

# AGENDA

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**Meeting:** Schools Forum  
**Place:** The Kennet Room - County Hall, Trowbridge BA14 8JN  
**Date:** Thursday 16 June 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)

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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
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)
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
Mr Simon White	Primary Academy Heads Rep
Mr 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 - 14*)

To approve and sign as a correct record the minutes of the meeting held on **15 March 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 **Reports from Working Groups** (*Pages 15 - 26*)

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

- School Funding Working Group
- Early Years Reference Group

7 **Outturn Report 2015/16** (*Pages 27 - 30*)

To receive a report on the outturn position for the dedicated schools budget in 2015/16.

8 **Update on Government Proposals for National Funding Formula and High Needs Funding Reform**

At the time of publication of this agenda no update had been received from the Department of Education on this item. A verbal update will be provided at the meeting, should any information be received on this topic before 16 June 2016.

9 **Confirmation of dates for future meetings**

To confirm the dates of future meetings, as follows:

- 6 October 2016
- 8 December 2016
- 12 January 2017

10 **Urgent Items**

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

11 **Exclusion of the Press and Public**

This is to give further notice in accordance with paragraph 5 (4) and 5 (5) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of the intention to take the following item in private.

To consider passing the following resolution:

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

Reason for taking item in private:

Paragraph 3 - information relating to the financial or business affairs of any particular person (including the authority holding that information).

## **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

12 **Procurement of Licences for the School's Management Information System 2017-18** *(Pages 31 - 34)*

To provide an update regarding the procurement of licences for the School's Management Information System (MIS), in light of both procurement regulations and the proposed amendments to the de-delegation rules for schools, through the introduction of a National Funding Formula.

## SCHOOLS FORUM

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### **DRAFT MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 15 MARCH 2016 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Mr N Baker (Chairman), Mr M Watson (Vice-Chair), Mr A Bridewell, Mrs J Finney, Miss Tracy Cornelius, Ms J Hatherell, Mr J Hawkins, Mrs S Jiggins, Mr N Roper, Ms I Sidmouth, Mrs C Williamson, Susan Tanner, Elizabeth Williams, Grant Davis, White and Hamp

#### **Also Present:**

Cllr Mayes, Grant Davis (Strategic Financial Support Manager), Liz Williams (Head of Finance) and Natalie Heritage (Democratic Services Officer)

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### **13 Apologies and Changes of Membership**

Apologies were received from Aileen Bates, Amanda Burnside, George Croxford, Michelle Chilcott, John Proctor, Debbie Rock, Cathy Shahrokni and David Whewell.

Linda Westmore attended the meeting on behalf of Amanda Burnside and Cathy Shahrokni.

Debbie Rock resigned from the Schools Forum.

### **14 Minutes of the previous Meeting**

The minutes of the meeting held on 14 January 2016 were presented; it was agreed that a reason should be stated, for why the 'National Copyright Licenses' were heard as an urgent item at 14 January meeting.

#### **Resolved:**

**To agree and sign as a correct record the minutes of the meeting held on 14 January 2016, subject to the following amendment of item 12: 'the reason that this item was taken as urgent was because, it constituted a change to the local funding formula and this had to be agreed, before the submission date to the EFA'.**

### **15 Declaration of Interests**

There were no declarations of interest.

## 16 **Chairman's Announcements**

The Chairman also thanked Grant Davis for his unfaltering support of the Schools Forum in Liz Williams' absence and those present warmly welcomed Liz back to the Schools Forum.

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

A verbal update from Susan Tanner, Service Director for Commissioning and Performance, Department for Children and Education was given. Ms Tanner confirmed that the last meeting's paper on troubled families had reached phase 2 and that during this phase closer work would be undertaken with schools. She also confirmed that the education attainment achievements had been published, along with the neglect strategy implementation plan. Ms Tanner advised that should any member of the Forum request to see any of the papers, she would provide them with a copy.

## 18 **Budget Monitoring**

Liz Williams, Head of Finance, was in attendance to present the budget monitoring information against the Dedicated Schools Grant (DSG) for the financial year 2015/16 as at 31 January 2016 and to introduce the report.

Mrs Williams highlighted that there was a projected overspend of £1.693 million against the overall schools budget and that the biggest variance in this respect originated from the High Needs budget. It was noted that there were projected to be some underspends too and that the Early Years budgets were, broadly, breaking even.

It was highlighted that the overspend against the overall schools budget was expected to be greater than the level of reserves, which totalled £1.49 million. Mrs Williams confirmed that the Council were unable to top-up the DSG and that approximately £200,000 needed to be the first call on the DSG for 2016-17. It was stressed that if the DSG reserves were to be used, then there would be no reserve for future years and those present were asked to be mindful of such a possibility.

It was discussed that the 'planned underspend' in paragraph 5 of the report should be reformed to note 'reduction in planned allocation', as no underspend had been planned by the Schools Forum. Mrs Williams noted that she would change the wording of paragraph 5 accordingly.

Grant Davis, Schools Strategic Financial Support Manager, explained that insufficient provision had been made for copyright licenses in 2015-16, however for 2016/17, this issue has been rectified. Concern was raised that schools had potentially paid for the copyright licenses, as well as Wiltshire Council. Liz Williams signalled that this issue would be investigated, in order to determine if Wiltshire had double-paid for its copyright licenses. The Chairman advised that the result of the investigation be reported back to the Schools Forum Working Group (SFWG) at the next meeting.

Having been put to the meeting, it was

**Resolved:**

- i. That the Schools Forum note the budget monitoring position at the end of January 2016
- ii. That Liz Williams amend 'planned underspend' in paragraph 5 of the report to read 'reduction in allocation' only
- iii. That an investigation be undertaken to determine whether Wiltshire had double-paid for its copyright licenses and that the result of this investigation be reported back to the next SFWG meeting

## 19 Reports from Working Groups

Minutes and an update on the joint meeting of the SFWG and the Special Education Needs Development Working Group (SENDWG) and the Early Years Reference Group (EYRG) were provided.

The missing minutes from EYRG November 2015 meeting were also provided, as part of 'Agenda Supplement 1'.

Having been put to the meeting it was

### **Resolved:**

**That the Schools Forum note the content of the minutes**

## 20 Supply Pool Insurance

A late report on the item was introduced by Grant Davis, as listed in 'Agenda Supplement 3'. Mr Davis apologised for the lateness of the report and relayed that he desired to ensure that the report was as up to date and accurate as possible, hence the late circulation.

Mr Davis explained that there was a scheme in place, known as the Supply Pool Insurance (SPI), which effectively ensured that staff absences within schools could be covered. He noted that this scheme was run throughout the Local Authority and that there was a cash-back arrangement for schools who had claimed less than 50% of their premium. It was confirmed that the forecast balance on the SPI at the end of 2015/16 was £1.103 million.

Mr Davis informed those present that 133 schools were a part of the scheme, including 11 academies. He noted that the opening balance on the 2014/15 SPI was around -£1.2 million and that cash-back for 2014/15 had been £131,209.66. The opening balance for 2015/16 was confirmed as being £1.07 million, however if one incorporated the outstanding claims, then the closing balance was closer to £1.1 million.

It was expressed with cash-back at the 50% rate; the balance of the SPI could remain at just above £1 million. Mr Davis advised that SPI could continue to be offered with no premiums increased for the next year and that cash-back payments could continue into the future, as affordable.

In response to a question on the future operation of the SPI Liz Williams, Head of Finance, confirmed that proposed national changes around the formula would not impact on the operation of the scheme, which could continue as a trade of service. It was further agreed that Schools Forum would not need to receive further reports on the operation of the scheme.

Having been put to the meeting, it was

**Resolved:**

- i. That the Schools Forum note the content of the report on the Supply Pool Insurance Scheme**
- ii. The Schools Forum agree the proposals, as set out in paragraphs a – d of the report**
- iii. That the Schools Forum do not need to receive further reports on the Supply Pool Insurance scheme**

**21 Schools Budget Update 2016-17**

A late report as listed in 'Agenda Supplement 1' was presented to the meeting by Grant Davis. Mr Davis highlighted that the report summarised the budget proposals for 2016/17 and that the report was for information only, as no key decision was needed to be reached.

It was explained that the funding allocated through the DSG was then modelled through the Wiltshire funding formula, to ensure that the schools budget was affordable. This also incorporated all the decisions that the Schools Forum had made regarding funding. It was noted that for 2016/17 the schools block had been set at £260.156 million, which was an increase of £3.621 million on the 2015/16 funding level. Mr Davis divulged that this increase was as a result of an increase in pupil growth in the County. The meeting was informed that the High Needs Block had seen an increase of £823,000 and that Wiltshire had received funding of £88,000 per year for Newly Qualified Teachers (NQTs).

Mr Davis drew the meeting's attention to the table listed under paragraph 7 in the report. He emphasised that primary pupil numbers had increased by 832 pupils and that there had been an increase in 958 pupils for 2015/16 in this realm. It was noted that secondary school pupil numbers had decreased by approximately 500 pupils for 2014/15 and 2015/16.

It was highlighted that Wiltshire had received a fairer funding allocation of £5.7 million for 15-16 and that, going forward, this would be built into baseline funding for Wiltshire. It was also noted that the funding that had been received for Wiltshire was based upon the Schools Block Unit of Funding (SBUF) and that the SBUF had increased by 4 pence, which could have enabled a minor increase in pupil funding, however, this was not deemed to be sustainable and would not be taking place; therefore, per pupil funding had been retained at the current rate adjusted for the cost of copyright licences.

In terms of the per pupil funding, the funding rates for deprivation, prior attainment and English as an additional language were discussed. Mr Davis explained that the overall quantum for the total amount of funding awarded had been retained in each case and that the movement in figures was based on the shift in pupil numbers. It was noted that this principle was the same as what had been agreed in the previous year. Concern was raised by some members that a procedure should be devised, which would allow more detail on the per pupil funding to be brought to the Schools Forum; especially detail on the amount of money available and what the impact on such a sum could be.



It was highlighted that the amount of schools who had been in receipt of MFG had increased to 48 and that the number of schools that had been capped was 27.

A discussion was had where several points were made, including the following:

- That an explanation of how the 2016-17 quantum and per pupil rates were calculated be provided;
- That the Schools Forum be provided with a better understanding and explanation of how the whole figure for per pupil rates originates;
- That all the above listed information be provided at the next Schools Funding Working Group meeting

Having been put to the meeting, it was

**Resolved:**

- That the Schools Forum note the content of the report**
- That an explanation of how the 2016-17 quantum and per pupil rates were calculated be provided at the next School's Forum meeting;**
- That the Schools Forum be provided with a better understanding and explanation of how the whole figure for per pupil rates originates at the next School's Forum meeting**

## 22 High Needs Budget 2016-17

Liz Williams, Head of Finance, was in attendance to introduce a report on the High Needs Budget for 2016-17. The report summarised the key pressures on the high needs budget for 2016-17 and attention was drawn to 'Agenda Supplement 2', which included a late supplementary report complete with 2 appendices on the item.

Mrs Williams detailed that 1 year previously pressures on the High Needs Block had been explained to the Schools Forum and that it had been agreed that a number of savings be implemented; indeed, these savings would amount to just short of £1.5 million. It was also relayed that a discussion with the EFA had been undertaken regarding savings agreed on pupil places and that this saving was to be achieved in a different manner to what was agreed at the June 2015 Schools Forum meeting. Mrs Williams confirmed that £1 million of savings had been achieved in certain areas and that, when considering the planned overspend for 2015/16, the High Needs Budget would be £1 million worse off, if previous savings had not been achieved.

Attention was drawn to the table under paragraph 9 of the report in the agenda pack. It was explained that there had been a significant growth in pupils having been supported with plans across all schools and an increase in pupils placed in the independent sector, and that this was playing through into the spend data.

Mrs Williams detailed that the Independent Special Schools budget was projected to overspend and that the number of residential packages was remaining consistent, however, there had been an increase in the number and cost of day cases; which were the 2 areas where there was growth. Reference was made to the graph below paragraph 15, outlining the numbers of independent special school placements by year group and the year on year movement from January 2015 to January 2016.

Those present were advised that there were worrying trends noted within the reports and that, inevitably, this would impact on costs. The meeting was informed that £91,000 had been allocated for those schools with exceptional numbers of pupils with Statements. Mrs Williams confirmed that some of the savings that had been made previously were not able to be repeated for 2016/17 and therefore, it was necessary for one to look across the budget as a whole to be able to determine where savings could be made.

The point was raised that money would have to be allocated to children with SEN, despite the fact that the High Needs Budget would be operating with a deficit. A discussion was had that noted several concerns, such as the following; that young people who could not be educated in the mainstream sector were often moved around and therefore, it was even more vital that these children were to be provided for

Mrs Williams informed the meeting that £823,000 had been put into the High Needs Budget by the Department of Education (DfE) and that this had led to a net increase of £745,000 for the High Needs Block after adjustments for places in non-maintained special schools, however, there was to be a £2.7 million cost pressure for the High Needs Budget, if trends continued the same for the forthcoming year as they had done previously.

It was explained that a review of High Needs Places had already taken place for 2016-17; this review would remove places that were not traditionally being filled. It was stressed that place funding would always need to be targeted on the principle of the money following the pupil.

Mrs Williams drew attention to the fact that the Schools Funding Working Group (SFWG) had recommended that the new banding process needed to be implemented as a matter of urgency and that all pupils in the High Needs sector were to be looked at and moved onto the new bands from April 2016. It was confirmed that top-ups had been the Local Authority's response to savings and that the assumption was that any full changes would be implemented from April. Grant Davis also confirmed that pupil place funding commenced in September each year and that top-ups were a part of the Local Authority's budget, which could be amended from April.

Mrs Williams then introduced the supplementary High Needs report, as listed under 'Agenda Supplement 2'. It was explained that the bulk of the spend in the High Needs Budget was tied up in pupil places and top-ups. It was confirmed that pupil places had now been fixed for the 2016/17 year and that, top-up values needed to be agreed. It was highlighted that there has been no estimate that there would be any new starters and that non-Wiltshire pupils had been taken out of the equation; as they were funded by separate Local Authorities. It was confirmed that the cost of top-ups under the new banding system was initially estimated to cost £11.005 million, which was £482,000 lower than the top ups for High Needs pupils in 2015-16. Mrs Williams commented that the figures noted in appendix 2, were before any minimum funding guarantees.

A discussion was then had where several points were raised in relation to the impact and potential risks of reducing funding for top ups.

Councillor Mayes emphasised that the Schools would have to think and work differently, in order to meet objectives and that new means would need to be identified; in order to ensure that pupils could be adequately provided for.

Mrs Williams informed those present that the savings noted in the reports did not match the savings that were required and that, as a result, for the following year there would be a highly significant risk of overspend. It was noted that there were risks with all of the approaches presented, however, high percentage reductions had been considered across the mainstream part of the system because of the impact of the Minimum Funding Guarantee (MFG) in special schools. It was agreed that protection of losses should also be considered for those mainstream schools losing significant amounts of funding.

The Chairman then called an adjournment to the meeting of 10 minutes, from 15:35 to 15:45, in order to allow for members to discuss the savings proposals.

After the adjournment Liz Williams re-capped that 2 different types of change had been modelled and that percentage reductions in savings were needed to be agreed; in other words, the top-up values needed to be agreed. Mrs Williams reiterated that the cost pressures of the HNB had been established on the basis of what the HNB had been spending and that restrictions were imperative, as the HNB was able to afford to operate at such a rate. It was commented that the Associate Director for Finance, Michael Hudson, had been made aware that the HNB was entering into 2016/17 with a significant risk.

A discussion was had where members agreed to remain with the percentage rate. The point was raised that although 40% of savings were required, this rate was not sustainable.

Having been put to the meeting, it was

**Resolved:**

**That the Schools Forum determines the value of top-up payments from 1<sup>st</sup> April 2016 as reduced to a cash-limit; this is to be a 20% reduction on the overall quantum compared with 2015-16. A cap of £20,000 maximum reduction for Resource Bases and Enhanced Learning Provision (ELP) would be applied in addition to the MFG for special schools. The protection will apply for the financial year from April 2016 to March 2017.**

**23 Confirmation of dates for future meetings**

The dates of the future Schools Forum meetings were confirmed as:

- 16 June 2016
- 6 October 2016
- 8 December 2016

Liz Williams, Head of Finance, advised that an extraordinary meeting may be needed to be held, once the details from the Schools National Funding Formula consultations had been provided.

**24 Urgent Items**

Liz Williams, Head of Finance, was in attendance to introduce the report on 'Schools National Funding Formula and High Needs Reform'. The Chairman

agreed for the report on Schools National Funding Formula and High Needs Reform and the appendix on Schools National Funding Formula and High Needs Funding Formula Government Consultation – stage 1 to be heard as urgent items. The reason the items were agreed to be heard as urgent was because the schools funding consultation had been issued in the week beginning 7 March 2016 and the response date was set for 17 April 2016 and therefore, the Forum would have had no opportunity to provide a response if the items were to be heard at a subsequent meeting date. Mrs Williams explained that 2 consultations on funding formula had been issued; she informed those present that an Early Years consultation would follow and that the purpose of her report was to note the headlines on funding formula and what this would demand in terms of action points. It was stressed however, that a more detailed document on the topic would follow in the summer.

Mrs Williams highlighted that the government had signalled a new process for the national funding formula. It was explained that, from April 2017 it was proposed that the School Level National Funding Formula, funding would be allocated directly to Local Authorities using that national formula for the subsequent 2 years and Local Authorities would then use a local formula to allocate the funds to schools within their County.

Attention was drawn to the fact that in the future all schools would be receiving money from a national funding formula only. It was noted that, only once the difference had been shown nationally, would the Schools Forum be able to make an informed decision about whether to change the local funding formula in the transitional period.

It was confirmed that the remaining funding guarantee would remain at -1.5% and that there would be a change to the baseline of the DSG block; which would ensure that money could not be moved between blocks. Indeed, this reform would effectively set the levels of the blocks for the future and they would be fixed. It was highlighted that, despite the proposed reform, in 3 years' time there would be no flexibility over the block anyway and no de-delegations would be able to occur, as the budgets would have to be listed to schools themselves.

Concern was raised by some members that the current mechanism for distributing funding for the High Needs Funding Formula was unfair and it was confirmed that the proposal would move to a more formulaic approach; where factors such as low attainment and deprivation would be considered, however, the meeting was advised that the move to a formula could bring about radical changes to funding for Local Authorities although there is expected to be a minimum funding guarantee applied to protect against disruptive change

It was discussed that a large number of responses to the proposal were needed and members agreed that Wiltshire should provide an overwhelming response that the County was in need of further funding for schools. Mrs Williams noted that the response date for the 7 March 2016 consultation was 17 April 2016 and recommended that the Schools Funding Working Group (SFWG) meet ahead of this deadline. It was agreed that the SFWG would meet before the Easter Holidays and that the consultation be communicated to as many governors as possible, in order for Wiltshire to be able to respond to the consultation with many voices, as opposed to purely one.

Having been put to the meeting, it was

**Resolved:**

- i. That a meeting of the SFWG be held before the Easter Holidays, to agree a response to the consultations on national funding formula for schools and high needs funding reform**
- ii. That Wiltshire respond to the consultations by articulating Wiltshire schools' need for increased funding**

(Duration of meeting: 1:30pm-4:12pm)

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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## Wiltshire Council

Schools Forum  
16<sup>th</sup> June 2016

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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> May 2016.

#### Main considerations for School Forum

2. The draft minutes of the meeting are attached at Appendix 1.
3. In relation to the management of high needs budgets in 2016-17 the working group agreed the following:
  - a) That the recoupment of unfilled places should continue in the 2016-17 academic year through the current methodology;
  - b) That proposals should be developed for consideration by Primary Heads Forum (PHF) and Wiltshire Association for Secondary and Special Heads (WASSH) in relation to a revised and consistent process for considering requests for re-banding and for the moderation of banding decisions;
  - c) That further work should be carried out to consider options for the operation of the exceptional numbers of statements formula factor, funded from the high needs block.
4. In relation to the procurement of licences for the schools management information system, the working group agreed that the recommended approach should be to delegate the budget to maintained schools for 2017-18.
5. A further discussion took place in relation to the delegation of budgets that are currently de-delegated; it was agreed to recommend that Schools Forum agree not to carry out the annual consultation on de-delegation of central budgets in September, and instead, to require the Schools Funding Working Group to work with Officers to develop a plan for the delegation of budgets to meet the required timescale of 100% delegation of schools block budgets by April 2019.

#### Proposals

6. That Schools Forum notes the minutes of the School Funding Working Group meeting.
7. That Schools Forum agree the proposals relating to the management of the high needs budget as follows:

- a) That the recoupment of unfilled places should continue in 2016-17 academic year through the current methodology;
  - b) That proposals should be developed for consideration by Primary Heads Forum (PHF) and Wiltshire Association for Secondary and Special Heads (WASSH) in relation to a revised and consistent process for considering requests for re-banding and for the moderation of banding decisions;
  - c) That further work should be carried out to consider options for the operation of the exceptional numbers of statements formula factor funded from the high needs block.
8. That Schools Forum note the recommendation of the Schools Funding Working Group when considering the paper on procurement of schools management information system licences.
9. That Schools Forum agrees not to hold a consultation in September 2016 on the de-delegation of central budgets for the next financial year.
10. That Schools Funding Working Group is asked to work with Officers to develop a plan for the delegation of budgets to meet the required timescale of 100% delegation of schools block budgets by April 2019 and to report back to Schools Forum at the October meeting.

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Report author: Liz Williams, Head of Finance

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## School Funding Working Group Meeting

26 May 2016, 3:30pm

Cotswold Space – County Hall

### MINUTES

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

1	<b>Minutes from previous meeting</b>  The minutes from the previous meeting had already been considered by Schools Forum	
2	<b>Copyright Licences</b>  There was an action from the previous Schools Forum meeting to confirm what schools should be purchasing in relation to copyright licences and what is covered by the DfE. EW circulated the guidance that is sent out to all schools (including academies) each year detailing what is covered under the central DfE licence.  <i>Action – Guidance to be circulated to Schools Forum members</i>	EW
3	<b>Outturn 2015-16</b>  EW circulated a summary of the provisional outturn position for the schools budget for the financial year 2015-16. The outturn was an overspend of £0.899m, an improvement of £0.794m on the previous forecast. EW reported that the main changes were an additional allocation of DSG to reflect the Early Years census of January 2015 and the impact of academy conversions on the amount initially budgeted for rates in individual schools.  The overspend against High Needs budgets was as previously reported.  It was discussed that both the Schools Block and Early Years Block had underspent and therefore contributed to offsetting the overspend within the High Needs Block. This meant that the impact on the DSG reserve was not as significant as initially projected and it was anticipated that the closing balance on the reserve would be £0.591m.	
4	<b>Update on High Needs Budgets</b>  EW and ST gave an update on the current position in relation to management of High Needs Budgets. It was reported that the new banding system had been implemented and the revised top up values applied. This had generated a lot of calls from schools and some requests for rebanding of pupils on to higher bands.  The following issues for the continued management of the high needs budgets were discussed:	

	<p>1. <i>Recoupment of unfilled places</i> It was confirmed that following the review of places carried out for the 16-17 academic year there should be fewer unfilled places across schools. It was agreed that where places remained unfilled, the current system of recoupment (through the top up mechanism) would continue to be applied in the 2016-17 academic year.</p> <p>2. <i>Banding Moderation Process</i> ST reported that it was necessary to implement a consistent system for considering rebanding requests and for ensuring moderation of banding decisions. ST proposed that the weekly SEN Panel be used to consider rebanding requests. This would enable requests to be considered promptly and ensure a consistent process. Some concerns were expressed that the panel was an officer led process and that school involvement was needed in rebanding discussions. It was agreed that a proposal would be taken to PHF and WASSH to seek school involvement in the SEN Panels to enable cases to be considered regularly. <i>Action ST and Judith Westcott to develop proposal</i></p> <p>3. <i>Exceptional Numbers of Statements Formula</i> Expenditure against the exceptional numbers of statements had been discussed at the previous meeting. EW confirmed that the purpose of the formula was to recognise that for schools with higher numbers of pupils with additional needs the mainstream formula could not always reflect the additional costs incurred. Currently the factor is set to trigger additional funding for schools where the overall number of pupils with statements/EHCPs is greater than 3.5% of the number on roll. As the numbers of pupils with statements/EHCPs has increased over the last 2 years, so the expenditure under this formula has also increased and this has created another pressure on the high needs block. EW suggested that possible options could be to consider whether the 3.5% level was still appropriate, whether the total paid out under the factor should be capped or whether there were other ways to reflect additional costs in schools. NB proposed that rather than the overall numbers of pupils with statements/EHCPs the formula should also look at how pupils are distributed across different year groups as this may have more impact on a school's ability to manage and support the needs of children. <i>Action it was agreed the GD would review the available data and consider whether a formula could reflect numbers of pupils with statements/EHCPs in different year groups</i></p>	<p>ST/Judith Westcott</p> <p>GD</p>
5	<p><b>Procurement of Licences for Schools Management Information System</b></p> <p>GD circulated a confidential report detailing the current options in relation to the purchase of licences for the School Management Information System for maintained schools. It was noted that this budget is currently de-delegated and held centrally on behalf of maintained schools</p>	

	<p>Having considered the options within the report it was agreed that the recommendation of the Schools Funding Working Group is that the budget for SIMS Licences should be delegated to maintained schools from April 2017.</p>	
6	<p><b>De-delegation of central budgets</b></p> <p>A further discussion took place on the impact of the Department for Education (DfE) proposals for a National Funding Formula on those services that are currently de-delegated on behalf of maintained schools in Wiltshire. The initial DfE proposals require 100% delegation of schools block budgets by April 2019. The second stage of the consultation on the national funding formula has yet to be published by DfE.</p> <p>It was agreed that in this context the annual consultation with schools on the de-delegation of individual budgets would not be the most appropriate approach and that there needed to be an overall plan to support the delegation of these budgets within the required timescale. It was therefore agreed to recommend that Schools Forum agree not to carry out the annual consultation on de-delegation in September and that Schools Funding Working Group should work with officers to develop an overall plan for delegation over the next two years.</p> <p><i>Action – EW to summarise the budgets currently de-delegated, potential issues in relation to delegation and the interdependencies with other projects within Children’s Services as a whole. This would be considered at the next meeting of Schools Funding Working Group.</i></p>	EW
7	<p><b>Date of Next Meeting</b></p> <p>It was agreed that the next meeting will be held on Tuesday 5<sup>th</sup> July 2016 at 8:30am.</p> <p>The meeting will consider options for delegation of schools block budgets and any updated proposals from DfE on a national funding formula.</p>	

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**Wiltshire Council**

**Schools Forum  
16<sup>th</sup> June 2016**

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**Report from the Early Years Reference Group**

**Purpose of report**

1. To report on the meetings of the Early Years Reference Group held on 13<sup>th</sup> May 2016.

**Main considerations for School Forum**

2. The draft minutes of the meeting are attached at Appendix 1.

**Proposals**

3. That Schools Forum notes the minutes of the Early Years Reference Group meeting.
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## Wiltshire Council

### Early Years Reference Group

Minutes of a meeting held on Friday 13 May 2016 at County Hall, Trowbridge

#### 1.0 Welcome and Introductions

Stephanie Ball (TnB rep), Jane Boulton, Angela Brennan, Dawn Bryant, Mark Cawley, Grant Davies, Judith Gingell, Ashley Harris, Jenny Harvey (minutes), Juliette Heal, Russell Martin, Clare Palmer, John Proctor (chair), Alison Shires (Snapdragons rep), Fiona Webb

#### 2.0 Apologies

Rosemary Collard, Nicki Henderson, Barbara Sealey

#### 3.0 Minutes of last meeting held on 5 February 2016

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

#### 4.0 Matters arising

Item 12 - JP asked for some further clarification. JG confirmed the discussion was about the plans and meetings for referred children/safeguarding/child protection issues. JG confirmed it appears that some childcare providers are not invited to these meetings.

#### 5.0 DfE consultation on 30 hours free childcare entitlement

AB circulated copies of the consultation document for reading and discussion.

MC raised the issue of flexibility. He had received a phone call from a company acting on behalf of the DfE enquiring about children accessing more than 15 funded hours per week. This goes against the current DfE guidance which states up to 15 hours per week.

SB asked if 1:1 funding would also increase. AB replied that she didn't know but would discuss the issue with SEND colleagues. JP informed the group about instances where his settings have been working with other counties who have refused to provide 1:1 funding for a child.

JB raised concern regarding the maximum number of childcare providers for a child, especially for a child with SEND. The consultation is proposing that this will be a maximum of 3 providers. Several members of the group felt that this could cause safeguarding issues.

JH confirmed that the sector had been informed about the consultation through the latest edition of the e-news 'From Infancy to beyond', and a further reminder would be emailed out in the next few weeks. AB confirmed that Wiltshire Council will be submitting a response.

**ACTION: AB to liaise with SEND colleagues regarding 1:1 funding increase**

#### 6.0 Expressions of interest for capital to support the expansion of the 30 hours free childcare entitlement

AB confirmed that she has submitted an expression of interest to the DfE. There is less funding available than first thought, so any final successful bids won't receive a large sum of

funding. Bids are to be submitted during Autumn 2016, and should be focused on parts of the county where there is a need for more providers offering the 30 hours. Housing development across Wiltshire is high, so additional provision is required in some areas. This funding could be used to support expanded provision in these areas.

**ACTION: AB will inform the group of any response from the DfE**

#### 7.0 Cutting Red Tape in Childcare

AB informed the group of the Cutting Red Tape in Childcare review by the Cabinet Office which closes shortly. It is aimed primarily at childcare providers to identify burdens with the current system and look at where unnecessary regulations and requirements can be limited. Providers can post comments on the website on a range of issues.

**ACTION: None**

#### 8.0 Launch of quality improvement clusters for childminders

AB informed the group that a new scheme has been introduced for childminders following Ofsted's identification that a QA scheme should be introduced in Wiltshire. The scheme was launched at an event held in Trowbridge library where approximately 20 childminders and 60 children attended. The scheme is available as a support and training package, and costs have been kept affordable with 2 different levels of membership being offered.

AH stated that initial feedback from her childminder cluster wasn't particularly positive in light of recent funding cuts and now childminders having to pay for support from the LA. AH asked AB to clarify what support those childminders who don't buy into this scheme will have.

AB confirmed that the LA has a statutory duty to work with childminders (same as settings) who have either an inadequate or requires improvement Ofsted judgement. Inadequate childminders will receive full support, whilst requires improvement childminders will only receive support nearer the time of their next Ofsted inspection. Where a childminder has safeguarding concerns, a Childcare officer will always be available to offer support and guidance. Where a childminder requires support and guidance for a child with SEND, then members of both the Early Help and SEND teams can assist.

The Childcare team does not provide support to good and outstanding childminders on a daily basis. AB confirmed that if a good or outstanding childminder (or setting) wanted support, then a small fee would be charged. AB stated that the quarterly e-news bulletin will be used to highlight big changes in the sector to all providers.

**ACTION: None**

#### 9.0 Children's Centres update

RM informed the group that the tendering process is almost at an end. Award letters for service delivery have been issued to the following organisations – The RISE Trust (north) and Spurgeons (south, east and west). The new service providers are currently working with the old providers on the TUPE of staff, and the new contracts become live on 1 July. Some buildings will be closing down whilst others will have their current incumbents moving out. There will be more community based delivery of services, but with less support from the LA.

**ACTION: None**

#### 10.0 Childcare team update



AB informed the group that she has started working with Emily Wood on producing an updated Childcare Sufficiency Audit Report (CSAR). It's a very useful document for identifying sufficiency gaps across the county. Parental and provider surveys will be issued over the coming months.

The training plan is currently being developed for Autumn 2016, and a range of childminder and setting training will be available including SEND training, phonics and school readiness AB confirmed that the team are currently supporting settings who have expressed an interest in extending their opening weeks and hours allowing for the extended entitlement of 30 hours.

There is ongoing work within workforce development as more people are needed to work within the childcare sector. AB mentioned that there will be national workforce strategy at some point.

AB informed the group that the LA is expecting an SEND inspection by CQC in the very near future which will include the LA and all partners. Providers within the group confirmed that they have already received information about this. The 0-25 inspection will be approximately 5 days in length. JB asked how the LA is supporting providers in delivering this provision.

AB confirmed that she has raised the issue of committee run preschools and the challenges they face with senior managers at PSLA, and is hoping to be involved in a pilot about how the LA can better support committee run preschools. DB confirmed the challenges such settings face. Some issues are fewer parents around to support their local settings, the 'employer' changing on an annual basis, and staff having the responsibility of running the preschool as a business but with volunteers. JB also confirmed that there is a supervision issue with staff being more highly qualified than committee members. Committee run settings cannot afford to buy in higher qualified supervision. AB stated that whilst the committee structure is highly likely to be removed, there may be different ways forward for improvement. Staff need to be careful they don't put themselves in a vulnerable position when taking on duties of a committee run setting.

**ACTION: AB to liaise with SEND colleagues to get clarification on support  
AB to keep group informed on PSLA discussions regarding committee  
run preschools issues**

11.0 Confirmed dates for future meetings

Date	Day	Time	Venue
16 September 2016	Friday	10.00 – 12.00	Lacock Room, County Hall, Trowbridge
18 November 2016	Friday	10.00 – 12.00	Lacock Room, County Hall, Trowbridge
3 February 2017	Friday	10.00 – 12.00	Lacock Room, County Hall, Trowbridge

12.0 Any other business

SEND and inclusion

JP raised the issue of inclusion and SEND and the statutory responsibility to have 1:1 provision in place before a child starts. JP has recently experienced some issues at one of his settings and has now made a formal complaint to the LA.

A general group discussion took place regarding insufficient spaces at specialist centres who are unable to offer support to settings, access to other services, support for settings for children with genetic conditions, support for parents with childcare costs and involvement from both settings and schools in the whole review process for child plans.

AH asked if a childminder would be eligible (like settings) to access 1:1 support for a challenging 2 year old child accessing funding at both a setting and childminder.

**ACTION: AB to raise issue of childminder 1:1 funding with relevant LA colleagues in SEND**

#### Primary school admissions

DB raised concern of there being insufficient time for settings to organise transition meetings once a parent is informed of their child's primary school place. She enquired if there was anything that could be done to bring forward the dates that parents find out this information. Other members of the group also expressed the difficulties faced in diarising meetings with advisory staff, financial planning and logistical challenges in such a short period of time.

**ACTION: AB to discuss the issue with colleagues in School Admissions**

#### Cohort tracking training

JP expressed alarm and concern at the language being used in the training for the new cohort tracking by EY Advisory teachers. Phrases such as 'very below' and 'very behind' are being used, and all expressed concern that this wording isn't suitable and the wrong message is being delivered.

**ACTION: AB to liaise with colleagues within the EY Learning & Development team**

#### 30 hours pilot

MC asked if there had been any further news on the York nurseries 30 hours pilot. JHa and AB confirmed no further news had been released yet. AB stated that Swindon weren't confirming details of their pilot just yet, although it is believed to be focused on 1 or 2 small areas within the borough. They are currently awaiting notification from the DfE regarding their pilot funding.

**ACTION: AB to contact Swindon for further details**

Wiltshire Council

SCHOOLS FORUM

16<sup>th</sup> June 2016

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## **REVENUE BUDGET OUTTURN REPORT 2015-16 – DEDICATED SCHOOLS BUDGET**

### **Purpose of the Paper**

1. To report on the outturn position for the dedicated schools budget in 2015-16.

### **Main Considerations**

#### **Outturn 2015-16**

2. Appendix 1 shows expenditure as at 31st March 2016. The Dedicated Schools Grant (DSG) was overspent by £0.899 million at the end of the year, a decrease of £0.794m compared with the forecast at the end of January 2015.
3. There are a number of movements in the variance within the overall total and the January forecast is shown on the summary for comparison. The reasons for the key variances and the movements in the last two months of the year are outlined below.

#### ***Academy Recoupment***

4. The final budget for 2015-16 has been adjusted to reflect all academy recoupment through the year, including part year adjustments for in-year converting schools. Adjustments to the costs of rates for individual schools that have converted during the year are now included in the expenditure figures and this has had a positive impact on the variance for the centrally held schools block.

#### ***Early Years***

5. A further budget adjustment was made before the end of the financial year to reflect the impact of the January 2015 Early Years Census. This increased the early years' budget for 2015-16 by £0.268m.
6. The budget for 3 & 4 year olds shows an underspend of £0.555m following this adjustment, whilst the budget for the free entitlement for two year olds has overspent by £0.171m. Overall Early Years budgets have underspent by £0.390m.

#### ***High Needs Budgets (0-25 SEND Service)***

7. Budgets within the 0-25 SEND Service were overspent by £1.855m which is in line with previous projections.
8. Expenditure on Independent Special School placements was higher than budgeted for and expenditure on placements in Independent Special Schools has increased by £1.040m, compared with the previous financial year.

9. Expenditure on Named Pupil Allowances (NPA) in mainstream schools was £1.130m higher than budget, an increase of £0.321m compared with the previous year, whilst top up payments in Resource Bases, Enhanced Learning Provision (ELP) and Special Schools were broadly in line with the budget. The continued overspend against the NPA budget would seem to be driven by the increase in numbers of pupils with statements/EHCPs that have previously been reported to Schools Forum.

***Impact on the DSG Earmarked Reserve***

10. Any under or overspend against the Dedicated Schools Grant is to be carried forward in to the following financial year. The overspend of £0.899 million will therefore need to be funded from the earmarked DSG Reserve. The table below sets out the position of the DSG Reserve as at the end of 2015-16.

<b>DSG Reserve</b>	<b>£m</b>
Balance brought forward from 2014-15	1.490
2015-16 Overspend	(0.899)
<b>Balance to carry forward to 2016-17</b>	<b>0.591</b>

**Proposal**

11. Schools Forum is asked to note the outturn position for the Dedicated Schools Budget in 2015-16.

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**Financial Monitoring**

Service Areas	Current Budget 2015-16 £m	Projected Outturn for Year £m	Variation for Year £m	% Variance	P10 Forecast £m	Movement £m
<b>1 Funding Schools</b>						
DSG Funded Expenditure - Delegated to Schools	127.370	127.370	0.000	0.0%	0.000	0.000
Contingency & Growth Fund	1.298	0.599	(0.699)	-53.9%	(0.352)	(0.347)
<b>Total</b>	<b>128.667</b>	<b>127.968</b>	<b>(0.699)</b>	<b>-0.5%</b>	<b>(0.352)</b>	<b>(0.347)</b>
<b>2 0-25 SEND Service</b>						
<b>Pre-16</b>						
Independent Special Schools	3.346	3.619	0.273	8.2%	0.369	(0.096)
Named Pupil Allowances	1.226	2.356	1.130	92.1%	1.105	0.025
Top Up Budgets - Wiltshire Maintained Schools & Academies	9.994	9.933	(0.061)	-0.6%	(0.020)	(0.041)
Top Up Budgets - Non-Wiltshire Maintained Schools & Academies	0.966	1.239	0.273	28.3%	0.217	0.056
<b>Post-16</b>						
Top Up Budgets - Post- 16 Placements	5.190	5.143	(0.047)	-0.9%	0.234	(0.280)
<b>Support Services</b>						
Specialist Provision and EY Inclusion	0.575	0.821	0.247	43.0%	0.088	0.159
SEND Service	2.047	2.087	0.040	1.9%	(0.021)	0.061
<b>Total 0-25 SEND Service</b>	<b>23.344</b>	<b>25.200</b>	<b>1.855</b>	<b>7.9%</b>	<b>1.972</b>	<b>(0.116)</b>
<b>3 Commissioning &amp; Performance and School Effectiveness</b>						
Schools Maternity Costs	0.553	0.501	(0.051)	-9.3%	(0.028)	(0.024)
Trades Union Facilities Costs	0.035	0.048	0.013	38.0%	0.006	0.007
SIMS & HCSS Licences	0.173	0.186	0.013	7.3%	0.013	0.000
Other Costs incl. Copyright Licences	0.181	0.356	0.176	97.3%	0.200	(0.024)
Strategic Planning	0.052	0.052	0.000	0.0%	0.000	0.000
Admissions Service	0.245	0.238	(0.006)	-2.6%	(0.021)	0.014
<b>Total Commissioning, Performance &amp; School Effectiveness</b>	<b>1.237</b>	<b>1.380</b>	<b>0.144</b>	<b>11.6%</b>	<b>0.171</b>	<b>(0.027)</b>
<b>4 Early Years Services</b>						
Early Years Single Funding Formula - 3 & 4 yo	16.408	15.853	(0.555)	-3.4%	(0.335)	(0.220)
Early Years Single Funding Formula - 2 yo	2.620	2.791	0.171	6.5%	0.366	(0.195)
Other Early Years Support	0.462	0.463	0.001	0.1%	0.000	0.001
Early Years Pupil Premium Grant	0.230	0.224	(0.006)	-2.6%	(0.005)	(0.001)
<b>Total Early Years</b>	<b>19.720</b>	<b>19.331</b>	<b>(0.390)</b>	<b>-2.0%</b>	<b>0.026</b>	<b>(0.416)</b>
<b>5 Safeguarding</b>						
Child Protection in Schools	0.028	0.028	0.000	0.0%	0.000	0.000
<b>Total</b>	<b>0.028</b>	<b>0.028</b>	<b>0.000</b>	<b>0.0%</b>	<b>0.000</b>	<b>0.000</b>
<b>6 Integrated Youth and Preventative Services</b>						
Assisted Places Scheme	0.047	0.027	(0.020)	-43.2%	(0.013)	(0.007)
Ethnic Minority Achievement Service & Traveller's Education	0.660	0.674	0.013	2.0%	(0.035)	0.049
Alternative Provison/EOTAS	3.186	2.973	(0.213)	-6.7%	(0.225)	0.012
Behaviour Support	0.874	0.884	0.010	1.2%	(0.037)	0.047
<b>Total</b>	<b>4.768</b>	<b>4.557</b>	<b>(0.210)</b>	<b>-4.4%</b>	<b>(0.310)</b>	<b>0.100</b>
<b>7 Children's Social Care</b>						
Looked After Children Education Service	0.203	0.245	0.042	20.7%	0.040	0.002
<b>Total</b>	<b>0.203</b>	<b>0.245</b>	<b>0.042</b>	<b>20.7%</b>	<b>0.040</b>	<b>0.002</b>
<b>8 DSG Within Corporate Services</b>						
Gross Expenditure	3.594	3.751	0.157	4.4%	0.146	0.011
<b>Total</b>	<b>3.594</b>	<b>3.751</b>	<b>0.157</b>	<b>4.4%</b>	<b>0.146</b>	<b>0.011</b>
	<b>181.561</b>	<b>182.460</b>	<b>0.899</b>	<b>0.5%</b>	<b>1.693</b>	<b>(0.794)</b>

Note POSITIVE variances = OVERSPEND

0.000

**Impact on DSG Reserve:**

Opening Balance on reserve (after additional allocation for EY Census January '15))

1.490

Use of reserve to offset overspend

- 0.899

**Balance on DSG reserve at year end****0.591**

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