

AGENDA

Meeting: Schools Forum
Place: Committee Room III, County Hall, Bythesea Road, Trowbridge
Date: Thursday 4 March 2010
Time: 1.30 pm

Briefing Session – Please note that a briefing session for members of the Schools Forum will be held at 11:00 am on 4 March 2010 in Committee Room III.

Please direct any enquiries on this Agenda to Marie Gondlach of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line (01225 718376 or email liam.paul@wiltshire.gov.uk)

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

Membership:

<u>Voting Members</u>	
Mr N Baker	Head Teacher, Christ Church CE Primary School (Chairman)
Mr C Dark	Head Teacher, Matravers School
Mrs A Ferries	Primary Governor Representative, St Patrick's Catholic Primary School
Mrs J Finney	Head Teacher, Dilton Marsh Primary School
Mr J Foster	Primary Governor Representative, St Patrick's Catholic Primary School
Mr J Hawkins	Teacher Representative
Ms I Lancaster-Gaye	Headteacher, Rowdeford Special School
Ms Julia Bird	PHF
Mr N Owen	Secondary Governor Representative, St Edmund's School
Mr J Proctor	Early Years Representative (PVI)
Mr C Shepperd	Diocesan Representative
Mr C Smith	Head Teacher, Hardenhuish School
Mr J Smith	Children and Young People's Trust Board
Mr M Watson	Head Teacher, Lavington School (Vice-Chairman)
Mrs C Williamson	Head Teacher, Mere Primary School
Mr C Zimmerman	Head Teacher, The Avenue Primary School, Warminster
Mr C Kay	Head Teacher, The Clarendon School (substitute member)
<u>Observers</u>	
Mrs J Downie	Learning and Skills Council
Mrs R Ryan	Parent Governor Representative – Primary Sector
Mrs A Kemp	Parent Governor Representative – Special Needs Sector
Mr T Hatala	Voluntary Providers Representative (PVI)

AGENDA

PART I

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

1. **Apologies and Substitutions**
2. **Minutes of the Previous Meeting** (*Pages 1 - 8*)
To confirm and sign the minutes of the last meeting held on 21 January 2010 (copy attached).
3. **Matters Arising**
4. **Chairman's Announcements**
5. **Budget Monitoring** (*Pages 9 - 12*)
(Report attached)
6. **Budget 2010/11**
(Verbal update)
7. **Audit Commission Valuable Lessons Report** (*Pages 13 - 14*)
(Report attached)
8. **Reports from Working Groups** (*Pages 15 - 26*)
 - 8.1 School Funding Working Group** (Report and Minutes attached)
 - 8.2 SEN / Social Deprivation Working Group** (Report and Minutes attached)
 - 8.3 School Services Group** – (Verbal update)
9. **Confirmation of Dates for Future Meetings**
Resolved:

To confirm the dates of future meetings as follows:

- 24 June 2010
- 7 October 2010
- 2 December 2010
- 20 January 2011
- 3 March 2011

10. **Urgent Business**

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

PART II

Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed

None

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SCHOOLS FORUM

MINUTES of a MEETING of the SCHOOLS FORUM held at COUNTY HALL, TROWBRIDGE on THURSDAY 21st JANUARY 2010

PRESENT: Mr N Baker, Mr C Dark, Mrs A Ferries, Mrs J Finney, Mr J Hawkins, Ms I Lancaster-Gaye, Mr N Owen, Mr J Proctor, Mr C Smith, Mr M Watson, and Mrs C Williamson.

OSBERVERS:

Voluntary Providers Representative: Mr T Hatala

Cabinet Members: Cllr L Grundy (Cabinet Member for Children's Services), Cllr A MacRae (Portfolio Holder for Schools).

OFFICERS: Mrs E Williams, Mr P Cooch, MR S Burke, Ms J Cramp, Mrs C Godfrey.

26. Apologies

Apologies for absence were received for Mr J Foster, Mr J Smith, Mr C Zimmerman and Mrs J Bird substituted by Mrs A Ball.

The Chairman welcomed Mrs J Cramp, newly appointed Service Director for Commissioning and Performance, and Mr T Hatala, a member of the Early Years Reference Group who had been invited to attend the Schools Forum as an observer representing Voluntary Providers (PVI)

27. Minutes of Previous Meeting

Resolved:

To confirm and sign the minutes of the last meeting held on 03 December 2009

28. Matters arising

None

29. Chairman's Announcements

The Chairman explained that there had been no meeting of the School Services group therefore there would not be a verbal update.

He informed the Forum that due to the nature item 11.1 School Funding Group and 11.2 SEN / Deprivation Working Group they would be considered before item 8 Special Schools Funding 2010/11 – Outcome of Banding Moderation (minutes 33.1, 33.2 and 34 refer)

He also informed members of the Forum that if they required a door pass they should contact the Department for Children and Education.

30. Budget Monitoring 2009/10

Mrs E Williams introduced the report detailing the projected expenditure against the dedicated schools budget in 2009/10 as at the 30 November 2009.

In doing so she highlighted the fact that overall placement budget was expected to be on target despite the overspend on EOTAS (Education Other Than At School) placements.

Resolved:

To note the expenditure projections for 2009/10 as at 30th November 2009

31. Standards Fund update

Mr S Burke introduced the report and drew members of the forum's attention to the Grant 1.5: Making Good Progress and Grant 2.1a: Devolved Formula Capital.

The Forum felt that clarification should be sought as to whether the Making Good Progress grant also applied to Special Schools and Special Educational Needs (SEN) in general.

The Forum was informed of a proposal that the total of £865,000 of the Grant 2.9: Harnessing Technology be allocated to schools at a flat rate of £1,000 per school and the remainder pro-rata to the number of pupils.

The Forum was also requested to consider commissioning the work on Federated, Amalgamated and Split-site Schools within its future work programme.

Resolved:

(a) To approve the devolution of the £865,000 Grant 2.9: Harnessing Technology and the formula for its allocation

(b) To refer the work on Federated, Amalgamated and Split-site Schools to the Schools Funding Group

(c) To note the report

32. Early Years Single Funding Formula (EYSFF)

Mr S Burke introduced the report presenting the response to the consultation and the revised proposals from the Early Years Reference Group. Two hundred, out of three hundred and sixty, accredited early years providers took part in the consultation.

The Forum accepted that the Early Years Reference Group had resolved not to amend the scheme in respect of the proposals with which a significant majority of respondents agreed [namely 1; 2a; 2b; 3b; 4a; 4b; 5; 6a; 7].

Members of the Forum asked for further information regarding the inclusion of any element to reflect profit or goodwill in the needs-led model and were informed that Mr P Cooch had checked what some comparator authorities had decided to do regarding profit and good-will and that around half had decided to include it in the needs-led model. To enable them to make an informed decision members of the Forum agreed to consider the Headroom 2010/11, appendix to the Budget Priorities for 2010/11, at the same time as the Early Years Reference Group's recommendations.

Resolved:

(a) To endorse the Early Years Reference Group's decision not to amend the EYSFF implementation proposal on the following factors:

- (1) Needs-led analysis**
- (2a) Different Base Rate according to Provider Type**
- (2b) Different Base Rate according to Provider Size**
- (3b) Sustainability / Rurality Supplement**
- (4a) Three Census / Headcounts each Year**
- (4b) Dates for Census / Headcount Details**
- (5) Estimating your Annual Budget**
- (6a) 12 Monthly Payments**
- (7) Transition Protection**

(b) To endorse the Early Years Reference Group's amendments to the following factors:

(3a) Deprivation Scheme; that the supplement for deprivation be allocated for settings for each child with an index score which places them in a band which attracts the supplement. This will be calculated annually and paid as a distinct sum separately identified from the basic hourly rate.

(6b) Weighting of Monthly Payments; that payments will be made in twelve equal instalments (subject to adjustment for actual participation)

(6c) Payment Adjustments; that adjustment of payments to reflect actual participation will be all factored into the remaining instalments for the financial year

(c) To agree that the Headroom 2010/11 be used to meet the £272,000 cost of the Deprivation Supplement.

(d) To endorse the Early Years Reference Group's recommendation to recognise the need to generate profit and reflect goodwill (which may be temporary) by introducing a 2.5% factor into the needs-led model for all private, voluntary and independent providers. The additional cost of this factor was approximately £220,000.

(e) To adopt the EYSFF scheme in Wiltshire

(f) To apply for inclusion in the pathfinder programme to introduce the EYSFF in April 2010

33. Reports from Working Groups

33.1 School Funding Working Group

The Forum received the draft minutes from the 18 January meeting of the School Funding Working Group.

Resolved:

To note the minutes

33.2 SEN / Social Deprivation Working Group

The Forum received the draft minutes from the 15 January meeting of the SEN / Social Deprivation Working Group and the Named Pupil Allowances – Headroom proposals 2010/11 which had been considered by the Working Group.

Resolved:

(a) To note the minutes

(b) To defer making a decision on the level of investment in the NPA budget until considering Budget Priorities for 2010/11

34. Special School Funding 2010/11 – Outcome of Banding Moderation

Mrs E Williams introduced the report and stressed that this was a complex paper, highlighting a number of issues whilst providing the Schools Forum with an outline of the outcome of the banding moderation exercise carried out with Special Schools in November 2009 and the implications for the 2010/11 budget. She stressed the importance of considering the residential formula, the planned places and the cost of banding moderation as separate issues. She also pointed out that the figures shown in appendix 1 included the proposed increase by 5 of the number of planned places at Larkrise.

Public Participation:

Statement by Mr P Beaumont, head teacher at Downlands School

Members of the Forum asked numerous questions and asked for clarification of a number of issues; including the cost to the overall schools budget, the cumulative cost of the transition beyond the first year and the effect the transition would have on staffing and redundancies. In light of the information the Schools Forum received they considered the proposals within the report and it was:

Resolved:

(a) To implement a new 1+ band to reflect the increasing needs of pupils within Wiltshire's special schools with a band value of £22,102.18;

(b) To change the values of Band 1 and Band 2 to £17,085.85 and £12,491.51 respectively;

(c) To amend the residential element of the special schools funding formula to reflect the full time equivalent boarders;

(d) To fund all planned places through the banding moderation methodology;

(e) That the outcome of the banding moderation with the new 1+ band and the revised band values be the preferred funding model with a net additional cost (full year) of £244,078 for 2010/11;

(f) To apply transition of 50% in the first year to the impact of the banding moderation to cushion the losing schools and that increases are funded in full.

(g) That the overfunded residential element of the formula be removed from the Minimum Funding Guarantee calculation for Downlands School in 2010/11 and that transitional arrangements are then applied to mitigate the loss to the school and allow time to plan for the reduced level of funding.

(h) To recommend a transition period of 4 years for Downlands School.

(i) That the net cost of all of the recommendations, after applying transitional arrangements of £230,000 be applied from headroom.

(j) That the banding moderation process be reviewed for 2011/12 including a review of the financial value of each band, with any transitional arrangements to be self financed.

Mr C Dark and Mrs A Ferries left at 3.20pm

[From 3.20 pm to 4.00 pm the meeting was suspended and members of the Schools Forum received a presentation on the review of special educational needs provision]

Mrs C Williamson left at 4.00pm

35. Budget Priorities for 2010/11

Mrs E Williams introduced the report and reminded members of the Schools Forum that the meeting of the School Funding Working Group had had to be postponed until 18 January 2010 due to the weather which had led to a delay in issuing some of the papers.

The Forum considered the headroom priorities that had been raised through the working groups and through the previous reports on this agenda. Funding was allocated according to the proposals within the appendix to the report.

The Forum felt that an overview of the whole issue around SEN would be helpful before establishing further funding priorities. This should be provided at the briefing for the 4 March 2010 meeting.

The Forum also felt strongly that longer term priorities should be established before they come to decide the allocation of headroom in future years. It was noted that this may be an opportunity to consider the commissioning role of Schools Forum and therefore look again at the remit of the SEN, Schools Funding and Early Years Groups to ensure that they are able to take into consideration all priorities. It was also noted that the process of sharing and feeding information between the Schools Forum and Working Groups, should be reviewed.

Mrs E Williams reminded the Forum that the estimate of Dedicated Schools Grant was based on the Census figures for October 2009 and that the final grant would be based on the January 2010 census.

Resolved:

(a) To agree Headroom Priorities for 2010/11 as set out in the table below.

	Amount £ million
Special School Banding Moderation	0.230
Secondary ELPs – increase in numbers	0.098
Secondary ELPs – relative value	0.045
Early Years Single Funding Formula – cost of implementing the model as proposed	0.272
Early Years Single Funding Formula – additional element for profit / goodwill following consultation	0.220
Named Pupil Allowance – increase in value	0.300
Demography for Early Years	0.200
Total	1.365

(b) To agree to keep £380,000 uncommitted headroom to be kept unallocated until final settlement in June.

36. Changes to the Funding Formula

Phil Cooch introduced the report and answered questions from members of the Forum about the changes proposed.

Resolved:

(a) To agree to remove nursery pupils in maintained nursery classes from any funding drivers for which they are currently counted.

(b) To agree to apply abatement to each schools rates allocation calculated on a pro-rata basis as follows:

$$\frac{\text{Total Rates}}{\text{Total NOR}} \times \text{nursery pupils}$$

(c) To ask the 5 schools with nursery classes also receiving service school funding to re-submit their 2009 return excluding the nursery pupils.

(d) To use teachers' KS3 assessments for Year 10 onwards as the basis for allocating secondary school SENA funding from 2010-11 onwards.

37. Confirmation of Dates for Future Meetings Resolved:

To confirm the dates of the future meetings as follows:

- 4 March 2010
- 24 June 2010
- 7 October 2010
- 2 December 2010
- 20 January 2011
- 3 March 2011

38. Urgent Business

None

(Duration of meeting: 1:40pm – 4:35pm)

The Officer who has produced these minutes is Marie Gondlach, Democratic Services Officer, direct line (01225) 713597, email marie.gondlach@wiltshirecouncil.gov.uk

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

SCHOOLS FORUM
4th March 2010

REVENUE BUDGET MONITORING REPORT 2009/10 – DEDICATED SCHOOLS BUDGET

Purpose of the Paper

1. To report on the projected expenditure against the dedicated schools budget in 2009/10 as at the 31st January 2010.

Key Areas of Expenditure

2. The overall position as at the end of November 2009 is a projected overspend of £54,000 (appendix 1). This is an adverse movement from the previous report but work is ongoing to minimise any overspend and ensure that expenditure is on target for the year. All central DSG budgets are being scrutinised to identify savings from vacancies and other underspends.
3. It is expected that the Independent Special Schools budget will be on target with an overspend on the EOTAS Recoupment budget of £85,000 being offset by an underspend of £119,000 against the Special recoupment budget.
4. Named Pupil Allowance are now projected to overspend by £64,000 at the year end and this accounts for some of the movement from the previous report.
5. Premature Retirement Costs are expected to be within budget following the allocation of additional funding by Schools Forum. This is based on the assumption that the additional costs arising from support staff redundancies will be met from central reserves to mitigate the impact of Local Government Reorganisation on the Schools Budget.
6. Maternity budgets are expected to be on target following the allocation of additional funding by Schools Forum.
7. Early Years budgets are expected to be on target.

Proposal

8. Schools Forum is asked to note the expenditure projections for 2009/10 as at 31st January 2010.

CAROLYN GODFREY
Director, Department for Children & Education

Report Author: Liz Williams, Head of DCE Finance, Department for Children & Education

Tel: 01225 713675 e-mail: elizabetha.williams@wiltshire.gov.uk

Financial Monitoring

Service Areas	Approved Budget 2009/10 £m	Projected Outturn for Year £m	Variation for Year £m	Note
1 Funding Schools				
DSG Funded Expenditure	209.876	209.876	0.000	
Total	209.876	209.876	-	
2 Children & Families - DSG Budgets only				
YPSS	2.279	2.279	0.000	
Behaviour Support	0.992	0.992	0.000	
PASISS	0.913	0.913	0.000	
Independent Special Schools	5.314	5.314	0.000	
Named Pupil Allowances	3.257	3.321	-0.064	
Other	2.519	2.485	0.034	
Total	15.274	15.304	- 0.030	1
3 Strategic Services - DSG Budgets only				
Premature Retirement Costs	0.409	0.409	0.000	
Maternity costs	0.823	0.823	0.000	
SIMS Licence	0.193	0.196	-0.003	
Other	0.494	0.515	-0.021	
Total	1.919	1.943	- 0.024	2
4 Early Years - DSG budgets only				
Attendance @ PVI settings - 3&4 year olds	9.650	9.560	0.090	
Other services	1.517	1.607	-0.090	
Total	11.167	11.167	- 0.000	
5 Services to Young People - DSG Services				
Gross Expenditure	0.000	0.000	0.000	
<i>No DSG Funded Services</i>				
Total	0.000	0.000	-	
6 School Support - DSG Budgets only				
Learning Support Team	0.561	0.561	0.000	
EMAS	0.423	0.423	0.000	
Traveller's Education Service	0.289	0.289	0.000	
Partnerships for Improvement	0.158	0.158	0.000	
ICT for Pupils with SEN	0.019	0.019	0.000	
Other	0.161	0.161	0.000	
Total	1.610	1.610	-	
7 School Places - DSG Budgets only				
Admissions Team	0.248	0.248	0.000	
Total	0.248	0.248	-	
9 DSG Within Corporate Services				
Gross Expenditure	3.085	3.085	0.000	
Total	3.085	3.085	-	
	243.179	243.233	- 0.054	

Note **NEGATIVE** variances = **OVERSPEND**

Chief Officer's Comments

- The budgets for placements in Independent Special Schools and maintained Special Schools in other local authorities are projected to underspend. This is partially offset by a projected overspend on the budget for placements other than at school. Named Pupil Allowances are now projected to overspend by £64,000
- A small overspend is projected against budgets for facilities agreements and tribunals

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Valuable Lessons Recommendations for Councils:

Audit Commission Recommendation	What we have done/are doing	What else can we do?
<p>Improve the quality and availability of financial support Offer resource management and VFM training as part of the council's financial package - target those with limited capacity.</p>	<ul style="list-style-type: none"> • The provision of a portfolio of courses available to support financial management in schools. • A financial advice and consultancy service via regular on-site visits. • Access to a financial support helpdesk. • The provision of bespoke budget planning software including the facility to incorporate SDP priority costs. • Piloting the SEN/AEN VFM Resource pack in conjunction with members of the SEN team. • Investigating Sustainable Schools initiatives, including Carbon Trading. • Encourage schools to use the national benchmarking web site via the provision of workshops and the development of a summary tool to facilitate the analysis of the results for presentation to governors. • Promoted the DCSFs free one day consultancy offer & the DCSF's Strategic Planning Guide. 	<ul style="list-style-type: none"> • Pilot the Workforce Tool for Secondary Schools and the Managing School Resources online self assessment tool. • Consider how to target those with limited capacity. • Offer briefing sessions specifically focussing on VFM and resource management. • Raise schools awareness of what tools are readily available.
<p>Align and share knowledge between finance and service improvements teams</p>	<ul style="list-style-type: none"> • Share financial compliance indicators with service improvement colleagues. • Demonstrated budget planning software to SIPs. 	<ul style="list-style-type: none"> • Identify how these links can be strengthened.
<p>Support better purchasing in schools Raise schools awareness of high quality alternative providers of traded services, including them in traded services portfolios.</p>	<p>Information is available on OPEN and Schoolquote</p>	
<p>Identify schools spending more than others on items of procurement and support them to find savings.</p>	<p>Free VfM consultancy visits</p>	

Ensure that schools use electronic procurement systems to minimise purchasing costs.	Promotion and support of Wiltshire Schoolquote and OPEN services	
Encourage schools to collaborate on purchasing to benefit from economies of scale.	Promotion of Schoolquote/IBC Storm events.	<ul style="list-style-type: none"> ▪ Facilitate collaborative approaches around the extended services clusters ▪ Develop integrated funding mechanism to enable schools to benefit from council contracts ▪ Identify real case studies from Wiltshire schools as exemplars of good practice in achieving VFM and share with other schools ▪ Develop approaches to facilitate the sharing of resources and staff between schools ▪ Offer LA wide access to national Schools Recruitment Service
Strengthen accountability for value for money Ensure that internal audit provides assurance to governing bodies and councils on questions of resource management and recommends vfm improvements as a matter of course.	FMSiS assessment programme provides assurance (or otherwise) in several areas including leadership/governance, policy/strategy, people management and resources	Internal Audit plan 2010/11 to include a schools' value for money review
Ensure that SIPs consider resource deployment as part of their role. Council's may need to provide training to SIPs to support them		Revise SIPs briefing and provide related training to them
Ensure that accessible financial training is available for all governing bodies. Training should cover VFM and the links between finance and school performance	One day course on financial management offered to governing bodies via Governor Services.	<ul style="list-style-type: none"> ▪ Include VFM specific training. ▪ Governors' conference 2010 to focus upon Vfm and sustainable schools

SCHOOLS FORUM
4th March 2010

REPORT FROM THE SCHOOLS FUNDING WORKING GROUP

Purpose of the Paper

1. To report on the meeting of the Schools Funding Working Group held on 23rd February 2010.

Main Considerations

2. The draft minutes of the meeting are attached at Appendix 1.
3. The School Funding Working Group makes the following recommendations to Schools Forum:
 - a) That assignments of excess surplus balances that have been agreed under the old scheme and which also had been assigned beyond the commencement of the new scheme, but would not be eligible under the new criteria, are to be considered by Officers and recommended for appeal if there is any concern that they should not be rolled forward from 2009/10.
 - b) That unspent Standards Funds which have been paid late in the financial year be dealt with within the criteria of the scheme.
4. Controls on Surplus Balances Scheme
 - a) That assignments of excess surplus balances that have been agreed under the old scheme and which also had been assigned beyond the commencement of the new scheme, but would not be eligible under the new criteria, are to be considered by Officers and recommended for appeal if there is any concern that they should not be rolled forward from 2009/10.
 - b) That unspent Standards Funds which have been paid late in the financial year be dealt with within the criteria of the scheme.
5. Economy and Efficiency in Schools
 - a) That case studies be developed for both primary and secondary schools to develop models for greater collaboration in procurement and joint employment of staff. Input would be required from HR, Finance, etc to develop appropriate protocols.

Proposal

6. That Schools Forum agree the proposals in paragraphs 4 and 5 above.

CAROLYN GODFREY
Director, Department for Children & Education

Report Author: Liz Williams, Head of DCE Finance, Department for Children & Education

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Schools Funding Working Group

Tuesday 23rd February 2010

Clarendon School

Present

Liz Williams
Laura Sharp (Minutes)
Catriona Williamson
Neil Baker
John Kimberley
John Hawkins
Phil Cooch
Colin Kay
Martin Watson

	Agenda Heading	Action
1.	Apologies Judith Finney Tristan Williams Simon Burke	
2.	Minutes of last meeting – Matters Arising <u>Controls on Surplus Balance</u> PC circulated a paper round highlighting two main issues: <ul style="list-style-type: none">○ Assignments from the previous scheme – a number of schools have retained surplus balances from 2008/09 that would not be allowable under the new criteria. It was recommended by the group that Officers should review each case and should recommend for appeal those cases where there was any concern that the carry forward should not be allowable under the new scheme;○ Unspent Standard Funds – some standards funds are paid late in the year and could affect year end balances. It was agreed that the rules within the scheme should be adhered to with schools able to appeal if they wished to make a case. <u>Climate change</u> Since the last presentation a letter for schools had been drafted and is hoped to be sent out shortly. <u>Special Schools Funding</u> EW updated the meeting on the timescales for the review of the banding moderation process and the band values. Any proposed changes would be agreed by the Autumn to be reflected in the 2011/12 budget process. EW also updated the meeting on the discussions at the SEN	

	<p>working group held on the previous day, in particular the key questions for the Briefing prior to the Schools Forum meeting.</p> <p><u>Levels of debt write off</u></p> <p>PC has raised this with corporate finance. PC awaiting information from corporate finance team.</p> <p><u>Early Years – Response from DCSF on pathfinder application.</u></p> <p>Application has been approved and the formula will be implemented for the 2010/11 budget.</p>	
3.	<p>Budget Monitoring</p> <p>EW reported that there is a projected overspend of £54,000 on the overall schools budget and that work is ongoing to bring expenditure in on target for the year.</p>	
4.	<p>Budget 2010/11 – update</p> <p>PC reported that there have been some delays in the upload of data to the DCSF – this has been a national issue not just for Wiltshire and has meant that data for the budgets has been delayed.</p> <p>Data for the numbers on roll in 2011/12 and 2012/13 has been circulated to schools with a response required by 5th March. PC reported that we now have 95% of the data and are still on target to issue budgets in mid March.</p>	
5.	<p>Audit commission Report – “Valuable Lessons”</p> <p>A report on improving economy and efficiency in schools was passed around to the group. The report highlighted the main recommendations from the Audit Commission report “Valuable Lessons” which included 6 main areas where schools could improve value for money:</p> <ul style="list-style-type: none"> • Considering the financial implications of its plans; • Reviewing its financial surplus (or deficit); • Ensuring that the goods and services it buys represent value for money; • Using the school workforce to best effect; • Collaborating with other local schools; and • Using data and information to support better decision making. <p>It was highlighted in the discussion that the value for money element of the Ofsted inspection is to become more prominent. The impact of social deprivation on the costs of providing the curriculum was also discussed.</p>	

	<p>CK noted that the West Wilts Federation had been looking to collaborate further on purchasing but that in order to progress some support would be needed – for example support in aligning contracts to allow joint procurement. CK proposed that the West Wilts Federation could be used as a pilot for greater collaboration on procurement.</p> <p>NB raised the issue of clusters of primary schools wanting to jointly employ staff – particularly administrative and finance staff. There was a general view that schools wanted to do this but that there were barriers surrounding employment rules etc. It was recommended that a pilot could be set up with a group of primary schools with support from HR, Finance, etc to establish what protocols needed to be put in place so that the model could be rolled out more widely across the County.</p> <p>The issue of sustainable expenditure on buildings and maintenance was also raised.</p> <p>Ec</p>	
6.	<p>Date of next meeting</p> <p>17th June 2010 8am Clarendon</p>	

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REPORT FROM THE SEN/SOCIAL DEPRIVATION WORKING GROUP

Purpose of the Paper

1. To report on the meeting of the SEN/Social Deprivation Working Group held on 22nd February 2010. .

Main Considerations

2. The draft minutes of the meeting are attached at Appendix 1.
3. The SEN Working Group makes the following recommendations to Schools Forum:
4. Audit Commission SEN/AEN Tool
 - a) That the notional funding level for Additional Educational Needs (AEN) is identified on the funding certificate from 2010/11.
 - b) That the items to be classified as AEN will be:
 - a. Personalised Learning funding
 - b. Free School Meals funding
 - c. Social Deprivation funding
 - d. Specific standards funds, to be considered on a case by case basis, for example 1:1 Tuition funding
 - e. Any funding allocated to schools for Looked After Children
5. Social Deprivation Formula
 - a) To look at formula factors and methodologies from other local authorities – particularly Wiltshire’s statistical neighbours where the attainment gap is narrower;
 - b) To focus the review on the two targeted elements of social deprivation allocation and analyse the impact of moving to a post code basis for distribution;
 - c) To link the review of the formula with the wider piece of work on Narrowing the Gap being led by Stephanie Denovan
 - d) To bring initial proposals to the group in June.

Proposal

6. That Schools Forum agree the proposals in paragraphs 4 and 5 above.

CAROLYN GODFREY
Director, Department for Children & Education

Report Author: Liz Williams, Head of DCE Finance, Department for Children & Education

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Schools Forum SEN/ Social Deprivation Working Group

Monday 22nd February 2010

Committee Room 8

Present

Liz Williams
 Laura Sharp (Minutes)
 Katrina Kulawik
 Julia Cramp
 Trevor Daniels
 John Hawkins
 Judith Finney
 Colin Smith
 Hazel Ryan
 Sarah O'Donnell

	Agenda Heading	Action
1.	<p>Apologies</p> <p>Avis Ball Phil Beaumont</p>	
2.	<p>Minutes from previous meeting</p> <p>EW drew attention to point 3 on the previous minutes. After a conversation with Paul Senior she was tasked with finding out the specific questions the group would like to address in the briefing.</p> <p>It was decided to ask the following:</p> <ul style="list-style-type: none"> ○ Secondary Behaviour Support and the link with early intervention and special schools. ○ The future of YPSS and where it would lie? ○ Early intervention particularly in years 5& 6 regarding behaviour support and Special Schools. ○ JH would like a document he has read from Paul Senior titled Early Intervention and Prevention to be wider circulated before the briefing. ○ View about how Restorative Practice will impact on SEN ○ Projected figures on young people whose needs we 	

	are unable to provide for in house.	
3.	<p>Audit Commission SEN Tool</p> <p>Hazel Ryan presented an audit commission SEN/AEN tool to the group. The tool is to be rolled out across Wiltshire schools – initially with a pilot group of 5 schools.</p> <p>In working with the tool it has come to light that Wiltshire does not separately identify funding for Additional Educational Needs (AEN). This is a requirement under the Consistent Financial Reporting rules and is also necessary in order to get a complete view of SEN/AEN expenditure in using the tool and in benchmarking with other schools. As a result HR asked the group to agree a definition of AEN funding.</p> <p>HR proposed that from 2010/11 the notional level of funding for AEN would be identified on the funding certificate.</p> <p>It was agreed by the group that funding identified as AEN would comprise:</p> <ul style="list-style-type: none"> ○ Personalised Learning funding ○ Free School Meals funding ○ Social Deprivation funding ○ Specific standards funds, to be considered on a case by case basis, for example 1:1 Tuition funding ○ Any funding allocated to schools for Looked After Children 	
4.	<p>Special School Funding</p> <p>The timescales for the review of the banding moderation process and the review of band values were discussed.</p> <p>TD outlined to the group that a meeting will be taking place in March/April between TD, KK and PC with the Special School Head Teachers to start the review and consider benchmarking information for the band values.</p> <p>It was agreed that staffing ratios were an appropriate starting point for the band values but that it may be too prescriptive to include those values in the descriptors for the moderation.</p> <p>Proposals from the review to be brought back to the SEN Working Group in June</p>	
5.	SEN Review	

	<p>TD outlined that the consultation on the review of SEN had been issued on 22nd February. The main issues for Schools Forum were highlighted as:</p> <ul style="list-style-type: none"> ○ Addressing over capacity in the Primary Complex Needs Centres; ○ Addressing funding issues in Speech & Language and ASD centres; ○ Formula issues for funding SEN in mainstream schools <p>CS highlighted that it would be helpful for the SEN Working Group to have early indications of the key issues.</p>	
<p>6.</p>	<p>Social Deprivation formula</p> <p>EW presented to the group the 3 different ways of allocating funding for Social Deprivation:</p> <p>Social Deprivation - £320, 000 – distributed based on Free School Meals Targeted Deprivation - £172, 000 – distributed based on post code data but relatively targeted Personalised Learning - £2.5 Million – distributed based on post code data, less targeted distribution</p> <p>EW proposed that we should move towards a single methodology for allocating social deprivation funding. A discussion followed regarding the success measure for deprivation funding – it was agreed that the over arching success measure is a narrowing of the attainment gap between pupils from deprived backgrounds and those from non-deprived backgrounds. The attainment gap in Wiltshire is larger than the national gap – Wiltshire currently ranks 139 out of 150 LAs in terms of this attainment gap.</p> <p>The key principles of how to distribute funding for social deprivation were discussed with views ranging from targeting the funding at areas of “critical mass” and spreading the funding more widely to recognise all pupils from socially deprived postcode areas</p> <p>The agreed actions were:</p> <ol style="list-style-type: none"> 1. To look at formula factors and methodologies from other local authorities – particularly Wiltshire’s statistical neighbours where the attainment gap is narrower; 2. To focus the review on the two targeted elements of social deprivation allocation and analyse the impact of moving to a post code basis for distribution; 3. To link the review of the formula with the wider piece of 	

	work on Narrowing the Gap being led by Stephanie Denovan	
	4. To bring initial proposals to the group in June	
7.	Date of next meeting to be confirmed	

DRAFT