



Shropshire Council
Legal and Democratic Services
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

Date: 15 October 2014

**Committee:
Schools Forum**

Date: Thursday, 23 October 2014

Time: 8.30 am

**Venue: Shrewsbury Training and Development Centre, Racecourse Crescent,
Monkmoor, Shrewsbury, SY2 5BP**

You are requested to attend the above meeting.
The Agenda is attached

Claire Porter
Head of Legal and Democratic Services (Monitoring Officer)

Members of Schools Forum

Bill Dowell (Chair)
Phil Adams
Austin Atkinson
Nicholas Bardsley
Richard Bray
Hilary Burke
David Chantrey
Chris Davies
Christine Harding
Christine Hargest
Ann Hartley
Sandra Holloway
Colin Hopkins
Jo Humphreys

Peter Ingham
Pete Johnstone
Martin Jones
Sally Lill
Yvette McDaniel
Kay Miller
Ian Nurser
Phil Poulton
Kay Redknap
Mark Rogers
James Sparkes
Colin Case
Joy Tetsill

Your Officer is:

Philip Wilson Service Manager Business Support People

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AGENDA

- 1 **Apologies**
- 2 **Minutes and Matters Arising**
- 3 **Lobbying**
- 4 **Shropshire Schools Forum Constitution (Phil Wilson)**
- 5 **School Funding 2015 - 16 Consultation (Gwyneth Evans)**
- 6 **Dedicated Schools Grant 2015 - 15 (Phil Wilson)**
- 7 **Communications**
- 8 **Date of Next Meeting**

Thursday 27 November 2014, 8.30 am at Shrewsbury Training & Development Centre, Monkmoor, Shrewsbury

Future Meetings:

Thursday 22 January 2015

Thursday 26 March 2015

Thursday 18 June 2015

All 8.30 am at Shrewsbury Training & Development Centre



Schools Forum
Date: 23 October 2014
Time: 8.30 am
Venue: STDC, Monkmoor, Shrewsbury

Item/Paper
A
 Public

MINUTES OF SCHOOLS FORUM HELD ON 18 SEPTEMBER 2014

Present

School Forum Members

Bill Dowell – 14-19 Forum
 Phil Adams – Academy headteacher
 Hilary Burke – Secondary headteacher
 Chris Davies – Special School
 Christine Hargest – Association of Secretaries
 Christine Harding – Early Years and Childcare
 John Hitchings – SSGC
 Sandra Holloway – Primary governor
 Jo Humphreys – Primary governor
 Peter Ingham – Secondary governor
 Pete Johnstone – Secondary headteacher
 Martin Jones – Primary governor
 Sally Lill – Primary headteacher
 Yvette McDaniel – Primary headteacher
 Kay Miller – Primary headteacher
 Phil Poulton – Secondary headteacher
 Kay Redknap – TMBSS
 Mark Rogers – Primary headteacher
 Philip Sell – Diocese representative
 James Sparkes – Secondary governor
 Joy Tetsill – Secondary governor
 Ruth Thomas – Post 16

Members

Cllr Ann Hartley
 Cllr Nick Bardsley

Officers

Karen Bradshaw
 Phil Wilson
 Gwyneth Evans
 Neville Ward
 Rob Carlyle
 Gareth Profitt
 Deborah Fern
 Helen Woodbridge (Minutes)

Observers/visitors

Sonia Taylor
 Cllr Hannah Fraser

Karen Bradshaw welcomed everyone to the meeting, particularly Joy Tetsill, new secondary governor representative and Sonia Taylor, new headteacher at Grove School as an observer.

		ACTION
1.	Apologies Apologies had been received from Austin Atkinson, Richard Bray, Colin Case and David Chantrey.	
2.	Election of Chair Schools Forum unanimously elected Bill Dowell as Chair. IT was agreed that the constitution would be amended to allow this at the next meeting.	PW
3.	Minutes and Matters Arising (Paper A) The minutes were accepted as a true record. The Chair confirmed that letters had been sent to the four schools that had not returned their SFVS return.	
4.	Lobbying	

The Chair advised that the f40 group continue to lobby.

5. School Funding Reforms (Paper B)

Gwyneth Evans went through the paper in detail. A significant increase in funding for Shropshire schools is good news.

Gwyneth advised that Barrow1618 Free School will now be funded in the same way as academies – their budget share will come in to Shropshire and then go to the EFA for distribution.

Chris Davies asked if the changes in the Carbon Reduction scheme removed the concerns that Schools Forum had re unfairness and it was confirmed that they did and it is now done on a per pupil basis.

Gwyneth reported that discussions and modelling around the Sparsity Factor had taken up a significant portion of the Task and Finish Group's time. The costs of running sparse schools had been investigated and modelled.

Gwyneth added a health warning that the figures had been worked on October 2013 numbers.

John Hitchings thought that MFG may be a hard point to sell, and asked should recovering any deficit budgets more quickly using this extra funding be considered.

Gwyneth confirmed that this would be discussed with individual schools as part of the licenced deficit monitoring process.

The Chair stressed the importance of budget management and for schools to live within their means.

John Hitchings reported that the sparsity approach suggested was the best fit – modelling had demonstrated a wide range of variances.

The Chair thanked Rob Carlyle for the work that he had done on modelling.

The Chair advised that the issue in paragraph 23 needed further work and Gwyneth has a meeting arranged to discuss this. It will be brought back to Schools Forum.

Martin Jones asked if there was a list of the 14 primary schools that would benefit from sparsity funding. It was confirmed that whilst it is not confidential the list is based on 2013 figures and therefore not necessarily correct.

Recommendations

1. Schools Forum noted the confirmation of additional funding for Shropshire schools from April 2015 and other changes required to DSG funding arrangements.
2. Schools Forum unanimously agreed the recommendations proposed by the Task & Finish Group on the allocation of the additional funding through the local funding formula, as detailed in paragraphs 28, 30, 31 and 33.

Peter Ingham thanked officers and the Task and Finish Group for the work that had been carried out.

Phil Wilson confirmed that Schools Forum recommendation would be put forward to the Council for approval and that it will be consulted upon from today, specifically at a meeting on 2 October 2014 to which all headteachers and chairs of governors have been invited.

The Chair asked SSGC representatives to highlight the importance of this meeting to chairs of governors.

GE

PW

SSGC

6. High Needs Funding (Paper C)

Chris Davies went through his paper. He highlighted the additional costs and pressures including maternity cover, clinical waste and specialist equipment.

Phil Adams expressed a concern that the increase that schools are getting could be eaten away when the high needs block will be considered next year.

Gwyneth Evans advised that discussions would be needed before allocations are made as high needs cannot be funded on a flat rate top up – the regulations stipulate that it has to be on individual needs.

It was agreed that the High Needs Task and Finish Group (CD, JHu, CoG Woodlands, KR, MDa, YM) should be reconvened and Chris Davies volunteered Severndale as a meeting venue.

Mark Rogers asked about the significant surplus at Severndale.

Chris Davies confirmed that the surplus would be £70,000 at the end of 2014/15.

Yvette MacDaniel asked if anyone monitors the number of children coming in from out of county.

Karen Bradshaw advised that where another local authority places a child in Shropshire, that local authority pays high needs funding to Shropshire.

Phil Adams suggested that LAs are placing fewer LAC out of county.

Chris Davies did not think that was the case for Severndale.

Ann Hartley questioned the role of health and whether the specialised equipment should be their responsibility as it used to be.

Chris Davies advised that health do fund some specialised standing frames. He added that health and safety has added more costs eg for hoists.

Mark Rogers thought it would be useful to compare funding for a child in a Shropshire special school to a child in a standard school.

Kay Redknap advised that alternative provision in Shropshire receives lower than average funding.

Chris Davies added that the work of the task and finish group would be useful for providing information to support the government review.

PW

7. School and Early Years Finance (England) Regulations 2014 Changes (Paper D)

Gwyneth circulated an additional DFE paper. 2.2, Regulation 3 was stressed. The High Needs Task and Finish Group will consider this.

PW

8. Review of Deficit Balances (Paper E)

Phil Wilson went through the report. It was agreed that a protocol on deficit balances for sponsored academies is required and a Task and Finish Group will consider this.

PW

Sally Lill asked if there is any control on schools' spending when they are moving to sponsored academy.

Gwyneth Evans advised that there is and letters are sent to headteachers and Chairs of Governors advising them of monthly monitoring and the ability of the LA to withdraw delegation.

Phil Adams asked where the funding would come from should a deficit remain with the LA. He was advised that the deficit would remain with the LA and could be put against DSG. The intention is to do this but to run the DSG at an overspend so that schools do not feel any affect. An exemption for this has been applied for.

Phil Adams, Hilary Burke, Phil Poulton and Pete Johnstone were vociferous in their views that schools should not pay for other schools' deficits and children in prudent Shropshire schools should not suffer because of other schools' overspending. They were concerned that keeping the deficit as an overspend on DSG would risk it at some stage being taken from schools.

Karen Bradshaw advised that the LA would seek to reduce this overspend over

time through using any underspends.

The headteacher cited other schools where budget management had been good in order to reduce deficits. It does not seem fair that when schools have been irresponsible they benefit.

Karen Bradshaw advised that the current school with a large deficit had managed a balanced budget this year through their IEB. She confirmed that there had been negotiation with the sponsoring school but they would not agree to take any of the deficit.

The DFE, EFA and Academies Trust had considered the future of this school and had conceded to fund it to a higher level. Phil Poulton added that the EFA are bankrolling this deficit.

The secondary headteachers understood that this situation is due to legislation which works against LAs and for academies.

James Sparkes suggested withdrawing delegation at an earlier stage.

Mark Rogers agreed and suggested the same if deficits are not being paid off.

A Task and Finish Group to comprise JHi, MR and PP was arranged.

The Chair summarised – Schools Forum are concerned that this was allowed to happen. Chris Endacott had warned David Taylor of this eventuality.

Karen Bradshaw conceded that the LA could have taken action earlier.

It was agreed that the Chair and Pete Johnstone would write a letter from Schools Forum to the Secretary of State expressing concern re the anomalies.

Joy Tetsill suggested asking for a meeting to discuss.

PW

Chair/
PJ

9. Dedicated School Grant Monitoring (Paper G)

Deborah Fern presented the paper.

10. Communications

A letter re school sustainability had been sent out last week. The press release was kept simple but led to some mixed coverage – good on Radio Shropshire and less so in the Star.

Nick Bardsley felt it was important to keep the press informed even if they are sometime irresponsible.

The Chair suggested that the new modelling tool will help headteachers' understanding.

Kay Miller reported parental feedback from the Star which confirmed that they did understand about falling rolls.

Jo Humphries checked that members and parish councillors had been included in the communication and Ann Hartley confirmed that they had.

11. Next meeting

The next meeting will be held on Thursday 23 October 2014.

The meeting closed at 10.35 am.

Future meetings:

27 November 2014, 22 January 2015, 26 March 2015, 18 June 2015.

 Shropshire Council	Schools Forum	<u>Item</u>	<u>Paper</u>
	Date: 23 October 2014 Time: 8:30 a.m. Venue: Shrewsbury Training and Development Centre	Public	B

SHROPSHIRE SCHOOLS FORUM CONSTITUTION

Responsible Officer Phil Wilson

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Summary

At their meeting on 7 November 2013, Schools Forum approved the constitutional arrangements for the annual re-apportionment of membership to take account of the changing mix between maintained and academy schools. This report details the required re-apportionment from April 2015 based on the academy conversions up to October 2014.

The report also proposes changes to the Constitution to allow for the appointment of an independent chair of Schools Forum.

Recommendation

- To approve the re-apportionment of Schools Forum membership from April 2015, including the transfer of the current special school representative to take up a academy membership vacancy.
- To approve changes to the Constitution to allow for the appointment of an independent chair of Schools Forum.

REPORT

Membership

1. All local authority School Forums are constituted in accordance with the Schools Forum (England) Regulations 2012. Shropshire Schools Forum approved the current Constitution at their meeting on 13 September 2012, with the new Constitution becoming operational from 1 October 2012.
2. At their meeting on 7 November 2013 Schools Forum received a report on a document from the Education Funding Agency (EFA) which referenced a

requirement for regular reviews of Forum membership to take account of the pace of academy conversions and to ensure that membership remains proportionate (based on pupil numbers).

3. At present there are 21 school places on Forum, broken down as follows: 10 primary (5 headteachers, 5 governors), 7 secondary (3 headteachers, 4 governors), 2 academy (headteachers), 1 special school place and 1 pupil referral unit (PRU). The special school and PRU places are not included in the apportionment calculation. The membership as at 1 October 2014 is attached.
4. In the November 2013 report Schools Forum agreed that a re-apportionment of membership should take place annually, from 1 April, using the pupil numbers from the previous October's school census. The report highlighted the need, from April 2014, to reduce the secondary membership from 7 to 5 and to increase the academy representation from 2 to 4. It should be noted that these membership changes have not yet been fully actioned.
5. In order to model the likely position from April 2015, the school census information from January 2014 and the number of academies on 1 October 2014, has been used to assess the impact on representation – see table below (noting that 19 school places are apportioned by excluding special and PRU members).

	Jan. 2014 NOR	Apportionment	
Maintained Primary Schools	19,176	52.6%	10
Maintained Secondary Schools	7,021	19.3%	4
Academies (as at 1 October 2013)	10,243	28.1%	5
	36,440	100.0%	19

6. The analysis indicates – noting that the October 2014 school census data needs to be applied to the model but is unlikely to result in any material change – that from April 2015 there will need to be a reduction from 7 to 4 maintained secondary representatives, and an increase from 2 to 5 academy representatives. It should be noted that the academy pupil numbers include 10.5% in the primary phase. It will be for the academy schools to consider whether one of the 5 places should allocated to a primary phase academy.
7. It should be noted that the funding formula from 2015-16 will be used to determine the budget for free schools. The EFA guidelines stipulate that the academy representation can be drawn from free schools in the local authority area. Equally consideration will need to be given to the balance of headteacher and governor representation in each of the constituent groups.
8. Severndale Specialist School converted to an academy on 1 January 2014. They currently provide the special school representative on Forum. There is currently a vacancy for one of the 2 academy representatives. It is recommended that the current special school representative takes up the vacant academy position and that a new special school representative be drawn from the Council's remaining maintained special school (noting that special school pupil numbers are not used in the apportionment calculation).

9. The reduction from 7 to 4 members from secondary maintained schools will need managing. The terms of office for 2 of the current members (both governors) cease before 1 April 2015.
10. While the local authority will support the constituent groups through the facilitation and management of, for example, election processes, the responsibility for determining how nominations will be sought, the mix between headteachers and governors, and the balance of representation between phases and/or size of school, must rest with the constituent groups.

Election of Chair

11. Schools Forums were required from April 2014 to include a representative from an institution (other than from a school or academy) providing education to 16-19 year olds (but may also be providing education for 14-16 year olds and/or for 20-24 year olds with high needs). This was to replace the requirement for a representative from the 14-19 partnership. It should be noted that this is a non-schools member of Forum which would restrict their voting rights on key funding issues.
12. The Chair of Schools Forum is the current representative from the 14-19 partnership. He was appointed at the September 2013 meeting to serve as Chair until the end of the 2013-14 academic year, in the knowledge that from April 2014 there was no constituted membership for the 14-19 partnership.
13. At their meeting on 18 September 2014 Schools Forum unanimously approved the appointment of the existing Chair for another academic year and that the necessary changes be made to the Constitution to allow for the election of an independent chair who may not be part of the existing membership of the Schools Forum. Schools Forum are therefore asked to formally approve the necessary amendment to the current Constitution.

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APPENDIX

SCHOOLS FORUM – MEMBERSHIP – OCTOBER 2014

Member Category	Name	School	Term to
Schools representation (21 members – 75%)			
Primary Headteachers (5 members)	Sally Lill Mark Rogers Yvette McDaniel Ian Nurser Kay Miller	Sheriffhales Oxon Prees St Peter's, Wem St George's Clun	31/12/17 31/03/16 31/03/16 30/09/16 31/03/17
Secondary Headteachers (3 members)	Pete Johnstone Hilary Burke Phil Poulton	Belvidere Meole Brace Ludlow CE	31/03/17 13/09/16 13/09/16
Primary Governors (5 members)	Jo Humphreys Sandra Holloway David Chantrey Colin Case Martin Jones	St Mary's Shawbury Meole Brace St Lucia's St John the Baptist Much Wenlock	31/03/16 31/03/16 31/03/16 31/08/16 31/03/16
Secondary Governors (4 members)	Peter Ingham James Sparkes Joy Tetsill Richard Bray	The Grove Community College Meole Brace Thomas Adams	16/11/14 31/03/15 31/08/18 31/08/16
Special Schools (1 member)	Chris Davies	Severndale	31/03/17
Academies (2 members)	Phil Adams Vacancy	Corbet	16/11/14
Pupil Referral Unit (1 member)	Kay Redknapp	TMBSS	01/10/16
Non-schools representation (8 members – 25%)			
SSGC Early Years & Childcare Diocese Association of Secretaries 14-19 Forum 16-19 Education Sector	John Hitchings Christine Harding Colin Hopkins Philip Sell Austin Atkinson Christine Hargest Bill Dowell Ruth Thomas	Daisy Chain Nursery Lichfield Hereford Shrewsbury NUT Derwen College	

Council Elected Members	Cllr A Hartley (C) Cllr N Bardsley (C)	Education lead Resources lead
Council Officers	Karen Bradshaw Phil Wilson Rob Carlyle Gwyneth Evans Neville Ward Deborah Fern Gareth Proffitt	
Observer appointed by Secretary of State	Paul Tynan	Education Funding Agency



Schools Forum

Date: 23 October 2014

Time: 8:30 am

Venue: Shrewsbury Training
and Development
Centre

Item

Public

Paper

D

DEDICATED SCHOOLS GRANT MONITORING

Responsible Officer Deborah Fern
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Summary

This report outlines to Schools Forum members the centrally retained Dedicated Schools Grant (DSG) forecast outturn position as at the end of September 2014.

Recommendation

This report is for information only.

REPORT

OUTTURN 2014-15

The overall outturn against centrally retained DSG has moved from a projected underspend of £642k as reported on 18 September 2014, which was based upon expenditure to the end of August 2014, to an underspend of £778k based on expenditure to the end of September 2014. This is a prudent forecast on the basis that not all autumn term payments have been made and the spring term payments are still to be confirmed.

Main reasons for a variation from budget of greater than £100k:

DE-DELEGATED ITEMS

Line1.1.1 Contingencies

Significant further requests have been received from schools for additional payments, due to a greater than 10% increase in numbers. Actual confirmed payments to date amount to £143k. This has been increased to £195k to account for potential further requests during the spring term resulting in a potential overspend of £107k.

HIGH NEEDS BUDGET

Line 1.2.1 – Top Up Funding – Maintained Providers

An underspend of £362k is currently forecast. Top-up payments are difficult to forecast as they are constantly changing. A prudent estimate has therefore been included to take into account potential changes to statements during the autumn and spring terms.

CENTRAL PROVISION

Line 1.4.1 - Contribution to Combined Budgets

We have reviewed the services and contracts within this section and been able to realise savings of £219k.

CENTRALLY RETAINED DEDICATED SCHOOLS GRANT FUNDING PERIOD (2014-15)

No:	Description	Original 2014/15 Net Budget	2014/15 Latest Budget	2014/15 Outturn	Variance
1.01	Individual Schools Budget - Early Years PVI's	6,610,250	6,358,390	6,358,391	1
	DEDELEGATED ITEMS				
1.1.1	Contingencies	87,840	87,680	195,000	107,320
1.1.2	Behaviour Support Services				
1.1.3	Support to UPEG and bilingual learners				
1.1.4	Free school meals eligibility				
1.1.5	Insurance	26,210	24,450	24,450	0
1.1.6	Museum and Library Services				
1.1.7	Licences/subscriptions				
1.1.8	Staff costs Maternity supply cover	455,120	429,190	338,596	-90,594
1.1.8a	Staff costs Trade Union Duties	64,860	60,160	43,000	-17,160
	HIGH NEEDS BUDGET				
1.2.1	Top Up funding - Maintained Providers	1,905,900	5,937,950	5,575,949	-362,001
1.2.2	Top Up funding - Academies & Free Schools	7,830,950	4,146,580	4,142,628	-3,953
1.2.3	Top Up funding - Independent Providers	5,169,000	5,660,670	5,634,846	-25,824
1.2.4	Other AP Provision	179,550	179,550	172,378	-7,172
1.2.5	SEN Support Services	1,691,630	1,571,680	1,550,472	-21,208
1.2.6	Support for Inclusion	332,970	331,790	276,990	-54,800
1.2.7	Hospital Education Services	105,190	105,190	105,190	0
1.2.8	Special Schools and PRUs in financial difficulty				
1.2.9	PFI and BSF costs at special schools				
1.2.10	Direct Payments (SEN and Disability)				
	EARLY YEARS BUDGET				
1.3.1	Central Expenditure on children under 5	471,240	471,240	471,240	0
	CENTRAL PROVISION WITHIN SCHOOLS BUDGET				
1.4.1	Contribution to combined budgets	1,369,860	1,341,860	1,123,294	-218,566
1.4.2	Schools Admissions	299,520	279,200	258,824	-20,376
1.4.3	Servicing of Schools Forums	0	11,000	11,001	1
1.4.4	Termination of employment costs	1,091,400	1,091,400	1,027,696	-63,704
1.4.5	Carbon reduction commitment allowances				0
1.4.6	Capital Expenditure from Revenue (CERA)	609,770	609,770	609,771	1
1.4.7	Prudential Borrowing Costs	298,150	298,150	298,150	0
1.4.8	Fees to independent schools without SEN				
1.4.9	Equal Pay - Back Pay				
1.4.10	Pupil growth / Infant Class sizes				
1.4.11	SEN Transport				
1.4.12	Exceptions agreed by Secretary of State	64,370	112,690	112,692	2
14.6.1	TOTAL CENTRALLY RETAINED	28,663,780	29,108,590	28,330,557	-778,033
	Individual School Budgets	117,214,540	109,485,220		
	Totals DSG Budget	145,878,320	138,593,820		

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