

AGENDA

Meeting: Schools Forum
Place: Committee Room III - County Hall, Trowbridge
Date: Friday 13 July 2012
Time: 1.30 pm

Briefing Arrangements:

Briefing will be held at 11.00 am in Committee Room III, County Hall, Trowbridge and will focus on the proposals on the new formula.

Please direct any enquiries on this Agenda to Kirsty Butcher, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713 948 or email kirsty.butcher@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

Membership:	Representing:
Mr N Baker	PHF, Christ Church CE Primary School
Dr Peter Biggs	WGA, Secondary School Governor Representative
Mrs Julia Bird	PHF, Southwick Primary School
Mr Andy Bridewell	PHF
Mr David Cowley	Academy Schools, The Wellington Academy
Mrs A Ferries	WGA, Primary Governor Representative
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)
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 and Changes of Membership**

2 **Minutes of the previous Meeting** (*Pages 1 - 12*)

To approve and sign as a correct record the minutes of the meetings held on 1 March 2012 and 10 May 2012 (copies attached).

3 **Declaration of Interests**

To receive any declarations of pecuniary or non-pecuniary interests.

4 **Chairman's Announcements**

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

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

6 **Final Outturn 2011/12** (*Pages 13 - 18*)

To receive a report on the final outturn for 2011/12, the final DSG settlement and any implications.

7 **Reports from Working Groups** (*Pages 19 - 30*)

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

- School Funding Working Group
- SEN Working Group
- Early Years Reference Group

8 **IURB Monitoring 2010/11** (*Pages 31 - 32*)

To receive an update on the utilisation of agreed surplus balances.

9 **YPSS Update** (*Pages 33 - 36*)

To receive an update on the current position in respect of the YPSS and the development of Alternate Provision.

10 **Schools Forum Composition** (*Pages 37 - 42*)

To bring proposals on the constitution of Schools Forum following proposals from the DfE and to recommend the required membership.

11 Confirmation of dates for future meetings

To confirm the dates of future meetings, as follows:

4 October 2012

18 October 2012

6 December 2012

12 Urgent Items

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

13 Exclusion of the Press and Public

To consider passing the following resolution:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Number 14 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

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

14 Schools Funding Reform

To consider the report detailing the implications of any formula change consultation proposals from the DfE. (Report to be circulated at the briefing session)

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SCHOOLS FORUM

DRAFT MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 1 MARCH 2012 AT COUNCIL CHAMBER - COUNCIL OFFICES, BRADLEY ROAD, TROWBRIDGE, BA14 0RD.

Present:

Mr N Baker, Dr Peter Biggs, Mrs Julia Bird, Mr Andy Bridewell, Mr David Cowley, Mrs J Finney, Mrs Jane Franchi, Mr Tim Gilson, Mr J Hawkins, Mr M Keeling, Rev. A Kemp, Ms I Lancaster-Gaye, Mr N Owen, Dr Tina Pagett, Mr J Proctor, Mr M Watson, Elizabeth Williams and Mrs C Williamson

15 Apologies and changes to membership

Apologies were received from:

Mrs Sue Jiggins, WGA, Primary Governor Representative
Mrs Ann Ferris, WGA, Primary Governor Representative
Mr Ted Hatala, substitute Early Years Representative
Mrs Rosheen Ryan, Parent Governor Representative
Mrs Carol Grant, WASSH, Pewsey Vale

And also

Cllr Lionel Grundy, Cabinet member for Children's Services
Carolyn Godfrey, Corporate Director
Julia Cramp, Service Director, Commissioning and Performance

Changes to membership:

Andy Bidewell would replace Judith Finney as PHF representative.

16 Minutes of the previous Meeting

Resolved:

To approve and sign as a correct record the minutes of the meeting held on 19 January 2012.

17 Declaration of Interests

There were no declarations of interest.

18 Chairman's Announcements

It was acknowledged that November would be too early for the SEN info to be available and it was therefore agreed to change the date of the meeting to 6 December 2012.

It was also agreed that every effort would be made to circulate paper copies of the agenda and reports to members of Schools Forum prior to any meetings.

The Chairman explained that a number of officers would be unable to attend this meeting due to an Ofsted inspection.

19 Children and Young People's Trust Board Update

Liz Williams, Head of Finance, DCE gave a brief update as Julia Cramp, Service Director Commissioning and Performance, DCE was unable to attend the meeting.

The updated Children and Young People's Plan had been distributed in early April and it was anticipated that a Children and Young People version would also be available.

The Workforce Development Strategy and the Strategy for Involvement of Children and Young People were under consultation.

An Ofsted inspection of Safeguarding within the Local Authority would start the following Monday for two weeks.

20 Budget Monitoring

Liz Williams, Head of Finance, DCE introduced the report for Period 10 and highlighted the key movements from the previous forecast.

She also explained that as there was still some work to be done with regards to schools contingency budget it was not reported yet. It was anticipated that once included it would improve figures overall.

Resolved:

To note the budget monitoring position at the end of January 2012.

21 Reports from Working Groups

Liz Williams, Head of Finance, DCE introduced the reports and minutes from the School Funding and SEN working groups and invited the forum to note the recommendations and findings for later consideration with the relevant agenda items.

22 Teacher's Union Facility Time Costs

Liz Williams, Head of Finance, DCE introduced the report as Lorraine Nowlan, HR Operations Manager – Schools was unable to attend the meeting.

She explained that the forum needed to focus on the budget and pointed out that it was likely the budget would be reduced from £73,000 to £48,000 in the next financial year as it was subject to Local Authority Central Spend Equivalent Grant (LACSEG).

In response to questions asked she clarified the following:

- There was funding cover for union representatives involved in meetings;
- Work was being undertaken with the Unions to establish whether a Wiltshire-wide agreement could be reached;
- The consultation process had already begun and discussion were underway with the Unions, however details would still need to be addressed;
- Other Local Authorities, BANES for example, had successfully applied for a DfE “dispensation”;
- The unspent money would contribute to the Dedicated Schools Grant budget (see monitoring report under “other services” in commissioning)

Resolved:

1. To agree in principle:

- a. To ensure the appropriate level of funding of a central Facility time budget to meet legal obligations under Trade Union and Labour Relations (Consolidation) Act 1992, The Employment Act 2002 and the ACAS Code of Practice on Time Off for Trade Union Duties and Activities; and that £50,000 is considered the appropriate value for that budget;**
- b. That if a county wide agreement is in place, that the most appropriate funding arrangement would be that the LA submit a request to the DfE to allow Wiltshire to retain that aspect of LACSEG in the central budget for facility time held for that purpose;**
- c. If there is no county wide agreement and / or if DfE does not agree the request to allow Wiltshire to retain that aspect of LACSEG in the central budget for facility time held for that purpose Schools Forum will need to consider the funding agreement again;**
- d. That Schools HR Advisory continue to discuss and develop a new county-wide Facility Time agreement on behalf of the schools, academies and the LA with the teachers unions and associations and to bring that to Schools Forum at a later date.**

2. That any unspent money will be identified in a separate line in the budget monitoring report.

23 Schools Budget Proposals 2012/13

Liz Williams, Head of Finance, DCE introduced the report and explained that the budget had been agreed at full Council on 28 February 2012.

She informed the forum of developments since the report had been published and highlighted points including the following:

- All the roadshows had been held;
- Work had been undertaken on a budget allocation;
- The outstanding census data from two schools had been received;
- The £1.5M projected in November had been reduced to a projected underspend of £1.077M and had been further reduced by decisions made at this meeting.

She also confirmed that DfE would pay £1M in full in final settlement of outstanding 2010-11 standards funds in June, therefore the balance of overspend for 2010-11 did not need to be held against risk unknown. The underspend rolled forward from 2010-11 could now be used.

Comments were made that schools could use more devolved budget for preventative measures to avoid permanent exclusions. It was explained that Key Stage 3 students would be reintegrated to mainstream schools or given a Special School Place.

Resolved:

- 1. To use one off funding to:**
 - a. Allocate £400,000 to enable the Local Authority (LA) to commission provision for the pupils for which the LA retains responsibility after the “power to innovate” has come into effect;**
 - b. Allocate £0.520M to remove the 0.19% reduction applied across the 2012-13 delegated budget and Early Years Single Funding Formula but note in the budget;**
 - c. Hold the remainder as contingency.**
- 2. That all those concerned be informed of the decision taken and the present situation as well as expected implications for the following financial year.**
- 3. That the financial planning software should be updated to include a 0.5% reduction from all formula factors in 2013-14 to enable schools to begin to plan for reductions in future years.**

24 Proposals to vary the Minimum Funding Guarantee

Phil Cooch, Principal Accountant Schools, introduced the report and pointed out that this was a once a year activity, he also recognised the difficulties in the changes to the Regulations which did not appear to permit disapplications to remove Parent Support Advisers funding paid to individual schools from the 2011-12 baseline.

Resolved:

- 1. To agree to:**
 - a. The disapplications to:**
 - i. New school and new year group allowances;**
 - ii. Small schools curriculum protection;**

- iii. Service school safety net;
 - iv. Resource base funding;
 - v. Diploma Funding Grant paid to individual schools;
 - vi. Advances Skills Teachers (AST) funding paid to individual schools;
 - vii. In-year pupil growth funding;
 - viii. Transitional protection paid to Downlands special school;
 - ix. 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.
- b. Subject to the Secretary of State's approval the disapplications to:
- i. remove Parent Support Advisers funding paid to individual schools from the 2011-12 baseline;
 - ii. remove the second and third secondary school specialisms funding paid to individual schools from the 2011-12 baseline.
- c. Subject to the Secretary of State's approval the disapplication to, with the agreed change to the allocation basis in 2012-13 for the broadband funding factor from a formulaic to and 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.

25 **Free School Meal Pool**

Phil Cooch, Principal Accountant Schools, introduced the report and explained that due to the changes to the Pupil Premium Grant it was likely that the cost of school meals would rise.

He invited the Schools Forum to decide whether or not a redistribution of the balance should be made and if so how much.

Resolved:

To make a redistribution of 100% of the balance meaning £74,306 Cashback and leaving £82,973.

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

Phil Cooch, Principal Accountant Schools, introduced the report and drew the forum's attention to the main issue as described in paragraph 5 and to the Funding Working Group's recommendations in agenda item 7.

Resolved:

Schools Forum agree that:

1. **The Pupil Premium Grant (PPG) should be excluded from the calculation of a school's permitted revenue balance threshold.**
2. **Any unspent PPG at the year end should be reported on the Intended Use of Revenue Balances return under Section 2 of the Scheme as a permitted ringfenced grant;**
3. **Schools should not be required to provide any explanation in support of any unspent PPG.**

27 Updated School Funding Scheme Guidance 2012

Phil Cooch, Principal Accountant Schools, introduced the report regarding the proposals by the DfE to amend their guidance on local authority Funding Schemes, effective from 1 April 2012.

Resolved:

To note the report.

28 Council Business Plan

Liz Williams, Head of Finance, DCE introduced the report and pointed out that the Business Plan had been agreed with no amendments at full Council on 28 February 2012 and would now be implemented.

She explained that the Aspire Centre in paragraph 10 was likely to be based in Melksham and that community budget pilot for vulnerable families would aim to provide earlier intervention to avoid crossing the social care threshold (paragraph 13 refers).

Resolved:

1. **To note the impact of the Council's financial plan on services for children and young people.**
2. **To receive the full Children's Services budget for information at the June meeting.**
3. **To receive information on the Southwark Judgement and its implications at the June meeting.**

29 SEN Recoupment

Karina Kulawik, Manager for Inclusion, introduced the report regarding an anomaly in the funding of Named Pupil Allowance (NPA) for out of county pupils in Wiltshire mainstream schools. She explained that it had been discussed at the SEN Working Group and that options a and b contained within paragraph 5 of the report had been felt as potentially risky.

Resolved:

1. **That funding for all pupils with special educational needs should be in accordance with the Wiltshire formula and therefore out of**

county pupils should be funded on a consistent basis with Wiltshire pupils.

- 2. To implement the change in funding as follows: to continue with the current arrangement for this cohort of pupils whilst in their current schools but to fund all future out of county pupils consistently with the arrangements for Wiltshire pupils.**

30 SEN Support Services

Karina Kulawik, Manager for Inclusion, introduced the report updating Schools Forum on the results of the consultation on the activity analysis for SEN Support Services. She explained that the consultation had been extended from November to February, yet the number of responses received had been quite low.

The Chairman commanded the work undertaken by Karina Kulawic and her team and expressed his disappointment at the poor take up of the consultation.

Members of the Schools Forum felt that there had been some confusion over the proposals and that the local authority needed to clarify what it wished to delegate or devolve, the statutory responsibilities with Academies should also be clarified.

Resolved:

To receive a report at the June meeting detailing the review of the provision and structure of SEN Support Services and further proposals including:

- the options for delegation of specific services;**
- the associated impact for implementation in April 2013;**
- greater clarity on statutory responsibilities; and**
- “what is left at the end”.**

31 Confirmation of dates for future meetings

The dates of future meetings were confirmed as follows:

Thursday 21 June 2012	Council Chamber, Bradley Road, Trowbridge, BA14 0RD
Thursday 4 October 2012	Venue to be confirmed
Thursday 6 December 2012	Venue to be confirmed.

32 Urgent Items

There were no urgent items.

(Duration of meeting: 1.30 - 3.30 pm)

The Officer who has produced these minutes is Marie Gondlach, of Democratic Services, direct line 01225 713597, e-mail marie.gondlach@wiltshire.gov.uk

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SCHOOLS FORUM

DRAFT MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 10 MAY 2012 AT COMMITTEE ROOM III - COUNTY HALL, TROWBRIDGE.

Present:

Mr N Baker, Dr Peter Biggs, Mrs Julia Bird, Kirsty Butcher, Mrs C Grant, Mr J Hawkins, Mrs Sue Jiggins, Mr M Keeling, Rev. A Kemp, Ms I Lancaster-Gaye, Mr J Proctor, Mr M Watson and Mrs C Williamson

Also Present:

Jane Ralph and Hazel Ryan

1 Apologies

Apologies were received from:

Julia Cramp - Service Director, Commissioning and Performance
Mrs Ann Ferries – WGA, Primary Governor Representative
Mrs Jane Franchi – Salisbury Diocese
Tim Gilson – WASSH, Malmesbury School
Ted Hatala
Dr Tina Pagett – 14-19 Group Representative

2 Declaration of Interests

There were no declarations of interest.

3 Chairman's Announcements

There were no Chairman's announcements.

4 Schools Funding Reform

a. Next steps towards a fairer system

Liz Williams, Head of Finance gave a detailed presentation about the Schools Funding Reform.

The need for a piece of work to identify the additional costs of split sites within the allowable formula factors was confirmed. Concerns were raised over the use of FSM as the allowable formula factor in deprivation given the

number of service school pupils and it was agreed that both FSM and IDACI should be modelled.

The impact of the funding reform on the current consultation on delegation of SEN Support Services was discussed. It was agreed that all consultation on delegation of services should be absorbed within the consultation on funding reform.

It was acknowledged that there were wider implications to the reform and a need to have a Schools Forum representative on the project board.

b. Operational Implications of DfE Proposals

Liz Williams, Head of Finance outlined the report included in the agenda.

During the debate that followed it was agreed that in appendix 1 The Primary SEN – Exceptional SEN Element and Primary SEN – pupil element should be mapped to the low cost/high incidence SEN formula.

Members were unable to decide how the budgets in Appendix 2 should be incorporated into the formula for 2013/14 and it was agreed that more options were needed to consider this following the modelling work.

The forum gave its thanks to Liz Williams and noted the tight timescales involved. It was agreed that schools should be notified immediately about the upcoming consultation.

Resolved:

- a. To confirm the mapping exercise has been carried out as a starting point for modelling, but could be subject to change as the work progressed.**
- b. To confirm the principles in the report (paragraph 17) as a starting point that will be applied to the modelling of the new formula, subject to change after modelling.**
- c. To note the Early Years Reference group would be considering the required changes to the Early Years Single Finding Formula and reporting back to the June Schools Forum meeting.**
- d. To agree to bring the proposal for the composition of the Schools Forum to the June meeting.**
- e. To agree the proposed timescales for the formula review and consultation with schools.**
- f. To agree the establishment of two time limited working groups to work on the detailed formula proposals and make proposals to both the School Funding Working Group and SEN Working Group in order that proposals for the revised formula can be considered at the June Schools Forum meeting.**

c. Response to DfE Consultation

Liz Williams, Head of Finance outlined the report and introduced an updated consultation response form, which was circulated at the meeting and is attached to these minutes.

In responding to questions she pointed out that some questions were very difficult to comment on before modelling had been completed.

Resolved:

To send the response subject to the following amendments:

Response to question 15:

- **Add Wiltshire's position to paragraph 1 – National Funding Formula**
- **Add figures to paragraph 2 – Pupils from service Families**
- **Add concerns over Young Peoples Support Service to paragraph 3 – High Needs Pupils**
- **Add the support of the Wiltshire Governors Association to paragraph 5 – Schools Forum**
- **Ask for clarification on the timescale for Schools Forum changes**

5 Confirmation of dates for future meetings

When considering the dates of future meetings it was asked of officers to agree dates for the next academic year as soon as possible.

It was agreed that an extra-ordinary meeting be scheduled for 18 October 2012 to start at 1.30 pm

6 Urgent Items

There were no urgent items.

(Duration of meeting: 1.00 - 3.40 pm)

The Officer who has produced these minutes is Kirsty Butcher, of Democratic Services, direct line 01225 713 948, e-mail kirsty.butcher@wiltshire.gov.uk

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SCHOOLS FORUM 13th July 2012

REVENUE BUDGET FINAL OUTTURN REPORT 2011/12 – DEDICATED SCHOOLS BUDGET AND FINAL DSG SETTLEMENT 2012-13

Purpose of the Paper

1. To report on the final outturn position for the dedicated schools budget in 2011/12 and the final Dedicated Schools Grant (DSG) settlement for 2012/13.

Main Considerations

Outturn 2011/12

2. Appendix 1 shows expenditure as at 31st March 2012, the figures show an **underspend against DSG of £1.606 million**. This is a favourable movement of £0.476 million compared with the previous report to Schools Forum. There have been a number of movements in the position since the projection at the end of January and the main variances are outlined below.

Premature Retirement Costs and Other HR Related Budgets

3. The premature retirement costs budget was overspent by £0.168 million, a favourable movement of £0.194 million from the previous projection.
4. The Schools Maternity Costs budget and Trade Union Facilities costs budget were both underspent in 2011/12 by £0.030 million and £0.021 million respectively. The budget for Trade Union Facilities Costs has been reduced to £0.050 million in 2012/13 in accordance with Schools Forum's decision, to reflect historical and current spend. Approval has been received from the DfE to remove this budget from the LACSEG recoupment calculation for 2012/13 and therefore the countywide agreement for funding trade union time can continue if agreed with Trade Unions.

Special Educational Needs Services

5. The Independent Special Schools budget underspent by £1.037 million. The recoupment budget (for placements in other local authority special schools and non-school placements) also underspent by £0.124 million giving an overall underspend on placement budgets of £1.161 million. A saving of £0.500 million has been taken from the Independent Special Schools budget in 2012/13 as part of the budget setting process.
6. Expenditure on Named Pupil Allowances showed a small overspend of £0.050 million.

Early Years

7. Early Years budgets overspent by £40,000. This small overspend was against the overall budget for the free entitlement for 3 & 4 year olds. The total budget for the free entitlement is £14.626 million and so the estimate of take up of places through the year proved to be robust.

Young Person's Support Service

8. The YPSS underspent by £14,000 in 2011/12 after provision had been made to contribute towards redundancy costs for staff following the closure of the service in August 2012.

Schools Contingency

9. The Schools Contingency underspent by £0.344 million in 2011/12, this is mostly due to rates adjustments in respect of schools converting to academy status.

Utilisation of DSG Underspend

10. Any under or overspend against the Dedicated Schools Grant is to be carried forward in to the following financial year. The underspend of £1.606 million will therefore be transferred to an earmarked DSG Reserve. As reported previously to Schools Forum in March an existing DSG balance of £1.042 million, from the 2010/11 underspend, had been held against the risk of outstanding standards funds payments from 2010/11. The 2010/11 Standards Funds grant has now been paid in full by the DfE and the total DSG reserve at the end of 2011/12 is therefore £2.648 million.
11. Schools Forum agreed in March that the following priorities would be funded from the underspend from 2011/12:

	£m
Ensure "flat cash" position for delegated budgets	1.492
Ensure "flat cash" position for Early Years Single Funding Formula	0.028
Support provision for excluded pupils for whom the LA retains responsibility following the closure of YPSS	0.400
Total	1.920

12. This leaves an unallocated DSG reserve of £0.728 million.

Final DSG Settlement 2012/13

13. The DfE announced the final DSG settlement for 2012/13 on 27th June 2012. The final grant for Wiltshire, prior to recoupment for academies, is confirmed as **£294.155 million**, an increase of £0.395 million on the initial estimate (86 pupils).
14. LACSEG recoupment still needs to be confirmed in order to establish the full impact of the final settlement. Once this is confirmed Schools Forum could choose to allocate additional funding to priorities in 2012/13 or retain the additional funding to roll forward in to 2013/14.

Proposal

15. Schools Forum is asked to:
- a) Note the outturn position for the Dedicated Schools Budget in 2011/12

- b) To note the final DSG settlement for 2012/13 and consider whether proposals should be brought to the October meeting for additional funding.

Report Author: Liz Williams, Head of Finance (DCE)

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Financial Monitoring

Service Areas	Approved Budget 2011/12 £m	Projected Outturn for Year £m	Variation for Year £m	Movement from P10 Report to Schools Forum £m
1 Funding Schools				
DSG Funded Expenditure	198.949	198.605	-0.344	
Total	198.949	198.605	- 0.344	- 0.344
2 Schools & Learning Branch				
Independent Special Schools	4.507	3.470	-1.037	-0.017
Named Pupil Allowances	2.135	2.185	0.050	0.003
Special Recoupment	1.577	1.453	-0.124	0.118
Specialist SEN Service	0.807	0.731	-0.076	-0.001
Sensory Service	0.519	0.479	-0.040	-0.008
Ethnic Minority Achievement Service	0.488	0.375	-0.113	0.005
Travellers Education Service	0.232	0.191	-0.041	0.002
Local Collaborative Partnerships	0.124	0.124	0.000	0.000
Young People's Support Services	2.577	2.563	-0.014	-0.014
Behaviour Support	0.910	0.880	-0.030	-0.021
Other Targeted Services	0.528	0.633	0.105	0.000
Total Targeted Schools & Learner Support	14.403	13.084	-1.319	0.067
School Buildings & Places	0.037	0.037	0.000	0.000
Admissions Service	0.260	0.222	-0.038	-0.006
Other School Improvement Services	0.025	-	-0.025	-0.025
Total School Improvement	0.323	0.260	-0.064	-0.031
Early Years Single Funding Formula	14.626	14.666	0.040	0.101
Other Early Years Services	1.117	1.117	0.000	0.000
Total Early Years & Childcare	15.743	15.783	0.040	0.101
Business & Commercial Services	0.175	0.175	0.000	0.000
Total Schools & Learning	30.644	29.301	- 1.342	0.137
3 Commissioning & Performance				
Schools Maternity Costs	0.838	0.808	-0.030	-0.004
Schools PRC - New Cases	0.496	0.664	0.168	-0.194
SIMS Licence	0.199	0.201	0.002	0.000
Trade Union Facilities Costs	0.073	0.052	-0.021	0.000
Other services	0.208	0.214	0.006	-0.026
Total	1.814	1.939	0.124	- 0.224
4 Safeguarding				
Child Protection in Schools	0.040	0.040	0.000	0.000
Total	0.040	0.040	-	0.000
5 Social Care & Integrated Youth				
QES	0.042	0.039	-0.003	-0.003
Assisted Places Scheme	0.048	0.031	-0.017	-0.017
Looked After Children Education Service	0.142	0.118	-0.024	-0.024
Total	0.232	0.187	- 0.044	- 0.044
6 DSG Within Central Services				
Gross Expenditure	3.571	3.571	0.000	0.000
Total	3.571	3.571	-	-
	235.250	233.644	- 1.606	- 0.476

Note POSITIVE variances = OVERSPEND

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Wiltshire Council

Schools Forum

13th July 2012

Reports from the Schools Forum School Funding Working Group and the SEN Working Group

Purpose of report

1. To report on the meetings of the School Funding Working Group and the SEN Working Group, both held on 11th June 2012.

Main considerations for School Forum

2. The draft minutes of the meetings are attached at Appendices 1 & 2.
3. Both meetings considered the progress on formula modelling for school funding reform as a single agenda item and this is reported in the minutes. A number of issues had arisen from the modelling work including:
 - The impact of the removal of the service school factors from the Wiltshire funding formula
 - The impact of a single flat rate/lump sum with a maximum value of £100,000 to £150,000.
 - The impact of empty places and pupil movement through the year on Special Schools and Resource Bases.
4. Work on the formula modelling has continued since the meetings and Schools Forum will receive a full update on the formula and the proposals for consultation at the meeting on 13th July.

Proposals

5. That Schools Forum note the minutes of the School Funding Working Group and the SEN Working Group.

Name of Director Carolyn Godfrey
Director, Children & Education

Report author: Liz Williams, Head of Finance
01225 713675
Elizabeth.williams@wiltshire.gov.uk

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Schools Forum Schools Funding Working Group

Minutes – 11th June 2012

Present: Liz Williams, Martin Watson, Phil Cooch, John Hawkins, Catriona Williamson, Neil Baker, Andy Bridewell, Phil Cook

Apologies: John Kimberley, Tim Gilson

		Action
1	<p>School Funding Reform – progress on formula review This was the only item on the agenda for this meeting.</p> <p>EW presented a report updating the group on the work of the formula review task group in reviewing the funding formula for mainstream schools and also briefly updated the group on the progress on the other elements of the funding reform project.</p> <p>Early Years – PC reported that the Early Years Reference Group had met and agreed the required changes to the Early Years Single Funding Formula (EYSFF). These changes will be presented to Schools Forum so that they can be agreed for consultation with early years settings.</p> <p>Schools Forum Composition – EW reported that she had met with Democratic Services to review the composition of Schools Forum in the context of the DfE's proposals. It was felt that the current membership would almost meet the requirements if the numbers of Academy and Maintained School representatives were amended. A further representative from a maintained secondary school would be required. A report would be brought to the next Schools Forum outlining the new composition of the Schools Forum and to confirm the voting arrangements.</p> <p>High Needs Pupils – the SEN Group and the High Needs Pupils Review Group were due to meet this afternoon to review the modelling work carried out so far.</p> <p>Review of the Mainstream Funding Formula</p> <p>PC outlined the work that had taken place to map the current Wiltshire formula in to the new allowable formula factors. The Formula Review Task Group had met twice and had made the following recommendations to the School Funding Working Group:</p> <ol style="list-style-type: none"> 1. <i>Deprivation</i> That one deprivation driver should be used for the formula. There was some discussion about IDACI being influenced politically as it is based on SOAs and FSM entitlement thresholds changing next year. The models indicated that the impact of using IDACI compared to FSM were not significant. If FSM is chosen as the preferred deprivation driver, the group proposed that FSM Ever 6 should be used as per the FSM PPG. It was also suggested that if LAs received deprivation 	EW

	<p>funding from Government via FSM than there could be a case to use FSM as the formula driver.</p> <p>2. <i>Low cost high incidence SEN</i> That a mix of drivers should be used for the formula, similar to the current methodology. These would include IDACI or FSM Ever 6, Attainment (based on the drivers allowed) and a per pupil amount.</p> <p>3. <i>Central Budgets and De-delegation.</i> That the consultation document provides clarity on the implications of delegating central services/budgets. i.e. give examples of the average cost to a school of a teacher on maternity leave; examples of the daily cost of buying behaviour support services; the cost of single site licences etc. The group also asked for clarification on what the central insurance budget paid for and what the miscellaneous heading covered.</p> <p>4. <i>Exceptional factors – rents</i> That details of the rents that could be treated as an exceptional factor, subject to EFA approval, are presented to the School Funding Group. Those schools who currently receive funding for rent, and the amounts, were shown to the group as part of the review of the modelling work to date.</p> <p>5. <i>Pupil growth</i> That the LA should make a case for a pupil growth factor.</p> <p>6. <i>Service school funding</i> That a further detailed report is presented on the impact on service schools of the removal of the service factors. A verbal report was presented on the costs associated with service pupils and it was agreed that other service schools would be asked to contribute to this discussion. At the recent Fair Funding Conference the DfE did indicate that they were considering allowing a formula factor for pupil mobility however no detail has yet been provided.</p> <p>7. <i>Split-site funding</i> That a further detailed report is presented on the impact on split site schools of the removal or changed funding methodology of the split site factor. A verbal report was presented on the costs associated with split sites and it was agreed that other split site schools would be asked to contribute to this discussion.</p> <p>The main issues that had arisen from the modelling work to date were:</p> <p>a) The impact of the removal of the service school factors.</p> <p>b) The impact of a changed split site factor, or of its removal.</p> <p>c) The impact of one basic flat rate (ranging from £100k - £150k)</p>	
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	<p>across all phases which, in the secondary phase, clearly affects small secondary schools and in the primary phase has the opposite effect, generally.</p> <p>The last of these was a particular issue because the current Wiltshire formula contains differential lump sums for primary and secondary.</p> <p>JH raised concerns about the loss of the service school factor and the consequences for school budgets. EW replied that the DfE had indicated they were considering the inclusion of a general factor on pupil mobility (although no details had been provided), which may help, but there was no indication that a service school factor would be allowable.</p> <p>The group discussed the implications of the proposals to delegate central DSG budgets and agreed with the Formula Review Group's proposal that the implications of delegation/de-delegation should be made clear in each case. There was also a brief discussion regarding the previous consultation on the potential delegation of SEN support services – the consultation on school funding reform included some of those services and would need to be considered first.</p> <p>The group discussed the consultation that would be issued to schools. It was felt that the consultation element would be fairly limited as there was little scope to offer alternative options on many elements of the formula. It would be possible to consult on which deprivation factor to use and possibly on whether to have separate KS3 and KS4 AWPUs. It was agreed that Schools Forum should consult with schools where different options existed but should make recommendations where a clear view was agreed on by Schools Forum.</p> <p>The importance of schools responding to the consultation was discussed and it was agreed that Governor Support should be asked to alert Chairs of Governors and Clerks to the fact that the consultation was coming and the proposed time scales.</p>	EW
5	<p>Date & Time of Next Meeting</p> <p>It was agreed that the group did not need to meet again prior to the rearranged Schools Forum date of 13th July.</p>	

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Schools Forum SEN Working Group – Joint Meeting with the High Needs Pupils Formula Review Group

Minutes – 11th June 2012

Present: Liz Williams, Phil Cooch, John Hawkins, Carol Grant, Michael Keeling, Phil Cook, Mandy Cole, Jan Ball, Hannah Knight, Mike Piggott, Sarah O'Donnell, Mark Brotherton, Karina Kulawik

Apologies: Bruce Douglas, Phil Beaumont

		Action
1	<p>School Funding Reform – progress on formula review</p> <p>This was the only item on the agenda for this meeting.</p> <p>PC outlined the work that had been carried out to date to convert the current budgets for Special Schools, Resource Bases and ELP in to the new “place plus” methodology. By using existing band values as a guide a new “top-up” value had been calculated for each band in each type of provision, including separate day and residential top-ups in Special Schools.</p> <p>The impact on the budget for each setting was then modelled using the numbers of places filled at January 2012 and compared with the current year’s budget for each type of provision.</p> <p>3 main issues arose:</p> <ol style="list-style-type: none"> 1. Impact of empty places – only the £10,000 base value would be received for each unfilled place and therefore funding would be lost for empty places. 2. Impact of pupil movement through the year – it was agreed that the model only showed the impact as at a single point in time. Under the new model funding will follow the pupil in “real time”. The group felt it would be important to look at actual in year pupil movement for a number of establishments in the previous year and model the impact on funding if a place plus funding methodology had been used. 3. Specialism funding – the specialism funding currently received by 3 special schools had been allocated across all 6 schools in the model. It was agreed to seek clarification as to whether this funding could be excluded from the model and paid to the schools separately. <p>The application of the minimum funding guarantee for high needs provision was discussed. The MFG would only apply for the first year.</p> <p>It was agreed that clarification needed to be sought from DfE on a number of questions:</p> <ol style="list-style-type: none"> 1. How Special Schools and Resource Bases should plan their budgets under the new model; 	<p>PC</p> <p>PC</p> <p>EW/PC/KK</p>

	2. How the LA could strategically plan places under the new model	
5	Date & Time of Next Meeting No further date was set although it was agreed that the High Needs Pupils Formula Review Group may need to meet again depending on the progress with the modelling work and the response of the DfE to the questions that were to be submitted. <i>(note – the review group met again on 28th June to discuss the issues of the MFG and in year pupil movement)</i>	

DRAFT

Wiltshire Council
Department for Children and Education

Early Years Reference Group

Minutes of a meeting held on 25 May 2012 at Wiltshire Council, Bradley Road Offices in Trowbridge.

Present: Jackie Bedford (Wilts C), Jane Boulton (Springboard DSC), Simon Burke (Chair, Wilts C), Alan Butler (Learning Curve Day Nursery, Wootton Bassett) Mark Cawley (New Road Nursery), Sarah Clover (Wilts C), Rosemary Collard (Snapdragons Nurseries), Phil Cooch (Wilts C), Mike Fairbeard (Little Fir Tree Nursery, YMCA), Gill Hanlan (Wilts C), Jenny Harvey (Wilts C), Ted Hatala (St Josephs), Michael Keeling (HT King's Park Primary), Lucy Waterman (Rub a Dub Pre-school, Derry Hill)

1.0 Welcome and Introductions

SB welcomed everyone to the meeting. He advised the meeting that Lorraine Cope (Accredited Childminder, Bradford-on-Avon) had resigned as a member and asked that a note of thanks be made for her contribution to the group's work over the period she had served on it.

2.0 Apologies for Absence

John Proctor (South Hills Independent School, Salisbury)

3.0 Minutes of last meeting

The minutes of the meeting held on 18 November 2011 were agreed as an accurate record of discussion.

4.0 Matters arising from minutes of meeting held on 16 September 2011

4.0-5.3 Code of Practice – calculator of funding rates

There was no longer a requirement for this due to moving to the single hourly rate wef April.

5.1 National Code of Practice

JB had circulated details of a DfE briefing taking place in Bristol to which it was known that a number of members had attended to hear the government's latest thinking.

6.1 Annual review of formula

SRB advised members that the EYRG recommendations for changes to Wiltshire single funding formula had been proposed to Schools Forum who had approved wef April 2012 –

- A single hourly rate for each provider type
- To reduce childminder hourly rate to £6.50 per hour
- That savings be used to enhance PVI hourly rate

6.1 Annual review of formula – funding rate for childminders

SC circulated and presented a report providing information on a cost analysis of the rate currently being offered to childminders. Members agreed that this should be shared with the childminder sector.

5.0 Code of Practice/Local Agreement

5.1 New National Code of Practice

Still awaiting national code of practice but a much slimmed down version is expected in the next couple of months from DfE, possibly June to be implemented in September. It is expected to strengthen local determination and there is rumour that childminder ratios may change to four.

5.2 Local agreement – 2011/12

2011/12 local agreement was distributed to the sector last autumn and there were still approximately 15 outstanding. These providers had been sent reminders. Mostly the same providers as in the previous year. A comparison with those providers who had also not returned safeguarding audits was being looked at.

JH advised that addendum paperwork had been sent out to providers to cover funding information for 2012/13 and the LA is awaiting publication of the new national code before re-issuing this year's local agreement.

SC suggested areas within local agreement for revision were –

- conditions for removal from directory needed to be strengthened
- inclusion

6.0 Single Funding Formula

6.1 Implementation of change to single hourly rate

Simplified single hourly rate by provider type was implemented in April with the childminder rate reduced to £6.50 per hour. Schools Forum had strongly supported the proposal to move to the single rate.

Transition appears to have gone quite smoothly with just a few complaints; four written complaints all from smaller providers which had been responded to. Providers are generally happy knowing the rate will not change over the year.

A few providers, in particular PVLs and childminders, did not understand why the hourly rate had changed despite the budget remaining the same. This was explained as being a result of a re-working of the formula across provider types

6.2 2012/13 annual statements

Annual statements sent out in April due to delay in final funding decision by School Forum which had caused concern to a few providers.

GH asked that her appreciation be noted for the dedication and professionalism of the members of the free entitlement funding team in responding to complex queries on funding issues.

6.3 Schools Funding Reform

The government is currently consulting on future funding for schools within which is included early years funding and the direction concerning the single funding formula. There is a desire for this formula to be simplified which Wiltshire has started to do by implementing the single hourly rate. However the indication is that we will need to simplify further following further consultation with providers.

PC circulated two reports –

- Schools Forum paper – Schools Funding Reform: next steps towards a fairer system – operational implications of DfE proposal (correction: para.35 – rurality factor will not now need to be removed) – in summary, we can continue with all the factors we currently include within our SFF.
- EYRG paper – Implications of the schools funding reforms on the early years single funding formula – Wiltshire's current SFF is almost compliant in all factors specified in the reform proposals. However there are a couple of issues which need consideration.

Deprivation – This is mandatory and must be based on child level data; Wiltshire is compliant in this respect. However, the reform specifies that schools will be restricted to using IDACI to calculate the deprivation factor. This uses household income as a factor in calculating the indices. Currently, the SFF uses Experion to calculate deprivation. Members considered the implication of moving to IDACI from April 2012 in order to remain in line with the schools funding system.

Following discussion the EYRG favoured IDACI but agreed that whichever deprivation factor was chosen for funding schools the same should be used for the EYSFF, including weightings. They also agreed that the same deprivation amount paid this year would be distributed by the new deprivation formula wef April 2012.

Action: PC to investigate how this matches against free school meals data.

Element of double funding with schools formula – Consideration was given to the maintained nursery rates abatement adjustment included in the premises element of the SFF hourly rate

currently provided to maintained nurseries. The funding reforms do not list this as a permitted factor; current abatement for 2012/13 is £5,756. If the current abatement is removed from the schools formula the current maintained nursery SFF hourly rate will need to be reduced by £0.03 to adjust for any double funding of rates.

The EYRG agreed that the EYSFF basic rate for maintained nurseries should be reduced by 3 pence per hour to negate that element of double funding.

Action: EYRG decisions to be presented to Schools Forum

Action: EY sector to be consulted before October on proposed changes to formula

7.0 Two Year Old Funding – Update

SC circulated a briefing paper to up-date member on progress of the project which members received with interest.

Issues currently under consideration –

- The need for additional support for those providers taking multiple two year olds under this project who often present many challenges.
- Co-ordinated two year old developmental checks with health visitor checks. Currently liaising with health visitor managers to explore how we can tie these together. This will be covered in the EYFS briefing currently taking place across the county.

8.0 Dates for Future meetings

Date	Day	Time	Venue
21 September 2012	Friday	10:00 – 12:00	To be confirmed
16 November 2012	Friday	10:00 – 12:00	To be confirmed
22 February 2013	Friday	10:00 – 12:00	Proposed
24 May 2013	Friday	10:00 – 12:00	Proposed
20 September 2013	Friday	10:00 – 12:00	Proposed
22 November 2013	Friday	10:00 – 12:00	Proposed

9.0 Any Other Business

9.1 Membership

A new childminder representative will need to be sought following the recent resignation of Lorraine Cope.

Action: SC to explore options

9.2 Disability Green paper

Wiltshire is well placed with regard to recommendations through its implementation of its 'Team Around the Child' (TAC) process. The impact of 'personalised budgets' is still to be assessed.

9.3 Relocation of early years headquarters

The EY headquarters are to move offices this summer and will be relocating to County Hall. Further information concerning contact address will be distributed to providers in due course.

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SCHOOLS FORUM

13 July 2012

Controls on Surplus Balances – Intended Use of Reserves 2010/11 Update

Purpose of the paper

1. To update Schools Forum on the use of reserves carried forward from 2010/11 in respect of those schools that exceeded the permissible revenue rollover threshold.

Background

2. The Controls on Surplus Balances Scheme came into effect in the 2006/07 financial year.
3. The Scheme prescribes limits on schools revenue balances carried forward from one year to the next. Primary and Special Schools may carry forward 8% or £10,000, whichever is the greatest, and Secondary Schools may carry forward 5%.
4. Under the rules of the scheme schools may assign revenue balances in excess of the allowable thresholds for specific purposes as set out in the scheme, i.e. for projects of a capital nature and ring fenced grants.

Update on current position

5. There were forty one schools, at the end of 2010/11, which had balances in excess of their prescribed threshold. As part of the Controls on Surplus Balances Scheme monitoring process, the schools were required to confirm by 31st March 2012 that they had utilised the excess reserves for the purposes they had originally stated. If they had not, they were asked to describe how those reserves had or would be used.
6. Twenty eight schools were asked to complete an Intended Use of Revenue Balances Monitoring Return, or respond in writing, for the financial year 2010/11.

The remaining thirteen were not required to submit a return as follows:

- a) Excess balance deemed immaterial– one school
 - b) Conversion to academy status – seven schools
 - c) Reserves assigned to trigger allocations made late in the 2010/11 year – three schools
 - d) Reserves assigned to continuity of staffing as agreed – one school
 - e) Excess balance clawed back as agreed by SFWG – one school
7. Of the twenty eight schools which were requested to confirm that they had utilised their excess reserves for the purposes they had originally stated, twenty seven responded and the responses are summarised as follows:
 - a) Eighteen schools confirmed that their reserves have been/or will be used as intended with three of the eighteen reporting that expenditure is either delayed or ongoing

- b) Nine schools stated that funds had not been spent for the purpose they had originally stated. A summary of how they are planning to spend the excess reserves is detailed below:
- One school had retained funds for a new build, but the contribution wasn't required. Funds were re-directed to pay for other capital items
 - One school did not require the full amount for the earmarked project and are planning to add the balance to 2012/13 DFC to provide an early years canopy
 - One school is still holding balances for parent support advisers. They have confirmed that these funds will be used to enable PSA's to operate in 2012/13
 - One school held funds back to offset costs incurred with amalgamation. The school are waiting for a Government decision on the amalgamation and so funds have not yet been spent
 - Two schools have delays in their building projects
 - One school has a large extended school balance which will be used in future years to fund extended school activities
 - One school is holding a balance to support ASD students. They confirm that the grant should be fully spent by the summer of 2012
 - One school has carried forward £830 'Freetime' grant and is planning on using it to fund outside play equipment in 2012

Conclusions

8. The returns indicate that schools have used, or intend to use, their reserves for the purposes they were originally intended, with two schools further developing their original projects.
9. That the school which failed to make a return is asked to account for its failure to comply and to explain how the balance on their ring fenced grant has been utilised.

Recommendations

10. Schools Forum is recommended to note the contents of this report.

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

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YOUNG PEOPLE'S SUPPORT SERVICE – UPDATE REPORT

Purpose of the Report

1. To update Schools Forum on the current position of the Young People's Support Service (YPSS) and Wiltshire's involvement in a pathfinder pilot Trial of Alternative Provision being run by the Department for Education (DfE).

Background

2. In October 2011 Schools Forum considered a report on the strategic direction for the YPSS and agreed the following proposals:
 - a) Schools' Forum supports the delegation of the responsibility of permanently excluded young people to secondary schools.
 - b) Schools' Forum agrees in principle to devolve funds to individual secondary schools to enable them to fulfil this responsibility.
 - c) Schools' Forum accepts the proposed formula as the most effective and equitable way to devolve the funds.
 - d) Schools Forum will set the quantum to be devolved in the light of the budget settlement for 2012-2013 and further work to be done to establish the real costs of provision. However in principle it accepts that at least for 2012-2013 the quantum should not be less than the current historical budget for YPSS.
 - e) Schools' Forum supports the general direction of development for alternative provision, Wiltshire's participation in the DfE trial and the proposed closure of YPSS.
3. This report provides an update for Schools Forum on progress to date.

Main Considerations

Current Position

4. Ofsted has monitored YPSS progress since its inspection and in the first two monitoring inspections has judged progress to be satisfactory. The strong focus on teaching and learning and detailing the progress made by young people has been acknowledged positively. We were looking to achieve at least 65% of lessons as good or better.
5. All schools, with the exception of one, have signed up to the Power To Innovate (PTI). We have a new fair access protocol and panel and as a result permanent exclusions have fallen considerably to well under two thirds of what they were last year. Schools are making good arrangements for Key Stage 3 young people. We are releasing the funds currently used to support the YPSS to schools from September 2012. Funds are being released to schools according to the agreed formula.
6. We are still working with schools on the Service Level Agreement (SLA) to ensure that our young people are the focus of the devolved money. A small working party of Heads has worked with us to complete and agree the SLA following the input of our legal department and the Academies' solicitors. We have achieved a compromise by working with our schools and academies in the interests of all the young people concerned.

7. We have held an accredited providers' session on 29 May 2012 in Devizes. This invited school leaders to meet providers of personalised learning packages for our young people. This will consolidate the work we have been doing in developing provision for those who will need to be educated off-site.
8. We have held one-to-one meetings with the majority of staff who requested them in line with our redundancy procedures.

Closure of YPSS

9. A decision was made by Cabinet to close the YPSS with effect from 31 August 2012, permission for the closure was granted by the Secretary of State. Through the PTI it was expected that the group of young people currently in the Service would be included in our provision to pass responsibility for their personalised learning back to schools. The DfE informed us at the end of April 2012 that the PTI could not be applied retrospectively for those young people already permanently excluded and in the service when PTI was applied.
10. The serious issue this leaves us with is 10 Year 10s at Trinity Centre and the equivalent number at the John Ivie Centre have no clear provision for their personalised learning from September 2012. This means we will have a number of young people in the West and in the South with some clear needs who the LA must retain responsibility for until they reach statutory school leaving age.
11. As a result it has been decided that full closure of the service will be deferred for a period of one year i.e. until August 2013. A service will therefore be retained at the Trinity and John Ivie Centres to provide for this small group of young people. A reduced number of teaching and support staff posts will therefore be retained and recruited to from within the service. Redundancy dates will be deferred for those staff who are successful in obtaining posts for one year.
12. We believe that this solution is in the best interests of our young people, it maintains continuity in their lives and educational progress and will help parents to feel confident about their provision. We will of course still be subject to monitoring by OfSTED and may be subject to a full inspection under the new framework. However, this new arrangement will be a closed service and no new referrals from schools will be accepted during the year as we are engaged in the PTI. Throughout the year we will work with the ever increasing number of providers to consolidate and support schools in monitoring their provision. We will also work with them to consider the skills of our remaining staff and any issues of their future employment.

Financial Implications

13. At the meeting on 2nd March 2012 Schools Forum agreed to allocate £0.400 million from the 2011/12 DSG underspend to support the costs of those young people for whom the local authority would retain responsibility for provision. The available budget for the retained service is therefore £0.400 million and work is being carried out to develop the staffing model within this budget.
14. Provision has been made within the authority's accounts 2011/12 to meet the redundancy costs of YPSS staff.

Proposals

15. Schools Forum is asked to note the updated position for YPSS.

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Wiltshire Council

Schools Forum

13 July 2012

Subject: Schools Forum Composition and membership

Purpose of Report

1. To amend the current composition and constitution of the Wiltshire Schools Forum and its membership.
2. To bring the Schools Forum in line with Department for Education (DfE) guidance.

Background

3. The Schools Forum (England) Regulations 2010 (Statutory Instrument No 344/2010) revokes and replaces the Schools Forum (England) Regulations (2002), as amended, with a few changes principally relating to the membership of Schools Forums.
4. The regulations are made under Section 47A and 138(7) of the School Standards and Framework Act 1998.
5. The draft regulations for 2012 are currently subject to consultation and propose the following amendments for 2013-14:
 - a. Remove the requirement to have a minimum of 15 people on the Forum;
 - b. Limit the number of other local authority attendees from participating in meetings unless they are a Lead Member, a Director of Children's Services (or their representative), Chief Financial Officer (or their representative), or are providing specific financial or technical advice (including presenting a paper to the Forum) (regulation 8(3));
 - c. Restrict the voting arrangements by allowing only schools members and the private, voluntary and independent members to vote on the funding formulae (regulation 8(11)). In addition draft regulation 8(12) will cover the items which will be subject to de-delegation by restricting voting to those affected;
 - d. Require local authorities to publish Forum papers, minutes and decisions promptly on their websites (regulation 8(13)); and,
 - e. Require Forums to hold public meetings – as is the case with other council committees (regulation 8(1)).
6. The Education Funding Agency has been given observer status at Schools Forum meeting.

7. The Schools Forum (England) Regulations 2010 (Statutory Instrument No 344/2010 states that primary schools, secondary schools and Academies must be broadly proportionately represented on the forum, having regard to the total number of pupils registered. This requirement remains within the draft 2012 regulations and the Operational Guidance for Local Authorities on 2013-14 revenue funding arrangements confirms that “Authorities should, therefore, ensure that the composition of their schools forum is compliant with the requirements in the existing regulations on proportionality and reflects the pupil numbers expected to be in each category at 1 September 2012.”

Membership and Composition

8. It is necessary to re-examine the composition of the forum in light of the number of schools in Wiltshire which have, or intend to convert to academy status.
9. Wiltshire has 26 academies to date, 17 secondary schools and 9 primary schools.
10. The expected total number of pupils registered for 2012-13 is 60,188 (estimate for September 2012). This is broken down to:

Primary schools – 32012 (53%)
 Secondary Schools – 7034 (12%)
 Academies (secondary) – 18349 (30%)
 Academies (primary) – 2793 (5%)

11. The current membership of the Forum is as follows:

Type		Nominated by	Postholder
Schools Members	Teachers	4 x primary headteachers	PHF
			Mr N Baker (Chairman) Mrs Julia Bird Mr A Bridewell Mrs C Williamson
		3 x secondary headteachers	WASSH
			Mr T Gilson Mr M Watson Mrs Carol Grant
		1 x Special school headteacher	WASSH
			Mrs I Lancaster-Gaye
		1 x Academies Rep.	Academy Schools in Wiltshire
			Mr David Cowley

	Governors			
		2 x primary governors	<i>Wiltshire Governors Association</i>	John Foster (primary) Ann Ferries (primary) (Vice-Chairman)
		1 x secondary governor	<i>Wiltshire Governors Association</i>	Dr Peter Biggs (secondary)
		1 x governor for special needs	<i>Wiltshire Governors Association</i>	Rev A Kemp (SEN)
Non-School Members		Early Years PVI Sector representative	Early Years Development and Childcare Partnership	Mr J Proctor
		Teacher representative	Joint Consultative Committee	Mr J Hawkins
		Diocesan Representative	Dioceses	Mrs J Franchi
		Representative of maintained schools with nursery classes	Early Years Development and Childcare Partnership	Michael Keeling
		14 – 19 representative	13-19 Strategy group	Dr Tina Pagett
Observers		Parent Partnership representative	Ask	Miss S Lund
		3 x parent governor representatives	Children's Services Scrutiny Committee	Neal Owen, Rosheen Ryan,
		Cabinet members: Education and Youth Children and Families	Leader of the Council	Cllr Alan Macrae Cllr Lionel Grundy

12. It is proposed that, based on expected pupil numbers at September 2012, the composition of three categories within the Forum's school members be changed as detailed below:

4 x primary headteachers (as existing)
1 secondary headteacher (vacancy to be filled)
3 x academy representatives (filled by the existing secondary headteachers)

Terms of reference

13. The current constitution of the Wiltshire Schools Forum has, following endorsement by this Forum, been approved by the Cabinet Member for

Children's Services through the delegated decision process, and any change to the constitution will require similar approval.

14. It is proposed that section 2.2 of the constitution of the Wiltshire Schools Forum be amended to read:

The majority of forum members are "schools members". There are:

- 6 elected Headteacher representatives (1 secondary, 4 primary and 1 special);
- 3 Academy representatives; and
- 4 elected governor representatives (1 secondary, 2 primary and 1 school with special provision).

These 13 members, along with the Early Years private, voluntary and independent representative are the only members allowed to vote on the funding formula.

There are 2 other nominated service partner representatives (1 from the Dioceses and 1 teacher representative) who both have one vote. These are the 16 voting members.

In addition to voting members there are 6 observers, 1 each from the 13-19 Strategic Partnership and ASK, 3 elected governor representatives from the Council's Children Select Committee are also invited as observers ex officio and the Education Funding Agency has observer status.

Environmental and climate change considerations

15. None.

Equalities Impact of the Proposal

16. The Forum has an explicit duty to have regard to the duties placed on Local Education Authorities and school governors by the Sex Discrimination Act 1975 and the Race Relations Act 1976. The Forum will note the DfE view that the Human Rights Act 1998 applies.

Financial Implications

17. None

Legal Implications

18. This report focuses on the Schools Forum regulations and the associated constitution of the Wiltshire Schools Forum.

Proposals

19. That the Cabinet member for Children's Services on behalf of Cabinet;
- a. accept the change in three categories within the Forum's school members as detailed below and which reflect expected pupil

numbers in September 2012:

4 x primary headteachers (as existing)
1 x secondary headteacher (vacancy to be filled)
3x academy representatives (existing secondary headteachers)

- b. Approve that section 2.2 of Schools Forum terms of reference be amended to read:

The majority of forum members are “schools members”. There are:

- 6 elected Headteacher representatives (1 secondary, 4 primary and 1 special);
- 3 Academy representatives; and
- 4 elected governor representatives (1 secondary, 2 primary and 1 school with special provision).

These 13 members, along with the Early Years private, voluntary and independent representative are the only members allowed to vote on the funding formula.

There are 2 other nominated service partner representatives (1 from the Dioceses and 1 teacher representative) who both have one vote. These are the 16 voting members.

In addition to voting members there are 6 observers, 1 each from the 13-19 Strategic Partnership and ASK, 3 elected governor representatives from the Council’s Children Select Committee are also invited as observers ex officio and the Education Funding Agency has observer status.

***Reason for Proposal**

20. To bring the Schools Forum in line with Department for Education (DfE) guidance and relevant legislation.

Carolyn Godfrey

**Corporate Director
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Report Author:

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Background Papers

The following documents have been relied on in the preparation of this report:

1. Wiltshire Schools Forum - Terms of Reference
2. Schools Funding Reform: Next Steps towards a fairer system - DfE consultation March 2012
3. Expected Pupil numbers September 2012.xls