved
1. To note the content of the report.
  2. To accept option five in the report "Revise the number of 'places' agreed to mirror a certain point in time in the 2015-16 year to maximise the number of places funded, but retain the mechanism to recoup from top ups" with the following amendment:
    - a. That recoupment of places continues up until the introduction of the revised place numbers
    - b. To continue recoupment from maintained schools and academies from April 2016

<b>DfE Heading</b>	<b>Wiltshire Budget</b>	<b>Maintained Primary Schools</b>	<b>Maintained Secondary Schools</b>
<b>Contingencies</b>	<b>Schools Contingency</b>	<b>De-delegate</b>	<b>De-delegate</b>
<b>Free school meals eligibility</b>	<b>Free School Meals Eligibility Service</b>	<b>De-delegate</b>	<b>De-delegate</b>
<b>Licences/subscriptions</b>	<b>Licences (SIMS&amp;HCSS)</b>	<b>De-Delegate</b>	<b>De-Delegate</b>
<b>Staff costs – supply cover</b>	<b>Trade Union Duties</b>	<b>De-Delegate</b>	<b>De-Delegate</b>
	<b>Maternity Costs</b>	<b>De-Delegate</b>	<b>De-Delegate</b>
<b>Support for minority ethnic pupils and underachieving groups</b>	<b>Ethnic Minority Achievement Service (EMAS)</b>	<b>De-Delegate</b>	<b>Delegate</b>
	<b>Traveller Education Service</b>	<b>De-Delegate</b>	<b>Delegate</b>
<b>Behaviour support services</b>	<b>Primary Behaviour Support Service</b>	<b>De-Delegate</b>	<b>Not delivered to secondary schools</b>

c. To fund ELP's based on the number from the table in appendix 1, subject to any Local Authority intelligence regarding actual numbers. If numbers drop below that within the table then recoupment will take place. If it increases then the change will be funded'.

- Paragraph 57 – 'Delegation of Central Expenditure 2016-17

Grant Davis presented Schools Forum with the results from the recent consultation with schools regarding the delegation or de-delegation of central services. A consultation document was sent out to all maintained schools in the middle of September to seek views on the delegation of central budgets.

The results have been analysed and were presented to Schools Forum. The budgets/services which had been consulted on are as follows:

- Schools contingency
- Free School Meal Eligibility Service
- Licences and Subscriptions (including SIMS, HCSS)
- Trade Union Facilities costs
- Maternity costs
- Ethnic Minority Achievement Service
- Travellers Education Service
- Behaviour Support Services



The responses received from schools had proposed that the services were delegated and de-delegated as per the current situation for 2015-16.

**Resolved**

To agree that the Delegation of Central Expenditure 2016-17 as per 2015-16 and the responses received'.

**3 Declaration of Interests**

The Chairman of the meeting, Mr Neil Baker, declared that he had an interest in item 10. Mr Neil Baker stated that he would not Chair this item, but would hand over to the Vice-Chairman, Mr Martin Watson, to Chair item 10.

**4 Chairman's Announcements**

The Chairman announced that the latest minutes from the f40 meeting were not deemed as being a true and accurate representation and he passed a copy of a new set of minutes to the Schools Forum.

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

Susan Tanner on behalf of Julia Cramp, the Service Director for Commissioning and Performance, Department for Children and Education was in attendance to give a verbal update.

**6 Reports from Working Groups**

The minutes of the 6 January 2016 Schools Funding Working Group (SFWG) were presented to the Schools Forum.

The point was raised that there had not been enough time for attendees to view the Reports for 14 January Schools Forum meeting, because the Reports had not been posted out to the Schools Forum in time. Members stated that they would always like the agenda and any Reports to be published together and to only receive one e-mail notification of this publishing.

It was explained that as the SFWG had met on the day that the agenda for the Schools Forum 14 January meeting was published, it had unfortunately not been possible to publish all the documents together.

The next Schools Forum meeting had been organised for 15 March 2016, where there would be sufficient time for the Reports to be published at the same time as the agenda.

As a result of the delay, the Chairman allowed time for the Schools Forum to read through and familiarise themselves with the Reports, ahead of each item.

Grant Davis was in attendance to present a Report from the SFWG. He explained that school budgets would be paid in twelfths; due to the fact that academies operate on a financial year and maintained schools operate on an academic year. He commented that it is important that schools do not lose out financially, if figures were changed to twelfths. It was noted that in the past

when schools had converted to academies, the Local Authority had overfunded these schools and it had been difficult to recover the surplus funding.

Grant Davis also noted that the "advance of" formula capital was being removed; a school may ask for up to 3 years in advance, however, under formula capital there is no guarantee that this would be funded. Mr Davis also commented that these changes would become a part of the school's management.

John Proctor was concerned over the fact that no minutes had been found for the Early Years Reference Group that met in Melksham on 15 December 2015; Mr Proctor commented that the meeting discussed had a range of issues that Early Years had been facing and that the minutes for the previous meeting were vital. Grant Davis stated that he would follow up with the locating of the Early Years Reference Group minutes of the previous meeting.

Having been put to the meeting it was

**Resolved:**

**That Schools Forum noted the content of the Report.**

## **7 Budget Update - DSG Schools Block**

It was noted that the Reports were arranged in the incorrect order, in correlation to the agenda items. Page 21 of the Agenda Supplement, 'Budget Update 2016-17 – Schools Block' listed under agenda item 8, corresponded to agenda item 7 – 'Budget Update – DSG Schools Block'. The listed agenda item 7 – 'Review of High Needs Places for 2016-17' was noted as being correctly placed.

Members were given time to note the contents of the Report (listed agenda item 7 and 8).

Grant Davis was in attendance to provide an update on 2016-17 Schools Block. Mr Davis noted that in 2015-16 Wiltshire had received a portion of the national share of funding, which was £5.7 million, he explained that this had moved Wiltshire from being the 6<sup>th</sup> worst funded County to 7<sup>th</sup> worst funded County. Mr Davis commented that the EFA funding for 2016-17 represented a roll-forward from 2015-16.

Mr Davis stated that SBUF (Schools Block Unit of Funding) had seen an increase of 4p for 2016-17, which totalled £4,302.45. The EFA were basing funding on 60,467 pupils and this figure had been compiled from the October census. He noted that the October 2015 census was the driving force of funding allocation.

Mr Davis commented that there had been a small movement in the number of maintained schools across to the academy sector and that there had been an additional 841 pupils into the primary sector and thus, that there had been a growth in primary school numbers, but not in secondary school numbers.

It was proposed that an amendment be made to paragraph 9, on page 22 of the Agenda Supplement to: 'That the Schools Forum note the final proposed value of the SBUF for 2016-17'. **Page 10**

Having been put to the meeting, it was

**Resolved:**

- i. That the Schools Forum note the final value of the SBUF.**
- ii. That the Schools Forum note the final settlement and the revised pupil numbers for 2016-17.**

The Chairman then drew attention to listed agenda item 7 - 'Review of High Needs Places for 2016-17' and Grant Davis presented a report on the item.

Mr Davis explained to the Schools Forum that the EFA had asked for the revision of High Needs Places (HNP), in order to ensure that the correct number of HNP were available in both the primary and secondary school areas. The Schools Forum had agreed to implement this change and to carefully review HNP in all primary and secondary schools at its previous meeting in November 2015.

Mr Davis reminded the Schools Forum that appropriate pupils need to be married up with the appropriate places and that the Local Authority had to agree the number of places with the academy. Mr Davis asked the Schools Forum to note the table in paragraph 7 on page 8 of the Agenda Supplement, he explained that this table noted the numbers that the Schools Forum was looking to move to for 2016-17 represented an overall reduction in the number of places.

It was explained that this revised number of places would be introduced in the academic year from September 2016, despite the fact that the Local Authority works off the financial year.

It was discussed that recoupment would continue from April to September 2016 and that the revised number of places would be made known in April, which would ensure that there is time to make up recoupment.

Mr Davis stated that the EFA were required to work off an academic year and that recoupment would take place.

The point was raised that the words 'financial saving' could be misinterpreted and that being in a position to save is not the sole reason for revising the number of high needs places. Discussion was had about the fact that a 'financial saving' is an inaccurate phrase, as this process is trying to ensure that the money given will follow the child throughout their educational career and that emphasis needed to be put on the fact that money would be intended to follow the child.

Mr Davis commented that the tables listed in paragraph 12 of page 9 of the Agenda Supplement showed the projection of expenditure and not actual expenditure and that these figures would be met by the recoupment process.

It was discussed that a different sentence about recoupment to paragraph 12, on page 9 of the Agenda Supplement be noted and that the words 'a significant saving' in paragraph 12 of page 9 be corrected to 'whilst there will be a place correction in the 2016-17 financial year, the full financial correction would not be

achieved until 2017-2018 when all schools should be funded according to their revised number of planned places'; in order to reflect a more accurate reality of money following the child throughout their educational career.

Having been put to the meeting, with the amendments of:

- 'financial saving' being re-worded and emphasis to be placed on the fact that money would follow that child;
- A sentence on recoupment being added into paragraph 10 on page 8 of the agenda supplement;
- That the words 'a significant saving' in paragraph 12 of page 9 of the agenda supplement be corrected to 'whilst there will be a place correction in the 2016-17 financial year, the full financial correction would not be achieved until 2017-2018 when all schools should be funded according to their revised number of planned places'.

**It was resolved:**

- To note the content of the Report.**
- To continue to recoup for High Needs Places for the 2106-17 year**
- To note that the words 'a significant saving' in paragraph 12 of page 9 of the agenda supplement should be read as 'whilst there will be a place correction in the 2016-17 financial year, the full financial correction would not be achieved until 2017-2018 when all schools should be funded according to their revised number of planned places'.**

## **8 Schools Funding Settlement and Budget 2016-17**

Grant Davis presented the Schools Funding Settlement and Budget 2016-2017.

Mr Davis informed the meeting that in December the EFA had announced that colleagues in early years and the high needs sector would be included in the Settlement and Budget too.

Mr Davis continued that there had been no additional details given about the devolved formula capital and that Pupil Premium would continue at its current level; he drew the meeting's attention to page 13 of the agenda supplement here and commented that in the County of Wiltshire there was over £14 million awarded in 2015-16 in pupil premium.

There were no movements in the rates for pupil premium for 2016-17 year and therefore, the 2015-16 rates would continue to apply for the 2016-17 year,

It was also explained that Service Pupil data was not correctly aligned with census data, as Service Pupil data had been compiled from January data, as opposed to October data and thus, Mr Davis advised those present that this data could be used to note any discrepancies.

Mr Davis then directed the meeting's attention to the Dedicated Schools Grant (DSG) and noted the allocation that had been received for 2016-17. He commented that the EFA had agreed that a new national formula for funding would be provided and that, if so, this formula would be made public in the spring, however, this date remained ambiguous. Mr Davis then reassured that if

a new formula was to be provided, the SFWG would convene to discuss this change.

In terms of the DSG settlement, it was explained that fairer funding money was being continued for 2016-2017 and a ministerial statement had confirmed that this money would form a part of baseline funding.

It was noted that the total DSG Funding for 2016-17 was £311.246 million.

### **High Needs:**

Mr Davis outlined that there had been a significant decrease in the high needs block; however, this was due to how the EFA defined high needs and that, in cash terms, there had only been a slight decrease. Mr Davis highlighted that the High Needs Block was indicative and that comparative work needed to be done between 2015-16 and 2016-17.

Attention was drawn to the fact that the 2015-16 allocation of funding for the High Needs Block (HNB) prior to deductions was £37.308 and Mr Davis stressed that this figure was provisional and indicative, as it had been based upon 2015-16 data. He assured members that funding appeared to have decreased, however, in real terms there appeared to be no legitimate decrease and thus, the EFA's manner of reporting the data could be used to explain why funding appeared to have decreased.

Mr Davis added that an additional £97.5 million for High Needs funding had been allocated by the EFA and that Wiltshire's share in this was £823,000.

It was stated that the EFA paid into recoupment for SEND academies and that the UTC in Salisbury represented a free school. For maintained special schools the EFA paid 6.116 million directly, hence, why the figure for the HNB had been reduced.

### **Early Years:**

Mr Davis reminded those present that at the Schools Forum meeting in March 2015, members had agreed the rates for 3 and 4 year olds as a single, private and voluntary rate. Mr Davis then drew the meeting's attention to the table on page 16 of the agenda supplement and noted that no discussion about this had taken place at the last reference group. He also reminded the meeting that the given rates of £3.81 would apply from 1 April 2016.

It was explained that 2 year old funding was originally at £5.43 and that the Department of Education had published figures at £4.97 an hour and that this figure had been implemented. Mr Davis highlighted that in June 2016 additional funding would be allocated based on data compiled from the January census, in order to ensure that the Schools Forum would be funded accurately.

### **Schools Block:**

Mr Davis informed the meeting that £260.15 million was an increase and had been based on the fact that there had been an increase in pupil numbers.

Mr Davis noted that the Schools Forum budget deadline was the following week and that AWPU rates would be continued with, subject to any discussions that were had by the Schools Forum members present. Mr Davis informed the meeting that total funding quantum's for EAL Prior Attainment and Deprivation had remained unchanged and that MFG costs would be met through formulaic 'capping' and therefore, the Schools Forum appeared to be sustainable for the current year. In other words, the School Funding would be affordable.

Mr Davis noted that a Falling Rolls Fund was not proposed for the 2105-16 year.

It was explained that the HNB had seen an increase in £92.5 million and this was, in part, due to a national increase, however, Wiltshire had fared considerably well in this area – receiving £823,000 of this new national increase. Mr Davis proposed that extra funding allocated remain in the HNB and thus, that £823,000 be proportioned to the HNB.

Mr Davis highlighted that in terms of the High Needs provision cost savings had been presented last March and that members of the SFWG had been looking at these savings and that most of these savings had been achieved and were in line with the budget, apart from with the independent specialist schools. Mr Davis informed the meeting that Susan Tanner could answer any questions on this matter.

The £311.624 million was the provisional allocation from the EFA and the allocation that the Forum would be working towards for the current year. Mr Davis also commented that there was a DSG reserve of £1.4 million.

Mr Davis also reminded those present that the Schools Forum had previously decided to fund term-time only payments through the DSG and some indicative payments not exceeding £100,000 were left to be paid to individuals that had retired or moved abroad.

It was noted that cost savings had been made, yet, cost pressures themselves had increased.

Having been put to the meeting it was

**Resolved:**

- i. That any increase in DSG (from Jan early years census) be allocated to the EYSFF budget, to support the increase in population and thus, take up of places**
- ii. That there should be no change to the hourly rate for 2 year old places**
- iii. That the agreed hourly rate for 3 & 4 year olds be implemented from April 2016**
- iv. That the agreement needs to be reached for the assumptions, used in calculating the delegated budget (which is detailed in paragraph 31 of this Report)**
- v. That the extra £0.823m allocated for the High Needs Block, to stay within the High Needs Block**
- vi. That the overall Schools Budget be set at: £311.246 million, as allocated by the EFA**

The Chairman then invited Mrs Susan Tanner to present a report on SEN Block.

Mrs Tanner explained that savings had been made and that all savings targets had or would be achieved, which would equate to £1.48 million worth of savings. However, she noted that the problem the Forum faced was that it did not appear as though any savings had been made, because the equivalent amount had been spent in other areas; including independent school places and Named Pupil Allowances (NPAs).

The meeting was made aware of how there had been a significant increase in NPAs and that measures to address this were being considered, including:

- Issuing a new banding structure for SENs
- By introducing the band 0 – this was explained as what the Forum would expect the school to have in place and to have provided for the pupil, before any application for funding could be applied for

Mrs Tanner advised that, hopefully, these new implementations would help to address the current overspend.

The meeting was informed that the SFWG had vigorously investigated this overspend and had thus, requested that all placements to independent special schools be reviewed. Mrs Tanner advised the meeting that the current system may not have been working at its optimum for some pupils, hence why an additional increase in pupils had been placed in independent special schools.

It was discussed that, occasionally, special needs are unusual and that in these instances children would need additional specialised provision; which would mean that children would have to be placed in independent special schools out of County. It was noted that such packages are very expensive and thus, for those pupils at the lower end of this spectrum, reviews should take place.

A case was highlighted as where there were a number of pupils in a special school that were not being provided with a service better than they would have received in a mainstream school and thus, it was argued that there was a clear need to review the SEN school places.

Further discussion was had over the fact that there are, usually, tribunal losses and that the Forum could learn from past tribunal cases, in order to learn how to decrease the number of cases brought. It was stressed that once a pupil had gone to an independent special school, the chance of returning the pupil back into the mainstream sector had been known to be virtually impossible. It was advised that between the year groups of year 6 to year 7, a pupil could be changed from the independent to the mainstream sector and the same could be said with pupils entering into the sixth form.

The meeting was informed that savings were not able to be made in the specialist sector, but that this was an area that was being looked into such as; by special school's buyers looking into decreasing the costs. It was then made clear that the results of the analysis would be given at the next Schools Forum meeting.

Mrs Tanner confirmed that at the next meeting a basket of proposals would be offered to the Schools Forum over how to ensure savings in the HNB. Mrs

Tanner explained that she could pinpoint a list of areas of concern and then the Schools Forum would be able to evaluate how areas could be changed.

It was noted that the SFWG and the SEN working group would meet again, as soon as reasonably possible; in order to discuss the fact that the HNB was overspending.

The meeting was informed that, although the HNB had been given additional funding, the HNB had overspent and thus, savings had been wiped out and replaced with a deficit.

Mrs Tanner stated that she would work on the analysis for the budget. Grant Davis commented that he would arrange a SFWG and SENWG joint meeting date, at the close of the Schools Forum meeting.

## 9 **Special Trading Services (previously: Special Schools Funding)**

Michael Hudson, Associate Director of Finance at Wiltshire Council, was in attendance to make a short presentation and to notify the Schools Forum of that fact that there would be an increase in process charged to schools.

Mr Hudson noted that the fees for Wiltshire schools had been deemed to be much lower than that of their competitors and he advised that Liz Williams would lead on the issue of Schools Traded Services and would be present at the next Schools Forum meeting.

### **Special School Funding:**

A letter had been received by the Chairman of Schools Forum from the Headteacher at Rowdeford Special School which was discussed during the Forum meeting.

Attention was drawn to the fact that Michelle Donovan and Claire Perry had had a discussion with MPs about SEN funding and that MPs misunderstood why the Schools Forum wished to campaign, since they had received an additional £5.7 million in funding in 2015-16.

It was noted that the additional £5.7 million was used to uplift the AWPU rate. The meeting was informed that all special schools had completed a significant amount of work to address deficits and rollovers and that from this work, progress had been made. It was stressed, however, that the financial outlook was not looking prosperous and that there were financial pressures on everyone.

The meeting was made aware of how a further reduction in the budget for special schools could lead to extremely high class sizes; indeed, it was stressed that special school class sizes were already at very high levels and thus, if further increases in size occurred then these classes would be on the threshold of unsafe. It was then added that if class sizes were deemed as being unsafe, there could be an increase in tribunal cases, which could lead to further special



school's pupils being transferred to maintained or academy schools, or even to out of County placements.

Concern was raised that the budget cuts had meant that children with SEN were not being provided with the services that they needed and that these children's needs should be met and thus, the Forum should utilise all expertise and help that it had at hand to be able to provide for such children, whilst in a position of financial reduction. It was noted that outreach work for SEN was being decreased and that there was a desire for this to be increased, however, despite the fact that special schools felt that they were in a very challenging situation, discussions were being had with local governors to help to find a solution.

Those present were made aware that the SFWG had come to the agreement that whenever discussions were had over funding, that special schools would always remain on the agenda. However, it was outlined that, in terms of finance for special schools, the forthcoming 2 years did not appear affluent.

It was explained that special schools were paid on a month-by-month basis and that all money had come from the HNB and thus, a problem had been created as the Schools Forum was unable to be strategic with this money.

It was noted that the f40 campaign was analysing the Schools Block and had been pressuring the fairer funding formula for the HNB.

Having been put to the meeting, it was:

**Resolved:**

**That the Schools Forum note and discuss the contents of the letter and to respond to the concerns raised.**

10 **Growth Fund**

The Chairman left the meeting and delegated the responsibility of Chairman over to the Vice-Chairman, Mr Martin Watson.

Martin Watson informed to those present that the growth fund in Wiltshire had been consistent for the past 3-4 years and that each year the Forum was required to submit growth fund figures to the EFA. It was noted that there had been no proposal for a great difference in the growth fund figures for the forthcoming year.

For the year 2014-15 it was confirmed that the Schools Forum had agreed a budget for the Growth Fund of £848,000 and that for the year 2015-16, an increase to a budget of £1 million had been decided as being sufficient.

Mr Watson highlighted that a growth fund was attempting to be created for Forces children, in terms of the MoD rebasing; which would involve schools in areas such as the Salisbury Plain. It was stressed that if this fund could be created, then it would impact on the general growth fund given for Wiltshire.

Those present were informed that the new schools funding would be continued with for 2015-16.

It was confirmed that there had been no proposals to alter anything, apart from the infant class size. There had been an increase in the class size of infant classes, which had led to a new class of 13 infants being established. It was noted that this number of 13 had been agreed at the previous Schools Forum meeting.

Those present were informed that the new schools funding would be continued with for 2015-16, including funding Castle Mead Primary Academy and Wellington Primary Academy on estimated pupil numbers as they are still growing schools. It was confirmed that the EFA would adjust these schools funding based upon the actual numbers of pupils, taking account of the January 2016 census data.

It was agreed that Grant Davis would include in the report that 2 academies, Pembroke Park and Longmeadow, would have funding arranged on 12/12ths and that, for academy schools, their funding be for 12/12ths of the year, to accord with their funding year.

Having been put to the meeting, it was:

**Resolved:**

- i. **That the Schools Forum approves the criteria for allocating pupil Growth Fund in 2016-17.**
- ii. **That the Schools Forum agrees the budget for the Growth Fund remain at a maximum of £1m for 2016-2017**

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

The next meeting was recorded and agreed as being on 15 March 2016 at County Hall, Trowbridge.

## 12 **Urgent Items**

The Chairman agreed to consider 'National Copyright Licences' as an urgent item and a copy of the report was distributed to those present at the meeting. Grant Davis was welcomed to introduce the report and to provide an overview to those present.

A short time was allowed for members to read through and familiarise themselves with the report.

It was explained that national copyright licenses had been paid for all schools – both maintained and academies – by the Local Authority, Wiltshire Council.

This was part of a national agreement between the EFA and the Copyright Agencies. It had been felt to be a more sustainable and cost-effective process; as it would also help to ensure that no school could fall foul of copyright regulations. However, it was stated that the Local Authority total cost for the licenses amounted to: £339,500.72, which needed to be recovered through the DSG.

Schools Forum members raised several opinions, including:

- For special schools, raised

- The rate given had been calculated as a uniform rate and the Early Years and the voluntary and private sectors would have to pay for their licenses on top on the set fee, however, the Local Authority would be unable to charge for this and thus, such an issue would be a point for discussion among private and independent schools, including nurseries;
- It was raised that a nursery had had to pay over £1000 for a license and thus, it was disputed over how much a nursery would need such a copyright license;
- It was confirmed that if a maintained school was attached to a nursery, then the nursery would be covered by the school license too.

It was further explained that this charge would be a recurring cost and that the amount had been taken from the numbers of funding provided by the AWPU.

It was discussed that a flat rate for special schools could be applied, as AWPU for special schools was not funded, since special schools had planned place numbers and thus, the remaining quantum could be split among the remaining schools. Mr Davis highlighted that if the sliding school AWPU was used, an amount would have to be put aside for special schools and thus, this would decrease the rate for the other schools.

It was agreed among those present that further research was needed into what the EFA would allow for a license and Grant Davis confirmed that he would investigate with the EFA how the rate was supposed to be calculated with AWPU and sixth formers. It was also added that there was ambiguity over where free schools stood in calculating this rate and Grant Davis signalled that he would review this matter with the EFA too.

Having been put to the vote, it was

**Resolved:**

- i. To note the content of the report**
- ii. To ask Grant Davis to report back to members, following discussions with the EFA**

(Duration of meeting: 1.30 - 4.22 pm)

The Officer who has produced these minutes is Natalie Heritage, of Democratic Services, direct line 01225 718062, e-mail [natalie.heritage@wiltshire.gov.uk](mailto:natalie.heritage@wiltshire.gov.uk)

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## **DEDICATED SCHOOLS BUDGET – BUDGET MONITORING 2015-16**

### **Purpose of the Report**

1. To present budget monitoring information against the Dedicated Schools Grant (DSG) for the financial year 2015-16 as at 31<sup>st</sup> January 2016.

### **Main Considerations**

2. Appendix 1 to this report outlines the budget monitoring summary as at 31<sup>st</sup> January 2016. The budget has been adjusted to reflect the final DSG settlement for 2015-16 and to take account of the recoupment of DSG for academies.
3. An overspend of £1.693 million is projected against the overall schools budget.
4. The biggest variances are against budgets for high needs pupils. DSG budgets within the 0-25 SEND service are projected to overspend by £1.972m. A more detailed paper on high needs budgets is to be considered at this meeting however it is important to note that this overspend is after taking into account the implementation of savings agreed by Schools Forum in March 2015. It is expected that high needs budgets will continue to be under pressure in 2016-17.
5. The overspend within the 0-25 service is partially offset by the planned underspend against the Alternative Provision budget of £0.225m, this was part of the agreed savings within the overall high needs block.
6. Early years budgets are expected to break even in 2015-16. There is a projected overspend against the budget for free entitlement for 2 year olds and this is offset by a compensating underspend against the budget for 3 & 4 year olds. As in previous years there will be an adjustment to the final level of DSG after the end of the financial year to reflect the January 2016 early years census. This could affect the level of DSG reserve at the end of the year.
7. There is projected to be a very small underspend against the Pupil Premium Grant for Early Years and the DfE has confirmed that this will not be recouped.
8. Copyright budgets are projected to overspend in 2015-16 and this shortfall has been addressed in the 2016-17 budget setting process.

### **Impact on Reserves**

9. 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 opening balance on the DSG Reserve for 2015-16 is £1.490m and the current projected overspend exceeds the level of reserves. This means that a deficit of £0.203m will need to be recovered as a first call on DSG for 2016-17 and that there will be an opening balance of zero on the reserve for next year.

### **Proposals**

10. Schools Forum is asked to note the budget monitoring position at the end of January 2016.

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**Financial Monitoring**

Service Areas	Current Budget 2015-16 £m	Projected Outturn for Year £m	Variation for Year £m	% Variance
<b>1 Funding Schools</b>				
DSG Funded Expenditure - Delegated to Schools	127.471	127.471	0.000	0.0%
Contingency & Growth Fund	1.058	0.706	-0.352	-33.3%
<b>Total</b>	<b>128.529</b>	<b>128.177</b>	<b>- 0.352</b>	<b>-0.3%</b>
<b>2 0-25 SEND Service</b>				
<b>Pre-16</b>				
Independent Special Schools	3.352	3.720	0.369	11.0%
Named Pupil Allowances	1.226	2.331	1.105	90.1%
Top Up Budgets - Wiltshire Maintained Schools & Academies	9.984	9.964	-0.020	-0.2%
Top Up Budgets - Non-Wiltshire Maintained Schools & Academies	0.966	1.183	0.217	22.4%
<b>Post-16</b>				
Top Up Budgets - Post- 16 Placements	5.332	5.566	0.234	4.4%
<b>Support Services</b>				
Specialist Provision and EY Inclusion	0.575	0.662	0.088	15.3%
SEND Service	2.047	2.027	-0.021	-1.0%
<b>Total 0-25 SEND Service</b>	<b>23.482</b>	<b>25.454</b>	<b>1.972</b>	<b>8.4%</b>
<b>3 Commissioning &amp; Performance and School Effectiveness</b>				
Schools Maternity Costs	0.553	0.525	-0.028	-5.0%
Trades Union Facilities Costs	0.035	0.041	0.006	18.2%
SIMS & HCSS Licences	0.173	0.186	0.013	7.3%
Other Costs incl. Copyright Licences	0.181	0.381	0.200	110.8%
Strategic Planning	0.052	0.052	0.000	0.0%
Admissions Service	0.245	0.224	-0.021	-8.4%
<b>Total Commissioning, Performance &amp; School Effectiveness</b>	<b>1.237</b>	<b>1.407</b>	<b>0.171</b>	<b>13.8%</b>
<b>4 Early Years Services</b>				
Early Years Single Funding Formula - 3 & 4 yo	16.140	15.805	-0.335	-2.1%
Early Years Single Funding Formula - 2 yo	2.620	2.986	0.366	14.0%
Other Early Years Support	0.462	0.462	0.000	0.0%
Early Years Pupil Premium Grant	0.230	0.225	-0.005	-2.1%
<b>Total Early Years</b>	<b>19.452</b>	<b>19.479</b>	<b>0.026</b>	<b>0.1%</b>
<b>5 Safeguarding</b>				
Child Protection in Schools	0.028	0.028	0.000	0.0%
<b>Total</b>	<b>0.028</b>	<b>0.028</b>	<b>-</b>	<b>0.0%</b>
<b>6 Integrated Youth and Preventative Services</b>				
Assisted Places Scheme	0.047	0.034	-0.013	-28.3%
Ethnic Minority Achievement Service & Traveller's Education	0.660	0.625	-0.035	-5.3%
Alternative Provision/EOTAS	3.186	2.961	-0.225	-7.1%
Behaviour Support	0.874	0.838	-0.037	-4.2%
<b>Total</b>	<b>4.768</b>	<b>4.457</b>	<b>-0.310</b>	<b>-6.5%</b>
<b>7 Children's Social Care</b>				
Looked After Children Education Service	0.203	0.243	0.040	19.7%
<b>Total</b>	<b>0.203</b>	<b>0.243</b>	<b>0.040</b>	<b>19.7%</b>
<b>8 DSG Within Corporate Services</b>				
Gross Expenditure	3.594	3.740	0.146	4.1%
<b>Total</b>	<b>3.594</b>	<b>3.740</b>	<b>0.146</b>	<b>4.1%</b>
	<b>181.292</b>	<b>182.985</b>	<b>1.693</b>	<b>0.9%</b>

Note POSITIVE variances = OVERSPEND

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## Schools Funding Working Group

26<sup>th</sup> February 2016, Bradford-on-Avon Fire Station

### Minutes

**Present:** Neil Baker, Martin Watson, Ingrid Sidmouth, Phil Cook, Debbie Bennett, Catriona Williamson, Liz Williams, Grant Davis, Susan Tanner,

**Apologies:** Jan Hatherell, John Hawkins, Andy Bridewell, Tracey Cornelius

1	<p><b>Minutes from Previous Meeting</b></p> <p>The minutes from the previous meeting were not discussed as they had been presented and agreed at the previous Schools Forum meeting in January 2016.</p>	
2	<p><b>High Needs Budgets 2016-17</b></p> <p>LW introduced a paper which set out the key pressures on the High Needs budget for 2016-17, the projected schools budget out-turn position for 2015-16 and an analysis of the current High Needs placements and associated expenditure.</p> <p><b>Budget Monitoring 2015-16</b></p> <p>LW described the savings proposals which were agreed by Schools Forum in March 2015 towards achieving a savings target of £1.465m. There was always a risk associated with achieving some of the savings proposals however savings in excess of £1.061m will be achieved by the end of the year.</p> <p>Based upon the financial position at the end of January 2016, the projected overspend against the Schools Budget was £1.693m. An appendix to the report demonstrated the breakdown of each area of the budget. The SEND service is currently projecting an overspend of £1.972m.</p> <p>LW explained that the current DSG Reserve currently stood at £1.490m and therefore there was a high probability that the DSG Reserve would be unable to fund the deficit fully. A discussion with the LA's Associate Director, Finance had confirmed that the LA would not be in a position to fund the deficit and therefore the deficit would become the 'first call' on the DSG for 2016-17. Therefore we would be starting the 2016-17 financial year with a negative starting point.</p> <p>LW then talked the group through the analysis which had been prepared with colleagues in the SEND team. This included an analysis of the Numbers of Statements / EHCP's which showed a significant increase in the numbers of 5-10 year olds and 16-19 year olds with a plan, as well as movements in other age groups.</p> <p>A discussion regarding the increase in Independent Special Schools (ISS) placements ensued. A process review for the making of placements was suggested, for consideration by the SEND team.</p> <p>The age profile of placements in ISS was discussed and comparator data for February 2015 and February 2016 was presented.</p> <p>The group then discussed the increasing demand across the piste for SEND and the impact that this would have for future years. A recent calculation of the 'Exceptional Number of Statements' had shown a significant increase in the number of schools entitled to the additional funding, consistent with current</p>	

	<p>trends.</p> <p>It was recognised that funding the growth would present particular challenges in 2016-17 and beyond. The introduction of a National Funding Formula was raised and whilst it is widely anticipated that this could bring positive news for Wiltshire, there have been no detailed published plans or consultation documents issued to date.</p> <p><b>Budget Position 2016-17</b></p> <p>Based upon the current position in 2015-16, without any further actions, the SEND budget would overspend again by £1.9m. In addition to this there was additional demand / growth, projected at £1.3m, plus the need to repay the DSG overspend, £0.2m. The projected overspend is therefore anticipated at £3.4m, however additional High Needs funding of £0.823m has been confirmed by the EFA for 2016-17 and therefore the total cost pressure is anticipated at £2.6m.</p> <p>The group requested that as a matter of urgency, the re-banding work which had been started by Judith Westcott and the SEND team, be completed. This work to re-band pupils, based upon the proposed new banding scheme, with descriptors ensuring consistency across the bandings in all settings, had already been started. The group were keen to see the results of this work, prior to any discussions over future top-up rates being considered. A timeline for this work was agreed.</p> <p>The group discussed the potential to revoke the 5% rate cut which had been introduced in 2015-16, however it was felt that this could not be sustained and would await the results of the SEND re-banding work. Given the cost pressures for 2016-17, it was agreed re-instating the rates would not be affordable.</p> <p>ST confirmed that any movement in banding values for the Special Schools would be subject to the Minimum Funding Guarantee and that this would need to be considered in any discussions,</p> <p>In order to progress discussions regarding savings for 2016-17, the group confirmed that no savings would be considered until the results of the re-banding have been presented which will then impact upon the saving quantum to be achieved.</p> <p>The group confirmed its support for the introduction of the new banding model as soon as possible.</p>	
3	<p><b>Apprentices – Rates of Pay</b></p> <p>GD introduced a paper prepared by HR colleagues outlining proposals for amendments to the rates of pay for apprentices.</p> <p>After some initial discussion, Phil Cook explained that the Trowbridge Collaborative had already spent some considerable work on this area and that HR should be signposted to speak to the Trowbridge Collaborative who could respond on behalf of the group. It was agreed that this approach be adopted.</p>	
4	<p><b>Date of Next Meeting</b></p> <p>To be confirmed</p>	

## Wiltshire Council

### Early Years Reference Group

Minutes of a meeting held on 5 February 2016 at County Hall, Trowbridge

#### 1.0 Welcome and Introductions

Angela Brennan (chair), Dawn Bryant, Mark Cawley, Judith Gingell, Ashley Harris, Juliette Heal, Jenny Harvey (minutes), Russell Martin, Clare Palmer

#### 2.0 Apologies

Rosemary Collard, Nicki Henderson, John Proctor, Fiona Webb

#### 3.0 Minutes of last meeting held on 20 November 2015

The minutes of the meeting were agreed as an accurate record of discussion.

#### 4.0 Matters arising

None

#### 5.0 Schools and changes to legislation

Discussion took place regarding new changes to legislation around schools accepting younger children (2, 3 and 4 year olds). A separate registration is no longer required for younger children.

From September 2016, it will be part of the statutory framework that if a school is operating their own nursery, a Level 3 member of staff can run the nursery. Schools can operate on this basis now if they wish. AB felt that this was linked to sufficiency ensuring that enough places will be offered, and provided clarification on the ratios.

Discussion took place regarding childminders and their ratios when operating on non-dom premises. AB stated that if a childminder wanted to operate on this basis, then they could employ assistants. AB felt that this would probably be linked to small rural communities where there aren't enough children to warrant setting up a nursery. There was further discussion regarding childminder qualifications required and the difficulty of 1:30 ratios within an after school setting environment.

**ACTION: None**

#### 6.0 EYSFF – estimated hours for childminders issue

JH informed the group that it had been noticed that over the last year lots of childminders have been receiving invoices due to not informing the Free Entitlement officers of a drop in estimated hours or to zero hours resulting in overpayment. The main reason for this is linked to the formulation of the annual financial estimate, and affects childminders more than settings.

JH asked the group to consider the following proposal - that all childminder estimated hours be set to zero at the start of each financial year in order to prevent overpayment. Childminders would need to contact a Free Entitlement officer to set their estimated hours for a funding period or a year as and when required. The proposal was agreed by the group, and is to take effect from 1 April 2016.

The issue of estimated hours for 2 year olds was also discussed, but no decision was made.

The group also discussed the importance of knowing if money is owed in the event of an early year's provider closing. AB informed the group that if a building owned by a setting due to close

is on another party's land, the building needs to be sold and removed or demolished at the expense of the setting. DB mentioned that this issue could go on cluster group agendas.

**ACTION: JH to ensure that childminders accessing Free Entitlement funding receive no estimated hours on their 2016/2017 annual financial estimates**

#### 7.0 Fees charged by Ofsted

AB informed the group that the Childcare Minister has said that government can no longer delay looking at the issue of increasing Ofsted costs. AB stated that a consultation in the future is likely, and that she will keep the sector informed of any updates.

**ACTION: AB to update the sector as and when.**

#### 8.0 Childminder Agencies update

There are now 5 childminder agencies across the UK. Central government has held a number of briefing sessions for anyone interested in setting up an agency, with separate sessions being held for local authorities in 2 weeks' time. Wiltshire Council is not expected to attend one of the briefing sessions (being held in London and Leeds) due to the short notice given. MC enquired about the agenda, but AB stated it was unknown and that we'd have to wait for the general information release.

**ACTION: None**

#### 9.0 Childcare team update

AB informed the group that Wiltshire Council Early Years and Childcare have been directed by Ofsted to implement a QA scheme for childminders. This is in line with the changes in statutory duties solely lying now with early years providers with either a 'requires improvement' or 'inadequate' Ofsted judgement.

The scheme is currently being developed and will be part of the PACEY scheme. Endorsement by PACEY will hopefully be received in the coming weeks, with the scheme being available from April 2016. It will be a paid membership scheme based on voluntary participation, and it will offer a very affordable package of support and training. The focus of the scheme is primarily for childminders rather than cluster group meetings.

Sufficiency is a rapidly changing picture across the county, and AB confirmed that this will now be assessed 3 times a year in order to be more proactive.

Army rebasing area - AB reported that requirements have grown exponentially with demand from new housing developments. All available childcare was full, and settings within the area have worked incredibly well in creating new places.

The majority of available childcare in Devizes is full and AB is liaising with settings in the area about increasing capacity.

A few members of the group brought up that they had experienced difficulty using the online childcare directory. The search facility wasn't returning any available childcare providers within various areas. JH to look into this.

MC raised the issue of the 30 hours, and there was general discussion around the planning of, implementation and flexibility of the extended offer. Concern was raised about the lack of information from the DfE as AB and JH confirmed that no more information had been forthcoming. Swindon Borough Council are involved in the pilot but as yet have been unable to confirm their offer details to neighbouring authorities as to how (or if) they will be affected. Wiltshire has good relationships and links with Swindon so we also hope to receive feedback on pilot issues. AB and JH assured the group that the sector would be updated as soon as more information became available.

**ACTION: JH to liaise with colleagues responsible for managing the online childcare directory about the resolution of search issues.**

10.0 Children's Centres update

RM reported that the Children's Centres consultation has now finished. The proposals were agreed by cabinet in December 2015. The tender process for buildings which could have an alternative use went live 3 weeks ago, and 28 expressions of interest have been received. Wiltshire Council is looking at approximately 7 or 8 bids being submitted, and these will be considered and marked by commissioners and relevant professionals in March 2016. Decommissioning of any buildings will start taking place at the end of June 2016.

RM informed the group that the national consultation on Children's Centres has been postponed.

JG reported that from a children's centre perspective, it is a difficult time for services being delivered, and that there will be significant changes ahead in terms of how services will be delivered and accessed.

Both RM and JG stated that some progress has already been made moving towards the new model of working. People are slowly getting used to the change in how the services will be delivered and accessed, although in some areas this isn't possible and some bidders will also have their own ideas of how the future service will be delivered.

**ACTION: None**

11.0 Confirmed dates for future meetings

Date	Day	Time	Venue
13 May 2016	Friday	10.00 – 12.00	Lacock Room, County Hall, Trowbridge
16 September 2016	Friday	10.00 – 12.00	Lacock Room, County Hall, Trowbridge

12.0 Any other business

JG asked the group how involved settings and childminders are with referred children/safeguarding/child protection issues. General discussion took place with most of the group confirming that the focus is mainly on schools and not childcare providers.

JG also asked about the integration of 2 year old reviews and information sharing. General discussion took place regarding setting and childminder practice/experience.

**ACTION: None**

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## HIGH NEEDS BUDGETS 2016-17

### Purpose of the Report

1. To summarise the key pressures on the high needs budget for 2016-17.
2. This paper will need to be considered in conjunction with a supplementary paper to be issued prior to the meeting outlining options to reduce costs.

### Background

3. Schools Forum considered a report on the cost pressures impacting on the High Needs block for 2015-16 in March 2015. This report can be accessed using this [link](#).
4. At that meeting savings proposals of £1.465m were agreed in order to reduce the impact of these cost pressures on the high needs budget and ensure a balanced budget at the end of 2015-16. A “RAG Rating” of these savings was presented to Schools Forum in June 2015 indicating those savings that had been achieved and those that would be more difficult to achieve in the year. Since that report an alternative method of achieving savings against unfilled high needs places has been implemented on the advice of the Education Funding Agency (EFA). This was reported to Schools Forum in November 2015.
5. High needs budgets have continued to be under pressure during 2015-16 and despite the implementation of savings proposals are projected to overspend in this financial year. Pressures have arisen from increased activity as well as increased unit costs and this means that costs are expected to increase further in 2016-17 unless further actions are taken.

### Main Considerations

#### ***Budget Monitoring 2015-16***

6. High Needs budgets within the 0-25 SEND Service are projected to overspend by £1.972m in 2015-16. A planned underspend against the budget for Hard to Place Pupils (Alternative Provision) and a small underspend against the Assisted Places budget reduce the overall overspend on high needs budgets to **£1.733m**. The two key areas of overspend are the Independent Special Schools budget and the Named Pupil Allowances budget.
7. The attached summary of savings implemented in 2015-16 (**Appendix 1**) indicates that £1.061m cost reductions were achieved during the year with a further £0.243m having been partially achieved. Without these savings the overspend in 2015-16 would have been greater. It is not anticipated that all of these savings can be continued in to 2016-17 however all projections for costs in 2016-17 have assumed the current top up levels apply.
8. It is expected that the overspend at the end of the year will exceed the level of reserves. The balance on the earmarked Dedicated Schools Grant (DSG) reserve carried forward from 2014-15 is £1.490m. The first call on DSG for 2016-17 will therefore be to meet the deficit on the DSG reserve.

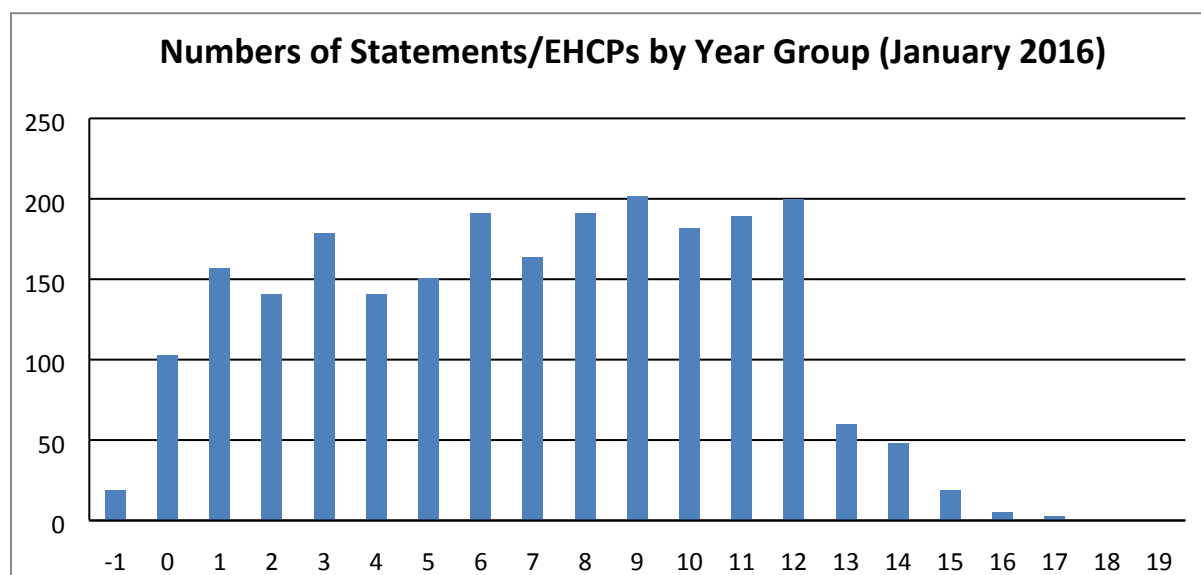
## Activity and Costs 2015-16

9. A review of activity indicates that the numbers of Statements/Education, Health & Care Plans (EHCP) has increased both at Post-16 and also for primary aged children over the last two years. The increase in Post-16 students with a Plan would be expected as this is a new responsibility within that time period. However the increase in the numbers of 5-10 year olds with a plan has also had a significant financial impact, particularly on the Named Pupil Allowance (NPA) budget.

### Numbers of Statements/EHCP by Age

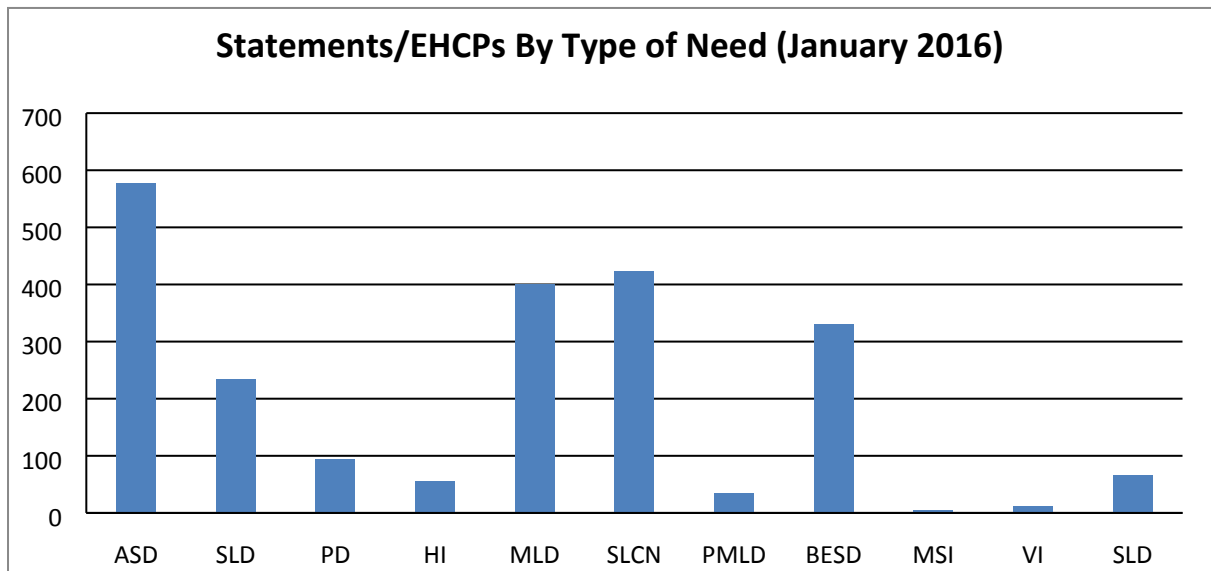
age	Jan 2014	Jan 2015	Jan 2016 (provisional)	Change 2014-2016	% change 2014 to 2016
Under 5	93	113	112	+19	20%
5-10	729	784	965	+236	32%
11-15	916	942	926	+10	1%
16-19	128	153	336	+208	163%
20-25	-	-	8	+8	
<b>Total</b>	<b>1866</b>	<b>1992</b>	<b>2347</b>	<b>+481</b>	<b>26%</b>

10. The January 2016 numbers can be broken down by school year group as follows:



11. A breakdown of the January 2016 numbers by type of need is shown below:



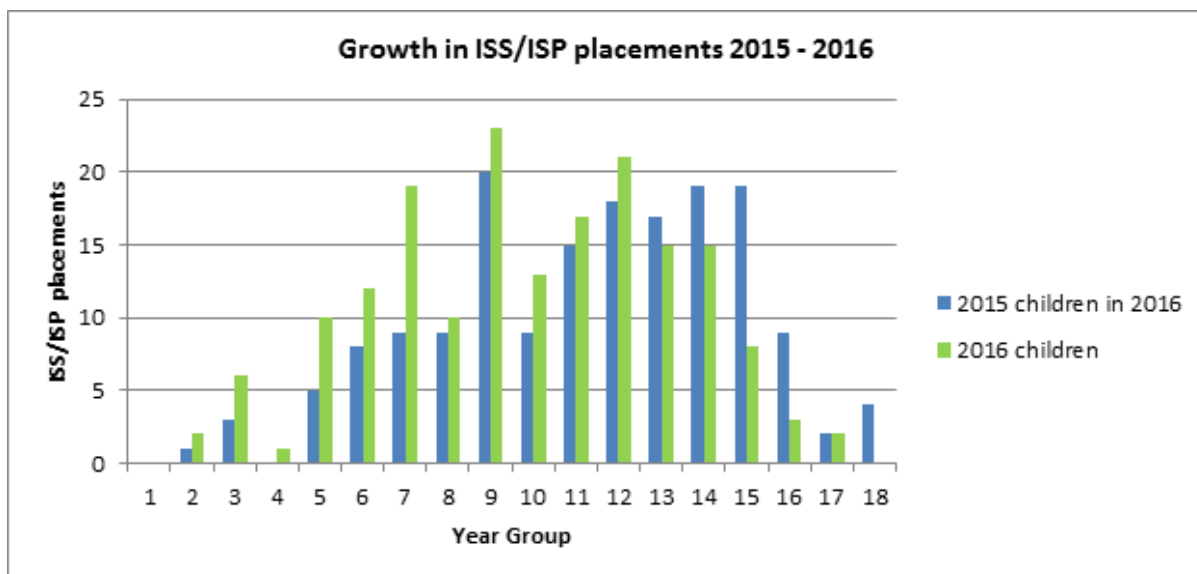


Key:
Autistic Spectrum Disorder (ASD)
Severe Learning Difficulty (SLD)
Physical Disability (PD)
Hearing Impairment (HI)
Moderate Learning Difficulty (MLD)
Speech, Language and Communication Needs (SLCN)
Profound and Multiple Learning Difficulty (PMLD)
Behaviour, Emotional and Social Difficulty (BESD)
Multi-Sensory Impairment (MSI)
Visual Impairment (VI)
Specific Learning Difficulty (SpLD)

12. **Appendix 2** analyses expenditure on top-up payments for pupils with high needs in 2015-16 against budget and also against budgeted activity. The analysis shows higher than budgeted activity within the Named Pupil Allowance (NPA) budget and that the number of placements in Independent Special schools (ISS) has increased, as has the unit cost of placements. The NPA budget also overspent in 2014-15 however the ISS budget is projected to overspend for the first time in a number of years.
13. Spend on ISS placements has increased by £0.9m in 2015-16. Whilst the number of residential placements has remained consistent over the last 3 years, the number of pupils in day placements has increased from 55 in 2014-15 to 70 in 2015-16, an increase of 44%. If this trend continues then the ISS budget will be under even further pressure in 2016-17.
14. The following table shows the movement in pupil numbers and costs across the different types of ISS placements. Note that the projection for 2016-17 is based on known placements only.

ISS (cc 12850 Pre 16yrs)						Annual	
Financial Year	Placement Type	No of children	FTE	Average annual cost per child	Total annual cost	increase on fte children	Annual % increase on costs
2013-2014	38 Weeks	10	9.18	24,599	245,990		
2013-2014	52 Weeks	10	9.97	42,943	429,428		
2013-2014	Boarding	14	10.76	28,426	397,962		
2013-2014	Day	37	31.86	23,588	872,772		
2013-2014	Weekly	2	3.11	57,437	114,875		
<b>2013-2014</b>	<b>Totals</b>	<b>73</b>	<b>64.88</b>	<b>31,768</b>	<b>2,061,027</b>		
2014-2015	38 Weeks	11	9.31	31,715	348,870	1%	42%
2014-2015	52 Weeks	12	9.17	47,820	573,839	-8%	34%
2014-2015	Boarding	12	8.67	24,155	289,855	-19%	-27%
2014-2015	Day	55	41.77	23,859	1,312,248	31%	50%
2014-2015	Weekly	3	1.42	25,461	76,383	-54%	-34%
<b>2014-2015</b>	<b>Totals</b>	<b>93</b>	<b>70.34</b>	<b>36,982</b>	<b>2,601,194</b>	<b>8%</b>	<b>26%</b>
2015-2016	38 Weeks	11	9.52	44,472	489,195	2%	40%
2015-2016	52 Weeks	11	10.76	64,009	704,095	17%	23%
2015-2016	Boarding	11	8.57	33,950	373,453	-1%	29%
2015-2016	Day	70	59.04	27,001	1,890,100	41%	44%
2015-2016	Weekly	2	2.00	37,037	74,074	41%	-3%
<b>2015-2016</b>	<b>Totals</b>	<b>105</b>	<b>89.88</b>	<b>39,283</b>	<b>3,530,918</b>	<b>28%</b>	<b>36%</b>
2016-2017 <sup>1</sup>	38 Weeks	12	10.67	51,988	623,855	12%	28%
2016-2017	52 Weeks	11	9.08	62,021	682,226	-16%	-3%
2016-2017	Boarding	10	9.83	32,751	327,510	15%	-12%
2016-2017	Day	70	59.83	28,611	2,002,738	1%	6%
2016-2017	Weekly	3	2.83	58,724	176,171	42%	138%
<b>2016-2017</b>	<b>Totals</b>	<b>106</b>	<b>92.25</b>	<b>41,328</b>	<b>3,812,500</b>	<b>3%</b>	<b>8%</b>

15. Looking across all external placements, a breakdown of the year groups for ISS and Independent Specialist Provider (ISP) placements indicates a particular increase in the numbers of placements for pupils in years 5, 6 and 7 and a decrease in the numbers of ISP placements post-16 as more young people have been successfully brought back in to Wiltshire.



16. The increase in activity and overall numbers of pupils being supported by plans is also impacting on other budgets within the overall DSG budget. For example, amounts paid to schools through the formula for exceptional numbers of Statements have also increased from £35,000 (8 schools) in 2013-14 to £91,000 (13 schools) in 2015-16.

17. There is also an impact on Local Authority budgets, in particular the SEN Transport budget which is projected to overspend as a result of increased numbers of pupils and students receiving transport.

**Impact on 2016-17 Expenditure**

18. Trend analysis has been used to estimate the likely costs of top-up payments in 2016-17. Where no trend can be identified, for example post-16, the projection is based on known placements and an estimate of new starters at average unit cost. Using this methodology it is estimated that spend in 2016-17 will be £1.3m above current spend levels.

19. Cost pressures for 2016-17 can therefore be summarised as follows:

	<b>£m</b>
Expenditure above current budget	1.900
Additional demand 2016-17	1.331
Requirement to bring DSG reserve back to balance	0.203
<b>Total</b>	<b>3.434</b>

20. The report on the 2016-17 funding settlement considered by Schools Forum in January 2016 identified growth in high needs funding of £0.823m. After adjustments for places in Non-maintained special schools paid directly by the EFA the net growth is £0.745m. This has been added to the top-up budgets for 2016-17 and reduces the total cost pressure to **£2.689m**.

**Options 2016-17- Principles**

21. A supplementary paper to this agenda will focus on potential options to reduce costs in 2016-17. Where resources are limited the key principles that need to be applied are (1) that funding needs to be targeted towards the right needs and (2), funding needs to be allocated to “follow the pupil” rather than be tied up in supporting places where there is limited need.

22. In order to meet these principles two main actions need to be implemented:

- a. **Top Up Funding** – a proposed new banding system across all types of provision in Wiltshire maintained schools and academies has been developed in consultation with schools. This will result in a consistent set of descriptors and band values across all top ups from NPAs in mainstream provision through to Special Schools. Initially it had been anticipated that the implementation of the new bands would be phased and applied through annual reviews. It is now proposed that the new bands will be applied to all pupils and students with effect from 1<sup>st</sup> April 2016;
- b. **Place Funding** - a review of high needs places has taken place for 2016-17 and place numbers agreed with the Education Funding Agency (EFA). This will ensure that place funding is targeted towards highest need. The overall impact of the review is revenue neutral but the outcome will be to reduce funding of unfilled places and also reduce the need to support additional places in other schools.

23. In discussion with the Schools Funding Working Group and the SEN Working Group it has also been agreed that process reviews need to be carried out of the decision making panel and moderation exercises to ensure that funding decisions are robust and consistent.

24. Implementation of the new banding system will ensure a consistent approach to funding needs of pupils across all types of provision within Wiltshire Schools. Schools Forum will then need to consider the financial values to be applied to those bands taking in to account the pressures on the 2016-17 budget. The results of modelling work to assess potential band values will be presented in a supplementary paper.

### **Proposals**

25. Schools Forum is asked to note the current and projected position in relation to High Needs budgets.

26. Schools Funding is asked to endorse the implementation of the new banding system for pupils with high needs with effect from 1<sup>st</sup> April 2016.

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**HIGH NEEDS BLOCK SAVINGS PROPOSALS 2015-16**

Version 2 31/01/2016

Item	Description	Efficiencies	Service Review	Realign Resource to Activity	Staffing	Reduced Funding to Schools	Other	Financial Plan 2015-16
1	Recycle unfilled ELP places			200,000				200,000
2	Recycle unfilled Resource Base (RB) places			50,000				50,000
3	Delay opening of Greentrees RB		69,000					69,000
4	Saving on place funding following closure of RB at The Manor School		93,300					93,300
5	Savings to be achieved within SEND Support Services				150,000			150,000
6	Hard to Place pupils - do not top up budget					150,000		150,000
7	Hard to Place Pupils - reallocate base budget to cost pressures for one year (allocation to secondary federations to be topped up to £250k after rollover)					200,000		200,000
8	Renegotiate prices with Independent Providers	180,000						180,000
9	Do not continue TIPS Funding						50,000	50,000
10	<b>5% Reduction to Top Up Funding</b>							
10a	Named Pupil Allowances					98,700		98,700
10b	Enhanced Learning Provision					71,300		71,300
10c	Resource Bases					52,600		52,600
10d	Special Schools (1.4% reduction to achieve £100k)					100,000		100,000
								0
		<b>180,000</b>	<b>162,300</b>	<b>250,000</b>	<b>150,000</b>	<b>672,600</b>	<b>50,000</b>	<b>1,464,900</b>
								<b>0</b>

Green	Amber	Red
156,000		
88,000		
69,000		
	93,300	
	150,000	
150,000		
225,000		
		180,000
50,000		
98,700		
71,300		
52,600		
100,000		
<b>1,060,600</b>	<b>243,300</b>	<b>180,000</b>
72%	17%	12%

Page 37

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Variance Analysis

Description	Volume Variance						Price Variance						Total Variance		Projected 15-16 spend	2014-15 Total spend	Percentage change between 15-16 forecasted spend and 14-15 actual spend
	Budgeted Volume FTE	Projected Volume	% change in volume	Budgeted unit rate	Budgeted £	Variance	Budgeted unit rate	Projected £	Actual Unit rate	% change in rate	Actual Volume (projected)	Variance	Total Variance	Total Variance			
<b>12850 Independent Specialist Schools</b>																	
38 Weeks	11.50	9.92	-13.8%	39,435	453,489	62,380	39,435	522,960	52,729	33.7%	9.92	131,852	69,471				
52 Weeks	10.30	10.76	4.4%	61,834	636,792	28,305	61,834	703,011	65,359	5.7%	10.76	37,914	66,219				
Additional Support	2.99	1.06	-64.4%	33,056	98,706	63,567	33,056	31,077	29,235	-11.6%	1.06	4,062	67,629				
Boarding	9.71	7.21	-25.8%	37,817	367,129	94,639	37,817	291,019	40,389	6.8%	7.21	18,529	76,110				
Day	51.08	60.55	18.5%	31,260	1,596,794	296,106	31,260	1,927,669	31,834	1.8%	60.55	34,769	330,875				
Weekly	2.96	2.78	-6.1%	38,080	112,590	6,905	38,080	158,344	57,054	49.8%	2.78	52,659	45,754				
	<b>88.53</b>	<b>92.27</b>			<b>3,265,500</b>	<b>96,919</b>		<b>3,634,081</b>			<b>92.27</b>	<b>271,662</b>	<b>368,581</b>	<b>3,634,081</b>	<b>2,706,271</b>	<b>34%</b>	
FTE																	
<b>12905 Named Pupil Allowance</b>																	
Individual NPA	296.95	575.49	93.8%	4,130	1,226,400	1,150,358	4,130	2,331,404	4,051	-1.9%	575.49	45,355	1,105,004	2,331,404	2,034,866	15%	
	<b>296.95</b>	<b>575.49</b>			<b>1,226,400</b>	<b>1,150,358</b>		<b>2,331,404</b>			<b>575.49</b>	<b>45,355</b>	<b>1,105,004</b>	<b>2,331,404</b>	<b>2,034,866</b>	<b>15%</b>	
FTE																	
<b>12906 Top up Special Sch Wilts Sch Wilts Pupil</b>																	
Day School in County Placed	433.10	495.23	14.3%	9,792	4,240,893	608,399	9,792	4,922,883	9,941	1.5%	495.23	73,591	681,990				
Boarding School in County Placed	89.99	63.53	-29.4%	35,327	3,179,249	934,925	35,327	2,267,190	35,687	1.0%	63.53	22,866	912,059				
Residential SLA		1.00	0.0%	0	-	-	0	142,917	142,917	100.0%	1.00	142,917	142,917				
Additional Places	16.58	30.83	0.0%	10,000	165,758	142,642	10,000	308,333	10,001	0.0%	30.83	33	142,575				
	<b>539.67</b>	<b>590.59</b>			<b>7,585,900</b>	<b>183,984</b>		<b>7,641,322</b>			<b>590.59</b>	<b>239,406</b>	<b>55,423</b>	<b>7,641,322</b>	<b>7,721,781</b>	<b>-1%</b>	
FTE																	
<b>12907 Top up Resource Bases Wilts Sch Wilts Pupils</b>																	
RB-Autistic Spectrum Disorder	47.88	32.08	-33.0%	6,771	324,184	106,948	6,771	197,867	6,167	-8.9%	32.08	19,369	126,317				
RB-Cognitive Needs	140.23	137.92	-1.7%	4,176	585,603	9,663	4,176	622,706	4,515	8.1%	137.92	46,766	37,103				
RB-Hearing Impairment	16.69	12.58	-24.6%	5,008	83,604	20,587	5,008	66,405	5,277	5.4%	12.58	3,388	17,199				
RB-Physical Impairment	3.85	1.83	-52.4%	2,407	9,272	4,859	2,407	5,086	2,774	15.2%	1.83	673	4,186				
RB-Speech & Language	59.53	55.58	-6.6%	3,571	212,587	14,099	3,571	207,053	3,725	4.3%	55.58	8,565	5,534				
ASSP-Assessment Placement	0.83	0.58	100.0%	2,920	2,411	708	2,920	1,618	2,774	-5.0%	0.58	85	793				
Unfilled Place Recoupment	0.00	-7.87	100.0%	10,000	-	78,695	10,000	-78,695	10,000	100.0%	-7.87	-	78,695				
Additional Places	4.49	14.42	0.0%	10,000	44,939	99,228	10,000	144,167	10,000	0.0%	14.42	-	99,228				
	<b>273.51</b>	<b>247.13</b>			<b>1,262,600</b>	<b>136,331</b>		<b>1,166,207</b>			<b>247.13</b>	<b>39,938</b>	<b>-96,393</b>	<b>1,166,207</b>	<b>1,287,595</b>	<b>-9%</b>	
FTE																	
<b>12908 Top up ELP Wilts Sch Wilts Pupils</b>																	
Enhanced Learning Provision 1	257.52	293.83	14.1%	2,924	752,986	106,183	2,924	806,058	2,743	-6.2%	293.83	53,111	53,072				
Enhanced Learning Provision 2	49.96	41.58	-16.8%	5,844	291,995	48,982	5,844	205,228	4,935	-15.5%	41.58	37,785	86,767				
Unfilled Places Recoupment	0.00	-17.03	100.0%	10,000	-	170,290	10,000	-170,290	10,000	100.0%	-17.03	-	170,290				
Element 1 & 2	9.04	31.58	249.3%	10,000	90,419	225,415	10,000	315,834	10,000	0.0%	31.58	0	225,415				
	<b>316.53</b>	<b>349.97</b>			<b>1,135,400</b>	<b>112,325</b>		<b>1,156,830</b>			<b>349.97</b>	<b>90,896</b>	<b>21,430</b>	<b>1,156,830</b>	<b>1,230,928</b>	<b>-6%</b>	
FTE																	
<b>12909 Top up Post 16</b>																	
38 Weeks	2.40	1.00	-58.3%	33,738	80,814	47,076	33,738	142,729	142,729	323.0%	1.00	108,991	61,915				
52 Weeks	9.75	7.67	-21.3%	75,078	731,719	155,778	75,078	939,356	122,452	63.1%	7.67	363,415	207,637				
Additional Support	0.93	1.00	0.0%	73,530	68,179	5,351	73,530	36,210	36,210	-50.8%	1.00	37,320	31,969				
Boarding	38.38	12.65	-67.0%	51,571	1,979,358	1,326,738	51,571	1,450,639	114,632	122.3%	12.65	798,018	528,719				
Day	207.29	259.22	25.1%	10,964	2,272,759	569,328	10,964	2,854,530	11,012	0.4%	259.22	12,443	581,771				
Weekly	4.10	0.83	-79.7%	48,615	199,171	158,681	48,615	75,079	90,144	85.4%	0.83	34,589	124,092				
Contribution towards job coaches	0.00	1.00	100.0%	0	-	-	0	67,000	33,500	100.0%	2.00	67,000	67,000				
	<b>262.84</b>	<b>283.38</b>			<b>5,332,000</b>	<b>1,113,594</b>		<b>5,565,543</b>			<b>283.38</b>	<b>1,347,136</b>	<b>233,543</b>	<b>5,565,543</b>	<b>5,563,754</b>	<b>0%</b>	
FTE																	
<b>12955 Top up Non Wilts Schools Wilts Pupils</b>																	
Mainstream Day	25.41	41.39	62.9%	4,669	118,629	74,616	4,669	168,273	4,066	-12.9%	41.39	24,972	49,644				
Special Schools Day	81.40	101.45	24.6%	10,160	827,029	203,696	10,160	969,739	9,559	-5.9%	101.45	60,986	142,710				
Special Schools Boarding	0.75	1.91	153.3%	27,344	20,642	31,649	27,344	45,024	23,544	-13.9%	1.91	7,267	24,382				
	<b>107.56</b>	<b>144.75</b>			<b>966,300</b>	<b>309,961</b>		<b>1,183,036</b>			<b>144.75</b>	<b>93,225</b>	<b>216,736</b>	<b>1,183,036</b>	<b>1,226,582</b>	<b>-4%</b>	
Total FTE																	
	<b>1,886</b>	<b>2,284</b>			<b>20,774,100</b>			<b>22,678,423</b>					<b>1,904,323</b>				

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