

AGENDA

Meeting: Schools Forum
Place: Salisbury Room - County Hall, Trowbridge
Date: Thursday 15 January 2015
Time: 1.30 pm

Briefing Arrangements:

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

Please direct any enquiries on this Agenda to Adam Brown, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718038 or email adam.brown@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 Neil Baker	PHF, Christ Church CE Primary School
Mr Martin Watson	Academy, Lavington School
Mrs Aileen Bates	WGA, SEN Governor Representative
Mr Andy Bridewell	PHF - Ludgershall Castle Primary School (PHF Vice-Chair)
Ms Amanda Burnside	Post 16 provider
Ms Michelle Chilcott	Academy - South Wilts Grammar
Ms Amanda Christopher	Salisbury Diocesan Board of Education
Miss Tracy Cornelius	PHF - Kington St Michael School
Ms Jan Hatherell	Academy, Hardenhuish School
Mr John Hawkins	Teacher Representative
Mrs Sue Jiggins	WGA - Primary School Governor Representative
Mr John Proctor	Early Years Representative (PVI)
Mrs Debbie Rock	WGA - Primary School Governor
Mr Nigel Roper	Stonehenge School
Ms Ingrid Sidmouth	SEN Sector, Rowdeford School
Mr David Whewell	WGA - Secondary School representative
Mrs Catriona Williamson	PHF, Mere Primary School

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 - 10*)

To approve and sign as a correct record the minutes of the meeting held on 6 November 2014 (copy attached).

3 **Declaration of Interests**

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

4 **Chairman's Announcements**

5 **Trust Board Update**

Julia Cramp will be in attendance to provide a verbal update.

6 **Budget Monitoring 2014-15** (*Pages 11 - 14*)

To receive budget monitoring information against the Dedicated Schools Grant (DSG) for the financial year 2014/15 as at 30 November 2014.

Schools Forum is asked to note the budget monitoring position at the end of 30 November 2014.

7 **Reports from Working Groups** (*Pages 15 - 22*)

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

- School Funding Working Group
- Early Years Reference Group

8 **Split Site Allowance - High Needs Provision** (*Pages 23 - 24*)

To consider a proposal for a split site allowance for St Nicholas Special School.

9 **Schools Financial Management Information Statement** (*Pages 25 - 30*)

To agree a format for a financial management statement to be introduced as part of the year end monitoring of school balances.

10 **Sickness Supply Insurance Pool 2015-16** (*Pages 31 - 34*)

To agree rates for 2015-16 and cashback allocation.

11 **Schools Budget 2015-16** (*Pages 35 - 42*)

To outline the detail of the schools funding settlement for 2015-16, consider the implications for the Wiltshire schools budget, and to present budget proposals for 2015-16 for the overall schools budget including cost pressures and savings

proposals.

An additional report will be presented at the meeting relating to 2 year-old and 3 and 4 year-old funding rates.

12 **Growth Fund** (*Pages 43 - 46*)

To consider the criteria for the growth fund in 2015-16 and the required level of budget.

13 **Confirmation of dates for future meetings**

To confirm the dates of future meetings, as follows:

12th March, 2015 1.30 pm - Kennet Room - County Hall, Trowbridge

18th June, 2015 1.30 pm - Kennet Room - County Hall, Trowbridge

8th October, 2015 1.30pm - West Wiltshire Room - County Hall, Trowbridge

14 **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

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SCHOOLS FORUM

DRAFT MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 6 NOVEMBER 2014 AT SALISBURY ROOM - COUNTY HALL, TROWBRIDGE.

Present:

Mr N Baker (Chairman), Mr M Watson (Vice-Chair), Ms A Burnside, Mrs A Bates, Ms J Hatherell, Mr J Hawkins, Mrs C Williamson, Mrs S Jiggins, Mrs D Rock, Ms I Sidmouth, Roper and Mr A Bridewell

Also Present:

Cllr Richard Gamble

43 Election of Chair

Resolved:

The Forum agreed to appoint Mr Neil Baker as Chair of Schools Forum for 2014/15.

44 Election of Vice Chair

Resolved:

The Forum agreed to appoint Mr Martin Watson as Vice-Chair of Schools Forum for 2014/15.

45 Apologies and Changes of Membership

The Forum noted apologies from:

Mr John Proctor,
Ms Tracy Cornelius,
Ms Mandy Christopher,
Mr David Whewell,
Ms Michele Chilcott.

The following changes to membership were also made:

Mr Steve Clarke is replaced by Mr Nigel Roper.

46 Minutes of the previous Meeting

The minutes of the 13 March 2014 and 18 June 2014 meetings were presented.

An amendment to minute 28 of the 18 June 2014 minutes was proposed. The amendment was agreed and for the minute to read:

“The forum noted that Sue Jiggins would advise in future on filling vacancies for Primary and Secondary Governors.”

An amendment to minute 15 of the 13 March 2014 minutes was proposed. The amendment was agreed and for the minute to read:

“The forum noted that Sue Jiggins would advise in future on filling vacancies for Primary and Secondary Governors.”

Resolved:

To agree and sign the minutes as a true and correct record of the meetings held on 13 March 2014 and 18 June 2014, subject to the amendments detailed above.

47 Declaration of Interests

Ms Ingrid Sidmouth declared a non-pecuniary interest in item 12, High Needs Block 2015/16. For this item Ms Sidmouth declared she would debate and vote on the matter with an open mind.

Mrs Aileen Bates declared a pecuniary interest in item 15, Split Site Allowance - High Needs Provision. For this item Mrs Bates did not vote.

48 Chairman's Announcements

There were no announcements.

49 Trust Board Update

Susan Tanner was in attendance in place of Julia Cramp.

It was announced that new forms had taken effect from 1 September 2014 and that so far it had been going well. It was stated that they were required to publish the transition plan regarding how old statements would move to the new system. This was explained as being made available online, and would also set out the broad intentions arranged by year group.

The SEND service was announced as up and running and work was said to have begun on the SEN place strategy. The SEN strategy had been revisited due to the lack of a strategy since 2010. There was said to be funding reform changes and a local strategy direction.

Work on Emotional and Mental Health was announced as continuing but difficult. It was stated that GPs and schools were being worked with, and that free mindfulness training was available for secondary schools. Oxford Health was said to be developing a self-harm application to help manage anxieties. It was stated that they were working with Oxford Health to find a single point of referral.

It was announced that Early Help had a new-look café which was going well. The Revised Thresholds document was said to have a good flowchart to help decide what route to take. The Education, Employment & Skills Strategy was noted as going to Cabinet for approval on 11 November 2014.

Questions were asked on the gap in provision for 5-10 year olds from abusive homes. It was explained that there wasn't yet a method of clearly setting out the services that are already available, which was stated to be the problem. Susan Tanner explained that this would be taken up with the trust board.

Decision

To note the Trust Board update.

50 Budget Monitoring 2014-2015

Elizabeth Williams, Head of Finance, introduced the Budget Monitoring 2014-15 report. It was explained that there had been a bit of movement in the DSG settlement at the start of the year around high needs places, and that it had yet to be adjusted for academies.

Key areas were said to include the £2million overspend. Top-up budgets for high needs pupils was described as a key area in the overspend. The projected overspend was said to be in a number of areas, including 17% higher spending in named pupil allowances. It was stated that it was difficult to know if this was a change in need, practises, or requests [take away action]. Post-16 top-ups were said to be experiencing more activity than anticipated. The activity was stated as exceeding the number of places funded, especially at FE colleges. Increased identification of high needs students was stated as being the key reason for this.

A £1.2million underspend was identified in the Early Years budget. Despite a higher rate of paying with close to 40% of 2 year olds covered it was explained that they were still underspending. The model was explained as taking into account autumn numbers and was stated as unlikely to change between now and the end of the financial year.

The impact on the DSG reserve was outlined. It was stated that commitments had been made from the reserve, and that last year's underspend on the 2 year olds budget had been ring-fenced to fund the higher hourly rate. It was stated that they had been left with a £2.5million budget surplus on the reserve but that the overspend impact would leave them with little to take forward.

Questions were asked on the 17% increase in named pupil allowances. Questions were also asked on sustainability. It was explained that submissions had been made for exceptional place requests for additional places for 2015/16. It was stated that they expect to hear back in December and would be concerned if they did not get it, but would be able to ease if this was the case.

Decision

To note the budget monitoring position as of the end of September 2014.

51 Reports from Working Groups

School Funding Working Group:

It was heard that the local authority had been picking up the cost of childcare vouchers for maternity leave staff. The working group's recommendations were heard to be proposed as long as the maternity budget was de-delegated.

Decision

The forum agreed that the costs of childcare vouchers for school staff on maternity leave be charged to the central maternity budget for maintained schools as long as this budget continued to be de-delegated and directly to academies as the maternity budget had been delegated to these schools.

Schools Services Working Group:

The need for updated terms of reference for the working group was noted, it was identified that the last update had been in January 2005. These current terms of reference was said to be no longer fit for purpose.

Questions were asked over the future of the working group and the frequency of its meetings. It was stated that the group had been extremely helpful in the past and that it may be useful for the working group to meet twice a year with a revised terms of reference.

It was asked whether the SSWG should meet before the end of the year to look at services currently offered and to revise the terms of reference.

Questions were asked over the membership of the SSWG, as there was no academy or special school representatives.

Decision

For the SSWG to meet on the 6 January 2015 and to revise their terms of reference at this meeting.

52 Schools Revenue Balances 2013-14

Jane Ralph, Schools Strategic Financial Support Advisor, introduced the report for the Schools Revenue Balances 2013-14. Areas of key importance were said to include: the reclassification of balance and permissible thresholds for secondary and primary/special schools.

It was stated that in 2011 the Department for Education withdrew the need for local authorities to have a claw back mechanism in place. It was explained that in response the Schools Forum agreed to remove the Wiltshire Council mechanism, the Controls on Surplus Balances Scheme, from 2013/14. This was said to be a result of turbulence in budgets and the economy. Schools were stated as knowing how best to spend their money.

From 2011/12 it was explained that authorities with 5% of schools that have a surplus of 15% or more for the past 5 years would be challenged.

With regards to the balances themselves it was stated that the table in paragraph 5 showed the 3-year data.

Questions were asked on the local authority process through which schools in deficit can be challenged. It was heard that there is no requirement and that the local authority capacity for learning more on what is going on in schools with long-term deficit is relatively limited. It was explained that they can challenge but cannot do anything about it.

It was stated that governors should be challenging Head Teachers on the services and should be given the opportunity to ask appropriate questions when equipped with relevant information and correct evidence.

It was said that schools with issues would be identified and more time would be invested into that school from a financial angle.

Decision

For the contents of this report to be noted and for additional work to be prepared and presented to the next Schools Funding Working Group on 6 January 2015.

53 Schools Block - Funding Formula 2015-16

It was stated that at the Schools Forum in June there was a report on government proposals for an additional £350million to be allocated nationally in 2015-16 to increase funding for the lowest funded authorities. It was agreed that the money received by Wiltshire would be used to reduce the number of schools with minimum funding. It was stated that the amount would now be £390million, and that the unit quoted would not change.

It was explained that in July official confirmation came through from the Department for Education of the final Schools Block Unit Funding (SBUF) values for 2015-16. For Wiltshire this was confirmed as £4,309.92 per pupil. It was also stated that the Department for Education also confirmed the arrangements for applying the deduction for Carbon Reduction Commitment (CRC) savings in 2015-16. It was explained that in 2015-16 this deduction would be applied on a per pupil basis and £7.51 would be deducted from the per pupil amount.

An error was noted in the Ethnic Minority Achievement Service table. It was stated that the true figures were 4 delegated and 3 retain. It was explained that schools could be contacted directly to further understand their responses.

The Forum was asked to decide on the delegation/de-delegation of budgets for central services within the schools block.

Decision

- a) To set the delegation/de-delegation of Central Budgets 2015-16 as follows:**

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

b) It was noted that some of the responses from maintained secondary schools were in favour of de-delegating the budgets for EMAS and Traveller’s Education. It was agreed to maintain the status quo it was also agreed that those schools should be contacted to understand if there was a specific issue that had driven the suggestion for de-delegation.

54 High Needs Block 2015-16

Elizabeth Williams introduced the High-Needs Block report for 2015-16. The report presented an analysis of expenditure on budgets within the High Needs Block of the overall schools budget for 2014-15. This included the projected spend for the current year.

Total High Needs expenditure was stated to be just over £38million. The projected overspend in top-up budgets was estimated to be £3.1million, this was said to be through funding additional places in post-16 places and within special schools. Additional places were stated to be seen on page 6 of the report, paragraph 9. It was said that they expected to hear back from the Education Funding Agency (EFA) on this matter before Christmas, and that money will be asked back for places not given out.

It was explained that other commitments for 2015-16 were two items funded from DSG reserves: support for hard to place pupils, which was stated as £0.4million allocated in total with £0.150million from reserves, and support for pupils transitioning to primary school which was said to be £0.2million. It was stated that there was a need to evaluate and review these before the next year.

Questions were asked on the SEN support budget. It was stated that it covers sensory support teams, specialist SEN teams, and early intervention teams. It was explained that the staffing teams are met through the High Needs Block, but that it needs to be reduced.

It was asked if reducing the number of residential places at Rowdeford School from 23 to 16 would make it less cost effective, as there may be a need to increase out of county placement. It was explained that they are not predicted to be children who would potentially go out of county. None of the children were said to be on care orders, and that there was no statutory obligation to deliver the provision. Worries were expressed on children who may be sent back to families who could not cope with the needs of their child.

Questions were also asked on potentially additional places that have gone to post-16. It was asked where the places had come from, whether they were in the system and if people were aware. It was stated that this had happened nationally and that a new approach to care was needed, as students with more complex needs, who would previously have gone elsewhere, were being dealt with. This was said to include children with Asperger's and autism. The numbers asked for were stated as being higher than the places currently had in possession.

Decision

- 1. The current pressures against the High Needs Block were noted by the forum.**
- 2. The forum agreed to fund a 16 bed flexible residential provision at Rowdeford School from April 2015 in place of the current 23 bed allocation.**
- 3. The forum would look at the saving options and bring back to the 15 January 2015 meeting.**

55 Early Years Block 2015-16

The Early Years Block 2015-16 report was introduced by Elizabeth Williams. It was stated that there had been an under-spend within the 2 year olds block for 2014.

It was asked if there was a need to take up one rate across all types of providers. It was also stated that this needed to be done within existing resources, as no extra money was said to be coming in.

The pupil premium was stated as being valued at £300 per annum per eligible child taking up the full entitlement. This was said to be applied as an hourly rate of £0.53 per child. It was stated that there were issues of knowing who the pupil premiums were.

Decision

The forum noted the contents of the report.

56 Free School Meal Pool - Distribution of Closing Balances

The report on Free School Meals Pooling Scheme was introduced. It was explained that the pool had been introduced in 2001 offering schools to pay into the pool and claim money depending on how many free school meals they offered during the year.

It was stated that the Schools Forum previously decided the Free School Meals Pool was no longer fit for purpose and the scheme had since been closed.

There was stated to still be balance left in the pool and that it needed to be decided how it was to be distributed back to schools. It was estimated that 86% had been paid back and that an estimated £165,000 was left at the end of the year.

It was proposed that redistribution takes into account who paid in and how much was paid since the last cashback. The rationale was stated as being within the report.

Decision

- 1. That the full balance be redistributed to schools following closure of the pool on 31st August 2014.**
- 2. That the balance be redistributed to all schools that have contributed to the pool since cashback was last allocated on 31st March 2012.**

57 Split Site Allowance - High Needs Provision

The report on Split Site Allowance – High Needs Settings was introduced. It was explained that the criteria for split sites was defined by the Education Funding Agency (EFA) and that it stated more than one mile on a public highway between the two teaching sites was needed to qualify. The criteria was specific to maintained schools, whereas funding for special schools would need to come from the High Needs budget and a Wiltshire based criteria established.

It was explained that St. Nicholas' School had opened up a second site with financial support and encouragement from Wiltshire Council over one mile away from the main site. There was also teaching on both campuses, and therefore fit the criteria for maintained schools.

The second site at Greentrees School was stated as being less than one mile away, and that a resource base would open spanning both sites.

It was explained that funding would come from the High Needs Block, which was stated to already be under pressure. It was also explained that a set amount was not able to be given out, and that St. Nicholas' School would be given a specific top-up value to reflect that pupils are over a split site.

Questions were asked on the criteria for split site allowance and Greentree's eligibility. It was explained that the split site criteria does not apply to the High Needs Block, the question was raised as to whether criteria was wanted. It was further explained that when considering Greentrees the forum needed to look at funding the extra costs incurred by the split site.

It was stated that not enough was currently known about the extra costs of the Greentrees site. It was suggested that the Greentrees proposal be brought back as a separate case to see if there are any extra costs incurred as a result of their split site.

It was stated that the decision would need to be made promptly in January, as they were not currently in the position with the relevant facts to decide. The regulations which were in place when they were encouraged to develop a split site were stated as not applying at the time of the meeting.

Decision

That the principle of split site allowance be looked at and brought back to the 15 January 2015 meeting.

58 Confirmation of dates for future meetings

Decision

The future Schools Forum dates were confirmed, with the next meeting to be on 15th January 2015, 1.30 pm in Salisbury Room at County Hall, Trowbridge.

59 Urgent Items

There were no urgent items.

(Duration of meeting: 1.30 - 4.35 pm)

The Officer who has produced these minutes is Adam Brown, of Democratic Services, direct line 01225 718038, e-mail adam.brown@wiltshire.gov.uk

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DEDICATED SCHOOLS BUDGET – BUDGET MONITORING 2014-15

Purpose of the Report

1. To present budget monitoring information against the Dedicated Schools Grant (DSG) for the financial year 2014-15 as at 30th November 2014.

Main Considerations

2. Appendix 1 to this report outlines the budget monitoring summary as at 30th November 2014. At this point in the year an overspend of £2.354 million is projected against the overall schools budget. Key variances are outlined below.

Top Up Budgets for High Needs Pupils

3. An analysis of projected expenditure against top up budgets for high needs pupils in 2014-15 was presented to Schools Forum in November 2014 which projected that top up budgets will overspend by £3.1 million in this financial year. As at November, this projection has reduced slightly to £2.1m as a result of changes in a number of areas.
4. Key areas of overspend remain Named Pupil Allowances, top ups for pupils in non-Wiltshire schools and top ups for Post-16 placements.
5. *Named Pupil Allowances* – expenditure on NPAs is expected to exceed the budget by £0.671m, as previously reported this is due to an increase in activity on NPAs with more NPAs having been allocated in this financial year than in 2013-14.
6. *Post-16 top ups* – projected spend on post-16 top ups has reduced compared with the previous projection however the budget is still expected to be overspent by £1.8m. Activity analysis indicates that there are more residential placements across independent schools and colleges than initially budgeted for, and that they are at higher cost. The largest area of overspend continues to be day placements at FE colleges.

Early Years Budgets – Free Entitlement

7. Expenditure on the free entitlement for 3 & 4 year olds is currently projected to underspend by £0.096 million. This forecast is based on uptake through the year to date and the profiles built in to the single funding formula model which reflects the historical variation in numbers at different points in the year. The DSG settlement will be adjusted to reflect the January Early Years Census data and so if uptake is higher than anticipated this may be addressed through additional funding.
8. The budget for the free entitlement for 2 year olds is currently projected to underspend by £0.319 million. This projection is based on the numbers of hours providers are currently expecting to deliver and has been updated for the most recent hours count for all settings. This indicates an increase in take up of places by 2 year olds.

Impact on Reserves

9. Any overspend against the DSG needs to be recovered as a first call against the grant in the following year. In previous years there have been underspends against DSG and these underspends have been held within an earmarked DSG reserve. The current position in respect of the DSG Reserve is as follows:

DSG Reserve 2014-15

	£m	£m
DSG Reserve b/f from 2013-14		3.502
<i>Committed June 2014:</i>		
Hard to Place Pupils	(0.150)	
Transition in to Primary	(0.200)	
Roll Forward Underspend on 2 y/o to support hourly rate	(0.262)	
Term Time Only Back Pay	(0.636)	
Total commitments 2014-15		<u>(1.248)</u>
Projected Balance after agreed commitments		<u><u>2.254</u></u>

10. It should be noted that the expected drawdown for Term Time Only staff is currently an estimate as the figures are yet to be finalised. The first tranche of term time only payments have now been made to those staff currently still working in schools. Subsequent tranche's still need to be paid to those employees who have left the school's employment.
11. The current projection against the budget for 2 year olds would indicate that the drawdown from reserves of £0.262m to support the hourly rate in 2014-15 will not be required.
12. A review of expenditure on Transition in to Primary school indicates that less than £40,000 has been committed against this allocation. This suggests that £0.160m could be returned to the DSG reserve at the end of the year.
13. Taking in to account these adjustments the projected balance within the DSG Reserve at the end of 2014-15 is £2.676m. This will enable the projected overspend to be managed within 2014-15 however leaves only £0.322m to be carried forward in to 2015-16.

Proposals

14. Schools Forum is asked to note the budget monitoring position at the end of November 2014.

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Financial Monitoring

Service Areas	Current Budget 2014- £m	Projected Outturn for £m	Variation for Year £m
1 Funding Schools			
DSG Funded Expenditure - Delegated to Schools Contingency & Growth Fund	251.961 0.879	251.961 0.879	0.000 0.000
Total	252.840	252.840	-
2 0-25 SEND Service			
Pre-16			
Independent Special Schools	3.378	2.610	-0.768
Named Pupil Allowances	1.226	1.898	0.672
Top Up Budgets - Wiltshire Maintained Schools & Academies	9.535	10.019	0.484
Top Up Budgets - Non-Wiltshire Maintained Schools & Academies	0.546	1.272	0.726
Post-16			
Top Up Budgets - Post- 16 Placements	4.872	6.677	1.805
Support Services			
Specialist Provision and EY Inclusion	0.575	0.575	0.000
SEND Service	2.047	2.047	0.000
Total 0-25 SEND Service	22.180	25.098	2.919
3 Commissioning & Performance and School Effectiveness			
Schools Maternity Costs	0.836	0.774	-0.062
Trades Union Facilities Costs	0.050	0.050	0.000
SIMS & HCSS Licences	0.249	0.226	-0.024
Other Costs incl. Copyright Licences	0.201	0.201	0.000
Strategic Planning	0.036	0.036	0.000
Admissions Service	0.261	0.261	0.000
Early Years Single Funding Formula - 3 & 4 yo	15.856	15.760	-0.096
Early Years Single Funding Formula - 2 yo	3.310	2.991	-0.319
Other Early Years Support (including 2yo Trajectory funding)	0.860	0.754	-0.106
Total Commissioning, Performance & School Effectiveness	21.658	21.052	-0.606
4 Safeguarding			
Child Protection in Schools	0.028	0.028	0.000
Total	0.028	0.028	-
5 Integrated Youth and Preventative Services			
Assisted Places Scheme	0.047	0.047	0.000
Ethnic Minority Achievement Service	0.322	0.322	0.000
Travellers Education Service	0.188	0.188	0.000
Alternative Provision/EOTAS	3.060	3.060	0.000
Behaviour Support	0.820	0.820	0.000
Total	4.438	4.438	0.000
6 Children's Social Care			
Looked After Children Education Service	0.203	0.244	0.042
Total	0.203	0.244	0.042
7 DSG Within Corporate Services			
Gross Expenditure	3.594	3.594	0.000
Total	3.594	3.594	-
	304.941	307.295	2.354

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Schools Funding Working Group

6th January 2015, 8:30am, North Wilts Room, County Hall

Minutes

Present: Neil Baker, Catriona Williamson, Martin Watson, Andy Bridewell, John Hawkins, Tracey Cornelius, Phil Cook, Jan Hatherell, Julia Cramp, Grant Davis, Jane Ralph,

Apologies: Liz Williams, Susan Tanner

1	<p>Minutes from Previous Meeting</p> <p>The minutes from the previous meeting were discussed and agreed.</p>	
2	<p>Control on Surplus Balances</p> <p>JR presented a paper detailing the historical position regarding the Controls on Surplus Balances Scheme and proposed a new Statement for schools. The new Statement provides a graphical representation showing Revenue Balances over the last 5 years along with the budget monitoring position for the previous financial year.</p> <p>After much debate and discussion, the following was agreed for the Revenue Balances ;</p> <ul style="list-style-type: none"> - Amber colour coding of surplus balances exceeding 8% for Primary Schools and 5% for Secondary Schools - Red colour coding of surplus balances exceeding 15% - A Wiltshire 'mean' level of balances inserted for reference - The vertical axis to use % rather than £ - Deficits to be shown on a separate line <p>The Budget monitoring chart was deemed to be appropriate and was accepted in its current format.</p> <p>Additionally, it was agreed;</p> <ul style="list-style-type: none"> - The report is to be presented to Governors - Copy to be sent to School Improvement Advisors - Distribution to Head & Chair of Governors - Additional wording and descriptions to be included - A declaration to be completed by Head & Governors, where a school exceeds the 8% or 15% threshold, otherwise, no declaration return required 	
2	<p>Split Site Allowance – High Needs Provision</p> <p>GD presented a paper outlining the costs associated with a split site as detailed by the Head and Bursar at the school.</p> <p>The additional accommodation has increased the capacity of the school from 75 places to 88 places. The school is currently funded for 75 places but will be expected to accommodate additional students over time.</p> <p>SFWG discussed the issue of providing additional revenue funding for the school and questioned why this had not been considered at the point of funding the capital works.</p> <p>It was felt by the group that as the school moved towards its capacity that funding would naturally follow, however it was recognised that the EFA were only funding the school for 75 places at present.</p>	

	<p>The additional cost outlined by the school was identified as £114,354, split down as £73,726 for staffing costs and £40,628 for non-staffing costs.</p> <p>SFWG gave consideration to the amounts and proposed a maximum split site allowance, to be paid through school-specific top-up rates. The amount to be paid to the school would be based upon the per capita value and be reflective of the total capacity at the school and the number of funded places.</p>	GD
3	<p>High Needs Exceptional Cases Request</p> <p>GD introduced a paper which set out the recent results from the request submitted to the EFA for additional High Needs Places, using the Exceptional Cases Process.</p> <p>A total of 200 additional places were requested across 7 institutions but funding has only been granted for 117 of those places, as follows;</p> <ul style="list-style-type: none"> - 102 places at Wiltshire College - 14 places at Greentrees - 1 place at Kings Park <p>The requests for places at the Special Schools were all rejected. Specific guidance is due to be issued on the 23rd January 2015 detailing the reasons for the refusal of place funding.</p> <p>A letter is to be sent to the EFA requesting that a representative attend Schools Forum to explain the reasons for the outcome of this request.</p>	GD
4	<p>Budget Update 2014-15</p> <p>GD updated the group on the current financial position as at the end of November 2014. The overall budget position is still projecting an overspend of £1.9m which will have to be met from the DSG Reserve.</p> <p>SFWG were concerned about the High Needs overspend absorbing much of the underspends in other areas and also utilising such a large proportion of the DSG Reserve. The current DSG Reserve brought forward from 2013-14 was £3.5m and with the current commitments of £1.25m, the projected reserve would be £2.25m. With the budget deficit of £1.9m, offset with an underspend in 2 year old funding of £0.25m, this would further reduce the final reserve balance in 2014-15 to £0.6m. A verbal update will be presented to Schools Forum, to reflect the most up-to-date position available, as at the end of December 2014.</p> <p>The group were concerned about the cross pollination between the 3 distinct areas within the DSG and requested that action strategies be in place to reduce future overspends.</p>	
5	<p>Schools Budget 2015-16 – DSG Update</p> <p>GD outlined the key messages from the 2015-16 DSG financial settlement, announced on the 17th December 2014. The total DSG awarded to Wiltshire for 2015-16 has provisionally been announced as £310.309m, split as;</p> <ul style="list-style-type: none"> - Schools Block - £256.535m - Early Years Block - £16.109m - High Needs Block - £37.665m <p>This represents an overall increase of £6.39m from 2013-14.</p> <p>Early Years</p> <p>The DfE have published their funding rate for 2 year olds as being £4.97.</p>	

	<p>Wiltshire currently funds at the rate of £5.43 and to maintain the current rate would result in a cost pressure within the system.</p> <p>The funding for 3&4 year olds was also discussed and there was a proposal from the Early Years Reference Group to consider moving towards a flat rate for all providers. A separate paper in support of this was to be presented to Schools Forum.</p> <p>Schools Block</p> <p>Overall there has been an increase in the Schools Block funding of £7.8m which can be broken down as £5.7m from the Fairer Funding monies and £2.1m from the pupil growth – an additional 505 pupils in Wiltshire.</p> <p>Based upon initial modelling the schools budget looks affordable and an update will be communicated at Schools Forum.</p> <p>High Needs</p> <p>The High Needs block is under considerable financial pressure and further work is underway to review the costs of the High Needs Service. A report will be brought to the March SFWG & Schools Forum.</p> <p>SFWG expressed their concern regarding the High Needs budget and in particular the pressures from the post-16 area and have asked for an urgent piece of work to be undertaken in order to address the position. The current overspending cannot be sustained and the HN strategy must address this within 2015-16.</p>	
6	<p>Growth Fund</p> <p>The current Growth Fund operated by the LA is compliant with the EFA guidance and it was therefore proposed that no changes to the criteria be introduced for 2015-16.</p> <p>The budget for 2014-15 had been set at £0.848m and the out-turn is expected to be £0.871m, a small overspend. Given the increase in pupil numbers in Wiltshire from 2014-15 to 2015-16, it was agreed that this budget should be increased, if affordable within the formula, to a maximum of £1m.</p>	
7	AOB	
6	<p>Date of Next Meeting</p> <p>To be confirmed at Schools Forum</p>	

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Wiltshire Council

Early Years Reference Group

Minutes of a meeting held on 21 November 2014 at the Melksham Professional Development Centre.

Present:

1.0 Welcome and Introductions

John Proctor (South Hills Nursery) - Chair, Mark Cawley (New Road Nursery), Lucy Waterman (LW) (Rub A Dub Pre School), Jane Boulton (Springboard DSC), Alan Butler (Learning Curve Day Nursery), Jennifer Biddel (Snapdragons Nursery representative), Lucy-Anne Bryant (Wiltshire Council), Jennifer Harvey (Wiltshire Council) - Minutes

2.0 Apologies

Jo Murray (Childminder), Rosemary Collard (Snapdragons Nursery) – representative sent in place, Angela Brennan (Wilts Council), Liz Williams (EW) (Wiltshire Council)

3.0 Minutes of last meeting held on 14 February 2014

The minutes of the meeting held on 14 February 2014 were agreed as an accurate record of discussion.

4.0 Matters arising from minutes of meeting held on 14 February 2014

2yo funding update - Wiltshire's hourly rate is the highest basic rate in area, although this is lower than the average rate in other counties. JP questioned the differences between the rates, and asked if anyone knew what proposal (if any) had gone forward to Schools Forum. LAB mentioned that there was a possibility of a slightly higher rate being paid in 2015-2016, but this still needs to be confirmed by EW.

The group need to liaise with EW to keep 2yo FE rate as high as possible. Everyone felt that £4.97 would be an inadequate rate, and suggested that £5.25 be a minimum rate. The Group need to put forward a case to Schools Forum of why a higher rate for 2 year olds is required. EW will be required to calculate what can be paid.

RC hasn't been able to attend a Schools Forum meeting as yet, and we need to ensure that there is maximum representation from the Early Years Reference Group to support the case for funding at the next Schools Forum meeting.

ACTION: JH to check if Rosemary Collard can attend the next Schools Forum meeting being held at 1.30pm on 15 January 2015, and inform JP and group.

ACTION: EW (or Chris Ashton) to calculate what 2 year old funding rate could be paid and prepare proposal for the next Schools Forum meeting in January 2015.

Staff admin costs – In the absence of both EW and CA, LAB stated that she thought that staff admin costs aren't paid from DSG.

EY team structure - JP stated that settings still haven't received a SEND team structure or an Early Years team structure along with contact telephone numbers. LAB confirmed that whilst areas of Early Years sit under Julia Cramp (Joint Associate Director), the teams have then been split up into different areas and report directly to different Heads of Service.

ACTION: JH and LAB to compile an EY services structure chart.

Childminding agencies – there are no childminder agencies currently registered in Wiltshire.

Extra high needs funding availability – No report has been received on this to date.

ACTION: JP to liaise with EW (or CA) to find out where this funding is coming from and if it will continue

Descriptor need types – No further information has been obtained.

5.0 Single funding formula

5.1 Analysis of hourly rate consultation

JH circulated a summary report based on responses received from the latest provider online survey about the current hourly rates. Discussion took place regarding the results and comments made by all early years providers.

JP questioned why childminders set their own hourly rates so low if they are struggling to maintain their business. The current needs led model doesn't take account of the higher rates paid by settings compared to costs paid by childminders. As the environment of early years providers accessing Free Entitlement funding is changing (Wiltshire now has 260 childminders accessing the funding), the current funding rates are becoming unsustainable. JP stated that the group needed to know what a flat rate 'could' be for all providers within the current budget. If the flat rate was 5p or more than the current PVI hourly rate, then all agreed that a proposal would be put forward at the next Schools Forum meeting to move to one flat hourly rate for all early years providers.

The group agreed that if there is a move towards one flat hourly rate for all early years providers, then the reasons are:

- There is now a very varied early years sector delivering Free Entitlement.
- Childminder hourly rates for non funded hours are significantly lower than the Free Entitlement hourly rate they currently receive.
- Costs incurred i.e. business rates are significantly higher for settings than childminders. Voluntary and maintained settings don't pay business rates.
- Settings must always have 2 members of staff working regardless of the number of children attending the setting.

ACTION: EW to calculate what a flat rate 'could' be within the current budget and inform the group.

5.2 Early Years Pupil Premium and comments from recent consultation

5.2.1 Publication of EYPP guidance

There was discussion about the introduction of the Early Years Pupil Premium (EYPP) in April 2015 and the recent DfE consultation. The majority of comments appeared to be in favour of the pupil premium. LAB and JH confirmed that the Local Authority is still awaiting information from the DfE that was due late Autumn.

Discussion took place regarding how families and settings will apply for the EYPP. One possibility would be that settings or families are allowed access to the national Eligibility Checking Service (ECS). Currently the ECS is council facing only. All agreed that if possible, access should only be for early years providers. This way the provider can carry out the check themselves knowing it has been done and that they will receive the funding. All agreed that this would be the preferred solution rather than a paper based exercise.

LAB confirmed that all current funded 2 year old parents will be contacted to ascertain if their details can be put through the checker again once their child turns 3 to see if they are eligible for EYPP. However, there will be children who are eligible that the Local Authority is unaware of.

ACTION: LAB to clarify when we can recheck funded 2 year olds and let settings know who is eligible.

5.2.2 Updating of Ofsted inspection frameworks to include EYPP

All agreed this was welcome and a good idea. Discussion took place around how settings could show how their funding was being utilised, i.e. ECAT. JB stated that if a provider knew how much EYPP funding they were to receive, then more effective plans could be made for its use. All agreed that this area needs to be revisited.

5.2.3 Retention of the mandatory deprivation supplement in the Early Years Single Funding Formula

Following discussion, all agreed to keep the deprivation supplement and EYPP funding completely separate.

ACTION: JH/LAB to look into feasibility of early years provider access to national Eligibility Checking System and hosting on Wiltshire Council website

6.0 2 year old funding

LAB circulated update report.

6.1 2 year olds and schools

LAB stated that the DfE are keen for maintained nurseries to start taking 2 year olds, therefore offering children a longer period in a school environment. To date, there hasn't been a great desire for this in Wiltshire. When LAB asked the group for their thoughts on working in partnership with schools, there were mixed thoughts and experiences on the issue. It is something which may be considered by schools in the future and EYRG will be kept informed.

6.2 Move to participation based funding

JP asked what impact had there been where providers have moved from Outstanding/Good Ofsted judgment to 'Requires improvement'. LAB confirmed that this has had an impact. From January 2015 and a move to participation based funding, Local Authorities will only receive funding for 2 year old children attending Good or Outstanding providers. No funding will be received if a child attends a Requires Improvement provider. This is our policy; however it's quite different in reality as parents don't want to move providers.

The DfE are now asking why Local Authorities aren't funding Requires Improvement providers. LW asked if the Local Authority could stipulate a Requires Improvement provider must access support in order to access 2 year old Free Entitlement. JP stated that whilst the child could be funded, the provider would need to pay to bring someone else in to support, i.e. another local nursery. LAB asked the group a general question – would group members would be willing to offer their services to such providers? Such providers would be advertised on the online childcare directory as not being able to access 2yoFE, but existing children could be funded if setting accepts support. Some members said this wasn't really a realistic suggestion. Children will be funded at Requires Improvement providers which are supported by the Local Authority. However they won't be advertised on the online Childcare Directory. Further graduate peer support could be considered in the future as part of the EYPP.

7.0 Childcare team update

LAB read AB's report to the group.

8.0 Update on new regulations

8.1 Statutory Framework for the EYFS

LW gave the group 'heads up' on Ofsted inspections as they focus on e-safety and communication with parents and keeping children safe online.

There is also the current consultation on the new common inspection framework. The closing date of this consultation is Friday 5 December.

ACTION: LW to email consultation link to JH

ACTION: JH to email consultation link to all early years providers

8.2 Guide to registration on the Childcare Register

Nothing to report. No information received from AB.

8.3 Early Education and Childcare statutory guidance for local authorities

JH stated that the current Local Provider Agreement now needs to be updated to incorporate new DfE guidance implemented in September 2014 such as the new SEND Code of Practice and childminder agencies. It was agreed that JH would make the changes and email to group members with changes highlighted for comment/amendment.

ACTION: JH to make relevant changes to the Local Provider Agreement and email to group members for comment/amendment

9.0 Dates for Future meetings

Date	Day	Time	Venue
27 February 2015	Friday	10:00 – 12:00	Melksham PDC
15 May 2015	Friday	10:00 – 12:00	Melksham PDC
18 September 2015	Friday	10:00 – 12:00	Melksham PDC
20 November 2015	Friday	10.00 – 12.00	Melksham PDC

ACTION: JH to see if 27 February meeting can be moved to Friday 6 February 2015

10.0 Any Other Business

10.1 Resignation

Alan Butler stated he would like to resign from the Early Years Reference Group. On behalf of the group, the Chair would like to thank Alan for his support and work with the group. Alan knows of some potential private providers who would be interested in replacing him, and asked how a replacement could be made. JP suggested that the Terms of Reference be consulted, and JP and JH will organise.

10.2 EYRG provider communication

LAB asked if members liaise with other providers before attending meetings. Members confirmed that liaison normally occurs during informal conversations. It was suggested that the dates of the meetings are put on the Wiltshire Council website and a round robin email is sent to all early years providers to let them know to contact their representative if they wish them to bring up any issues at the next meeting along with a link to the webpage.

10.3 New IT developments

JH informed the group that a provider portal is currently being developed which will enable all early years providers to update information held about their provision (linking to the online childcare directory) as well as submitting their termly headcount information. At some point next year, early years provider volunteers will be sought to help test the new system. Volunteer offers were received from Mark Cawley, Jennifer Biddel (Snapdragons Nursery) and Alan Butler.

Split Site Allowance – High Needs Block

Introduction

1. Following the Schools Forum meeting on the 6th November 2014, it was agreed that a detailed schedule of 'additional' costs for schools in a High Needs setting, be presented to the next Schools Funding Working Group (SFWG). A paper was presented to Schools Forum outlining the principle of a split site allowance for High Needs education settings and it was felt that further evidence of the need for a split site allowance was required, before a decision could be made regarding funding levels.

Background

2. In a small number of schools within Wiltshire education is delivered across more than one site. Where those sites are distinct and require travel for pupils and/or separate administration it is recognised that there are additional costs to a school compared with single site provision. Funding rates are £65,000 for a Primary School and £100,000 for a Secondary School.
3. Wiltshire has traditionally supported the use of split site funding for mainstream schools within its formula, to support schools meeting a distinct criteria. As high needs provision is not funded through the main formula, any provision must be funded through the high needs, place plus mechanism.
4. Until September 2014, Wiltshire has never had high needs provision split over more than one site and therefore this is a unique position which we now find ourselves in. With one school now operating a high needs provision over two sites and another expected to do so from September 2015, the issue of funding is causing the two schools affected, some considerable concern.
5. Both schools affected have been asked to present a case which outlines their need for an allowance. St Nicholas School have provided a detailed analysis and Greentrees Primary School are currently working through their estimated costs. Both schools have seen their split site develop as part of an agreed plan between the LA and the school.

St Nicholas Special School - Chippenham

6. The expansion of the off-site facilities has enabled the school to deliver a separate provision that will better provide for the growing needs of children and young people who attend the school. The financing for these developments has been funded by the Local Authority and the Education Funding Agency.
7. Based upon the additional site provided to the school, there is now capacity for the school to expand from its current 75 places to 88 places in the future, if demand dictates the growth is required. Funding for the additional places would have to be secured from the Department for Education, who are currently not prepared to fund growth within Wiltshire's Special Schools.
8. The table below sets out the additional costs faced by the school, as prepared by the Head, Deputy-Head and Bursar at the school.

Cost Base	Amount (£)
Additional Staffing Costs	73,726
Additional Non-Staffing Costs	40,628
TOTAL	114,354

9. The school have been able to identify a range of costs which exceed the current split site allowance awarded to both a maintained primary and secondary school. Included within the Additional Staffing costs are the costs for Receptionists, TA's, Admin support and a Teacher for 1 day a week.
10. The additional costs for Non-Staffing include the utilities, cleaning, transport and other associated property costs.
11. St Nicholas School is currently funded for 75 places and then receives top-up funding for pupils, based upon the banding value associated with their particular need. The application of a split site allowance would require the establishment of a school-specific top-up rate, designed specifically to award additional funding in respect of the second site.

Proposal

12. Having previously agreed to the principle of a split site allowance, Schools Funding Working Group have given consideration to the cost bases put forward by St Nicholas School and propose the following;
 - A maximum split site allowance for special schools of £45,000
 - The amount to be in recognition of the additional costs faced by operating over a split site
 - The amount to be paid through a school-specific top-up rate from the High Needs budget which ensures compliance with the EFA guidance.
13. Consideration for a split site Resource Base allowance at Greentrees be given at a future meeting, in light of the outcomes for St Nicholas School and further clarity of the additional associated costs with their split site.

Report Author: Grant Davis
School Strategic Financial Support Manager
Contact: Tel.: 01225 718587

Wiltshire Council

Agenda Item:

**Schools Forum
January 2015**

School Financial Management Information Statement

Introduction

1. Following the withdrawal of the Controls on Surplus Balances Scheme from 2012/13, this report considers how best to enable the Authority to fulfil its role in supporting schools to achieve sound financial control as required under Section 48 of the Schools Standard and Framework Act 1998.

Background

2. Consistent with their view that school's are best placed to manage their own resources and should be moving towards greater autonomy, the DfE removed the requirement for local authorities to have a mechanism in place to clawback surplus revenue balances, with effect from April 2011.
3. At their meeting on 6 December 2012, Schools Forum agreed to withdraw the Controls on Surplus Balances Scheme, with effect from the 2013/14 financial year. A more holistic approach would be introduced which would consolidate the existing reporting regime in a year end report to individual schools on the effectiveness of their budgeting and monitoring. This would maintain a balance between encouraging prudent financial management whilst also embracing the DfE's guidance that schools should operate autonomously.

Main Considerations

4. In 2012, the DfE consulted on improving the assurance system for financial management in local authority maintained schools and, in response, are now asking authorities to provide additional information where they have concerns that money is not being used with propriety and that value for money is not being secured. From 2011/12, they are challenging authorities with 5% of schools that have had a surplus of 15% or more for the last 5 years. The 15% threshold is applied to the total revenue balance.
5. Schools Forum considers the position of revenue balances of the Wiltshire maintained schools on an annual basis. This currently includes an analysis of those schools that have had revenue balances in excess of 15% of their total School Budget Share for the last 5 years.
6. The Controls on Surplus Balances Scheme operated with permissible thresholds of 5% and 8% for secondary and primary/special schools respectively. These percentages were applied to the revenue balance after the deduction of committed amounts which the governing body of the school had declared to be assigned for specific purposes as permitted by the Authority, and which the Authority was satisfied were properly assigned.
7. It is sound financial management for schools to retain a small surplus balance from year to year and they should be able to do so without criticism or claw back. If a school is saving money for a large capital project they could, potentially, have a substantial surplus balance for a couple of years. A period in excess of this suggests that they do not have a clear plan for deploying their surplus, that there is a persistent under-utilisation of resources and funding allocated is not being utilised to fully benefit current pupils.

8. Local Authorities continue to have a key role in supporting and challenging schools on excessive surplus balances and are expected to effectively challenge any schools that have very high, uncommitted surpluses.

Proposals

9. That in addition to the analysis of schools with revenue balances in excess of 15%, a further analysis of schools with revenue balances exceeding 5% and 8% for secondary and primary/special schools respectively for the last 5 years be included in the annual report on revenue balances. Both analyses will address the total revenue balance and will not consider any committed amounts to be held for unspent Pupil Premium, other grants or revenue to be applied to a capital project.

Consideration should also be given to how many years of a substantial surplus it would take to be reasonably confident that a school does not have a clear plan for deploying its resources.

10. That schools be presented with an annual School Financial Management Information Statement at year end which would offer an analysis of revenue balances and budget monitoring. Information included would be as follows:

- i) Revenue balances

An analysis of revenue balances for the previous five years, including amber and red warnings where balances had exceeded the 5% or 8% and 15% thresholds respectively (paragraphs 4 and 6 refer). Additionally, the annual mean revenue balance as a percentage for Wiltshire maintained schools.

- ii) Budget monitoring

Data comparing the year end forecast position, as defined on the budget and biannual Income and Expenditure returns, to the actual year end position. This would raise awareness of the importance of monitoring by giving an indication of the effectiveness of systems in place.

Schools Funding Working Group agreed that for those schools whose revenue balances had exceeded the 5% or 8% thresholds in the final year, assurance should be sought that the statement had been considered and ratified by the governing body and returned to the authority.

Further consideration should be given to the resource required at Wiltshire Council to administer the production of such a statement and the subsequent recording and analysis of returns if deemed appropriate.

11. An example of the format that the School Financial Management Information Statement might take is attached for consideration.

Recommendations

12. Schools Forum members are invited to comment on this report.

Carolyn Godfrey
Corporate Director

Contact: Tel.: 01225 718569

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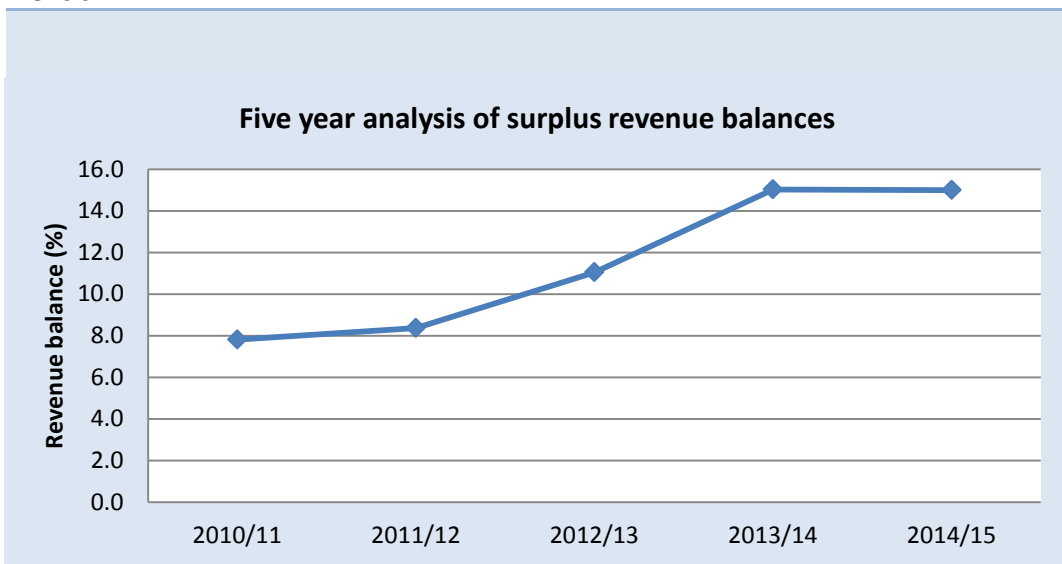
School Financial Management Information Statement - 2014/15

School: Coketown

DfE No: 2002

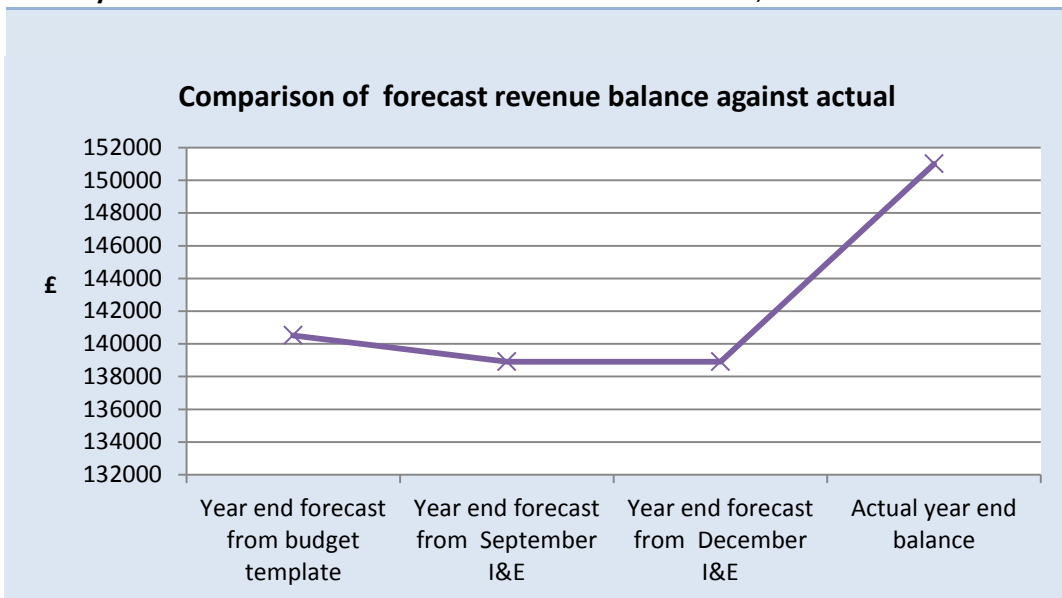
Revenue Balances

	2010/11	2011/12	2012/13	2013/14	2014/15	Notes
NOR	412	401	400	401	402	
Revenue balance (£)	95,877	111,426	145,639	198,553	151,000	1
Revenue balance (%)	7.8	8.4	11.1	15.0	15.0	2
̄ Revenue balance % for LA	5.4	6.5	6.4	7.0	6.8	3
Deficit						4



Budget monitoring

	£
Year end forecast from budget template	140,508
Year end forecast from September I&E	138,906
Year end forecast from December I&E	138,906
Actual year end balance	151,000



School Financial Management Information Statement

This statement is intended to support schools in achieving sound financial management and covers the key areas of year end balances and budget monitoring. It is recommended that the information given is considered by the responsible officer and members of the governing body.

Revenue balances

Notes:

1. This row displays revenue balances as detailed in the year end Consistent Financial Report (CFR Return, lines B01 Committed Revenue Balances and B02 Uncommitted Revenue Balances) for each of the previous five years.
2. This row displays revenue balances as a percentage of the School Budget Share for the corresponding year for each of the previous five years. Revenue balances in excess of 5% and 8% for secondary and primary/special schools respectively are highlighted in amber and balances in excess of 15% are highlighted in red. The significance of these percentages is as follows:
 - i) The DfE withdrew the requirement for local authorities to have a claw back mechanism in place with effect from April 2011. In response, Schools Forum agreed to remove the Wiltshire Council mechanism, the Controls on Surplus Balances Scheme, from 2013/14. This had operated with permissible thresholds for revenue balances of 5% and 8% for secondary and primary/special schools respectively.
 - ii) In 2012, the DfE consulted on improving the assurance system for financial management in local authority maintained schools and, in response, are now asking authorities to provide additional information where they have concerns that money is not being used with propriety and that value for money is not being secured. Significantly, from 2011/12, they are challenging authorities with 5% of schools that have had a surplus of 15% or more for the last 5 years.
3. This row displays the mean revenue balance (%) for Wiltshire maintained schools of the same phase for each of the previous five years.
4. This row displays a red cell when the schools has a year end deficit balance.

It is sound financial management for schools to retain a small surplus balance from year to year and they should be able to do so without criticism or claw back. If a school is saving money for a large capital project they could, potentially, have a substantial surplus balance for a couple of years. A period in excess of this suggests that they do not have a clear plan for deploying their surplus, that there is a persistent under-utilisation of resources and funding allocated is not being utilised to fully benefit current pupils.

Budget monitoring

This statement allows comparison of the budgeted, forecast and actual year end positions and is designed to help schools determine the effectiveness of their monitoring and control for the 2014/15 financial year. Schools might like to consider the reason for any significant variances and how these could be addressed in future years.

DECLARATION

This statement was/will be considered by the governing body on:

Signed by Chair of Governors:

Date:

Signed by Headteacher/Responsible Officer:

Date:

FEEDBACK

Schools Forum

January 2015

Supply Pool Insurance Scheme

Purpose of the paper

1. To raise School Forum's awareness of the current position of the Supply Pool Insurance Scheme.
2. To make recommendations relating to cashback for 2014-15.

Background

3. The Supply Pool Insurance scheme has been running for a number of years providing schools with insurance cover for sickness absence. A cashback arrangement is in place whereby if a schools total year's claims are less than 50% of their premium, they will be entitled to a cashback payment (see paragraph 8d for further details).
4. The forecast balance on the Supply Pool at the end of 2014/15 is £1.174m (estimate as at 6 January assuming standard cashback of £0.122m to be distributed in June 2015, in accordance with the scheme (based on all schools eligible for the cashback rejoining the scheme in 2015/16). The projected balance would be £1.051m if enhanced cashback is paid of £0.245m. See Appendix A for details of estimated cashback payments.
5. The Supply Pool is underwritten by external insurers, which provides protection under a Stop Loss Policy to the extent that if claims exceed the underwriter's advised retained layer (set at £735,988 in 2014/15), the Local Authority can invoke the policy which will then cover further claims up to £300,000 in excess of the retained liability. It should be noted that stop loss cover does not apply to employees suspended without a sick note as this is a local arrangement.
6. In 2013-14 we breached into the retained layer and received a cheque for £11,388 from the top loss cover.
7. Officers believe that it would not be prudent to retain a balance of less than £1m.

Main Considerations

8. The aim of the proposals set out below is to encourage schools to remain loyal to the LA SPI Scheme and to encourage new schools to join the scheme. Currently there are 152, 79% schools participating in the SPI Scheme, plus 8 academies.
9. On the basis of the estimate balance at the end of 2014-15 it is anticipated that cashback payments can be made at least to the level prescribed in the scheme (standard level) or at an enhanced level up to 100%.
10. The Supply Pool Insurance scheme does not currently extend to meet costs of covering maternity leave. Whilst the maternity budget will continue to be held centrally on behalf of maintained primary and secondary schools for 2014-15 it is delegated to maintained Special Schools as well as to academies.

11. As a result Schools Forum asked us to investigate whether in future years the scheme should be extended to cover maternity leave (including paternity and adoption leave) in line with other commercially available schemes. This is still not something we can arrange to be covered from April 2015.

Proposals

12. The following are proposed to Schools Forum;

- a) to offer 2015-16 Premiums at a 0% increase on 2014-15's prices.
- b) Cashback payments should continue.
- c) Start investigating extending the scheme to cover maternity in future years.
- d) As above in para. 3 we have estimated the pool to be safely above the desired level to be able to afford the 2014-15 cashback in June 2015. This is estimated to leave the pool balance at £1.174m. This is £0.174m above our considered prudent retained level (£1m). This would enable Schools Forum year to increase the cashback calculation as set in the 2014-15 policy from the standard to the enhanced rate as in 2013-14.

The formula to calculate the cashback is 50% of Schools premium-claims / divided by 2 = cashback balance e.g.

	Schools premium	<u>£10,000</u>
	Calculate 50% of premium	£ 5,000
	Minus claims for financial year	<u>-£ 1,000</u>
Cashback =	Balance (100%)	£ 4,000 (a)
Or	50% of the above balance	£ 2,000 (b)

13. The balance on the pool, at the end of 2015-16 is estimated to be £1.544m or £1.670m dependant on which option is chosen:

	Enhanced	Standard
	A £m	B £m
Opening balance April 2015 (incl June 2015 cashback)	£1.051	£1.174
Premiums (14/15's figure)	£0.888	£0.888
Stop loss cover	-£0.042	-£0.042
Administration	-£0.042	-£0.042
Claims - estimated	-£0.646	-£0.646
Closing balance @ 31 March 2016	£1.209	£1.332

Recommendation

14. Schools Forum is asked to:

- a) Agree the proposals set out in this report, paragraph 8a) to c)
- b) To decide the basis of the cashback calculation ie enhanced (a) or standard (b)

CAROLYN GODFREY
Corporate Director

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Supply Pool Insurance (11410) Reconciliation to General Ledger 2013/14

Detail	Opening Bal.	Movement	Closing Bal.
951635	-1,441,218.18	0.00	-1,441,218.18
100630	0.00	148,051.87	148,051.87
484300	0.00	42,400.00	42,400.00
725400	0.00	-9,448.36	-9,448.36
100650	0.00	347,488.81	347,488.81
484400	0.00	232,406.99	232,406.99
720700	0.00	-57,565.01	-57,565.01
730000	0.00	0.00	0.00
728000	0.00	0.00	0.00
725500	0.00	-795,120.17	-795,120.17
	-1,441,218.18	-91,785.87	-1,533,004.05

Spread Sheet	Spread Sheet	SAP	Variance
Wilts Income * incs Academies	-888,408.52	-852,685.18	35,723.34 £35,706.81
Wilts Expenditure	579,895.80	579,895.80	-

Reconciled Wilts Exp:	s/sheet	579,895.80	SAP	579,895.80
	Total	579,895.80	Total SAP	579,895.80

£0.00

	Opening Bal.	Movement	Closing Bal.	Year end prediction
Reserves	951635 -1,441,218.18	0.00	-1,441,218.18	-1,441,218.18
Cashback	100630 0.00	148,051.87	148,051.87	148,051.87
Stop Loss Premium	484300 0.00	42,400.00	42,400.00	64,467.00
Insurance Income	725400 0.00	-9,448.36	-9,448.36	-9,448.36
Academy Income	720700 0.00	-57,565.01	-57,565.01	-93,271.82
Wiltshire Income	725500 0.00	-795,120.17	-795,120.17	-795,120.17
Wiltshire Expenditure	100650 0.00	347,488.81	347,488.81	596,281.56
Previous Years	484400 0.00	232,406.99	232,406.99	232,406.99
	-1,441,218.18	-91,785.87	-1,533,004.05	0.00 -1,297,851.11

Admin fee (pt 18 37hrs + NI + Pension) £22,067 (x2 ? Missed payment in 2013/14)

Based on last years claims

2014-15 Cashback 245,962.21 100% @ 6/1/15
 122,981.11 50%

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Wiltshire Council

Schools Forum January 2015

Schools Funding Settlement and Budget Proposals for 2015-16

Purpose of report

1. To outline the detail of the schools funding settlement for 2015-16 and to consider the implications for the Wiltshire schools budget.
2. To present budget proposals for 2015-16 for the overall schools budget including cost pressures and savings proposals.

Background

3. The Department for Education (DfE) published the 2015-16 financial settlement for schools on 17th December 2014. The settlement includes details of:
 - The Dedicated Schools Grant
4. A link to the details of the DSG settlement can be found [here](#).
5. No detail has been received in relation to maintenance funding or Devolved Formula Capital.

Main considerations for Schools Forum

The Pupil Premium

6. The pupil premium is to be continued in 2015-16.
 - a. Primary pupils who are currently eligible for free school meals or have been eligible in the past 6 years (FSM 'Ever 6') will attract £1,320 and secondary FSM 'Ever 6' pupils will attract £935.
 - b. Looked-after children and eligible pupils who have been adopted from care or leaving care under a special guardianship or residence order will attract a premium of £1,900.
 - c. The service premium will be paid to schools at the rate of £300 per pupil.
7. Based on the January 2015 census data it is estimated that the total pupil premium grant allocated to Wiltshire schools will exceed £13 million in 2015-16.
8. As in previous years it is proposed that the DfE school by school figures (using January 2014 census data) will be used on the funding certificates to give a provisional allocation for each school and these allocations will be updated when the final allocation is received during the financial year. The HCSS software will be updated with estimated rates for future years.

Dedicated Schools Grant – Overview

9. A one year settlement has been allocated for 2015-16 and so no indication of future years funding has been received. Whilst there had been an

expectation of an announcement regarding a National Funding Formula, any decision regarding this has been postponed, pending the new Comprehensive Spending review. Instead, the DfE announced changes to the schools block through its Fairer Schools Funding proposals.

10. The DSG has been allocated in three separate blocks for 2015-16, the blocks are not ringfenced. The total provisional DSG allocation for Wiltshire is £310.309 million broken down as follows:

	15-16 £m	14-15 £m
Schools Block – final allocation based on October 2014 school census	256.535	248.735
Early Years Block – provisional allocation based on January 2013 census	16.109	18.652
High Needs Block – provisional allocation based on baseline data agreed with EFA (final data still to be updated)	37.665	36.531
Total	310.309	303.919

11. The settlement represents a cash increase of £6.390m compared with 2014-15 however there are a number of upward and downward adjustments which will be detailed within this report.
12. The Early Years block will be updated after the start of the financial year for the January 2015 census and again after the end of the financial year for the January 2016 census.
13. The final value of the High Needs Block will be confirmed in March 2015. Values will be adjusted for placements in non-maintained special schools (NMSS) and for final numbers of post-16 placements. Additional funding has been awarded following the 'exceptions' process £0.088m and block top-up funding of £0.420m.
14. More detail is provided on each of these items outlined above later in this report.
15. A minimum funding guarantee (MFG) of -1.5% is to be applied to the delegated schools budget meaning that no school has a reduction in funding of more than -1.5% per pupil before any pupil premium is added. Schools Forum has previously agreed that the cost of the MFG will be met through limiting the gains for those schools who would receive increases in funding through the new funding model. Limits to gains are also applied on a per pupil basis.

Early Years Block

16. The Early Years block largely funds the Early Years Single Funding Formula (EYSFF) which allocates funding to early years providers, including nursery classes within maintained schools and academies, for the provision of the free entitlement for 3 and 4 year olds. The provisional allocation of funding is based on the January 2014 census and therefore includes no funding for increased take up, or demographic growth. The

DSG settlement will be adjusted once the January 2015 early years census data has been verified.

17. There are risks associated with the Early Years estimate as it is difficult to accurately project the take up of places based on the January census. It is recommended that any increase in DSG arising from the January early years census is allocated to the EYSFF budget to support increases in population and take up of places.
18. From April 2015 the funding of 2 year-old places will move to a full participation model meaning that LAs will be funded on actual take up of places.
19. In 2015-16 initial funding for the two-year-old programme will be allocated to local authorities in June 2015 using the January 2015 census data. To make sure local authorities are accurately funded as the take-up of the entitlement increases over the year, the DfE will use a mid-year second data count in the autumn term to adjust funding in-year to reflect any significant increases in take-up of the entitlement.
20. In October the DfE published funding rates for the early education entitlement for 2 year olds and the rate for Wiltshire has been confirmed as £4.97 per hour.
21. A review of the rates and the indicative financial position is detailed below, using 2014-15 data. Schools Forum will need to review the funding rates and agree the rate to take forward into 2015-16. The Early Years Reference Group have suggested a rate of £5.25 to be considered as a minimum rate, but the funding received will only be £4.97 per hour.

<u>Single rate for 2 Year Old Funding</u>			
Provider	£5.43	£4.97	£5.25
Childminder	126,009	96,349	101,777
Private	1,076,155	984,989	1,040,481
Voluntary	735,347	673,052	710,971
Independent	55,496	50,794	53,656
Maintained Class	4,520	4,138	4,371
TOTAL	1,997,527	1,809,322	1,911,256

22. The early Years Reference Group have consulted on the funding rates for 3 & 4 year olds and the associated impact which it would have upon providers. The proposed rate would see an increase for PVI providers (Private, Voluntary and Independent), a marginal decrease for maintained providers and a significant reduction in the rates for Childminders. A more detailed paper will be presented at the Schools Forum meeting covering this area.
23. It is recommended that:
 - a. Schools Forum agree an hourly rate for 2 year old places in 2015-16;
 - b. Schools Forum agree an hourly rate for 3&4 year old places in 2015-16

Schools Block

24. The schools block has been set at £256.535 million which is an increase of £7.8m on the 2014-15 funding level. The increase is accounted for by two items,
- £5.7m arising from the 'Fairer Schools Funding'
 - £2.1m from the pupil growth of 505 additional pupils in Wiltshire
25. The removal of schools from the CRC scheme is intended to be cost neutral to the Exchequer. A deduction has therefore been made from the DSG for 2015-16 to compensate the Exchequer for the loss of revenue resulting from local authorities no longer needing to meet the costs of purchasing carbon credits for schools under the scheme. Wiltshire's share of this reduction is £0.448m (£0.449m in 2014-15) and the calculation is based on Wiltshire's estimated share of the national saving of £50.5 million, using pupil numbers. This has been calculated at £7.51 per Wiltshire pupil.
26. Modelling work is now being undertaken to calculate individual school budgets in order to meet the EFA deadline of 20th January 2015 and an update will be brought to the meeting. Currently the following assumptions are being made:
- a. Age Weighted Pupil Unit (AWPU) rates reflect the increases from the Fairer Schools Funding, as previously agreed with Schools Forum;
 - b. Lump sum allocations are unchanged at £85,000 for primary schools and £175,000 for secondary schools;
 - c. Total funding allocations for English as an Additional Language (EAL), Prior Attainment and Deprivation remain unchanged and funding rates are scaled accordingly;
 - d. Costs of the MFG are met through limiting the increases to schools gaining from the formulaic changes.
27. Initial modelling indicates that the schools budget is affordable with these assumptions. However the numbers of pupils eligible for free school meals, and pupils with English as an additional language, have increased and so unit rates for these pupils have reduced. The pupil numbers with low attainment have fallen so unit rates for these pupils have increased. An alternative approach would be to leave unit rates for EAL, FSM unchanged but this would need to be funded through reductions in the AWPU.
28. Further detail of the overall delegated budget will be discussed at the meeting and Schools Forum will be asked to confirm the assumptions to be applied within the calculation of the delegated budget.

Schools Block – Growth Fund

29. A separate paper is being presented to Schools Forum detailing the 2014-15 position and the proposals for the fund for 2015-16.

Schools Block – Falling Rolls Fund

30. Since 2014-15, the regulations allow for local authorities to topslice DSG to provide a targeted fund to support schools with falling rolls if they meet certain criteria. The requirement for any school accessing funding to be judged Good or Outstanding is mandatory but authorities may agree other criteria to allocate funding to schools within their area.
31. Schools Forum previously considered the merits of a Falling Rolls Fund in January 2014 and concluded that it would not implement a Falling Rolls Fund to support schools with a falling roll and consequently opted not to develop a Falling Rolls Policy.

High Needs Block

32. The High Needs Block covers expenditure on provision for pupils and students with high needs from ages 5 to 25 and support services for pupils covering early years provision to FE college provision. The responsibility to fund provision for students in FE colleges and Independent Specialist Providers (ISPs) up to the age of 25 years is a new responsibility for local authorities and funding was transferred in to DSG for 2013-14 to support this, based on previous learner numbers. The high needs block also covers the cost of alternative provision and hospital education services.
33. The allocation of the high needs block is based on agreed planned place numbers and historical spend rather than on specific school census data. The final High Needs Block allocations will be notified in March. Wiltshire has also made a submission to the DfE in October 2014 for additional support through the high needs 'exceptional case process'. A request was made to fund additional places within the high needs block for the financial year 2015-16.
34. The request submitted through the 'exceptional cases process' was not a request for additional top-up funding but to cover a serious shortfall in the allocation of places. The table below details the outcome of the Wiltshire request.

Establishment Name	Current Place Numbers	Exception Request	Total Places Requested	Total Allocated Places	Extra Allocation Awarded
EXETER HOUSE SPECIAL SCH	107	3	110	107	0
GREENTREES PRIMARY SCH	0	14	14	14	14
KINGS PARK PRIMARY ACAD	18	2	20	19	1
LARKRISE SCHOOL	86	3	89	86	0
SPRINGFIELDS ACADEMY	90	19	109	90	0
ST NICHOLAS SCHOOL	75	3	78	75	0
WILTSHIRE COLLEGE	94	156	250	196	102
TOTAL	470	200	670	587	117

35. Of the 200 additional places requested, 14 are the result of the new resource Base at Greentrees and 102 places are in respect of the significant growth in actual pupil numbers attending Wiltshire College. The additional 28 places requested at Special Schools has not been

recognised. Specific feedback has been requested and the DfE have committed to publishing this by the 23rd January 2015.

Wiltshire High Needs Provision (Pre-16)

36. In readiness for the 2014-15 year, budgets for Wiltshire's high needs provision were re-calculated to develop top up rates for each type of provision. There are no planned changes for 2015-16.

37. The agreed top up rates for Resource Bases and ELP were set for 2014-15 as follows:

Resource Base Band	1	2	3
	£10,823	£5,881	£2,920
ELP Band		ELP2	ELP1
		£5,881	£2,920

38. Work was also carried out with Wiltshire Special Schools to review top up values for day and residential places. The following rates were agreed for 2014-15.

	Day	Residential
Band 1+	£ 18,054	£ 54,508
Band 1	£ 12,361	£ 40,250
Band 2	£ 9,514	£ 33,122
Band 3	£ 6,668	£ 25,993
Band 4	£ 2,814	£ 16,342
Band 5	£ 485	£ 10,060

39. Further work is being carried out, looking at the cost pressures within the High Needs Block and proposals will be brought to the March Schools Forum.

Post-16 High Needs Provision

40. The high needs block includes an allocation of £3.682 million for the additional costs of placements for post-16 learners with special educational needs post school plus £1.377m for post-16 students in schools (including non-maintained and independent schools).

41. Agreement of place numbers for post-16 students has proved complex during 2014-15 and a number of 'exceptional' changes have been submitted to the DfE for 2015-16 based on current activity. It is difficult to project likely numbers for September 2015 given the significant changes in 2014-15 and so the place number submission is a best estimate. In future years the EFA has indicated that high needs place funding is likely to be based on previous year's activity.

42. Some of the pressure in the post-16 area will be mitigated due to the increase of 102 places being funded at Wiltshire College.

43. Given the current significant overspend within the high needs block, further modelling and work is being carried out, looking at all areas of the

service. There is an underlying assumption that changes and services must be managed within the existing budget level.

Overall Schools Budget

44. It is proposed that the overall schools budget be set at the level of the provision funding allocations £310.309 million, with further adjustments to be made once notification is received of any further adjustment to the Early Years and High Needs blocks.

DSG Reserve

45. A reserve of £3.502 million is currently held arising from underspends in previous years. The budget monitoring report elsewhere on this agenda indicates that there are commitments in place for some of this reserve and that there is a projected budget overspend in 2014-15 which will also need to be funded from this reserve.

<u>DSG Reserve 2014-15</u>	
Balance b/f from 13-14	3.502
Commitments 14-15	(1.248)
Balance after commitments	2.254
2-year old reserve not required	0.262
Transition into Primary	0.160
Balance 14-15 before overspends	2.676
Projected overspend 14-15	(2.354)
Projected DSG Reserve at 31/03/2015	0.322

46. No assumptions have yet been made about whether this reserve should be utilised in any way to support the 2015-16 budget or to support additional, one off, developments. Balances can be used to support expenditure within the high needs or early years block.

Proposal

47. It is proposed that:

- a. any increase in DSG arising from the January early years census is allocated to the EYSFF budget to support increases in population and take up of places
- b. Schools Forum agree an hourly rate for 2 year old place;
- c. Schools Forum agree an hourly rate for 3&4 year old places;
- d. Schools Forum agree the assumptions to be used in calculating the delegated budget;
- e. Top-up rates remain unchanged, subject to any proposals at the March Schools Forum in relation to the High Needs Block.
- f. That the overall schools budget is set at £310.309 million and that work is taken to review the High Needs budget and contain spending within the allocated High Needs Block.

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January 2015

Background papers

The following unpublished documents have been relied on in the preparation of this report: None

Wiltshire Council

Schools Forum January 2015

Allocation of Funding for Pupil Growth 2015-16

Purpose of the Report

1. To seek agreement on the methodology for allocating funding for pupil growth from the centrally retained growth fund in 2015-16.
2. To seek agreement on the amount of funding to be allocated for pupil growth.

Background

3. Wiltshire currently operates a growth fund and Schools Forum agreed to a number of criteria for the allocation of funding for pupil growth in the 2014-15 financial year. A revision to the scheme was made for 2014-15, due to the previous Wiltshire scheme becoming non-compliant. The element of the scheme that required amendment was the factor for in year pupil growth, as funding can only be provided for growth due to basic need or to meet infant class size regulations. As a result of this, the Wiltshire scheme was revised to only allocate in year growth funding, where it is required to meet infant class size regulations.

Main Considerations

4. Funding for significant pupil growth can be retained centrally as part of the schools contingency before the formula is calculated. This can include funding to be allocated for additional classes arising from Basic Need or additional classes needed as a consequence of infant class size regulations. The requirements are that:
 - a) the growth fund can be used only for the purposes of supporting growth in pre-16 pupil numbers to meet basic need and to support additional classes needed to meet the infant class size regulation
 - b) the fund must be used on the same basis for the benefit of both maintained schools and recouperment academies
 - c) any funds remaining at the end of the financial year must be added to the following year's DSG and reallocated to maintained schools and Academies through the local formula
 - d) local authorities will be required to produce criteria on which any growth funding is to be allocated. These should provide a transparent and consistent basis (with differences permitted between phases) for the allocation of all growth funding. The criteria should both set out the

circumstances in which a payment could be made and provide a basis for calculating the sum to be paid

- e) local authorities will need to propose the criteria to the Schools Forum and gain its agreement before growth funding is allocated. The local authority will also need to consult the Schools Forum on the total sum to be top-sliced from each phase and must regularly update the Schools Forum on the use of the funding.

Historical Position

- 5. At the meeting on the 6th December 2012, Schools Forum agreed that funding for pupil growth should be retained centrally and that a budget of £1.1 million should be allocated for this purpose, in 2013-14.
- 6. At the Schools Forum meeting on the 16th January 2014, it was agreed that a budget of £0.848m should be retained centrally for the purpose of funding pupil growth in the financial year 2014-15.

Affordability

- 7. During 2014-15, there were two new primary schools which opened in Wiltshire, Castle Mead Primary Academy and Wellington Academy Primary. Old Sarum Primary is still in receipt of the New Schools Allowance as it is less than seven years old. The actual cost of the New Schools Allowance to these schools was £205,083.
- 8. The Basic Need Class Expansion for additional classes will cost £211,147 in 2014-15 and has been paid out to 7 schools.
- 9. The Infant Class Size increases were estimated, based upon the last two years, as being payable for twenty-five classes, equating to £455,250. The actual position, based upon the October 2014 data has indicated that there are 25 classes required, totalling £455,250.
- 10. The total Growth Fund requirement for 2014-15 is therefore anticipated to cost £871,480, representing an overspend of £0.023 against the current budget.
- 11. The proposed criteria for funding pupil growth within the local Wiltshire funding formula in 2015-16 are as follows:

Proposed Criteria

New School Allowance (unchanged from 2013-14 & 2014-15):

- 12. Schools receive funding in advance of pupils arriving in the school, based on the result of the pupil teacher ratio rounded up to the nearest next whole number. The PTRs used are 26.5:1 for KS1 & 27.5:1 for KS2 + 1.1. The topped up element to the next whole number is arrived at by multiplying the result by the salary of a teacher on the top point of the teacher's main scale +

on-costs. This element will apply until the first year group has left the school or until the school is full.

13. In addition the costs of a head teacher and 10 hours admin support will be available one "old" term before opening. 55% of the Basic Flat Rate will be available two "old" terms before opening. In the first year of opening the school will also receive 34% of the Basic Flat Rate, 17% in the second & 8.5% in the third year after opening.
14. New schools may also receive an estimate of the new pupil intake for the forthcoming academic year. This approach will be in place for the number of years equal to the number of year groups at the school. The initial estimate may be changed at a later date (but no later than the end of Term 6) to more accurately reflect the likely new intake, with the agreement of the school.

Class Expansion for Basic Need (unchanged from 2013-14 & 2014-15):

15. Where a school is expanded to provide additional classes to meet a basic need for places identified by the LA, from the month of opening for the remainder of the financial year only the school will receive $\frac{7}{12}$ ths x 30 x relevant AWPU for each additional class. Where a full class may not be needed then the school would receive $\frac{7}{12}$ ths x estimate of increased September intake x relevant AWPU. The definition of "expanded" is that a building project or addition of a mobile classroom has taken place.

Infant Class Size Increases:

16. This is payable to a Primary School with infant classes which is required to set up an additional class in the Autumn term as required by the infant class size regulations, and the school cannot accommodate all of its additional Reception and Key Stage 1 pupils in classes of 30 or less, i.e. the total number of pupils in the 3 year groups exceeds a multiple of 30. If the total increase in NOR necessitates that an extra class would be required, then additional funding is allocated per additional class.

17. Schools Forum needs to approve the above criteria for application in 2015-16.

Proposal

18. It is proposed that:

- a) Schools Forum approve the criteria for allocating the pupil Growth Fund in 2015-16.
- b) Agree that the budget for the Growth Fund is set at a maximum of £1m, subject to the affordability within the funding formula for 2015-16.

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