

## AGENDA

---

**Meeting:** Schools Forum

**Place:** Council Chamber - Council Offices, Bradley Road, Trowbridge,  
BA14 0RD

**Date:** Thursday 1 March 2012

**Time:** 1.30 pm

**There will be no briefing.**

Please direct any enquiries on this Agenda to Marie Gondlach, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713 597 or email [marie.gondlach@wiltshire.gov.uk](mailto:marie.gondlach@wiltshire.gov.uk)

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

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

<b>Membership:</b>	<b>Representing:</b>
Mr N Baker	PHF, Christ Church CE Primary School
Mr Peter Biggs	WGA, Secondary School Governor Representative
Mrs Julia Bird	PHF, Southwick Primary School
Mr David Cowley	Academy Schools, The Wellington Academy
Mrs A Ferries	WGA, Primary Governor Representative
Mrs Judith Finney	PHF, Dilton Marsh Primary School
Mrs Jane Franchi	Salisbury Diocesan Board of Education
Mr Tim Gilson	WASSH, Malmesbury School
Mrs Carol Grant	WASSH, Pewsey Vale
Mr John Hawkins	Teacher representative
Mr Michael Keeling	Maintained Schools with Nursery Representative
Rev Alice Kemp	WGA, SEN Governor Representative
Ms I Lancaster-Gaye	WASSH, SEN Sector, Rowdeford School
Dr Tina Pagett	14-19 Group Representative
Mr J Proctor	Early Years Representative (PVI)
Sue Jiggins	WGA, Primary Governor Representative
Mr M Watson	WASSH, Lavington School
Mrs C Williamson	PHF, Mere Primary School

# AGENDA

## PART I

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

1. **Apologies**

2. **Minutes of the previous Meeting** (*Pages 1 - 6*)

To approve and sign as a correct record the minutes of the meeting held on **19 January 2012** (copy attached)

3. **Declaration of Interests**

To receive any declarations of personal or prejudicial interests.

4. **Chairman's Announcements**

To consider changing the date of the November meeting to Thursday 6 December 2012.

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.

8. **Budget Monitoring** (*Pages 7 - 10*)

To consider the budget monitoring report for Period 10.

7. **Reports from Working Groups** (*Pages 11 - 14*)

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

- School Funding Working Group
- SEN Working Group

8. **Teacher's Union Facility Time Costs**

To consider proposals for the arrangements for funding Facility Time costs.

Report to follow.

9. **Schools Budget Proposals 2012/13** (*Pages 15 - 22*)

To consider an update report on final estimate of Dedicated Schools Grant and proposals for utilisation of 2011/12 underspend.

10. **Proposals to vary the Minimum Funding Guarantee** (*Pages 23 - 24*)

To consider proposals for variation of the Minimum Funding Guarantee for the 2012/13 budgets.

11. **Council Business Plan**

To receive an update on the key priorities for Children's Services within the Council's financial plan for 2012/13.

Report to follow.

12. **Free School Meal Pool** (*Pages 25 - 28*)

To receive information on the balance of the Free School Meal Pool and consider options for redistribution of the surplus balance.

13. **Accounting for the Pupil Premium Grant at year end and the subsequent impact on the Controls on Surplus Balances Scheme** (*Pages 29 - 32*)

To consider and decide upon the treatment of the Pupil Premium Grant in respect of the Controls on Surplus Balances Scheme.

14. **Updated School Funding Scheme Guidance 2012** (*Pages 33 - 34*)

To be informed of proposals by the Department for Education to amend their guidance on local authority Funding Schemes, effective from 1 April 2012.

15. **SEN Recoupment**

To consider proposals to remove the "over funding" of Named Pupils Allowances to schools for pupils from other Local Authorities.

Report to follow.

16. **SEN Support Services**

To consider proposals for the provision of SEN Support Services based on the feedback from cluster meetings, including options for further delegation of budgets.

Report to follow.

17. **Confirmation of dates for future meetings**

To confirm the dates of future meetings, as follows:

Thursday 21 June 2012	Council Chamber, Bradley Road, Trowbridge, BA14 0RD
-----------------------	--------------------------------------------------------

Thursday 4 October 2012	Venue to be confirmed
-------------------------	-----------------------

Wednesday 21 November 2012*	Venue to be confirmed
-----------------------------	-----------------------

**See Chairman's Announcements**

18. **Urgent Items**

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

## Part II

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

None.

## SCHOOLS FORUM

---

### **DRAFT MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 19 JANUARY 2012 AT COUNCIL CHAMBER - COUNCIL OFFICES, BROWFORT, DEVIZES.**

#### **Present:**

Mr Peter Biggs, Mrs Julia Bird, Mrs A Ferries, Mrs C Grant, Mr J Hawkins, Mr M Keeling, Rev. A Kemp, Ms I Lancaster-Gaye, Mr J Proctor, Mr M Watson (Vice-Chair, in the Chair) and Mrs C Williamson

#### **Also Present:**

Mr Andy Bridewell, Cllr Lionel Grundy OBE and Cllr Laura Mayes

---

#### **1. Apologies and changes to membership**

##### **Apologies were received from:**

Mr Neil Baker, PHF, Christ Church CE Primary School (therefore Mr Martin Watson took the chair)  
Dr Tina Paggett, 13-19 Partnership  
Mrs Jane Franchi, Salisbury Diocese  
Mrs Rosheen Ryan, WGA, Secondary School Governor Representative

And also from:

Carolyn Godfrey

##### **Changes to membership:**

The Chairman welcomed Councillor Laura Mayes, recently appointed Portfolio holder for Children's Services.

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

##### **Matters arising:**

The Chairman offered the following updates from the minutes of the last meeting:

- Minute no 189 refers: a majority of Local Authorities, both in the South West and nationally, were continuing the Controls on Surplus Balances scheme;

- The chairman noted that a copy of the Section 251 Benchmarking Paper from the previous meeting was available should benchmarking information need to be considered in the budget setting discussions although the paper had not been redistributed with the agenda papers for this meeting.

**Resolved:**

**To approve and sign as a correct record the minutes of the meeting held on 1 December 2011.**

**3. Declaration of Interests**

There were no declarations of interest.

**4. Chairman's Announcements**

There were no chairman's announcement.

**5. Wiltshire Music Education Hub**

The Head of the Music Service, Valerie Hayward, outlined the report included in the agenda and explained in details the funding process, and clarified that the only support expected from the School Forum was approval not funding.

In responding to questions she pointed out that the Curriculum Review was separate from this initiative and that schools would continue to have primary responsibility for delivering music as part of the National Curriculum.

The Head of the Music Service was invited to attend a meeting of the Primary Headteachers Forum to establish specific details for Primary Schools as well as requirements for SEN.

**Resolved:**

- To approve the proposal that Wiltshire Music Service work with key partners to lead the development of a Music Education Hub for Wiltshire;**
- To approve the submission of an application for funding to deliver the National Plan for Music Education with schools in Wiltshire.**

**6. Children and Young People's Trust Board Update**

Julia Cramp, Service Director Commissioning and Performance, DCE gave a verbal update on recent work undertaken by the Children and Young People's Trust Board.

- Children and Young People Plan 2012-15

The plan would be considered for approval in the very near future. This was a high level plan with three main purposes: raising aspirations and narrowing gaps, prevention and early intervention, and promoting healthy lifestyles.

- Emotional Wellbeing and Mental Health Strategy

Deliberate Self Harm guidelines had been approved and were now being circulated electronically to schools. The services were working with Young People and GPs. Twelve training sessions would be organised every year and would be free and offered to everyone working in schools and children's services.

- SEN and Disability Pathfinder

Only 20 Authorities had been successful in their bid and Wiltshire Council was one of them. The corporate review was continuing.

Liz Williams, Head of Finance, DCE informed the forum that there were changes to the funding for statemented pupils in the new Education Act. As this was still in the very early stages she would provide more information when available.

## 7. **Budget Monitoring**

Liz Williams, Head of Finance, DCE gave a very brief outline of the report and pointed out that there was a projected £1.5M underspend.

It was expected that the projected expenditure on the PRC budget would increase and therefore reduce the underspend for the year, this would be updated at the March meeting.

### **Resolved:**

**To note the budget monitoring at the end of November 2011.**

## 8. **Reports from Working Groups**

There had been no meetings of the Working Groups.

## 9. **Carbon Reduction Commitment - Consultation Response**

Phil Cooch, Principal Accountant Schools, introduced the report and in doing so reminded the Forum of the decision it had reached at its last meeting.

He expressed his concern that some schools may not be fully aware of the potential cost this could have and felt that it may be worth writing to all schools once more detailed information was provided by the Climate Change team.

It was agreed that it was difficult to respond to or comment on the proposal when there was still such uncertainty of what would be involved. The issue of multiple users on school sites was raised and Phil Cooch responded that he would raise this with the Climate Change Team.

### **Resolved:**

- To adopt the proposed amendments to the Scheme for Funding Schools;**
- That the associated school's costs are recovered by deduction from the monthly budget share advances in one lump sum annually;**
- To invoice Academies.**

10. **South West Grid for Learning (SWGfL) Broadband Connectivity and Services for Wiltshire Schools**

Simon Burke, Head of Business and Commercial Services, reminded the forum that there was a disparity between the actual cost of provision and the charges made and that Wiltshire Council's contract with SWGfL was due to end in June 2013. He pointed out that there were also issues such as an overriding duty to maximise value for money. The present system produced an overcharge for larger schools and an undercharge for smaller schools as it was linked to the number of pupils.

The proposal was to simplify the method whilst removing the disparity, the effect would be neutral to schools.

It was understood that all the options available would have to be considered when the contract would end. The School Funding Working Group may have to consider this.

**Resolved:**

**That the method for delegating funds to, and charging schools for, the cost of broadband connectivity from 2012/13 replicate the charges made by SWGfL as closely as possible and that the charges should be treated as a cashless item on the school funding certificate.**

11. **Young People Support Service (YPSS) budget**

Liz Williams, Head of Finance, DCE, updated the forum on the progress to date in finalising the budget to be devolved to schools in 2012/13 following the closure of the YPSS in August 2012.

She explained that the £2.657 million figure had been used in all models considered and that it did include the transport budget.

Models used by other authorities such as Slough, Andover and BANES were being studied and details of the models available would be brought to the March meeting.

It was also explained that separate reporting on transport expenditure was currently required on the Section 251 returns therefore monitoring may need to be built in to the service agreement.

The fact that it was estimated that YPSS could underspend up to £250,000 which was not included in the budget monitoring underspend, and how this money could and should be used was thoroughly debated.

**Resolved:**

- a. **To note and agree the revised budget available for allocation in 2012/13;**
- b. **To agree that the budget to be devolved to schools should be amended to remove all costs associated with provision to pupils with Medical Needs, thus reducing the sum to be devolved by £0.079 million**
- c. **To agree that Model 6 in Appendix 1 is to be the model used for allocation of funds;**



- d. To include the current transport budget in the budget to be devolved;
- e. To confirm that any underspend against the 2011/12 YPSS budget be earmarked to contribute towards the cost of any redundancies from the closure of the service;
- f. To postpone a decision on the idea of a set up fund until the School Funding Working Group had had an opportunity to meet and consider this further.

## 12. Schools Funding Settlement and Schools Budget Proposals 2012/13

Liz Williams, Head of Finance, DCE, introduced the report and highlighted the main changes including:

- The places showing as unoccupied in SEN were due to the fact that pupils over 16 years old were not counted in the DSG census. This left 26 places and it was assumed that they would be filled;
- The number of schools had been reduced as it had been assumed the schools would convert to Academies;
- An answer had been received from DFE and SEN Support Services funding was not currently included in the LACSEG recoupment.

The Forum discussed the risks involved in using the underspend from 2011/12 to balance the budget rather than take the recommended 0.5% reduction across all DSG budgets.

It was felt that the assumptions in the DSG calculation regarding special school pupil numbers were too high and that the six special schools in Wiltshire should be consulted to establish the real level of empty places, and post 16 pupils.

### **Resolved:**

- a. To set an overall schools budget of £293,930 million for 2012/13 gross of any academy adjustments. The budget would be subject to adjustments for academy conversions prior to and during the year;
- b. To utilise £1 million from the 2011/12 underspend to reduce the proposed 0.5% and mitigate any cuts in school budgets;
- c. To ask the Schools Funding Working Group to discuss the options for the remaining £0.5 million underspend from 2011/12, including the potential set up fund for YPS, and bring back findings to the Schools Forum;
- d. To contact the six special schools and establish the number of empty places and places for post 16 pupils;
- e. To recalculate the proposed budget taking into account the impact of resolutions b,c and d above. To present this revised figure to Cabinet in the budget report.

## 13. Confirmation of dates for future meetings

When considering the dates for future meetings it was pointed out that Trowbridge was a preferred location for the meetings, with Devizes as an option. It was therefore asked of officers to look into changing the venue for the 1 March 2012 meeting.

The following was confirmed following the meeting:

Thursday 1 March 2012	Council Offices, Bradley Road, Trowbridge, BA14 0RD
Thursday 21 June 2012	Council Chamber, Bradley Road, Trowbridge, BA14 0RD
Thursday 4 October 2012	Venue to be confirmed
Wednesday 21 November 2012	Venue to be confirmed

14. **Urgent Items**

There were no urgent items.

(Duration of meeting: 1.30 - 4.00 pm)

The Officer who has produced these minutes is Marie Gondlach, of Democratic Services, direct line 01225 713 597, e-mail [marie.gondlach@wiltshire.gov.uk](mailto:marie.gondlach@wiltshire.gov.uk)

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

## Dedicated Schools Budget – Budget Monitoring 2011/12

### Purpose of the Report

1. To present budget monitoring information against the Dedicated Schools Grant (DSG) for the financial year 2011/12 as at 31<sup>st</sup> January 2012.

### Main Considerations

2. Appendix 1 to this report outlines the budget monitoring summary as at 31 January 2012. At this point in the year an underspend of £1.077 million is projected against the overall schools budget, this is an adverse movement of £0.507m since the previous report.
3. The key movements from the previous forecast are as follows:
  - a. *Early Years Single Funding Formula* – this budget is currently projected to underspend by £0.061 million, a movement of £0.135m since the November forecast. The updated forecast is based on the January payments to settings and therefore reflects the increase in take up during the spring term.
  - b. *Education Other Than at School Recoupment (EOTAS)* – an overspend of £0.103 million has been identified against the EOTAS recoupment budget. This had not been projected earlier in the year as charges from hospitals and other settings are in arrears and are not received until later in the financial year. The overspend is brought about by increased activity although an analysis of the most costly placements at Marlborough House indicates that the number and length of placement is starting to reduce in the current year.
  - c. *Premature Retirement Costs* – an updated forecast has now been produced based on information received from HR on those cases that have been approved and paid for this financial year. Total projected spend against the PRC budget has increased to £0.857m resulting in a projected overspend of £0.361m, an increase of £0.239m since the previous report.
  - d. *Placements for pupils with SEN* – the projected underspend against the Independent Special Schools budget has increased by £0.104m to £1.020m in total. This increase in underspend is offset by a reduction in the projected underspend for placements in other local authority special schools, this forecast has worsened by £0.116m.

4. No variance is currently included in the above projection against the budget for the Young People's Support Service (YPSS) as any underspend will be earmarked to contribute towards redundancy costs that arise from the closure of the service.
5. No variance is yet reported against the schools contingency budget. Final expenditure against this budget is difficult to project before the year end as it is impacted on by final rates adjustments and "trigger" payments which take place at the year end.
6. Any underspend against the Dedicated Schools Grant will be rolled forward in to the next financial year.

## **Proposals**

7. Schools Forum is asked to note the budget monitoring position at the end of January 2012.

CAROLYN GODFREY  
DIRECTOR, CHILDREN & EDUCATION

---

*Report Author: Liz Williams, Head of Finance (Children's Services)*

*Tel: 01225 713675 e-mail: [elizabeth.williams@wiltshire.gov.uk](mailto:elizabeth.williams@wiltshire.gov.uk)*

***Financial Monitoring***

<b>Service Areas</b>	<b>Approved Budget £m</b>	<b>Projected Outturn for £m</b>	<b>Variation for Year £m</b>
<b>1 Funding Schools</b>			
DSG Funded Expenditure	221.958	221.958	0.000
<b>Total</b>	<b>221.958</b>	<b>221.958</b>	<b>-</b>
<b>2 Schools &amp; Learning Branch</b>			
Independent Special Schools	4.507	3.487	-1.020
Named Pupil Allowances	2.135	2.182	0.047
Special Recoupment	1.577	1.335	-0.242
Specialist SEN Service	0.820	0.746	-0.074
Sensory Service	0.519	0.487	-0.032
Ethnic Minority Achievement Service	0.489	0.371	-0.118
Travellers Education Service	0.234	0.191	-0.044
Local Collaborative Partnerships	0.124	0.124	0.000
Young People's Support Services	2.670	2.670	0.000
Behaviour Support	0.924	0.916	-0.009
Other Targeted Services	0.464	0.570	0.106
<b>Targeted School and Learner Support</b>	<b>14.464</b>	<b>13.079</b>	<b>-1.386</b>
School Buildings & Places	0.037	0.037	0.000
Admissions Service	0.266	0.234	-0.032
Other School Improvement Services	0.025	0.025	0.000
<b>Total School Improvement</b>	<b>0.328</b>	<b>0.296</b>	<b>-0.032</b>
Early Years Single Funding Formula	14.626	14.565	-0.061
Other Early Years Services	1.117	1.117	0.000
<b>Total Early Years &amp; Childcare</b>	<b>15.743</b>	<b>15.682</b>	<b>-0.061</b>
Business & Commercial Services	0.175	0.175	0.000
<b>Schools &amp; Learning</b>	<b>30.710</b>	<b>29.231</b>	<b>- 1.479</b>
<b>3 Commissioning &amp; Performance</b>			
Schools Maternity Costs	0.838	0.812	-0.026
Schools PRC - New Cases	0.496	0.857	0.361
SIMS Licence	0.199	0.201	0.002
Other services	0.281	0.293	0.011
<b>Total</b>	<b>1.814</b>	<b>2.163</b>	<b>0.349</b>
<b>4 Safeguarding</b>			
Child Protection in Schools	0.040	0.040	0.000
<b>Total</b>	<b>0.040</b>	<b>0.040</b>	<b>-</b>
<b>5 Social Care &amp; Integrated Youth</b>			
QES	0.042	0.042	0.000
Assisted Places Scheme	0.048	0.048	0.000
Looked After Children Education Service	0.150	0.203	0.053
<b>Total</b>	<b>0.240</b>	<b>0.293</b>	<b>0.053</b>
<b>6 DSG Within Corporate Services</b>			
Gross Expenditure	3.496	3.496	0.000
<b>Total</b>	<b>3.496</b>	<b>3.496</b>	<b>-</b>
	<b>258.259</b>	<b>257.182</b>	<b>- 1.077</b>

**Note POSITIVE variances = OVERSPEND**

This page is intentionally left blank

Wiltshire Council

Schools Forum  
1 March 2012

---

## Report from the Schools Forum School Funding Working Group

### Purpose of report

1. To report on the meeting of the School Funding Working Group held on 20<sup>th</sup> February 2012.

### Main considerations for School Forum

2. The draft minutes of the meeting are attached at Appendix 1.
3. The School Funding Working Group made the following recommendations:

4. ***Budget 2012-13***

It was recommended that the following investment proposals be funded:

YPSS Provision for Excluded Pupils	£0.400m
Remove 0.19% reduction from delegated Budgets	£0.520m

Remainder to be held as contingency

5. ***Variations to the Minimum Funding Guarantee (MFG) 2012/13***

The group recommended that the proposals in the report to Schools Forum be accepted

6. ***Treatment of Pupil Premium Grant (PPG) at Year End***

The group recommended that:

- a) PPG should be excluded from the calculation of a school's permitted revenue balance threshold
- b) Any unspent PPG at the year end to be reported on the Intended Use of Revenue Balances return under Section 2 as a permitted ringfenced grant
- c) Schools should not be required to provide any explanation in support of unspent PPG.

**7. Free School Meals Pool**

The group recommended that the balance be distributed base on Option 3 as set out in the paper.

**8. Proposals**

That Schools Forum note the recommendations made by the Schools Funding Working Group in paragraphs 4 to 7 above and take these recommendations in to account when considering the relevant papers on the agenda.

**Carolyn Godfrey**  
**Corporate Director**

---

Report author: Liz Williams, Head of Finance  
01225 713675  
[Elizabeth.williams@wiltshire.gov.uk](mailto:Elizabeth.williams@wiltshire.gov.uk)



## Schools Forum Schools Funding Working Group

### Minutes – 20 February 2012

**Present:** Martin Watson, Phil Cooch, John Hawkins, John Kimberley, Judith Finney, Catriona Williamson, Phil Cooke, Colin Kay, Lorraine Nowlan, Andrew Bridewell, Judith Finney, Neil Baker

**Apologies:** Elizabeth Williams, Julia Cramp

		Action
1	<p><b>Minutes from Previous Meeting</b></p> <p>The note of the meeting of 15 November had been discussed at Schools Forum</p> <p>PC reported that the issue of multiple users on school sites had been referred to the Climate Change team with a view to them offering guidance to schools.</p>	
2	<p><b>Teacher's Unions Facility Time Costs</b></p> <p>LN presented a preliminary report on the above. The group asked if it would be possible to identify how much an academy would receive to perform this function themselves. Clarity was also sought as to why the budget was always under spent and whether so many representatives were needed from each union for each of the meetings.</p> <p>LN reported that there was further work to undertake to finalise the report including contacting each academy to seek sign up to the proposals. The group questioned whether there was enough time to implement the new arrangements in 12-13.</p> <p>PC stated that two LA s had contacted the DfE to have this central budget line removed from its LACSEG calculation. The group asked if the LA could similarly seek the DfEs agreement for 12-13.</p>	<p>LN</p> <p>EW/PC</p>
3	<p><b>Budget 2012-13</b></p> <p>PC updated the group on the latest DSG estimate for 12-13 and the forecast under spend for 11-12. It was noted that the amount available for investment was now £1.359m. This was due to a combination of the forecast under spend in 11-12 being reduced and the recent DfE confirmation that it would now fund the final instalment of the 10-11 standards fund, for which a debtor had been provided in the LAs accounts. This meant that the uncommitted 10-11 underspend could now be dealt with. The group also considered a paper presented by CK on a new proposal for a transitional fund for the YPSS.</p> <p>The group agreed to recommend the following investment proposals to Schools Forum:</p>	

	<p>YPSS Provision for excluded pupils £0.400  Remove 0.19% budget reduction £0.520  Retained contingency £0.439</p> <p>The group asked for a letter to be sent to the two academies that had failed to send in their Pupil data stating that they were delaying the calculation of school budgets. NB &amp; Chair of WASSH to sign letter.</p>	EW/PC
4	<p><b>Variations to the MFG 12-13</b></p> <p>The group agreed with the proposals set out in PC s paper.</p>	PC
5	<p><b>Treatment of PPG at year end.</b>  PC presented a paper on options for dealing with the PPG in the context of the Controls on Surplus Balances Scheme.</p> <p>The following was agreed:  PPG to be excluded from the calculation of a schools permitted revenue balance threshold.  Any unspent PPG at year end to be reported on the Intended Use of Revenue Balances return under section 2 as a permitted ring fenced grant.  Schools would not be required to provide any explanation in support of unspent PPG .</p>	PC
6	<p><b>Free School Meals Pool</b></p> <p>PC reported that the forecast balance on the above pool would be c£157k at the end of 11-12.  It was agreed to distribute the balance based on Option 3 as set out in the paper.</p>	PC
7	<p><b>AOB</b>  None.</p>	
8	<p>Date of Next Meeting to be agreed and circulated.</p>	

## Wiltshire Council

Schools Forum  
1 March 2012

---

### SCHOOLS BUDGET 2012-13

#### Purpose of the Paper

1. To update Schools Forum on the estimate of Dedicated Schools Grant (DSG) and the impact of the decisions made at the January 2012 meeting on the overall budget for 2012/13
2. To update the estimated DSG underspend to be rolled forward from 2011/12 and to consider priorities for the utilisation of that uncommitted underspend.

#### Background

3. Schools Forum considered budget proposals for 2012/13 in January 2012. Amendments were made to the original budget proposals and it was agreed:
  - To reduce the estimated numbers of pupils within maintained Special Schools within the overall DSG estimate, and therefore recalculate the estimated level of grant;
  - To utilise £1 million from the projected underspend in 2011-12 to reduce the level of reduction that needed to be applied to the schools budget for 2012/13.

#### Main Considerations

##### *Update on DSG Calculation and Recommended Budget*

4. Following the discussion at the January meeting of Schools Forum, and a subsequent survey of the numbers of pupils in a sample of Wiltshire's special schools, the estimated number of pupils within the DSG estimate for 2012/13 has been reduced by 26 pupils. Review of the January Alternative Provision Census has also indicated a reduction of a further 11 pupils in non-maintained special school provision. The overall DSG estimate for 2012/13 has therefore been reduced by 37 pupils, resulting in a reduction in estimated grant of £169,936.
5. The estimated DSG for 2012/13 is **£293.760 million**.
6. Following the Schools Forum decision to utilise £1 million from reserves rolled forward from 2011/12 the Schools Budget recommended to Council on 28<sup>th</sup> February is £294.760 million.
7. The impact of the utilisation of reserves and the revised DSG calculation is a requirement to apply a reduction of **0.19%** across all DSG budgets. This is reduced

from the initial proposal of a 0.5% reduction. All other savings proposals agreed at the January meeting have been retained.

8. It is not anticipated that the proposed budget will breach the DfE's central expenditure limit calculation. The final calculation template for 2012/13 has yet to be issued by DfE and confirmation will be brought to the June Schools Forum meeting.
9. In terms of progress on budget setting, roadshows have been held during February to communicate the budget headlines for 2012/13 to Head Teachers, Governors and schools finance staff. Work is ongoing to calculate detailed budget allocations, PLASC data has been received from all but two schools. These schools have been contacted by the LA and it was agreed at the Schools Funding Working Group on 20<sup>th</sup> February that a letter from the Chair of Schools Forum and Chair of WASSH should be sent to each school requesting that data is sent promptly in order to ensure schools budgets are not delayed.

### ***Consideration of Priorities for Investment***

#### ***Funding Available for Allocation***

10. Based on the budget monitoring forecast for 2011/12 at the end of November it was estimated that there would be a further £0.5 million to be rolled forward in to 2012/13, after the utilisation of £1 million to support the 2012/13 budget. The budget monitoring report elsewhere on this agenda shows the updated projection at the end of January 2012. An increase in spend is projected against the Early Years Single Funding Formula, PRC and Recoupment budgets. This reduces the projected underspend to £1.077m, £0.077m remains unallocated in 2012/13.
11. In June 2011 it was reported to Schools Forum that the DfE had written to local authorities stating that the final payment of 2010/11 standards funds would not be made to LAs on the grounds that it was included in the 2011/12 DSG settlement. LAs disagreed with this and made representations to the DfE and the DfE then wrote again to LAs in late April confirming that they should set up a debtor in the 2010/11 accounts to reflect the 2010/11 standards funds instalment being made as part of the 2011/12 DSG, and then also accrue at the end of 2011/12 to reflect the funding of 2011/12 grant as part of the 2012/13 DSG. No detail was given as to how or when this balance would be paid. Wiltshire complied with this guidance but held the uncommitted balance of the 2010/11 DSG underspend for review after the final 2011/12 settlement and against final confirmation that this standards fund would be paid. No further decisions have been made during 2011/12 to make any further commitments against the 2010/11 underspend.
12. On 26<sup>th</sup> January 2012 the DfE wrote to LAs confirming that the full amount would be paid in 2011/12. The implication for Wiltshire is that the funding from the DfE will fully meet the value of the debtor within the accounts this year. This enables the balance of the 2010/11 underspend to be released as it is no longer required to be

held against this risk. This enables a further £1.042 million to be released for allocation by Schools Forum, giving maximum available funding of £1.119 million.

13. Schools Forum is able to consider priorities for investment whilst being mindful that this funding is available for one year only.

### ***Investment Proposals***

14. A proposal was presented at the January meeting for a set up fund to support secondary schools in the development of provision for excluded pupils following the closure of the Young People's Support Service (YPSS) at the end of August 2012. Schools Forum requested that this proposal be considered by the Schools Funding Working Group alongside any other priorities that members may have, and recommendations brought to the March meeting of Schools Forum.
15. To date the following proposals have been identified and are detailed further in Appendix 1:
  - YPSS – modified proposal to meet the LA's responsibility for pupils excluded prior to the implementation of the Power to Innovate (also see Appendix 2)
  - Reduce/remove the 0.19% reduction applied across all budgets
  - Retain contingency against the final grant settlement for 2012/13 and/or the change in funding from April 2013. The group may wish to consider whether any level of contingency should be retained in the event that the final grant settlement is lower than the estimate.
16. Appendix 1 outlines the proposals identified to date including the amount requested, reason for the proposal, the associated risk assessment and any alternatives that could be considered.
17. Schools Funding Working Group considered the proposals on 20<sup>th</sup> February and recommended that the proposals for YPSS and for the removal of the 0.19% reduction to delegated schools and early years budgets be accepted. The group recommended that the remaining underspend be held as a contingency against the final DSG settlement for 2012/13. Based on the current budget monitoring projection this leaves a contingency of £0.199 million.

### **Proposal**

18. Schools Forum is asked to note the progress on the 2012/13 budget to date and to agree priorities for investment.

CAROLYN GODFREY  
DIRECTOR, CHILDREN & EDUCATION

---

---

*Report Author: Liz Williams, Head of Finance (Children's Services)*

*Tel: 01225 713675 e-mail: [elizabeth.williams@wiltshire.gov.uk](mailto:elizabeth.williams@wiltshire.gov.uk)*

## **Appendices**

Appendix 1 – Summary of Proposals for Investment 2012/13

Appendix 2 – Detailed proposal in relation to additional funding for excluded pupils

-----

**Annex1: Investment Priorities 2012/13**

		Amount £million	Delegated/ Central	Reason for Investment	Risk Assessment	Alternatives Considered
1	Young Person's Support Service/Provision for Excluded Pupils	0.400	Central	<p>Following clarification from the DfE on the implementation of the Power to Innovate, it has become clear that the LA will retain responsibility for pupils excluded before the Power to Innovate comes in to effect.</p> <p>Cost of £0.4 million based on 27 current pupils at average cost of £15k per placement. (see attached paper)</p>	The LA will retain responsibility for the provision for this group of pupils. Funding is only available within the YPSS budget until September 2012	<p>It is possible that there will be an underspend within the YPSS budget for April to August 2012 and this could be used to part fund this commitment and therefore reduce the amount required. Alternatively it could be agreed that any underspend arising from the YPSS following closure could be released in to the schools budget.</p> <p>If the LA retains responsibility for this group of pupils funding could be reduced from the quantum devolved to schools to recognise that the costs for these pupils need to be met.</p>
2	Remove 0.19% reduction to delegated budgets	0.492	Delegated	Schools Forum have the option to remove the requirement for a 0.19% reduction across all school budgets, this would give a cash standstill position for the second year in a row.	The risk of this approach is that the amount of one off funding within the 2012/13 budget is increased and the size of the budget gap to be met in 2013/14 is therefore increased. Until more detail is known regarding the funding mechanism for 2013/14 it is not known if Wiltshire will lose or gain through the new arrangements.	Retain the 0.19% reduction in order to minimise the risk moving forward in to 2013/14. Schools have already been notified of the reduction.
3	Remove 0.19% reduction to Early Years Single Funding Formula	0.028	Delegated (classified as part of delegated budget on Section 251)	Schools Forum have the option to remove the requirement for a 0.19% reduction across all school budgets, if the reduction to the delegated budget is removed Schools Forum would want to consider also removing the reduction to the EYSFF	as above	Retain the 0.19% reduction in order to minimise the risk moving forward in to 2013/14.
4	Retain DSG contingency	to be determined		<p>The budget set for 2012/13 is based on an estimate of DSG, the final settlement will be notified in June/July. If the final level of grant is lower than the estimate then budgets may need to be redetermined in year, or a shortfall rolled forward in to 2013/14.</p> <p>Schools Forum may also wish to consider retaining a level of contingency for 2013/14.</p>	the risk of not holding a contingency against the final grant settlement is that there will be a shortfall in grant for 2012/13. this shortfall could be carried forward to 2013/14 or dealt with in year.	
		0.920				

This page is intentionally left blank



## Transition Funding to support YPSS devolution

### Background

Discussions with lawyers at the DfE have recently made it clear that the Power to Innovate cannot be applied retrospectively. This means that schools cannot be asked to take back and assume responsibility for students that they have already permanently excluded before the Power To Innovate comes into effect. As a result Wiltshire will remain responsible for those students who have already been permanently excluded and will therefore have to make provision for them.

### Proposal

For the LA to make direct provision by continuing a slimmed down form of YPSS would undermine the whole direction of current developments. Such a service is likely to be expensive and not cost effective because it would probably need to be maintained in all the four geographical areas. It would so significantly reduce the money available to schools for preventative work that it would make it difficult to undertake effective preventative work. It seems, therefore, more logical to commission provision from schools and other providers. To top slice the devolved money to pay for this provision would again significantly reduce the amount of money available for schools to do preventative work and so undermine the impact of the project. Rather than making a request for funding to cover start up costs it is, therefore, proposed that School's Forum put in an extra £400,000 to cover the transition cost of making provision for students who have already been permanently excluded for the academic year 2012-2013. This is less than the figure of £500,000 discussed at the last full meeting of the School's Forum.

The figure of £400,000 is based on the following calculation.

- There are currently 27 permanently excluded students in Year 10 although this number could increase.
- The average cost of YPSS equivalent provision across the UK is £15,000 per student per year.
- For 27 students this would be £405,000.

The cost of provision for challenging young people can vary enormously from £5,000 per year to £27,000 and above. Taking an average cost is being conservative. It does not include the additional cost to the LA of monitoring the effectiveness of the provision which it will need to do as it now retains responsibility for their education. This proposal will enable the project to continue with maximum impact whilst securing provision for those young people who have already been permanently excluded.

## **YPSS underspend**

YPSS is expected to end the current financial year with an underspend. This is largely due to posts that were vacant for a period of time and it has been agreed that this underspend will be earmarked to contribute towards the cost of any redundancies following the closure of the service.

It is possible that the service may continue to underspend between April and August. This is still to be quantified as some vacant posts have now been filled and if other staff leave, replacing them with agency staff could be expensive. At the same time once Year 11 have finished it may be possible to reduce the numbers of agency or other casual employees. If Schools' Forum were to grant some transition funding it could be done on the basis that any underspend from YPSS at the end of August could return to Schools' Forum for reallocation. This should mean that the actual amount being put in by Schools' Forum will be less and that it would have additional money to allocate later. The amount of underspend should be clear by the beginning of July.

## Adjustments to the Minimum Funding Guarantee for 2012-13

### Purpose of Report

1. The purpose of this report is to seek agreement to vary the normal operation of the DfE's Minimum Funding Guarantee (MFG) where not to do so would lead to inappropriate MFGs.

### Background

2. Local Authorities are required to calculate for each of its schools a guaranteed minimum level of funding based on the DfE's formulae set out in Regulations. The purpose of the guarantee is to provide stability and predictability in school funding.
3. The starting point for the MFG calculation is the per pupil amount an individual school received in the previous financial year, known as the baseline budget share per pupil.
4. The baseline amount is then applied to the DfE's MFG formulae to arrive at each school's Guaranteed Level of Funding for the following financial year taking into account pupil number changes and the annual MFG percentage adjustment.
5. The arrangements for the Minimum Funding Guarantee (MFG) in 2011-12 were that, with certain specified exceptions, all proposals to disapply formula factors from the calculation had to be approved by the Secretary of State. The DfE put in place a process whereby local authorities had to submit requests by Wednesday lunchtime and would inform LAs of the outcome by the following Wednesday.
6. The revised Regulations are designed to improve the process for disapplication by reducing the work for local authorities, schools forums and the department. This will mean that many schools can receive their budgets earlier. To achieve this, the DfE propose to increase the number of exceptions which can be agreed locally and dissuade authorities from submitting applications of the sort which have previously been turned down.
7. Disapplications can also be agreed locally, subject to schools forum approval, where:
  - i. the Secretary of State had agreed these unconditionally in 2011-12; and
  - ii. they relate to factors where disapplications were consistently approved in 2011-12. These were Advanced Skills Teachers, SEN units (funded on the number of places) and site/school specific factors where the school's circumstances had changed.
8. The Regulations also introduce an additional safeguard so that the continuation of exemptions agreed in previous years could only happen where the method of calculating that formula factor had not changed. This would protect schools more effectively against the effect of formula changes.

## **Main considerations**

9. The list below reflects the factors that the revised Regulations permit the LA to disapply, subject to Schools Forum agreement and without seeking the Secretary of State's approval:
- a) New school and new year group allowances.
  - b) Small schools curriculum protection.
  - c) Service school safety net.
  - d) Resource base funding.
  - e) Diploma Funding Grant paid to individual schools.
  - f) Advanced Skills Teachers (AST) funding paid to individual schools.
  - g) In-year pupil growth funding.
  - h) Transitional protection paid to Downlands special school.
  - i) Any site or school specific factor which is based upon circumstances at the school which have changed e.g. a school no longer classified as being a split site school or salary safeguarding ceasing.
10. The Regulations do not appear to permit the following disapplications:
- a) To remove Parent Support Advisers funding paid to individual schools from the 2011-12 baseline.
  - b) To remove the second and third secondary school specialisms funding paid to individual schools from the 2011-12 baseline.
11. Also, with the agreed change to the allocation basis in 2012-13 for the broadband funding factor from a formulaic to an actual cost basis, the amounts included in school budgets in 2011-12 should be removed from the baseline and replaced with the revised allocations for 2012-13. Subject to Schools Forum agreement, The Secretary of State's approval would be needed for this disapplication.

## **Proposals**

12. That Schools Forum agree to:
- i. the disapplications listed in paragraph 9, a to i above;
  - ii. the disapplications listed in paragraph 10 above subject to the Secretary of State's approval; and
  - iii. the disapplication described in paragraph 11 subject to The Secretary of State's approval.

## **Recommendation**

13. That Schools Forum agree to the proposals in paragraph 12 above.

CAROLYN GODFREY  
Corporate Director

---

Unpublished documents relied upon in the production of this Report: NONE  
Environmental impact of the recommendations contained in this Report: NONE KNOWN

Report Author: Phil Cooch Principal Accountant (Schools)  
Tel: 01225 713814  
e-mail: philcooch@wiltshire.gov.uk

## Wiltshire Council

### Schools Forum

1 March 2012

---

## Free School Meals Pooling Scheme

### Purpose of the paper

1. The purpose of the report is to inform Schools Forum of the balance on the free schools meals pool and present options for redistributing a proportion of the balance

### Background

2. The Free School Meals Pooling Scheme (FSM) was set up in 2001 with the aim of offering schools some financial stability to the cost of providing free school meals to their pupils.
3. Under the scheme a school can pay a premium into the pool and in return be reimbursed for the full cost of providing statutory free meals to pupils.
4. The premium payable is the amount of notional delegated funding a school receives in its budget allocation. The allocation is based on the number of free meals as recorded in the annual spring census.
5. The scheme has provided a useful means of enabling schools to have some degree of protection against unexpected changes in the number of free meals it has to provide.
6. In 2008/09 Schools Forum decided that the total balance on the pool at the end of 2007/08 should be distributed to those schools who had contributed. This was the first distribution of funds since 2002-03.
7. In 2009/10 Schools Forum decided that, in the light of the economic climate, the estimated balance on the pool at the end of 2008/09 should not be redistributed.
8. In 2010-11 £82,689 cashback was redistributed for 2008/09 & 2009/10.

### Main Considerations

9. In 2010/11 the balance was distributed to schools pro-rata to each school's contribution as this was agreed to be the fairest method. The basis of any new redistribution needs to be agreed.
10. Whether the whole balance be redistributed or only a proportion. Retention of some of the balance would be used to offset any growth in free meals claims thus reducing the risk that the pool moves into a deficit.
11. The estimated balance at the end of 2011/12 is £157,281, made up as follows:

Balance b/f £84,561  
Income £392,238  
Expenditure £319,518  
£157,281 (surplus)

## Proposals

12. If Schools Forum wish to make a redistribution of the balance it is proposed that the same methodology used in 2010/11 is applied.

13. That Schools Forum decides how much of the balance should be redistributed. Appendix A shows:

Option 1 = 80%	Cashback £59,445	Leaving £97,834
Option 2 = 90%	Cashback £66,875	Leaving £90,404
Option 3 = 100%	Cashback £74,306	Leaving £82,973
Option 4 = 140%	Cashback £104,029	Leaving £53,250

Officers believe a balance of £50,000 would be adequate to offset any growth in free meals in 2012/13.

## Recommendation

14. Schools Forum is asked to comment on the proposals and to decide whether a redistribution of the balance should be made in 2011-12 and if so how much.

CAROLYN GODFREY  
Corporate Director

---

Unpublished documents relied upon in the production of this Report: NONE

Environmental impact of the recommendations contained in this Report: NONE  
KNOWN

Report Author: Phil Cooch, Principal Accountant (Schools)  
Tel: 01225 713814  
e-mail: phil.cooch@wiltshire.gov.uk

Free School Meals Pool Rebate: Participating Schools for financial years 2010/11

DFE	Name of School	Total			1.	2.	3.	4.
		Subscriptions	Total Claims	Balance	Rebate based on surplus contribution %	Rebate based on surplus contribution %	Rebate based on surplus contribution %	Rebate based on surplus contribution %
				80	90	100	140	
2003	Calne Fynamore	£ 15,268.44	£ 10,558.02	£ 4,710.42	3,768.34	4,239.38	4,710.42	£ 6,594.59
2004	Salisbury Greentrees	£ 9,232.08	£ 8,117.67	£ 1,114.41	891.53	1,002.97	1,114.41	£ 1,560.17
2005	Devizes Nurstead	£ 6,746.52	£ 8,007.34		0.00	0.00	0.00	£ -
2009	Bratton	£ 8,166.84	£ 5,862.45	£ 2,304.39	1,843.51	2,073.95	2,304.39	£ 3,226.15
2028	Corsham Primary	£ 19,174.32	£ 21,342.31		0.00	0.00	0.00	£ -
2029	Corsham Lyplatt	£ 1,775.40	£ 1,473.56	£ 301.84	241.47	271.66	301.84	£ 422.58
2031	Neston	£ 4,260.96	£ 2,171.07	£ 2,089.89	1,671.91	1,880.90	2,089.89	£ 2,925.85
2032	Corsham Regis	£ 12,782.88	£ 10,060.60	£ 2,722.28	2,177.82	2,450.05	2,722.28	£ 3,811.19
2037	Devizes Southbrook Infant	£ 12,072.72	£ 14,399.00		0.00	0.00	0.00	£ -
2045	Gomeldon	£ -	£ -		0.00	0.00	0.00	£ -
2052	Hilmarton	£ 1,775.40	£ -	£ 1,775.40	1,420.32	1,597.86	1,775.40	£ 2,485.56
2053	Horningsham	£ 355.08	£ 1,058.42		0.00	0.00	0.00	£ -
2086	Stanton St. Quintin	£ 1,775.40	£ 2,157.98		0.00	0.00	0.00	£ -
2134	Warminster New Close	£ 2,130.48	£ 1,845.69	£ 284.79	227.83	256.31	284.79	£ 398.71
2137	Westwood with Iford	£ 1,420.32	£ 1,374.45	£ 45.87	36.70	41.28	45.87	£ 64.22
2140	Wootton Bassett Infants	£ 3,195.72	£ 2,028.95	£ 1,166.77	933.42	1,050.09	1,166.77	£ 1,633.48
2157	Salisbury Wyndham Park Infant	£ 4,971.12	£ 2,909.72	£ 2,061.40	1,649.12	1,855.26	2,061.40	£ 2,885.96
2162	Wootton Bassett Noremarsch Junior	£ 6,036.36	£ 3,560.48	£ 2,475.88	1,980.70	2,228.29	2,475.88	£ 3,466.23
2178	Warminster Princecroft	£ 5,681.28	£ 6,752.57		0.00	0.00	0.00	£ -
2184	Longleaze	£ 12,072.72	£ 7,405.20	£ 4,667.52	3,734.02	4,200.77	4,667.52	£ 6,534.53
2190	Salisbury Woodlands	£ 25,566.00	£ 16,902.93	£ 8,663.07	6,930.46	7,796.76	8,663.07	£ 12,128.30
2196	Trowbridge Holbrook	£ 11,717.64	£ 9,086.33	£ 2,631.31	2,105.05	2,368.18	2,631.31	£ 3,683.83
2198	Ludwell	£ 1,420.32	£ 1,462.34		0.00	0.00	0.00	£ -
2202	Cricklade St. Sampson's Infant	£ 4,260.96	£ 2,472.14	£ 1,788.82	1,431.06	1,609.94	1,788.82	£ 2,504.35
2218	Chippenham Kings Lodge	£ 4,971.12	£ 4,774.11	£ 197.01	157.61	177.31	197.01	£ 275.81
2222	Trowbridge Walwayne Court	£ 6,036.36	£ 5,868.06	£ 168.30	134.64	151.47	168.30	£ 235.62
2225	Westbury Bitham Brook	£ 9,587.16	£ 8,592.65	£ 994.51	795.61	895.06	994.51	£ 1,392.31
2228	Queens Crescent	£ 7,101.60	£ 7,001.28	£ 100.32	80.26	90.29	100.32	£ 140.45
3013	Box C.E.	£ 2,840.64	£ 935.00	£ 1,905.64	1,524.51	1,715.08	1,905.64	£ 2,667.90
3018	Broad Hinton C.E.	£ 355.08	£ 387.09		0.00	0.00	0.00	£ -
3019	Broad Town C.E.	£ 1,420.32	£ 834.02	£ 586.30	469.04	527.67	586.30	£ 820.82
3021	Broughton Gifford C.E.	£ 355.08	£ 428.23		0.00	0.00	0.00	£ -
3036	Chirton C.E.	£ 3,550.80	£ 2,911.59	£ 639.21	511.37	575.29	639.21	£ 894.89
3040	Colerne C.E.	£ 355.08	£ 1,065.90		0.00	0.00	0.00	£ -
3049	Collingbourne C.E.	£ 2,840.64	£ 1,044.08	£ 1,796.56	1,437.25	1,616.90	1,796.56	£ 2,515.18
3061	Durrington All Saints CE Infant	£ 3,195.72	£ 2,969.56	£ 226.16	180.93	203.54	226.16	£ 316.62
3086	Heddington C.E.	£ 355.08	£ 463.76		0.00	0.00	0.00	£ -
3088	Hilperston C.E.	£ 6,036.36	£ 3,225.75	£ 2,810.61	2,248.49	2,529.55	2,810.61	£ 3,934.85
3091	Hullavington C.E.	£ 1,775.40	£ 1,301.52	£ 473.88	379.10	426.49	473.88	£ 663.43
3104	Lea & Garsdon C.E.	£ 1,420.32	£ -	£ 1,420.32	1,136.26	1,278.29	1,420.32	£ 1,988.45
3135	North Bradley C.E.	£ 3,905.88	£ 3,775.53	£ 130.35	104.28	117.32	130.35	£ 182.49
3140	Oaksey C.E.	£ 710.16	£ 828.41		0.00	0.00	0.00	£ -
3150	St Mary's Purton	£ 6,036.36	£ 3,865.29	£ 2,171.07	1,736.86	1,953.96	2,171.07	£ 3,039.50
3160	Semington St George's C.E.	£ 1,065.24	£ 1,337.05		0.00	0.00	0.00	£ -
3161	Shalbourne C.E.	£ -	£ 820.93		0.00	0.00	0.00	£ -
3172	Stratford sub Castle C.E.	£ 9,232.08	£ 9,920.35		0.00	0.00	0.00	£ -
3174	Sutton Veny C.E.	£ -	£ -		0.00	0.00	0.00	£ -
3191	Warminster Minster C.E.	£ 3,550.80	£ 3,173.39	£ 377.41	301.93	339.67	377.41	£ 528.37
3201	Winterbourne Earls C.E.	£ 2,840.64	£ 2,503.93	£ 336.71	269.37	303.04	336.71	£ 471.39
3203	Wootton Bassett St.Bartholomew's C.E.	£ 6,391.44	£ 7,212.59		0.00	0.00	0.00	£ -
3207	Dilton Marsh C.E.	£ 10,652.40	£ 10,436.47	£ 215.93	172.74	194.34	215.93	£ 302.30
3216	Marlborough St.Peter's CEJunior	£ 13,493.04	£ 10,767.46	£ 2,725.58	2,180.46	2,453.02	2,725.58	£ 3,815.81
3220	Minety C.E.	£ 710.16	£ 503.03	£ 207.13	165.70	186.42	207.13	£ 289.98
3222	Market Lavington St. Barnabas' C.E.	£ 6,391.44	£ 1,913.01	£ 4,478.43	3,582.74	4,030.59	4,478.43	£ 6,269.80
3229	Coombe Bissett C.E.	£ 1,420.32	£ 256.19	£ 1,164.13	931.30	1,047.72	1,164.13	£ 1,629.78
3242	Brinkworth Earl Danby's C.E. V.C.	£ 1,775.40	£ 1,441.77	£ 333.63	266.90	300.27	333.63	£ 467.08
3243	Great Bedwyn C.E.	£ 3,195.72	£ 1,518.44	£ 1,677.28	1,341.82	1,509.55	1,677.28	£ 2,348.19
3244	By Brook Valley	£ 1,775.40	£ 2,128.06		0.00	0.00	0.00	£ -
3318	Chilton Foliat C.E.	£ 3,195.72	£ 1,856.91	£ 1,338.81	1,071.05	1,204.93	1,338.81	£ 1,874.33
3330	Derry Hill C.E.	£ 1,065.24	£ 1,447.38		0.00	0.00	0.00	£ -
3366	Morgan's Vale and Woodfalls C.E.	£ 2,485.56	£ 1,110.78	£ 1,374.78	1,099.82	1,237.30	1,374.78	£ 1,924.69
3388	Seend C.E.	£ 1,065.24	£ 1,204.28		0.00	0.00	0.00	£ -
3400	West Ashton C.E.	£ 355.08	£ 355.30		0.00	0.00	0.00	£ -
3402	Whiteparish All Saints C.E.	£ 710.16	£ 183.26	£ 526.90	421.52	474.21	526.90	£ 737.66
3405	Winterslow C.E.	£ 355.08	£ 327.25	£ 27.83	22.26	25.05	27.83	£ 38.96
3407	Woodford Valley C.E.	£ 355.08	£ 3,119.16		0.00	0.00	0.00	£ -
3449	Broad Chalke C.E.	£ 1,420.32	£ 1,064.03	£ 356.29	285.03	320.66	356.29	£ 498.81
3453	Chilmark C.E.	£ 355.08	£ 224.40	£ 130.68	104.54	117.61	130.68	£ 182.95
3456	Great Cheverell The Holy Trinity C.E.	£ 2,130.48	£ 682.55	£ 1,447.93	1,158.34	1,303.14	1,447.93	£ 2,027.10
3457	Somerfords Walter Powell	£ -	£ 673.20		0.00	0.00	0.00	£ -
3460	Alderbury and West Grimstead C.E.	£ 1,775.40	£ 1,849.43		0.00	0.00	0.00	£ -
3462	Amesbury Archer	£ 6,746.52	£ 6,975.10		0.00	0.00	0.00	£ -
3467	Churchfields The Village School	£ 3,905.88	£ 3,412.75	£ 493.13	394.50	443.82	493.13	£ 690.38
3471	Lynham Primary	£ 2,485.56	£ 3,358.52		0.00	0.00	0.00	£ -
5200	Aloeric	£ 2,130.48	£ 6,662.81		0.00	0.00	0.00	£ -
5202	Kings Park Primary	£ 20,949.72	£ 21,461.99		0.00	0.00	0.00	£ -
5215	Ludgershall	£ 10,652.40	£ 9,090.07	£ 1,562.33	1,249.86	1,406.10	1,562.33	£ 2,187.26
5222	Rowde	£ 7,456.68	£ 6,440.28	£ 1,016.40	813.12	914.76	1,016.40	£ 1,422.96
7008	Salisbury Exeter House	£ 8,071.40	£ 5,980.49	£ 2,090.91	1,672.73	1,881.82	2,090.91	£ 2,927.27
<b>79</b>		<b>374,869.28</b>	<b>322,693.66</b>	<b>74,306.52</b>	<b>59,445.22</b>	<b>66,875.87</b>	<b>74,306.52</b>	<b>104,029.13</b>

80%	
Estimated Reserves as at 31/3/12	157,280.00
Rebate 1	59,445.22
Closed schools portion to offset closed schools with deficits	0.00
Balance retained in pool	97,834.78
90%	
Estimated Reserves as at 31/3/12	157,280.00
Rebate 2	66,875.87
Closed schools portion to offset closed schools with deficits	0.00
Balance retained in pool	90,404.13
100%	
Estimated Reserves as at 31/3/12	157,280.00
Rebate 3	74,306.52
Closed schools portion to offset closed schools with deficits	0.00
Balance retained in pool	82,973.48

140%	
Estimated Reserves as at 31/3/12	157,280.00
Rebate 4	104,029.13
Closed schools portion to offset closed schools with deficits	0.00
Balance retained in pool	53,250.87
Ideal balance to retain	£50,000

This page is intentionally left blank



**Wiltshire Council**

**Schools Forum**

**1 March 2012**

---

## **Accounting for the Pupil Premium Grant at year end and the subsequent impact on the Controls on Surplus Balances Scheme**

### **Purpose of the paper**

1. To consider and decide upon the treatment of the Pupil Premium Grant in respect of the Controls on Surplus Balances Scheme.

### **Background**

2. The PPG was introduced in April 2012 with the aim of providing schools with the resources with which to implement strategies to address educational inequalities such that the existing attainment gap, between pupils from the most deprived backgrounds and their wealthier peers, is narrowed.
3. It is additional funding, paid to local authorities by means of a specific grant, and allocated to children who are currently either eligible for Free School Meals or who have been looked after for more than 6 months. Children of parents who serve in the armed forces are also eligible in recognition of the additional support that their school must provide, e.g. mentoring.
4. Schools are considered to be best placed to assess the additional provision that should be made for individual pupils within their responsibility and have, therefore, been given freedom over how they spend the PPG. To ensure transparency and accountability, Government will require schools to publish information about how they have used their allocations from September 2012. In an effort to identify any narrowing of achievement gaps, new measures will also be included in the performance tables that will capture the achievement of those deprived pupils covered by the PPG.
5. The DfE published the Conditions of Grant in December 2011 which states that the PPG does not have to be completely spent by schools in the financial year beginning 1 April 2012 and that some, or all, of it may be carried forward to future financial years. The DfE has advised that schools are not required to maintain separate financial records to record how the money is spent as the focus will be on outcome reporting.
6. With effect from April 2011, the DfE have removed the requirement for local authorities to have a mechanism in place to clawback excess surplus revenue balances although regulations allow authorities to have a scheme in place if they wish. At their meeting on 1<sup>st</sup> December 2011, Schools Forum agreed to continue with the existing Controls on Surplus Balances Scheme in 2012/13.

### **Main Considerations**

7. Wiltshire's current Controls on Surplus Balances Scheme focuses on those schools that have revenue balances exceeding the permitted thresholds of 5% and 8% for secondary and primary/special schools respectively. These schools are required to justify their excess balances at year end by submitting an Intended Use of Revenue Balances return.
8. The permitted thresholds are calculated at 5% and 8% of the current year's budget share. Consideration should be given to whether or not the PPG should be included when establishing a school's permitted revenue balance threshold.
9. Unspent PPG will be included in revenue balances at year end and will, therefore, increase the potential for schools to have balances over their permissible limits as defined in the Controls on Surplus Balances Scheme. Consideration should be given to amending the Scheme to include the assignation of unspent PPG as a specific revenue reserve for which governing bodies may retain funds.
10. If this is agreed, unspent PPG must be included in Section 2 of the Intended Use of Revenue Balances return for the financial year ending 2011/12. Information will be required in support of an assignation which is a challenge given that schools are not required to maintain formal records.
11. To facilitate this process it could be assumed that schools have spent their PPG unless they can prove otherwise by, for example, accounting for their PPG expenditure separately in a unique cost centre in order to identify an unspent balance at year end. As schools are not required to maintain separate financial records to record how the money is spent, an alternative is for schools to include a written statement, on their Intended Use of Revenue Balances return, in support of any unspent PPG.
12. The procedure which is agreed must be communicated to schools as a matter of urgency in order for them to initiate it.

### **Proposals**

13. That Schools Forum considers an amendment to the Controls on Surplus Balances Scheme to include the assignation of unspent PPG as a specific revenue reserve for which governing bodies may retain funds.
14. That Schools Forum agrees a procedure to be followed by schools to evidence unspent PPG at year end.
15. That Schools Forum considers whether to include the PPG funding when calculating the permissible thresholds for the retention of revenue reserves. Currently calculated at 5% and 8% of the current year's budget share. The impact of this action would be to increase the limit of general balances permissible under the Controls on Surplus Balances Scheme.

### **Recommendation**

16. That Schools Forum comments on the above proposals and agrees how unspent PPG should be treated under the Controls on Surplus Balances Scheme.

CAROLYN GODFREY  
Corporate Director

---

Unpublished documents relied upon in the production of this Report: NONE

Environmental impact of the recommendations contained in this Report: NONE  
KNOWN

Report Author: Phil Cooch, Principal Accountant (Schools)

Tel: 01225 713814

e-mail: [phil.cooch@wiltshire.gov.uk](mailto:phil.cooch@wiltshire.gov.uk)

This page is intentionally left blank

Wiltshire Council

Schools Forum

1 March 2012

---

## Updated School Funding Scheme Guidance 2012

### Purpose of the paper

1. To inform Schools Forum of proposals by the DfE to amend their guidance on local authority Funding Schemes, effective from 1 April 2012.

### Summary of the changes

2. The following summarises the changes( The references are to the section number in the previous guidance):

#### **2.4 Efficiency and value for money (replaces current Best Value section)**

Local authorities must remove any requirement in their schemes for schools to submit a statement of Best Value with their budget plan. The revised requirement is as follows:

Schools must seek to achieve efficiencies and value for money, to optimise the use of their resources and to invest in teaching and learning, taking into account the Authority's purchasing, tendering and contracting requirements.

It is for heads and governors to determine at school level how to secure better value for money.

#### **New 2.16 – SFVS (Replaces section on FMSiS)**

All local authority maintained schools (including nursery schools and Pupil Referral Units (PRUs) that have a delegated budget) must demonstrate compliance with the Schools Financial Value Standard (SFVS) and complete the assessment form on an annual basis. It is for the school to determine at what time in the year they wish to complete the form.

Governors must demonstrate compliance through the submission of the SFVS assessment form signed by the Chair of Governors. The form must include a summary of remedial actions with a clear timetable, ensuring that each action has a specified deadline and an agreed owner. Maintained schools that did not achieve the Financial Management Standard in Schools (FMSiS) must submit the form to the local authority before 31 March 2012, and annually thereafter.

All other maintained schools with a delegated budget must submit the form to the local authority before 31 March 2013 and annually thereafter. Local authorities must remove from their schemes requirements relating to the Financial Management Standard in Schools (FMSiS)

### **New 2.17 - Fraud**

All schools must have a robust system of controls to safeguard themselves against fraudulent or improper use of public money and assets.

The governing body and head teacher must inform all staff of school policies and procedures related to fraud and theft, the controls in place to prevent them; and the consequences of breaching these controls. This information must also be included in induction for new school staff and governors.

### **6.3 - General Teaching Council**

Local authorities must remove from their schemes requirements relating to payments of General Teaching Council (GTC) fees.

*(The GTC was abolished by the Education Act 2011 with effect from 1<sup>st</sup> April 2012.)*

### **11.12 - Redundancy/early retirement costs**

For staff employed under the community facilities power, the default position is that any costs must be met by the governing body, but not from the delegated budget. ***This is revised to:***

For staff employed under the community facilities power, the default position is that any costs must be met by the governing body, and can be funded from the school's delegated budget if the governing body is satisfied that this will not interfere to a significant extent with the performance of any duties imposed on them by the Education Acts, including the requirement to conduct the school with a view to promoting high standards of educational achievement.

3. The current Wiltshire schools Funding Scheme will be updated to reflect the above changes and schools notified accordingly.

### **Recommendation**

3. Schools Forum is asked to note the above changes.

CAROLYN GODFREY  
Corporate Director

---

Unpublished documents relied upon in the production of this Report: NONE

Environmental impact of the recommendations contained in this Report:  
NONE KNOWN

---

Report author: Phil Cooch Principal Accountant (Schools) Children & Education Finance Team.  
Tel: 01225 713814  
e-mail: phi.cooch@wiltshire.gov.uk