



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

**Committee:
Schools Forum**

Date: Thursday, 2 February 2017

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
Nicholas Bardsley
Michael Barrett
Christine Hargest
John Hitchings
Sandra Holloway
Colin Hopkins
Pete Johnstone

Alan Parkhurst
Geoff Pettengell
Kay Redknap
Geoff Renwick
Mark Rogers
Philip Sell
Joy Tetsill
Ruth Thomas

Your Committee Officer is:

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AGENDA

- 1 Apologies**
- 2 Minutes and Matters Arising (Gwyneth Evans) Paper A (Pages 1 - 4)**
- 3 School Revenue Funding (Gwyneth Evans) Paper B (Pages 5 - 8)**
- 4 National Funding Formula Consultation (Gwyneth Evans) Paper C (Pages 9 - 24)**
- 5 High Needs and Early Help Task and Finish Groups (Phil Wilson) Paper D (Pages 25 - 36)**
- 6 Shropshire Schools Forum Constitution (Phil Wilson) Paper E (Pages 37 - 42)**
- 7 Apprenticeship Levy (Lorraine Edwards) Paper F (Pages 43 - 54)**
- 8 Dedicated Schools Grant Monitoring (Stephen Waters/Julia Dean) Paper G (Pages 55 - 60)**
- 9 Communications**
- 10 Future Meetings**

23 March 2017, 8.30 am, STDC, Monkmoor
8 June 2017, 8.30 am, STDC, Monkmoor



Schools Forum
Date: 2 February 2017
Time: 8.30 am
Venue: STDC, Monkmoor, Shrewsbury

Item/Paper
A
Public

MINUTES OF SCHOOLS FORUM HELD ON 19 JANUARY 2017

Present

School Forum Members

Bill Dowell (Chair)
Phil Adams – Academy Headteacher
Michael Barratt – Academy Headteacher
John Eglin – Primary Headteacher
John Hitchings – SSGC
Sandra Holloway – Primary Governor
Pete Johnstone – Secondary Headteacher
Alan Parkhurst – Primary Headteacher
Geoff Pettengell – Academy Headteacher
Phil Poulton – Secondary Headteacher
Michael Revell – Primary Governor
Mark Rogers – Primary Headteacher
Phillip Sell – Hereford Diocese

Officers

Karen Bradshaw
Ros Bridges
Gwyneth Evans
Jo Jones
Paul Jones
Christine Kerry
Chris Mathews
Gareth Proffitt
Neville Ward
Stephen Waters
Phil Wilson
Helen Woodbridge (minutes)

Members

Cllr David Minnery
Cllr Nick Bardsley

Observers

Roger Evans
Maggie Furmanek

ACTION

1. Apologies

Apologies had been received from Jean Evanson, Meryl Green, Shelly Hurdley, Kay Redknap and Geoff Renwick. Later apologies were received from Sabrina Hobbs.

2. Minutes and Matters Arising (Paper A)

The chair welcomed a new member, Michael Revell. He introduced three LA officers Chris Mathews, Chris Kerry and Paul Jones who were attending re Paper B. It was confirmed that the actions from the previous minutes had been completed.

3. School Revenue Funding 2017 to 2018 (Paper B)

Phil Wilson went through the paper apologising for the lateness of the report which had been due to late receipt of information and the many officer inputs which were required.

The chair spoke of the aim for openness and transparency and hoped that the involvement of other schools through the planned Lord Hill event will help explain why these decisions are necessary.

Mark Rogers advised that the Apprenticeship Levy will effect maintained schools' budgets. It was confirmed that this will appear in schools accounts as a charge to maintained schools not an initial reduction from the budget.

It was also confirmed that the levy applies only to organisations with a pay bill of over

£3 million.

Phillip Sell did not think this would apply to VA schools

Phil Wilson advised that the School Improvement Grant is limited to two years.

He highlighted an error in paragraph 11 – change to: £1,844 per maintained school (not pupil).

The situation is unclear re continued ESG funding/protection for academies.

Phil Adams was not expecting ESG to continue for academies (which will create funding issues for MATs too).

The chair spoke of the need to provide a ‘cushion’ for schools in the transitional period. He added that officers have worked up the proposals based on the minimum that schools would need.

Retained Duties - Recommendation 1

Votes in favour 9

None against

No abstentions

CERA Allocation - Recommendation 2

Votes in favour 9

None against

No abstentions

Top slice of ISB - Recommendation 3

Votes in favour 5

None against

No abstentions

The chair added that it would be commendable if academies could consider paying this back.

Phil Adams asked if redundancy costs would be ongoing? It was confirmed that they are one offs.

Pete Johnstone asked if current lifetime costs are paid out of this. It was confirmed that it would only apply to new redundancy costs.

The chair advised that the task and finish group had established that rigour is applied to redundancy situations – finance and HR are involved.

Mark Rogers added that the use of redundancy needs to be reserved for tough situations and be closely monitored.

John Eglin suggested that the impact of NFFF may cause a redundancy spike (in larger schools).

Schools Forum members wondered what would happen if the funds were used up mid-year. Gwyneth Evans confirmed that an overspend could be carried forward into the following year.

Pete Johnstone thought that the dip in costs could have been because of the better funded year so maybe the higher figure would be necessary.

It was confirmed that the £512k CERA money is annual funding.

Pete Johnstone wondered if schools could part fund redundancy if necessary.

Chair suggested that the provision of good financial information should mean that usually schools will not need to make redundancies.

John Hitchings spoke of the need to trust schools.

Mark Rogers highlighted the major funding changes. Small schools’ budgets will be tight for this and next year and will then be increased disproportionately. Medium size and large schools will be losing out financially and therefore there could be redundancy implications. He would be worried about making redundancy decisions when funding is not confirmed.

The chair reminded Schools forum colleagues that the proposed primary school

lump sum is £100k which will mean a lower AWPU.

Sandra Holloway spoke of the need for planning ahead and Gwyneth Evans agreed -
- schools may need to plan redundancies when NFFF is released in late summer.
PJ staffing protocol may help by enabling redeployment.

Redundancy - Recommendation 4

Option 1 – 1 vote

Option 2 – 3 votes

Option 3 – 3 votes

It was agreed to select the middle level.

Michael Revell asked about difference between ESG funded and SLA funded HR service. Paul Jones advised that it would be hard to disentangle the service so quickly but it will have to be disentangled during the transitional year. The traded element has supplemented in the past.

John Emlin assumed there would be a difference in the price for maintained schools and academies.

Paul Jones confirmed and advised that the prices also vary between academies. Some academies fulfil their statutory functions through LA.

Phil Adams confirmed that the LA HR prices are in line with the market.

Mark Rogers could see that transition to fully traded is the theme.

Human Resources/Health & Safety - Recommendation 5

Votes in favour 7

Against 0

Abstentions 0

Christine Kerry would be worried about a straight move to traded because of the lack of time to talk to all schools.

Mark Rogers suggested that more clarity is required and worried that schools could walk away when they are losing funding. There is a need to support now but with reservations.

John Emlin agreed to transitional support but spoke of links with Early Help etc which is not appropriate for trading.

Education Welfare - Recommendation 6

Votes in favour 7

Against 0

Abstentions 0

Alan Parkhurst suggested maintaining the service at 5.5 fte (which would cost an extra £58k). He thought that officers were overworking already and he would be happy to pay the extra.

Mark Rogers had been shocked by proposed figures as they had gone up since the task and finish group meeting. It was explained that this was because of change between primary and secondary phases and the need for separate votes.

Phil Wilson suggested that the £58k could be made up through trading.

Pete Johnstone thought that schools should be consulted as opportunities for trading may reduce.

Schools Forum members understood that schools can change from high to low risk and vice versa very quickly.

Primary School Improvement - Recommendation 7a

Votes in favour 5

Against 0

Abstentions 0

Secondary School Improvement - Recommendation 7b

Votes in favour 2

Against 0

Abstentions 0

Primary maintained - £30.80 per pupil
Secondary maintained - £22.21 per pupil

The chair thanked the task and finish group members and officers for the work that had been put into this.

Sandra Holloway asked how schools would know about all these figures.

Gwyneth Evans advised that it will be made clear in the budget share.

4. Early Years National Funding Formula Consultation 2017-18 (Paper C)

Neville Ward presented the report.

Alan Parkhurst suggested the need for some of the funding to go to EAS.

Neville Ward advised that more early years provision is moving into schools (from what was previously private provision) so further discussion will be required.

5. Lord Hill Event Wednesday 8 February 2017

Schools Forum members were encouraged to attend the event by booking through the CPD team cpd@shropshire.gov.uk or 01743 254570

6. Communications

David Minnery thought it vital for all to pull in the same direction. He thanked Schools Forum members for their input as from an LA perspective the decisions made (which had been tough to make) will enable transition through a difficult period. Members are striving to get the best deal – a meeting with MPs is scheduled for next week.

7. Next meeting

The next meeting will be held on Thursday 2 February 2017

The meeting closed at 10.45 am.

Future meetings (please diary):

23 March 2017	8.30 am	STDC, Monkmoor
8 June 2017	8.30 am	STDC, Monkmoor
14 September 2017	8.30 am	STDC, Monkmoor
2 November 2017	8.30 am	STDC, Monkmoor
7 December 2017	8.30 am	STDC, Monkmoor
18 January 2017	8.30 am	STDC, Monkmoor
1 February 2017 (provisional)	8.30 am	STDC, Monkmoor
22 March 2017	8.30 am	STDC, Monkmoor
7 June 2017	8.30 am	STDC, Monkmoor



Schools Forum

Date: 2 February 2017

Time: 8:30 a.m.

Venue: Shrewsbury
Training and Development
Centre

Paper

B

Public

SCHOOLS REVENUE FUNDING SETTLEMENT 2017-18

Responsible Officer Gwyneth Evans

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Summary

This report gives an update on the latest information available on the schools revenue funding settlement for 2017 to 2018 and the dataset information provided by the Education Funding Agency (EFA) based on the schools' October 2016 census.

Recommendation

This report is an information item only.

REPORT

Schools Revenue Funding Settlement 2017-18

1. Detailed information on the school revenue funding settlement for 2017-18 was announced by the Department for Education (DfE) on 20 December 2016.
2. As in previous years, the total 2017-18 Dedicated Schools Grant (DSG) is allocated under three main non-ringfenced blocks: a schools block, an early years block and a high needs block. There is no additional additions/deductions block in 2017-18.
3. A summary of the 2017-18 DSG allocation as announced on 20 December 2016 is shown in the table below alongside the 2016-17 DSG allocation (before recoupment).

	2017-18 £m	2016-17 £m	Variation £m
Schools Block	156.259	153.046	+3.213
Provisional Early Years block	13.885	9.812	+4.073
High Needs Block	25.079	25.941	-0.862
Additions/Deductions	0.000	0.050	-0.050
Total	195.223	188.849	+6.374

- **The 2017-18 DSG – Schools Block key financial headlines are:**

4. Shropshire's schools block pupil numbers at October 2016 were 34,991. This compares to 34,769 at October 2015 – an increase of 222 pupils.
5. As in previous years the October 2016 pupil numbers include a reception uplift to take account of deferred entry to Reception based on an increase in the count of Reception pupils between October 2015 and January 2016.
6. Shropshire's 2017-18 Schools Block Allocation guaranteed unit of funding (GUF) totals £4,465.69 per pupil, an increase from the £4,401.81 GUF received in 2016-17, reflecting the Government's re-baselining of the DSG blocks based on actual spend in 2015-16 and the inclusion of £0.57m ESG retained duties element of funding (previously funded to local authorities outside of the DSG).
7. The Government's re-baselining exercise moved funding between Shropshire's schools block and high needs block in line with spend levels in 2015-16, and had no impact on the bottom line DSG allocation.

- **The 2017-18 DSG – Early Years Block key financial headlines are:**

8. The 2017-18 Early Years Block allocation is provisional at this stage as it is based on January 2016 Early Years Census data. This provisional allocation will be updated in July 2017 and July 2018 and the final allocation will be based on 5/12ths of January 2017 pupil numbers and 7/12ths of January 2018 pupil numbers.
9. The provisional Early Years block allocation has increased by over £4m in 2017-18 reflecting the Government's commitment to increased funding within Early Years and the increased free entitlement to working parents from September 2017.
10. The amount per part time equivalent (pte) pupil for the universal 15 hour 3 and 4 year old free entitlement has increased to £4.30 in 2017-18 from £3.40 in 2016-17. Based on January 2016 census data of 4015.8 ptes this delivers a provisional allocation of £9.843m.

11. In addition the 2017-18 Early Years Block includes a provisional allocation for the additional 15hr free entitlement for working parents from September 2017. This is based on 774.2 ptes at £4.30 providing a provisional allocation of £1.897m.
12. The rate per pte 2 year olds from the most disadvantaged backgrounds in 2017-18 has increased from £4.96 in 2016-17 to £5.20 in 2017-18. Based on a provisional pte of 676.5 this delivers a provisional 2 year old allocation of £2.005m.
13. The 2016-17 Early Years Block allocation also includes the early years' pupil premium (EYPP). Shropshire has received a provisional EYPP allocation of £0.084m in 2017-18.
14. A new Disability Access Fund introduced for 2017-18 to support children with disabilities or SEN access early years places. Shropshire's allocation within the Early Years Block totals £0.055m

- **The 2017-18 DSG – High Needs Block key financial headlines are:**

15. The High Needs Block includes funding for local authority high needs pupils/students aged 0-24.
16. For 2017-18 Shropshire's High Needs Block is made up of:
 - Shropshire's re-baselined High Needs Block based on level of spend in 2016-17 of £24.328m; plus
 - An adjustment to reflect the transfer of funding from Post 16 budgets into the High Needs Block of £0.264m
 - Shropshire's share of additional funding made available nationally. Based on Shropshire's proportion of the 2-19 aged population projections for 2017 this equates to an additional £0.487m.

- **The 2017-18 DSG – Additions/Deductions Key Financial Headlines are:**

17. There is no Additions/Deductions Block of funding in 2017-18. In 2016-17 this block included £0.050m for induction for newly qualified teachers.

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Schools Forum

Date: 2 February 2017

Time: 8:30 a.m.

Venue: Shrewsbury
Training and Development
Centre

Paper

C

Public

National Funding Formula Consultation

Responsible Officer Gwyneth Evans

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Summary

In December 2016 the Government launched the second stage of their consultation on the implementation of a new school national funding formula. The full detail of the proposals for consultation are available at:

<https://consult.education.gov.uk/funding-policy-unit/schools-national-funding-formula2/>

The proposals aim to address the historic unfairness of the current funding system for schools and bring transparency to a funding system that is currently unfair, lacks transparency and is out of date.

In addition the Government is consulting on proposals to reform the High Needs national funding formula with the aim of delivering a high needs funding system that properly reflects the needs of every child. The High Needs Task and Finish Group of Schools Forum will consider and prepare a response to this high needs consultation.

Recommendation

That Schools Forum consider and respond to stage two of the Government's Schools National Funding Formula consultation.

REPORT

Background

1. The Government has acknowledged for some time that the current system for funding schools across the country is unfair, lacks transparency and is out of date.
2. Since April 2013 the Government has implemented reforms to local authority local funding formulae to bring greater consistency across funding factors used by local authorities for funding their schools. However these reforms have not

addressed the unfairness of the allocations received by each local authority for distributing to schools in their area.

3. In March 2016 the Government consulted on the first stage of their proposals to introduce a national funding formula in 2019-20 and, following consideration of the responses received, has now launched stage two of its consultation.
4. This second stage consultation runs until 22 March 2017.

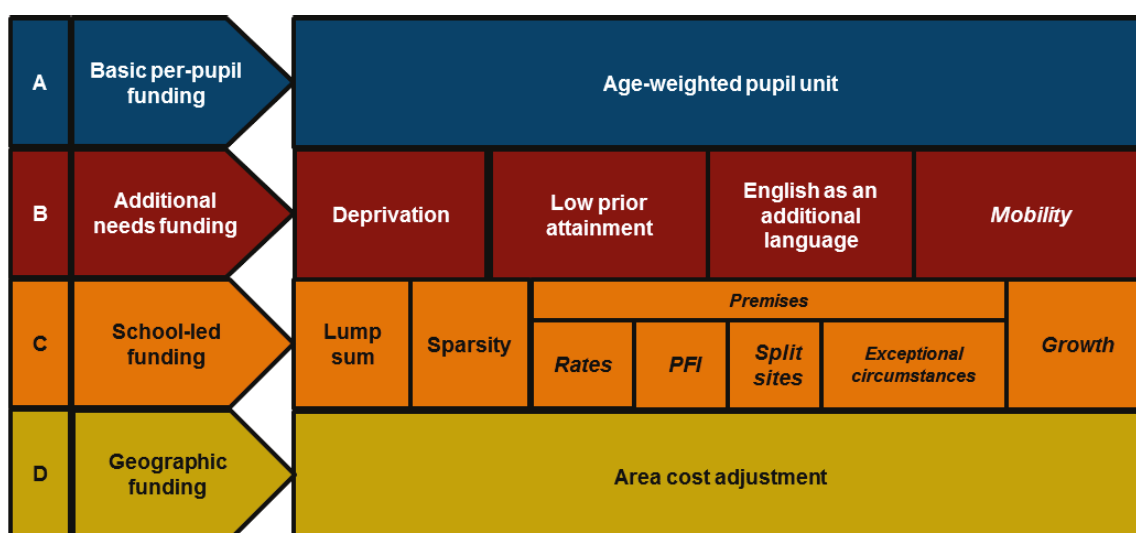
Schools National Funding Formula – Government Consultation – Stage 2

5. The current proposals seek to address the unfairness of the national schools funding formula to ensure all schools, regardless of where they are in the country, receive a fair allocation of funding.
6. A transition year of 2018-19 will allow local authorities to continue to set local formulae, in preparation for 2019-20, when the national funding formula will set the vast majority of each school’s individual funding.
7. The Government’s consultation proposals are summarised in the report below along with their consultation questions. The chapters in the report refer to the chapters in the Government’s consultation document.

Chapter 1: Overall approach to constructing the national funding formula for schools

8. Following the first stage consultation of the new national funding formula the Government has confirmed the 13 factors that will be included in the national funding formula, as shown in Figure 1.

Figure 1 – The building blocks and factors in the national funding formula for schools



9. The Government’s consultation proposes relative weightings for each factor. Their starting point is the national averages of current weightings given to these factors in local formulae but includes a number of proposals to vary from that where they believe doing so would better support fairness and opportunity for

all. In particular, the Government proposes increasing total spend on the additional needs factors, and recognising disadvantage in a broader sense.

10. Chapter 2 of the consultation document explains each of the proposals in detail and asks a consultation question on each key decision.

Chapter 2: Detailed formula design proposals

11. The consultation includes a proposal to set the balance of funding between primary and secondary phases based on the current national average of 1:1.29. This means that the formula would allocate 29% more funding overall to secondary compared to primary, to reflect the higher costs in the secondary phase. Shropshire's current balance of funding is 1:1.20 where secondary funding is 20% higher overall than primary funding.

Q2. Do you support our proposal to set the primary to secondary ratio in line with the current national average of 1:1.29 which means pupils in the secondary phase are funded overall 29% higher than pupils in the primary phase?

12. The Government's proposals are based on maximising the proportion of funding allocated through pupil-led factors (the basic per-pupil funding factor and the additional needs factors) and reducing spend through school-led factors (funding that contributes to the fixed costs or specific costs related to the school's circumstances). The current funding system requires local authorities to allocate at least 80% of their funding through pupil-led factors. The Government proposes allocating 91% of total funding through per-pupil factors in the national funding formula. Shropshire currently allocates 91.83% through pupil-led factors.
13. Under the national funding formula, the Government is proposing spending slightly less on the basic per pupil funding factor (AWPU) compared to current local authority spend, setting it at 73% of the total schools budget. Shropshire's current basic per pupil funding factor is 84% of the total schools budget. The Government plans to make a corresponding change to increase the amount spent through the additional needs factor.
14. In relation to the basic per pupil funding factor (AWPU), the Government is proposing stepped funding rates between primary, key stage 3 and key stage 4 to reflect the increase in complexity of the curriculum from primary to key stage 3 and then key stage 4; the need to employ more subject experts and have specialist teaching facilities; and the additional cost of examination fees at key stage 4. Whilst Shropshire's current formula provides a higher rate at secondary compared to primary it does not differentiate between key stage 3 and key stage 4.
15. The current funding system allows local authorities to include a reception uplift adjustment in their local funding formula as a way of capturing additional reception pupils who join after the October census. Shropshire's current formula includes this adjustment. The Government is proposing removing the reception uplift from schools' pupil counts once they move to a hard national funding formula in 2019-20.

16. The proposals seek to increase spend on additional needs factors through the formula. The four current additional needs factors allowed in local authority funding formulae are deprivation, low prior attainment, English as an additional language (EAL) and mobility. Shropshire's current formula includes just two of these factors; deprivation and low prior attainment.
17. Responses received from schools nationally in the first stage consultation agreed that these 4 allowable additional needs factors were the most suitable proxies for pupils who need extra support and resources. The Government's consultation proposes raising the profile and overall weighting of the additional needs factors and targeting a broader range of pupils who are likely to need additional support by introducing a broader definition of disadvantage than is typical in the current system.
18. The Government is proposing that the deprivation factor should be the biggest additional needs factor, accounting for half of all funding distributed through the additional needs factors. There is also a commitment to continue to provide the pupil premium to schools on top of their national funding formula allocation.
19. The proposed national funding formula includes pupil-level and area-level deprivation data drawn from current free school meals (FSM) eligibility, Ever6 FSM eligibility and the Income Affecting Children Index (IDACI). Pupils will attract funding for each separate indicator they qualify for. Funding will be weighted towards pupil-level deprivation data with the proposal for 5.4% of the total national schools block budget to be allocated on current FSM and Ever6 FSM data and 3.9% of the total national schools block budget to be allocated on IDACI data. Shropshire currently allocates 5.4% of the total schools budget on current FSM and 0.14% on IDACI data.
20. The Government recognises prior attainment data as an important tool for schools to identify pupils who are likely to need extra support. To reflect this the Government proposes allocating 7.5% of the total national schools block budget to low prior attainment, compared to local authority spend of 4.3% in the current system. Shropshire currently allocates 2.15% of the total schools budget through the local funding formula on the basis of low prior attainment.
21. The Government also proposes increasing the weighting for the English as an additional language factor compared to current local authority spend. The new national funding formula would include an EAL factor set at 1.2% of the total national schools block budget, compared to local authority spend of 0.9% in the current system. Shropshire's current local funding formula does not include an EAL factor.
22. Pupils will attract extra funding to their school if they meet the criteria of having English as an additional language and have entered the state education system during the last three years (known as EAL3). The proposal is to allocate three quarters of the total funding allocated nationally to the EAL factor to primary schools reflecting the much higher number of EAL pupils in the primary phase. However, the proposal is to set the unit value for secondary school pupils higher than for primary as the Government's evidence indicates that per-pupil

costs are much higher in secondary as additional language acquisition becomes increasingly complex and intensive as children get older.

Q3. Do you support our proposal to maximise pupil-led funding, so that more funding is allocated to factors that relate directly to pupils and their characteristics?

Q4. Within the total pupil-led funding, do you support our proposal to increase the proportion allocated to the additional needs factors (deprivation, low prior attainment and English as an additional language)?

Q5. Do you agree with the proposed weightings for each of the additional needs factors?

23. The Government is proposing the inclusion of a mobility factor in the national funding formula to reflect the costs associated with pupils who join their school midway through the academic year. Currently national data is not robust enough to formalise. The Government is looking at ways in which this could be addressed for the longer term, but in the interim, the proposal is to allocate funding based on the amount of funding allocated through the mobility factor in the previous year. Shropshire's current local funding formula does not allocate any funding through the mobility factor.

Q6. Do you have any suggestions about potential indicators and data sources we could use to allocate mobility funding in 2019-20 and beyond?

24. Local authorities currently use a wide variety of lump sum values within local funding formulae, ranging from £59,500 to £175,000. The Government's proposal is to set the lump sum lower than the average lump sum level used by local authorities and to set a single lump sum for primary and secondary schools. The proposed lump sum is £110,000. Shropshire's current funding formula includes a primary lump sum of £59,500 and a secondary lump sum of £111,000.

Q7. Do you agree with the proposed lump sum amount of £110,000 for all schools?

25. The Government's proposals include a sparsity factor within the national funding formula on a tapered basis so the smaller the school the higher the amount of sparsity funding received. The proposal is to allocate sparsity funding based on the government's current criteria of crow flies distance but to limit the maximum sparsity funding achievable to £25,000 for primary schools and £65,000 for secondary schools.

Q8. Do you agree with the proposed amounts for sparsity funding of up to £25,000 for primary schools and up to £65,000 for secondary, middle and all-through schools?

26. The Government's intention is to allocate funding for rates, split sites, private finance initiatives and premises related exceptional circumstances on the basis of historic spend in 2018-19 and they will consider and consult further on how these factors should be funded when the hard national funding formula is

implemented in 2019-20. The Government will uprate funding for PFI in line with inflation.

27. The national funding formula will include a growth factor, so that it is responsive to significant changes to pupil numbers that are not recognised by lagged funding. For 2018-19 growth funding will be allocated to local authorities based on historic spend. The historic spend will be calculated as the amount historically top-sliced from DSG by a local authority specifically for growth and the amount local authorities have historically adjusted their funded pupil numbers to account for pupils they expect to arrive at individual schools. The consultation document does not make reference to the amount that maintained schools have historically agreed to de-delegate for pupil growth contingency purposes. Whilst Shropshire does not top-slice for growth or adjust pupil data for expected significant increases in pupil numbers, Shropshire maintained primary schools do de-delegate funding for a pupil growth contingency.
28. The Government recognises that historic spend on growth will not necessarily predict the amount of funding that will be needed for future growth accurately. An alternative approach is needed in the longer term and the Government is exploring different options such as using the School Capacity Survey data, Office for National Statistics projections and lagged pupil growth data (rather than historic spend on growth).
29. The lagged growth method would count all pupil number increases in every school at a year-group level between the two previous years and use this to calculate the total amount of pupil growth in each local authority area. This would mean local authorities receive broadly the right amount of funding for the growth they experience but with a one-year lag. The Government believes this could offer a better and more effective long-term solution.

Q9. Do you agree that lagged pupil growth data would provide an effective basis for the growth factor in the longer term?

30. To ensure stability the Government proposes building in protections and a gains cap. The Government confirmed in the first stage consultation that the minimum funding guarantee (MFG) will remain under the national funding formula. The Government are now confirming that this will continue to operate at minus 1.5% per pupil in the same way as it currently does.
31. In addition to the MFG year-on-year protection, the Government proposes including a 'floor' in the formula to limit the reduction to per-pupil funding that any school can incur as a result of this formula. The proposal is to set the floor at minus 3% per pupil, compared to the funding level currently received (2017-18).
32. The Government has also built a gains cap into the national funding formula, set at 3% in 2018-19; and 2.5% in 2019-20. The level at which any gains caps are set beyond 2019-20 will be subject to decisions taken at the next spending review.
33. For new schools that have opened within the last 7 years and are still filling up, the Government proposes calculating the baseline funding and eventual

national funding formula allocations the school would receive if they had pupils in all year groups, and then apply the 3% funding floor.

Q10. Do you agree with the principle of a funding floor that would protect schools from large overall reductions as a result of this formula? This would be in addition to the minimum funding guarantee.

Q11. Do you support our proposal to set the floor at minus 3%, which will mean that no school will lose more than 3% of their current per-pupil funding level as a result of this formula?

Q12. Do you agree that for new or growing schools the funding floor should be applied to the per-pupil funding they would have received if they were at full capacity?

Q13. Do you support our proposal to continue the minimum funding guarantee at minus 1.5% per pupil? This will mean that schools are protected against reductions of more than 1.5% per pupil per year.

Q14. Are there further considerations we should be taking into account about the proposed schools national funding formula?

Chapter 3: the impact of the proposed national funding formula for schools

34. The illustrative national funding formula allocations published as part of the consultation are not actual allocations for any specific year; they are illustrations based on 2016-17 data (and 2016/17 academic year data for academies) to help inform the consultation. Actual allocations for future years will reflect the final formulae following this consultation and will be updated for the latest pupil numbers and characteristics data.
35. The key impacts of the proposed national funding formula at pupil level, school level, local authority level and regional level are detailed within the consultation document.
36. Under the proposed formula 15% of pupils attend schools that would gain 5% or more per pupil; 36% of pupils attend schools that would gain 2% or more per pupil; 31% of pupils attend schools that would lose between 2% and 3% per pupil; and 33% of pupils attend schools whose funding would be within 2% of their current level.
37. As a result of the proposals 54% of all schools nationally would be funded at a higher level than in 2016-17.
38. Certain types of schools are more likely to see their funding increase as a result of the proposed formula. These include:
 - Schools with low prior attainment
 - Schools with pupils who live in areas with above average levels of deprivation

- Schools in areas where funding levels have historically been low
 - Small rural schools
39. Amongst the schools that would see the greatest increase to their per-pupil funding are some schools in Knowsley, Barnsley and Derby that have been heavily affected by PFI. Under the proposed national funding formula, local authorities will be funded for PFI on the basis of historic spend uprated for inflation.
40. Under the proposed national funding formula it will remain the case that the highest funded schools in the country are schools in Inner London, followed by schools in other urban areas with higher levels of socio-economic deprivation.

Q15. Are there further considerations we should be taking into account about the impact of the proposed schools national funding formula?

Chapter 4: Implementation of the national funding formula for schools

41. The Government will move to a ‘soft’ national funding formula in 2018-19. This means that although the national funding formula (once it has been finalised following the consultation) will be used to calculate local authorities’ funding allocations, local authorities will still determine individual schools’ funding allocations through their local formula.
42. In summer 2017 the Government will publish local authorities’ indicative schools block funding levels for 2018-19 (indicative because they will be updated for October 2017 census data).
43. Local authorities are encouraged to move their local formulae towards the national funding formula so that their school’ allocations in 2018-19 are on a sensible trajectory for the longer term.
44. In 2018-19 the schools block will be ringfenced, but local authorities will be able to transfer funding from their schools block into their high needs block with local agreement.
45. From 2019-20, the national funding formula will be used to calculate the vast majority of each individual school’s budget. It is anticipated local authorities will continue to have flexibility on some parts of the formula, particularly in relation to funding for pupil growth. The Government will consult on the precise arrangements for the hard formula (in particular the arrangements for allocating funding to factors such as premises which will be funded on historic spend in 20018-19), and considering the role of schools forums under the hard national funding formula, in due course.

Chapter 5: Proposals for the central school services block

46. The first stage consultation included a proposal to create a new central schools block, made up of schools block funding that is currently held centrally by local authorities and the retained duties element of the Education Services Grant

(ESG), and to distribute it on a simple formulaic basis. Following the responses to the first stage consultation the Government confirms it will go ahead with this proposal.

47. Funding for on-going responsibilities such as the ESG retained duties and centrally held asset management and admissions will be allocated to local authorities using a simple formula which distributes an element of funding according to a per-pupil factor and an element according to a deprivation factor.
48. The indicative per-pupil rate will be £28.64 (90% of the total funding for the central schools services block). The proposal is to use Ever6 FSM as the deprivation measure and to allocate £11.62 per deprived pupil (10% of the total funding for on-going responsibilities). An area cost adjustment based on the general labour market (GLM) is also proposed.

Q16. Do you agree that we should allocate 10% of funding through a deprivation factor in the central school services block?

49. To fund historic commitments currently funded from with the centrally held DSG, such as contribution to combined budgets and staff redundancy costs relating to decisions taken before April 2013, the Government is proposing using evidence of actual historic costs.
50. The transition to the formula for on-going responsibilities will be gradual. The proposal is to put in place a protection that minimises reductions to 2.5% per pupil in 2018-19 and 2019-20.

Q17. Do you support our proposal to limit reductions on local authorities' central school services block funding to 2.5% per pupil in 2018-19 and in 2019-20?

Q18. Are there further considerations we should be taking into account about the proposed central school services block formula?

The Impact on Shropshire Schools

51. As previously stated, the illustrative national funding formula allocations published as part of the consultation are not actual allocations for any specific year; they are illustrations based on 2016-17 data (and 2016/17 academic year data for academies) to help inform the consultation. Actual allocations for future years will reflect the final formulae following this consultation and will be updated for the latest pupil numbers and characteristics data.
52. The illustrative allocations of the full impact of the national funding formula for individual Shropshire schools are attached at Appendix A, sorted on numbers on roll.

53. Table A below provides a summary of the total Shropshire gains and losses per sector as a result of the proposed national funding formula.

Table A – Summary of Shropshire gains and losses per sector

	Primary £	Primary Schools	Secondary and All-through £	Secondary Schools
Gains	+2,154,000	74	+705,000	12
Losses	-1,211,000	53	-203,000	9
Net	+943,000		+502,000	

54. Overall the net gain to Shropshire schools is £1,445,000. Compared to the 2016-17 baseline funding for Shropshire schools of £151,441,000, this equates to an overall gain of 0.95%
55. Appendix C provides a comparison of the proposed unit values to be used in the national funding formula and the unit values used in Shropshire's 2017-18 funding formula.
56. The main issue for Shropshire primary schools is the proposed reduction to the AWPU value. The sparsity funding maximum value has also reduced but for each Shropshire primary school attracting sparsity funding this is more than compensated for by the proposed significant increase to the lump sum. Whilst there are some exceptions, in general terms primary schools below 150 on roll are gainers under the proposed national funding formula and primary schools above 150 on roll are losers.
57. Overall variations to Shropshire secondary school funding levels from the introduction of the proposed national formula are less turbulent than at primary level. Whilst KS3 AWPU values are lower in the proposed national formula, KS4 AWPU values are higher. A major issue is the level of sparsity funding proposed in the national formula. One Shropshire secondary school currently receives a fixed sum of £100,000 sparsity funding. The national funding formula proposes using a tapered basis for funding secondary sparsity with a maximum value of £65,000.

Q1. In designing our national funding formula, we have taken careful steps to balance the principles of fairness and stability. Do you think we have struck the right balance?

Appendix A

Cost Centre	School Name	Baseline funding	Illustrative NFF funding if formula implemented in full in 2016-17, without transitional protections		2016-17 Numbers on Roll
		Funding the school received in 2016-17 or 2016/17	Illustrative total NFF funding	Percentage change compared to baseline	
		[a]	[b]	[c] = [b]/[a] - 1	
32040	Newcastle CofE Primary School	£206,000	£226,000	9.6%	28
31740	Lydbury North CofE (A) Primary School	£200,000	£234,000	16.8%	29
32900	Weston Lullingfields CofE School	£174,000	£202,000	16.1%	30
33030	Stiperstones CofE Primary School	£180,000	£230,000	28.0%	31
32640	Tilstock CofE Primary School and Nursery	£183,000	£249,000	35.9%	33
30420	St Mary's CofE Primary School	£219,000	£241,000	10.1%	36
30120	Adderley CofE Primary School	£202,000	£265,000	31.3%	37
31270	Hope CofE Primary School	£199,000	£258,000	29.8%	37
31940	Morville CofE (Controlled) Primary School	£192,000	£248,000	29.4%	38
32870	St Marys CofE Primary School	£256,000	£277,000	8.4%	39
33020	Worthen CofE Primary School	£229,000	£283,000	23.4%	45
31030	Farlow CofE Primary School	£240,000	£285,000	18.4%	48
32090	Norbury Primary School and Nursery	£258,000	£281,000	9.1%	48
32970	Wistanstow CofE Primary School	£229,000	£289,000	26.0%	49
30680	Clunbury CofE Primary School	£246,000	£306,000	24.4%	51
30430	Buildwas Academy	£244,000	£272,000	11.5%	52
32350	Rushbury CofE Primary School	£290,000	£307,000	6.1%	54
30660	Clive CofE Primary School	£258,000	£313,000	21.5%	58
30260	Beckbury CofE Primary School	£258,000	£307,000	18.7%	58
30570	Chirbury CofE VC Primary School	£288,000	£315,000	9.4%	58
32140	Onny CofE (A) Primary School	£274,000	£329,000	20.0%	59
30900	Dorrington CofE (Aided) Primary School	£289,000	£303,000	4.8%	59
32030	St Andrew's CofE Primary School	£284,000	£336,000	18.1%	61
30590	Church Preen Primary School	£277,000	£335,000	20.8%	64
33000	Woore Primary School	£293,000	£340,000	16.0%	64
31490	Kinlet CofE Primary School	£321,000	£349,000	8.8%	64
31970	Myddle CofE Primary School	£292,000	£334,000	14.6%	66
30730	Christ Church CofE Primary School	£327,000	£372,000	13.5%	70
32100	Norton-in-Hales CofE Primary School	£326,000	£345,000	5.6%	70
32840	Welshampton CofE Primary School	£304,000	£355,000	16.7%	71
30440	Buntingsdale Primary School and Nursery	£391,000	£383,000	-2.1%	72
32480	Sheriffhales Primary School	£325,000	£366,000	12.5%	74
30670	St George's CofE Primary School	£350,000	£371,000	6.2%	75
30750	Corvedale CofE Primary School	£357,000	£384,000	7.7%	76
31500	Kinnerley Church of England Controlled Primary School	£327,000	£373,000	14.2%	78
31930	Moreton Say CofE Primary School	£363,000	£398,000	9.8%	78
30380	Brockton CofE Primary School	£351,000	£368,000	4.9%	79
30160	Alveley Primary School	£385,000	£391,000	1.5%	80
31190	Hadnall CofE Primary School	£342,000	£385,000	12.5%	81
30700	Cockshutt CofE Primary School and Nursery	£362,000	£400,000	10.3%	82
30170	Bishop Hooper Church of England Primary	£350,000	£395,000	12.8%	84
30550	Cheswardine Primary School	£360,000	£404,000	12.3%	84
30230	Barrow 1618 CofE Free School	£349,000	£363,000	3.9%	84
32440	Selattyn CofE Primary School	£372,000	£397,000	6.7%	90
31650	Longden CofE Primary School	£386,000	£408,000	5.6%	92
31690	Lower Heath CofE Primary School	£395,000	£415,000	5.0%	95
32570	Stottesdon CofE Primary School	£382,000	£422,000	10.7%	97
31670	Longnor CofE Primary School	£407,000	£438,000	7.7%	101
30840	Brown Clee CofE Primary School	£452,000	£448,000	-0.8%	101
30300	Bitterley CofE Primary School (Aided)	£409,000	£438,000	7.0%	103
31110	St Thomas and St Anne CofE Primary School	£427,000	£435,000	1.8%	103
32710	St Lucia's CofE Primary School	£416,000	£435,000	4.5%	104
30740	Criftins CofE Primary School	£437,000	£442,000	1.1%	105
30630	Clee Hill Community Academy	£449,000	£469,000	4.5%	111
30620	Claverley CofE Primary School	£481,000	£475,000	-1.3%	112
31240	Hinstock Primary School	£473,000	£502,000	6.0%	113
32950	Whixall CofE (Controlled) Primary School	£477,000	£496,000	4.0%	116
32360	St John the Baptist CofE (Controlled) Primary School	£486,000	£475,000	-2.2%	117
32880	West Felton CofE Primary School	£476,000	£480,000	1.0%	119
32560	Stoke-on-Tern Primary School	£495,000	£508,000	2.6%	120
30320	Bomere Heath CofE Primary School	£477,000	£499,000	4.6%	121
32550	Stokesay Primary School	£530,000	£552,000	4.0%	123
30290	Bishops Castle Primary School	£507,000	£517,000	1.9%	125
32650	Trefonen CofE Primary School	£521,000	£518,000	-0.5%	131
32080	Newtown CofE Primary School	£524,000	£538,000	2.6%	132
30370	St Mary's Bluecoat CofE (VA) Primary School	£548,000	£549,000	0.2%	133

Cost Centre	School Name	Baseline funding		Illustrative NFF funding if formula implemented in full in 2016-17, without transitional protections		2016-17 Numbers on Roll
		Funding the school received in 2016-17 or 2016/17	Illustrative total NFF funding	Percentage change compared to baseline		
		[a]	[b]	[c] = [b]/[a] - 1		
33600	Greenacres Primary School	£635,000	£669,000	5.2%		135
32190	Our Lady and St Oswald's Catholic Primary School	£535,000	£539,000	0.7%		136
32230	Bryn Offa CofE Primary School	£525,000	£529,000	0.7%		137
33540	Shrewsbury Cathedral Catholic Primary School and Nursery	£566,000	£585,000	3.3%		138
30710	Condover CofE Primary School	£538,000	£546,000	1.3%		139
30280	Bicton CofE Primary School	£573,000	£579,000	1.1%		140
30450	Burford CofE Primary School	£551,000	£546,000	-0.9%		140
31870	Minsterley Primary School	£579,000	£579,000	0.1%		142
32910	Weston Rhyn Primary School	£571,000	£575,000	0.7%		143
31900	Morda CofE Primary School	£603,000	£590,000	-2.1%		145
32270	Prees CofE Primary School	£599,000	£611,000	2.0%		150
31050	Trinity CofE Primary School	£582,000	£577,000	-0.8%		151
31090	Gobowen Primary School	£662,000	£662,000	0.0%		157
31250	Hodnet Primary School	£641,000	£631,000	-1.6%		162
32450	St Mary's Church of England Primary School	£630,000	£633,000	0.5%		164
30240	Baschurch CofE Primary School	£637,000	£631,000	-1.0%		168
31950	Much Wenlock Primary School	£664,000	£648,000	-2.5%		172
30490	John Wilkinson Primary School	£654,000	£638,000	-2.5%		173
31730	Ludlow Infant School	£716,000	£746,000	4.3%		176
33320	Crowmoor Primary School and Nursery	£849,000	£827,000	-2.6%		183
33010	Worfield Endowed CofE Primary School	£693,000	£675,000	-2.5%		186
33400	The Martin Wilson School	£866,000	£854,000	-1.4%		190
30130	St Mary's CofE Primary School	£750,000	£731,000	-2.5%		195
31710	St Laurence CofE Primary School	£797,000	£779,000	-2.2%		198
30150	Albrighton Primary School	£774,000	£754,000	-2.5%		204
32940	Whittington CofE (Aided) Primary School	£772,000	£775,000	0.5%		205
32240	Pontesbury CofE Primary School	£777,000	£758,000	-2.5%		205
31890	Longlands Primary School	£916,000	£892,000	-2.6%		205
33470	The Wilfred Owen School	£993,000	£968,000	-2.5%		206
30350	St John's Catholic Primary School	£756,000	£737,000	-2.5%		206
31230	Highley Community Primary School	£830,000	£849,000	2.3%		210
30330	Castlefields Primary School	£792,000	£772,000	-2.5%		211
30650	Cleobury Mortimer Primary School	£827,000	£805,000	-2.6%		213
30400	Broseley CE Primary School	£870,000	£848,000	-2.6%		225
33480	Grange Primary	£926,000	£956,000	3.2%		227
33330	Belvidere Primary School	£875,000	£871,000	-0.4%		230
32150	Holy Trinity Church of England Primary	£992,000	£966,000	-2.6%		231
32500	Shifnal Primary School	£907,000	£883,000	-2.6%		233
31750	Ludlow Junior School	£983,000	£958,000	-2.6%		236
33410	Mereside Church of England Primary School	£904,000	£880,000	-2.6%		236
32930	Whitchurch CofE Infant and Nursery School	£1,028,000	£1,026,000	-0.2%		259
31850	Market Drayton Infant School	£1,019,000	£992,000	-2.6%		262
33310	Mount Pleasant Primary	£1,059,000	£1,034,000	-2.4%		263
33590	Woodfield Infant School	£945,000	£920,000	-2.6%		264
30610	St Lawrence CofE Primary School	£1,017,000	£991,000	-2.6%		264
33560	Sundorne Infant School	£1,056,000	£1,030,000	-2.5%		270
32200	The Meadows Primary School	£1,049,000	£1,022,000	-2.6%		280
32490	St Andrew's CofE Primary School	£1,029,000	£1,002,000	-2.6%		288
30390	St Leonard's CofE Primary School	£1,149,000	£1,119,000	-2.7%		302
33510	Radbrook Primary School	£1,100,000	£1,071,000	-2.6%		306
33420	Meole Brace Church of England Primary and Nursery	£1,264,000	£1,230,000	-2.7%		319
33530	St Giles CofE Primary School	£1,160,000	£1,129,000	-2.7%		326
30980	Ellesmere Primary School	£1,294,000	£1,260,000	-2.7%		332
32920	Whitchurch CofE Junior School	£1,301,000	£1,266,000	-2.7%		336
33350	Harlescott Junior School	£1,338,000	£1,302,000	-2.7%		340
30220	Oakmeadow Church of England Primary and Nursery School	£1,297,000	£1,263,000	-2.7%		343
31840	Market Drayton Junior School	£1,373,000	£1,336,000	-2.7%		352
33340	Greenfields Primary School	£1,351,000	£1,314,000	-2.7%		352
33520	St George's Junior School	£1,264,000	£1,230,000	-2.7%		353
33490	Oxon CofE Primary School	£1,489,000	£1,448,000	-2.7%		411
33300	Coleham Primary School	£1,532,000	£1,490,000	-2.7%		413
32850	St Peter's CofE Primary School	£1,583,000	£1,540,000	-2.7%		416
32180	Woodside Primary School	£2,202,000	£2,139,000	-2.9%		582

Cost Centre	School Name	Baseline funding	Illustrative NFF funding if formula implemented in full in 2016-17, without transitional protections		2016-17 Numbers on Roll
		Funding the school received in 2016-17 or 2016/17	Illustrative total NFF funding	Percentage change compared to baseline	
		[a]	[b]	[c] = [b]/[a] - 1	
34320	The Grange School	£1,567,000	£1,626,000	3.7%	288
34600	The Community College, Bishop's Castle	£2,268,000	£2,208,000	-2.6%	419
34530	Sir John Talbot's Technology College	£2,160,000	£2,244,000	3.9%	420
34010	St Martins School (3-16 Learning Community)	£2,290,000	£2,271,000	-0.9%	470
34140	Mary Webb School and Science College	£2,426,000	£2,425,000	0.0%	497
34060	The Lacon Childe School	£2,359,000	£2,393,000	1.4%	498
34070	Lakelands Academy	£2,520,000	£2,559,000	1.5%	521
34310	Sundorne School	£2,789,000	£2,906,000	4.2%	547
34050	Church Stretton School	£2,771,000	£2,750,000	-0.7%	593
34090	Ludlow Church of England School	£3,170,000	£3,214,000	1.4%	642
#N/A	The Corbet School Technology College	£3,033,000	£3,018,000	-0.5%	662
34400	Bridgnorth Endowed School	£3,222,000	£3,239,000	0.6%	670
34030	Oldbury Wells School	£3,280,000	£3,290,000	0.3%	701
34640	The Grove School	£3,933,000	£4,013,000	2.0%	793
34300	Belvidere School	£4,005,000	£4,045,000	1.0%	814
34660	William Brookes School	£3,853,000	£3,842,000	-0.3%	818
34480	The Priory School, A Business and Enterprise College	£3,798,000	£3,734,000	-1.7%	837
34520	The Thomas Adams School, Wem	£4,894,000	£4,967,000	1.5%	1030
34160	Idsall School	£4,834,000	£4,829,000	-0.1%	1064
34330	Meole Brace School	£5,681,000	£5,674,000	-0.1%	1210
34630	The Marches School	£5,702,000	£5,810,000	1.9%	1220

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Factor	NFF				Shropshire 2017-18			
	Unit Values Primary		Unit Values Secondary		Unit Values Primary		Unit Values Secondary	
	£		£		£		£	
Basic per pupil funding (AWPU) £ per pupil	KS1	2,712	KS3	3,797	KS1	3,277	KS3	4,227
	KS2	2,712	KS4	4,312	KS2	3,277	KS4	4,227
Deprivation £ per pupil								
- Ever 6 FSM		540		785		0		0
- Current FSM		980		1,225		2,316		2,798
- IDACI A		575		810		134		0
- IDACI B		420		600		92		0
- IDACI C		360		515		76		0
- IDACI D		360		515		59		0
- IDACI E		240		390		46		0
- IDACI F		200		290		38		0
Low Prior Attainment £ per pupil		1,050		1,550		642		600
EAL £ per pupil		515		1,385		0		0
Lump sum £ per school		110,000		110,000		59,500		111,000
Sparsity £ per school		0 - 25,000		0 - 65,000		0 - 50,000		0 - 100,000

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	Item	Paper
Schools Forum Date: 2 February 2017 Time: 8.30 am Venue: Shrewsbury Training and Development Centre, Monkmoor, Shrewsbury		D

HIGH NEEDS AND EARLY HELP TASK & FINISH GROUPS

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Summary

At their meeting on 24 November 2016 Schools Forum received a second interim report on the work of the High Needs Task & Finish Group and the separate Early Help Task & Finish Group. The Forum were advised that there would be a further meeting of the combined membership of the groups, with a view to concluding the current programme of work of the groups.

A combined meeting of the groups took place on 6 January 2017. This paper reports back on the conclusions of the group's work and the proposals for addressing a number of outstanding tasks.

Recommendations

- To note the minutes from the meeting of the combined High Needs Task & Finish Group and Early Help Task & Finish Group on 6 January 2017.
- To note the proposed way forward in the areas of High Needs funding and early Help, following the conclusion of the work of the groups.

REPORT

1. On 17 March 2016 Schools Forum agreed to the establishment of two separate Task & Finish Groups to undertake reviews in relation to high needs funding and the use of resources to support Early Help. On 9 June 2016 Forum approved the draft Terms of Reference for the two groups, which included suggested membership of the groups and outline project timetables, allowing for regular progress reports to Schools Forum. Copies of the original terms of reference for the separate groups are attached at Appendix 1 (High Needs Task & Finish Group) and Appendix 2 (Early Help Task & Finish Group).

2. Schools Forum received interim progress reports - on 15 September and 24 November 2016 - on the work of the two groups, who held separate meetings on three dates (14 June, 15 July and 6 October 2016).
3. The original project plan proposed that a final report from the two Task & Finish Groups would be produced for the 24 November 2016 Schools Forum meeting. However, given a number of outstanding issues, it was agreed that a further combined meeting of the groups would be held and a final report brought to this meeting of Schools Forum. The meeting took place on 6 January 2017 – the notes of the meeting are attached at Appendix 3.
4. The combined membership of the two groups were satisfied that they have broadly met the objectives outlined in the terms of reference for each of the Task & Finish Groups. However, they acknowledged that there remained a number of outstanding tasks for the High Needs Task & Finish Group to complete, while there is a requirement for further and increased engagement around the Early Help agenda among all of the partners and stakeholders, which would be taken forward through other working group(s) constituted by officers in Children's Services.
5. In respect of the High Needs Task & Finish Group, the independent review on the banding system for Shropshire specialist schools has not yet been completed, with a report due later this term. As well as this, the second stage consultation on high need needs funding was opened on 14 December 2016 and runs through to 22 March 2017. As noted in the last report to Forum, the membership of the High Needs Task & Finish Group has the range of skills, experience and specialist knowledge to undertake the work required in assessing the impact of the funding reforms on high needs provision in Shropshire and to respond most effectively to the consultation. The meeting on 6 January 2017 therefore concluded that a further meeting of the group would be held later this term to complete these two specific areas of work.
6. At the meeting on 6 January 2017, it was agreed that the work of the Early Help Task & Finish Group has been concluded but that there is more work to do in relation to Early Help. The challenges facing all partners and stakeholders working to support some of the most vulnerable young people and families in Shropshire remain. There is a key requirement to continue to develop a coherent Early Help offer, to engage stakeholders in developing strategies to meet the needs of children and families, and to maximise the outcomes from the wide range of funding sources through joint commissioning, co-commissioning and pooling resources.

7. The group concluded that the Council's new Head of Service for Early Help, Partnerships and Commissioning - who takes up post in February - would be best placed to take a strategic lead on this area of work in the future. She would be asked to look at constituting an Early Help stakeholder group, onto which representation from the school's sector would be sought. The reporting lines won't be directly to Schools Forum, however Forum would be kept informed via the DSG and High Needs Block monitoring reports in particular, on the impact and outcomes of the schools funding being applied to this area of support to children and families.

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High Needs Task & Finish Group – Terms of Reference

Aim

The Group will review the current distribution of the High Needs Block and develop a more appropriate basis for distributing the funding allocated to Shropshire Council, which targets resources to where they are needed and where the impact on the outcomes for learners is greatest. The High Needs Block of funding has underspent in recent years, the allocation and targeting of funding to particular aspects of provision needs to be better understood and reviewed, while the monitoring and reporting of spend needs to be improved.

The work of the Group will be set against the context of the current and future consultation on the School National Funding Formula in general, and the consultation on a High Needs Funding Formula in particular. Consideration will also have to be given to the emerging policy changes outlined in the Education White Paper – *Educational Excellence Everywhere* – in particular the impact on the use of High Needs funding and the responsibilities for the local authority and schools in regard to provision.

Group Membership

- Representatives drawn from the membership of Schools Forum, covering primary, secondary and special phases, maintained schools and academies, headteachers and governors
- Other non-Forum representatives from schools and specialist providers
- Local Authority representatives from Children's Services, including SEND, children's social care and finance
- Specialist inputs as and when required.

Working Methods/Objectives

- To undertake a detailed review of the current allocation of High Needs funding from centrally controlled Dedicated Schools Grant, analysing each area of spend, the balance of funding between the various types of provision, the bases on which this funding is determined/banded/allocated and the numbers of Shropshire learners being supported.
- To re-determine, as required, the basis on which High Needs funding is allocated and to realign budgets to reflect this more appropriate/accurate funding model with the aim of securing the best possible outcomes for Shropshire learners.
- To review and assess the number of statements/EHCPs in Shropshire compared to other local authorities in England (given the reported higher levels in relative terms) and whether this requires any changes to the current approach.
- To develop and refine the models for projecting future pupil numbers to inform the allocation of funding.
- To develop an appropriate 'placement tracker', aligned to the revised funding model, to facilitate more accurate and timely monitoring and reporting of High Needs expenditure.
- To monitor, to take into account and to be informed by, the development/implementation of national education policy through the school funding reforms and the implementation of the measures referenced in the Education White Paper -*Educational Excellence Everywhere* - insofar as they relate to SEND, alternative provision and High Needs funding.

- To circulate papers in advance of the Task & Finish Group meetings.
- To cross-reference the work of this Group with the work of the separate Early Help Task & Finish Group.
- To provide regular progress reports to Schools Forum and to produce a final report by the end of the Autumn term 2016.
- To consult and share information with the wider community of schools including headteachers, governors, partners and stakeholders.

Project Timetable

Activity	When	Who
Approve draft Terms of Reference for High Needs Task & Finish Group as well as membership, timetable and communication with stakeholders.	9 June 2016	Schools Forum
First meeting of the re-established T&FG	14 June 2016	T&FG
Second meeting of T&FG	July 2016	T&FG
Progress report to Schools Forum	15 September 2016	Officers
Further meetings of T&FG	First and second half-terms in Autumn	T&FG
Progress report to Schools Forum	20 October 2016	Officers
Final report to Schools Forum	24 November 2016	Officers

Early Help Task & Finish Group – Terms of Reference

Aim

The Group will undertake a review of the current application of Dedicated Schools Grant (DSG) to support the provision of Early Help services. At present some £592k is provided for targeted Early Help services through the 'Contribution to Combined Budgets' part of the centrally retained DSG, while School Forum approved the release of a further £600k from the High Needs Block in 2016-17 to support this area of work.

The Group will consider how the existing funding of £592k has and is being applied, and how newly released funding will be applied to existing contracts and services in 2016-17. This will provide the basis for determining how the funding will be applied from 2017-18 onwards, with an emphasis on identifying the opportunities for co-designing and co-commissioning Early Help services, with a view to securing the best possible outcomes for young people, families and schools accessing this support.

The work of the Group will be set in the context of the current and future development and implementation of national education policy, the changes in schools' funding arrangements as we move towards the implementation of a National Fair Funding Formula, and the continued pressure on public expenditure, in particular in relation to local authority funding, insofar as it impacts on services to support vulnerable children and young people.

Group Membership

- Representatives drawn from the membership of Schools Forum, covering primary, secondary and special phases, maintained schools and academies, headteachers and governors
- Other non-Forum representatives from schools and specialist providers
- Local Authority representatives from Children's Services, including children's social care and finance
- Specialist inputs as and when required.

Working Methods/Objectives

- To undertake a review of the current allocation of funding to support targeted Early Help through the 'Contribution to Combined Budgets' part of the centrally controlled DSG, analysing each area of spend, the specific contracts/services/projects being delivered, the ranges of children and young people being supported, and the measurable outcomes.
- To determine how the funding released from the High Need Block in 2016-17 will be applied to existing Early Help contracts and services, in conjunction with the existing historic funding allocated through centrally controlled DSG.
- To develop a partnership approach for 2017-18 onwards - involving schools, the local authority and other sector providers - in co-designing and co-commissioning of targeted Early Help services, ensuring that the available resources are applied in the most co-ordinated, efficient and effective way to deliver the best possible outcomes for vulnerable children and young people in Shropshire.
- To establish the arrangements for monitoring and reporting to Schools Forum the spending from central DSG to support targeted Early Help.

- To monitor, to take into account and to be informed by, the development/implementation of national education policy through the school funding reforms and the funding for local authority services to support Children’s Services.
- To circulate papers in advance of the Task & Finish Group meetings.
- To cross-reference the work of this Group with the work of the separate High Needs Task & Finish Group.
- To provide regular progress reports to Schools Forum and to produce a final report by the end of the Autumn term 2016.
- To consult and share information with the wider community of schools including headteachers, governors, partners and stakeholders.

Project Timetable

Activity	When	Who
Approve draft Terms of Reference for Early Help Task & Finish Group as well as membership, timetable and communication with stakeholders.	9 June 2016	Schools Forum
First meeting of the T&FG	14 June 2016	T&FG
Second meeting of T&FG	July 2016	T&FG
Progress report to Schools Forum	15 September 2016	Officers
Further meetings of T&FG	First and second half-terms in Autumn	T&FG
Progress report to Schools Forum	20 October 2016	Officers
Final report to Schools Forum	24 November 2016	Officers



Combined High Needs and Early Help Task and Finish Group

Date: 6 January 2017

Time: 9.30 am

Venue: STDC, Monkmoor, Shrewsbury

MINUTES

Present

Phil Wilson, Business Support, Learning & Skills (Chair)

Julia Dean, SEN, Learning & Skills

John Eglin, Morda CE Primary School - Headteacher

John Hitchings – SSGC

Sabrina Hobbs, Severndale Academy – Headteacher

Kerry Lynch, Wilfred Owen School - Headteacher

Ian Nurser, St Peters CE Primary School, Wem - Headteacher

Kay Redknap, TMBSS Headteacher

Sarah Sweeney, SEN, Learning & Skills

Stephen Waters, Finance, Shropshire Council

Neville Ward, Early Years Manager

Helen Woodbridge, Business Support, Learning & Skills (notes)

1. Welcome

PW welcomed everyone to the meeting and advised that this is the fourth and final meeting of the task and finish groups created to report to Schools Forum.

2. Apologies

Gwyneth Evans, Marion Versluijs

3. Notes from the meetings 6 October 2016

The notes of the meetings were received.

4. Report to Schools Forum on 24 November 2016

PW feedback on the report that was presented to Schools Forum on 24 November. A further and final report from these groups will be presented to Schools Forum on 2 February 2017.

5. Assessment of the outcomes of the Groups' work against the objectives set on their terms of reference

PW took members through the list of objectives for both groups and it was agreed that these had been met.

6. Final report to Schools Forum on 2 February 2017 to close down the current work of the two task and finish groups

High Needs Task and Finish Group

It was confirmed that the independent review is outstanding.

JD confirmed that NDTI had been commissioned to carry out the review. They have

ACTION

met with Severndale and Woodlands and will revisit Severndale shortly. Feedback is awaited and the process is on target for a 2016-17 (financial year) start.

There may be a need for a further meeting to respond to consultation (March deadline) and this was agreed. Members suggested that the outcomes from the independent review could also be received by this group.

PW suggested a meeting of the group in late February/early March with a report back to Schools Forum.

(It was established that the CCG are also working on funding.)

Early Help Task and Finish Group

It was confirmed that the work of this group has concluded. However, there is a need for future partnership working which Colleen Male/Franceen Doyle will be asked to take forward.

JD reassured colleagues that work is ongoing eg, education and Early Help are working together on graduated pathways. This work should make funding more explicit.

It was suggested that there may be a point where a larger group is required to advise/decide on funding issues.

PW suggested a need to revisit DSG/Early Help for 2018-19 as there are other growing funding pressures. He stressed the need to work collectively and advised of a schools funding event scheduled for 8 February at Lord Hill because of the significant changes to school funding.

KR stressed that partnership working is particularly important to enable effective budget decision making. She felt that Early Help is not a large cost for the benefits that it brings. However, she was concerned about some miscommunication issues. Members understood to need to find a way for Early Help to continue.

JE suggested a 'buying in' model.

PW cautioned against this due the need for a critical mass – he considered that a mix and match solution may be better.

KL highlighted corporate responsibility for all children in Shropshire – without which there will be later implications.

IN was concerned that budget cuts will have implications. He suspected that governors can have an isolationist approach.

SH considered that Early Help is currently not working for schools. Work needs to be carried out with schools so it becomes more enmeshed, with more co-operation.

PW thought that Children's Services would need to drive this agenda and include schools.

KL added that this is the direction that SSCB have confirmed.

SH wondered about using academisation as an approach – Health and Social Care need to understand the academy process.

JE felt that branding is required for Early Help.

JD advised that work is ongoing with COMPASS/FPOC to improve understanding.

IN suggested that he would prefer the LA to support schools through the academisation process, not to set up a MAT.

JE was worried because Early Help was not an SLA or something that could be bought from elsewhere. Currently there are barriers eg the bureaucratic nature of the process. He felt that COMPASS should be more helpful in order to encourage buy in.

IN confirmed that it does not feel like help, but a barrier. He felt that Early Help needs to be more customer focused.

SH reported that COMPASS advised her that they are not overseeing all school information.

JD advised that ECINS will help on this.

PW identified further work needed by Karen Bradshaw, Colleen Male and Franceen Doyle.

PW/JD

PW/JD

JH added that more understanding/clarity is needed.
KL agreed to raise this at SSCB where the groups are represented.
SH was concerned that health is disparate – services are not at all joined up.
KR concluded - teaching is the front line service which needs support.

PW agreed to write the report to Schools Forum.

7. Further working/consultative groups

It was agreed that the work on other strands would continue differently.
PW thanked everyone for their work in these groups.

8. Any Other Business

There was no other business.

The meeting closed at 10.45.

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Schools Forum Date: 2 February 2017 Time: 8:30 a.m. Venue: Shrewsbury Training and Development Centre	Item Public	Paper E
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SHROPSHIRE SCHOOLS FORUM CONSTITUTION

Responsible Officer Phil Wilson

e-mail: phil.wilson@shropshire.gov.uk

Tel: 01743 254344 Fax: 01743 254538

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 2017 based on the academy conversions up to October 2016.

Recommendation

To approve the re-apportionment of Schools Forum membership from April 2017.

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. Following a report to School Forum on 23 October 2014, the following membership structure was approved to operate from 1 April 2016: 10 primary (5 headteachers, 5 governors), 3 secondary (2 headteachers, 1 governor), 6 academy (3 headteachers, 3 governors), 1 special school place and 1 pupil referral unit place (PRU). The special school and PRU places are not included in the apportionment calculation. The membership as at 1 January 2017 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.
5. In order to model the position from April 2017, the school census information from October 2016, and using the number of academies as at 1 October 2016, 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).

	Oct. 2016 NOR*	Apportionment	
Maintained Primary Schools	18,011	49.8%	9
Maintained Secondary Schools	5,798	16.0%	3
Academies (as at 1 October 2016)	12,342	34.2%	7
	36,151	100.0%	19

** excluding pupils in special schools and PRUs*

6. The analysis indicates that from April 2017 there will need to be a reduction from 10 to 9 maintained primary representatives, and an increase from 6 to 7 academy representatives. The academy pupil numbers are split: 19.2% primary and 80.8% secondary, which breaks down as 1 primary academy representative and 6 secondary academy representatives.
7. The additional academy place could be allocated to a primary phase academy representative based on this analysis. However, it is noted that the majority of academies are in mixed phase multi-academy trusts (MATs) and so the phase representation is not particularly relevant, though consideration might be given to drawing membership from MATs operating mainly in the primary phase.
8. 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. There are currently no academy governor representatives on Forum.
9. The reduction from 10 to 9 members from primary maintained schools will need managing. Precedent would suggest that this membership should be made up of 5 headteachers and 4 governors. There are currently 4 vacancies for primary maintained school representatives – 1 headteacher and 3 governors. It is proposed that the headteacher and 2 of the governor vacancies are recruited for.

10. In respect of secondary maintained school representation, one of the headteacher members will be part of a MAT from 1 April 2017 and so there will be a vacancy. There is currently a vacancy for a governor from a secondary maintained school. There has been a concern about the under-representation in this area.
11. 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.

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SCHOOLS FORUM – MEMBERSHIP – JANUARY 2017

Member Category	Name	School	Term to
Schools representation (21 members – 75%)			
Primary Headteachers (5 members)	Mark Rogers Alan Parkhurst John Eglin Deborah Sadler/Mills Vacancy	Oxon Crowmoor Morda Hadnall	31/03/20 31/08/19 31/03/20 31/12/20
Secondary Headteachers (2 members)	Pete Johnstone Phil Poulton	Belvidere Ludlow CE	31/03/17 13/09/16
Primary Governors (5 members)	Sandra Holloway Michael Revell Vacancy Vacancy Vacancy	Meole Brace Buntingsdale	31/08/20 31/12/19
Secondary Governors (1 members)	Vacancy		
Special Schools (1 member)	Sabrina Hobbs	Severndale	31/03/20
Academies (6 members)	Phil Adams Geoff Pettengell Michael Barrett Geoff Renwick Vacancy Vacancy	Corbet Shrewsbury AT Priory William Brookes	31/03/19 31/03/17 31/08/19 31/08/19
Pupil Referral Unit (1 member)	Kay Redknap	TMBSS	01/10/16
Non-schools representation (8 members – 25%)			
SSGC Early Years & Childcare Diocese	John Hitchings Shelly Hurdley Colin Hopkins Philip Sell Vacancy	Little Explorers Lichfield Hereford Shrewsbury	
Association of Secretaries 14-19 Forum 16-19 Education Sector	Jean Evanson Bill Dowell Meryl Green	NUT Derwen College	

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Schools Forum

Date: 2 February 2017

Time: 8:30 am

Venue: Shrewsbury Training
and Development
Centre

Item

Public

Paper

F

APPRENTICESHIP LEVY

Responsible Officer: Lorraine Edwards Senior HR Business Partner
e-mail: Lorraine.edwards@shropshire.gov.uk Tel: (01743) 254412

Summary

This report provides an update on the work relating to the Apprenticeship Levy, due to come into force from April 2017.

Recommendation

Schools Forum members are asked to note the contents of this report.

REPORT

Background

The report to Schools Forum on 24 November 2016 gave details of the new Apprenticeship Levy, which is coming into effect from 1 April 2017. This report provides an update on the levy and on the work that has been undertaken to date to ensure that the Council is ready to maximise the levy available from April.

1. Update on Levy

1.1 Maintained Schools

Further clarification has been published in relation to who pays the levy as outlined below, however more information is expected to be published by the HMRC/DfE, but no timescale for publication of this information is yet available:

- a) Community and Voluntary Controlled (VC) schools. The local authority is the employer and therefore all schools paybills will need to be included in the local authority's calculation.

- b) Voluntary Aided and Foundation schools. The governing body is considered to be the employer, rather than the local authority, therefore each schools liability for the levy will be based on its own paybill. Those schools with paybills under £3 million, who are included on the local authority's payroll, will be excluded from the calculation of the authority's liability for the levy.

1.2 Non-Maintained Schools

Whilst an authority administrating the payroll for a non-maintained school may actually pay over the levy to HMRC, as part of its payroll admin role, the levy liability would be funded by the school and the non-maintained schools payroll would not count in the local authority's calculation of its own liability.

Examples of the cost of the levy to schools:

Small primary (6 FTE – 3.5 teaching ,2.5 support) with pay bill of £180k will have a levy cost of £870 - this could be averaged down to £145 per FTE.

Secondary (120 FTE – 72 teaching, 48 support) with pay bill of £3.8 million will have a levy cost of £18,500 - this could be averaged down to £154 per FTE

These figures have the caveats of:

- a) Based on gross pay bill, not including any additional hours
- b) Take into account the £15,000 allowance to be deducted on Council total pay bill.

2. Progress so far

2.1 Governance Arrangements

A Project Board has been set up and has representatives from all Council service areas, including HR, legal, finance and school representatives. The Senior Responsible Owner (Project Sponsor/SRO) is George Candler, Director of Place & Enterprise. Headteacher representatives are Kay Rednapp, Jacqui Carter and Richard Langford.

A Terms of Reference has been agreed by the group and is attached at Appendix 1.

The first meeting was held on 14 October 2016 and meetings have taken place on a monthly basis thereafter. A Project Plan is in place identifying all the activities that need to be undertaken along with a Risk and Opportunity Register. A Project Group within HR, with support from appropriate service leads, has led on various pieces of work and progress is summarised below:

- tender documentation for procurement completed ready to go out to tender in January 2017 (see next section).
- categories exercise undertaken identifying apprenticeships that will be required by the organisation and schools now and in the future
- application and selection process defined
- attendance at various networking events with other local authorities, public sector, training providers etc. to increase knowledge

- presentations made to key stakeholders and the business community
- communications strategy drafted and planned rollout starting February 2017.

2.2 Procurement of preferred suppliers

In order to be ready to draw down funding from April 2017, the Council needs to have identified through a procurement exercise, preferred suppliers to be on a framework for the provision of apprenticeship training. We would look to engage these suppliers not just to provide training but to act as a partner for the organisation to enhance the training available and work with us to meet the needs of the organisation in the future. This framework will be available to use by other third parties (i.e. other local authorities, public sector, academies etc.).

There is a requirement for training providers to be on the National Register of Apprenticeship Providers in order to access levy monies. This application process opened in October 2016 and the Register will be published in February 2017.

It is anticipated that, subject to the Register being published on time, we will be in a position to confirm our framework of providers by early March. We will then work with those providers on our framework to support our communications and engagement with the workforce.

2.3 Communications

Communications with schools has been taking place via the HR Talking Points Newsletter, the HR Business Partners termly visits and attendance at CPG and headteacher briefings, scheduled in February. Further workshops for headteachers can be arranged if necessary. Communications with staff, will be via a staff newsletter and posters which will have information on the levy and a round of roadshows which are planned for March/April where staff can get more information about what it could mean for them.

We will now start to work with schools to identify opportunities for apprenticeships in order to maximise the use of the levy fund as well as encouraging current staff to undertake apprenticeships as part of their career development within their role to enable schools to retain talent.

The Project Board is currently scoping the online application process for staff to apply for an apprenticeship, including eligibility criteria, as well as the sign off and selection processes. An overarching process map is attached at Appendix 2 for information.

Unison, our main recognised trade union, are represented on the Project Board and have been actively communicating the opportunities that the levy has with their members. They are extremely supportive of the approach being taken by the Council to make best use of the opportunities presented. A regular update on the project is also reported at our monthly Association Secretaries meeting (teacher and support staff trade unions).

Work has taken place to create information for the Council Website and this will be made live in January 2017. Social media (Facebook and Twitter) will also be used to push messages out about what we are doing in Shropshire to make the best use of the levy as well as supporting our local businesses.

2.4 Finance

As agreed at a Directors meeting on 5 September 2016, the Project Board has been working on the basis that the service areas and schools will receive their share of the levy pot (based on 0.5% of the paybill for those areas). Discussion has taken place as to how this will operate in practice and Directors agreed in December 2016 the following principles:

1. That for schools, the levy pot will be ring fenced into primary schools and secondary schools and all maintained schools would be able to bid for monies from the appropriate pot and will be approved by a schools representative committee.
2. For service areas in the Council they will have dedicated pots of monies, based on 0.5% of their pay bill, available to bid for, which will be approved at Directorate Management Team meetings.
3. It is recognised that not all service areas will be able to make use of apprenticeship training and likewise other service areas may request more monies to fund apprenticeship training. Given that the monies in our Digital Account will be lost after a period of 24 months, we need to ensure that we use what we can well in time of any expiration. Therefore, service areas and schools accounts will be monitored on a monthly basis to assess applications made, approved and monies used. At quarterly intervals this information will be considered by the Project Board along with any requests for additional monies over and above a service area or schools allocation. Recommendations will then be made at Directors as to re-allocation of monies

Full detailed process/policy based on the above principles are currently being created by the HR Project Group.

2.5 Apprenticeship Targets

The government have set the public sector a target of 2.3% of the workforce being in apprenticeships by 2020. To meet this target it is proposed to set targets for each service area including schools. This will focus efforts on encouraging the development of our existing staff and recruiting new apprentices into the workforce whilst maximising the use of the levy pot.

It is proposed that these targets are set on a sliding scale of achievement to meet the target by 2020 applying corporately as well as by service area, including schools and progress reported quarterly:

2017/18		2018/19		2019/20	
%Target	Number	%Target	Number	%Target	Number
1.5%	51	2%	68	2.3%	79

*based on an approximate headcount number of 3,417 working in schools.

In addition to the setting of targets, it is proposed that further work be undertaken by the Project Board to look at the opportunities for new apprenticeships for Looked After Children (LAC). A way of doing this could be to ring-fence vacancies at a certain grade and look to fill these with LAC as an apprenticeship in the first instance.

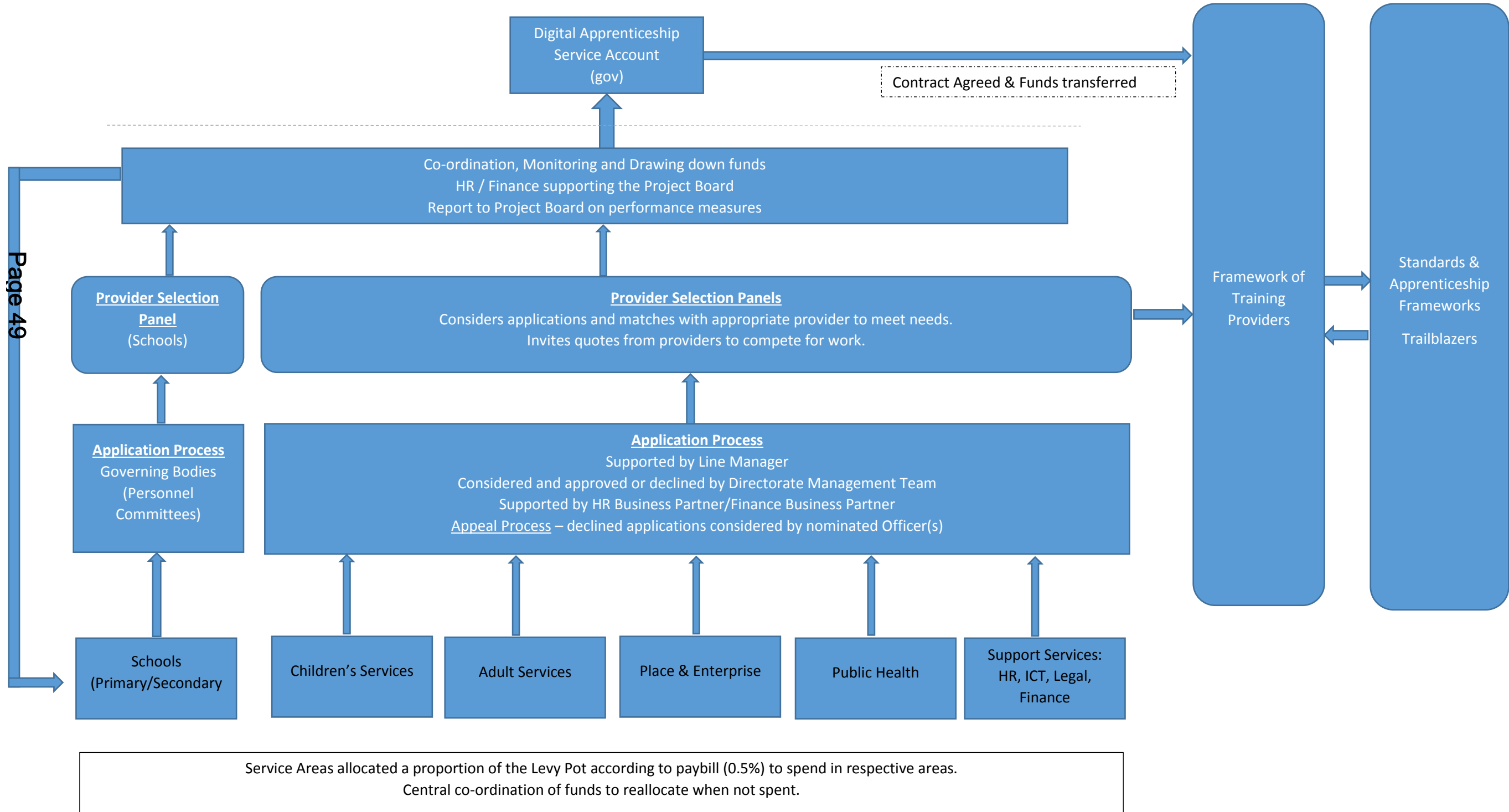
3.0 Summary and Next Steps

A lot of work has been undertaken by the Project Board and Project Group since September, however there is still a lot of work to be undertaken to make best use of the levy pot from April. School representatives on the Project Board are key to ensuring effective communication across schools and their continued commitment to the project is required.

A further update will be provided in March 2017 on progress of the project.

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Apprenticeship Levy – Shropshire Council Framework



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Terms of Reference Apprenticeship Levy v1

Purpose of the Project Board

The overarching role of this Project Board is to be responsible for the overall direction and management of the Apprenticeship Levy. The Board will monitor project progress and take appropriate action to resolve issues when they arise. The primary role of this board is to ensure that the resources and associated funding are available to enable the successful delivery of the project which is required to be delivered to maximise the use of the Apprenticeship Levy for Shropshire Council.

Aims & Objectives:

1. To ensure that projects are delivered on time and within budget through:-
 - Approving the project plan
 - Monitoring progress against the project plan
 - Agreeing the success criteria for phases of the project
 - Setting the tolerances for each stage within which the project manager can operate without recourse back to the project board
 - Signing off the successful completion of phases, and authorising progress to subsequent phases
 - Approving changes to the project plan
 - Monitoring project resources and assessing whether they are appropriately deployed and accounted for
 - Reviewing options and taking any subsequent appropriate action in the event that allocated project resources are insufficient
 - Monitoring the project costs against budget
2. To ensure that the objectives of the project, and its progress are appropriately communicated through all levels of Shropshire Council
3. To ensure that project risks are identified and effectively managed
 - Approving and monitoring the risk register
 - Taking responsibility for the management of identified risks and issues as appropriate

Values

1. The values of this Project Board shall be:
 - Treat each other with respect
 - Discuss issues in an open and honest way

- Constructively challenge ideas and processes
- Identify ways in which project problems and issues can be resolved
- Adopt a duty of care and responsibility for the overall objectives of the Project
- Be on time and contribute positively to the meeting

Administration

The administration arrangements for this board shall be:

- The Board will meet every month to review overall progress with the Project
- The Board will discuss and review specific project issues and seek appropriate resolutions to problems which may arise
- Agreed actions will be recorded for each meeting and circulated to the group as part of the meeting minutes
- HR will provide support to administer meetings

Governance

The Project Board will apply a governance framework to support the delivery of the Project. This Board will provide updates on progress to key project stakeholders when required

Members

The following membership is proposed for this Board with appropriate deputies to be allocated when required:-

- Senior Responsible Owner (Project Sponsor /SRO) – George Candler
- Project Manager - Sam Williams
- HR Representatives – Lorraine Edwards, Carolyn Madle, Julie Perrins
- Finance Representative – Cheryl Sedgley
- Procurement Representative – Nigel Denton
- Legal Services Representative – Tim Collard
- Communications Representative – Andrew Boxall
- Adult Services Representative – Susie Mclagan
- Children’s Services Representative – Janine Vernon
- Commissioning Representative – Claire Cox
- Schools Representative - Phil Wilson, Kay Redknapp (Secondary Schools), Jacqui Carter (Primary Schools)
- Public Health Representative – Dr Irfan Ghani
- Risk Management – Angie Beechey/Jane Cooper
- Trade Union Representative – Alan James, Unison

Roles & Responsibilities

Project Board

- Defining the acceptable risk profile and risk thresholds, for the project and its constituent projects
- Ensuring the project delivers within its agreed parameters (e.g. time, cost, organisational impact and rate / scale adoption; expected / actual benefits realisation, etc.)
- Resolving strategic and directional issues between projects, which need the input and agreement of senior stakeholders to ensure project progress.

Project Sponsor / Senior Responsible Owner (SRO)

- Owns the vision of the project
- Leads the project, providing clear leadership and direction throughout its life
- Provides overall direction and leadership
- The Project Sponsor will arrange the agenda and chair the meeting
- Has personal accountability for its outcome
- Is accountable for the project governance arrangements
- Manages the interface with key senior stakeholders, keeping them engaged and informed
- Manages the key strategic risks facing the project
- Maintains the alignment of the project to the organisation's strategic direction
- Secures any investment required to set up and run the project, and fund the transition activities so that the desired benefits are realised

Project Manager

- Taking the project forward from appointment, supervising, delivery and through to closure of the project
- The Project Manager has the authority to run the projects on a day to day basis within the tolerances set by the Project Board
- Planning and designing the project and proactively monitoring its overall progress, resolving issues and initiating corrective action as appropriate.
- Maintaining overall integrity and coherence of the project
- Managing, resolving or escalating any risks and other issues that may arise
- Initiating extra activities and other management interventions wherever gaps in the project are identified or issues arise.
- Managing the project budget, monitoring the expenditure and costs against benefits that are realised as the project progresses
- Managing third-party contributions to the project
- Ensuring maximum efficiency in the allocation of resources and skills within the project
- Providing information on national/regional activity to the project board.
- Reporting progress of the project at regular intervals to the SRO

- The Project Manager is responsible for ensuring that the project produces the required product(s), to the required standard of quality and within the specified constraints of time and costs
- The Project Manager must ensure the project produces outcomes which are capable of maximising the Apprenticeship Levy
- The Project Manager will produce the materials for the Project Board and will produce the minutes

Service Area Representatives

- The Project Board representatives from Service and Functional areas will ensure the project gives value for money, retains a clear business focus and ensure that the needs of the organisation are provided.
- They will be responsible for controlling the two-way flow of information between the Project Board and their service areas which may directly impact on this project.
- They will engage with the Project Manager, both formally and informally when required and will provide appropriate information, support and guidance to the project manager.
- Will provide approval for the Project Requirements and other management products as required by the project manager.
- Will provide appropriate and necessary input and resources as requested by the Project Manager
- Preparing the affected business areas for the transition to new ways of working; potentially implementing new business processes.
- Maintaining the focus on maximising the Apprenticeship Levy for the organization and service area.
- Implementing the mechanisms by which benefits can be realised and measured.

Review of Terms of Reference

The Terms of Reference will be reviewed on a minimum of an annual basis or by exception as agreed by the Project Board.



Schools Forum

Date: 2 February 2017

Time: 8:30 am

Venue: Shrewsbury Training
and Development
Centre

Item

Public

Paper

G

DEDICATED SCHOOLS GRANT MONITORING

Responsible Officer Stephen Waters

e-mail: Stephen.a.waters@shropshire.gov.uk Tel: (01743) 258952

Summary

This report outlines to Schools Forum members the centrally retained Dedicated Schools Grant (DSG) forecast outturn position at the end of December 2016.

Recommendation

This report is for information only.

REPORT

Outturn 2016-17

1. The overall outturn against centrally retained DSG is forecast to be £0.325m in deficit at the end of December 2016.

Centrally Controlled Early Years Budget

2. The Early Years Block is forecast to overspend by £0.767m on a provisional budget of £7.068m.
3. The main reason for this is a large forecast overspend of £0.777m identified in relation to the Early Years Budget for three and four year old nursery entitlement.

4. There are two reasons for the overspend on this budget heading. Firstly, the number of weeks being funded within the financial year. The Council receives funding from the EFA for an academic year of 38 weeks since parents are entitled to provision of 15 hours each week over 38 weeks. The number of funded weeks in a financial year varies from year to year and in this year the number of weeks is higher than normal containing 39.8 weeks which means the Council is funding 5% more provision by way of weeks than it is being funded for. This will account for approximately £0.200m additional costs in 2016-17.
5. Secondly, the Council has experienced a higher take up of provision in this year than previously resulting in a greater draw on the funding. Further, thorough analysis of the take-up of the entitlement is required to determine how much of the overspend is explained by this. An increase in take-up in the current academic year, from September 2016 to March 2017 will be reflected in the final adjustment to the provisional Early Years budget for 2016-17 made following the end of the financial year.

Centrally Controlled High Needs Budget

6. The Centrally Controlled High Needs Budget is the largest budget area within Central DSG accounting for £17.526m of the £28.764m Central DSG budget in 2016-17.
7. The main reasons for a variation from budget of greater than £0.100m falling within the High Needs Budget are detailed below:

Line 1.2.3 - Top Up funding - Non-Maintained and Independent Providers

8. An underspend of £0.235m is currently forecast in this budget area. The key budget areas are detailed below:

Independent Special Schools

9. In 2016-17 the budget was set at £4.546m based on 78 placements at approx. £0.058m per placement.
10. The latest monitoring position has seen the projected spend reduce to £4.225m resulting in a forecast underspend of £0.321m. The underspend is due to a number of high cost placements ending 31st August and the pupils were placed in lower cost placements deemed appropriate for their needs.
11. As at the start of the Spring Term, there are 75 placements compared to 84 at the start of the last Summer Term and the average annual cost per placement has decreased from £56,530 to £52,131. This trend goes against the national picture being reported by the F40 Group of Local Authorities during a recent survey of high needs costs pressures. The responses concluded increasing demand for independent special school placements, increasing individual placement costs and higher contributions from Education towards joint social care placements.

12. The Service, through day to day placement management, seeks to focus on maximising placements at non-residential lower cost establishments while not placing pupils at the more expensive residential placements that can cost in excess of £0.100m per annum. In practice this is not always controllable as sometimes a child will be placed at these higher cost placements for their Social Care needs and Education will be recharged accordingly. It is also important to note that some of the lower cost providers will already be at or near to full capacity.
13. Another way in which cost have been controlled is through the West Midlands Price Review Panel. Shropshire Council, through Regional Price Agreements, aims to ensure that Providers do not increase prices without full agreement at regional level.
14. It is important to note that this budget is volatile since costs could increase significantly at short notice if 1 or 2 pupils with complex needs requiring high cost residential placements re-locate to the area or the needs of a child change.

Independent Non-Special Schools

15. An overspend of £0.052m is currently forecast against Independent non-special schools where the Council funds teaching support costs. Previously these costs were assigned to the same budget as the top-up funding for Independent Special Schools, however in 2016-17 it was decided to separate these costs out and set at a separate budget of £200k for 24 pupils at an average cost of £8.3k per pupil.
16. Where the SEN Team believe that a Maintained School can not meet the needs of a child and it is cheaper to place a child at an Independent School with one-on-one attention rather than a high cost specialist Independent Special School, this may result in an Independent non-special School being named on a Child's EHC Plan. On the basis that a potential overspend has been identified, the Service are reviewing how to continue to fund these costs. This issue will be covered in a report later in this financial year, setting out the strategic direction for the High Needs Block in the 2017-18 financial year.

SEN Nursery Placements

17. There is a forecast overspend of £0.038m on SEN Nursery Placements against the budgeted level of £35k. This is explained by the SEN Team maximising or providing opportunities for Mainstream Early Years settings.
18. The reasons for increasing costs in this area is due to children surviving at birth with more complex needs as demonstrated by Health data leading to more children assessed for EHCP plans. Also, there is the extension of the age range leading to an increase in the number of placements.

19. There will be further ongoing cost pressures on this budget with the introduction from September 2017 of 30 hours free childcare for all 3 and 4 year olds with working parents. A strategic change in the way the Council delivers provision for Children with complex needs will be required. To start with there would be an increase in cost as training is provided to settings to meet the needs of more complex children within their communities, however there should be reduced costs on Special School nursery placements and related reduced costs on SEN transport. More detail will be covered on this matter in the aforementioned report setting out the strategic direction for the High Needs Budget.

Line 1.2.5 – SEN Support Services

20. The Joint Arrangement with Telford & Wrekin Council for the provision of a Sensory Inclusion Service is currently forecasting an underspend of £0.117m. A staffing restructure earlier in the financial year has resulted in a saving of £0.117m on Shropshire Council's contribution.

21. Continuing from 2015-16 there are still some vacancies in the SEN team where key posts are actively being recruited to. The team has been stretched to capacity due to increased numbers of EHC Plans and increasing SEN Casework workloads. These vacancies have resulted in a forecast underspend of £0.199m but not all of this underspend is ongoing.

Central Provision within Schools Budget

22. A forecast underspend of £0.119m is attributable to the Central Provision within Schools Budget totalling £3.616m

Line 1.4.6 – Capital Expenditure from Revenue (CERA)

23. A forecast underspend of £0.263m relates to property related expenditure under this heading. Spend incurred under this heading does not occur uniformly throughout the year and depends on when various Property related expenditure is recharged by the Service. For this reason, this budget was previously forecast to spend at the budgeted level of £0.606m, however a review of spending as at the end of December indicates a lower level of spend compared with previous years.

1.4.12 – Exceptions agreed by Secretary of State (Deficit Balance)

24. A cost of £0.168m is reported. As agreed by Schools Forum in 2014-15 this is the third year charge relating to a secondary school deficit balance incurred in 2014-15 at the point of conversion to a sponsored academy.

APPENDIX

CENTRALLY RETAINED DEDICATED SCHOOLS GRANT FUNDING PERIOD (2016-17)

	2016-17 Latest Budget £	2016-17 Forecast Spend £	2016-17 Variance £	
DEDELEGATED ITEMS				
1.1.1	Contingencies	159,770	226,415	66,645
1.1.2	Behaviour Support Services	0	0	0
1.1.3	Support to UPEG and bilingual learners	0	0	0
1.1.4	Free school meals eligibility	0	0	0
1.1.5	Insurance	23,280	23,280	0
1.1.6	Museum and Library Services	0	0	0
1.1.7	Licences/subscriptions	0	0	0
1.1.8	Staff costs Maternity supply cover	321,570	410,834	89,264
1.1.9	Staff costs Trade Union Duties	50,400	56,352	5,952
	DEDELEGATED ITEMS SUB TOTAL	555,020	716,881	161,861
CENTRALLY CONTROLLED EARLY YEARS BUDGET				
1.0.1	Individual Schools Budget - Early Years PVI's	6,845,180	7,521,706	676,526
1.3.1	Central Expenditure on Children under 5	222,460	312,445	89,985
	CENTRALLY CONTROLLED EARLY YEARS SUB TOTAL	7,067,640	7,834,151	766,511
CENTRALLY CONTROLLED HIGH NEEDS BUDGET				
1.2.1	Top Up funding - Maintained Providers	4,698,390	4,693,297	-5,093
1.2.2	Top Up funding - Academies, Free Schools and Colleges	5,349,670	5,400,647	50,977
1.2.3	Top Up funding - Non-Maintained and Independent Providers	4,343,180	4,107,801	-235,379
1.2.4	Additional High Needs Targeted Funding for Maintained Schools and Academies	92,270	92,270	0
1.2.5	SEN Support Services	1,828,300	1,530,790	-297,510
1.2.6	Hospital Education Services	105,190	105,190	0
1.2.7	Other Alternative Provision Services	177,180	176,597	-583
1.2.8	Support for Inclusion	931,320	934,529	3,209
1.2.9	Special Schools and PRUs in Financial Difficulty	0	0	0
1.2.10	PFI / BSF Costs at Special Schools and AP / PRUs	0	0	0
1.2.11	Direct Payments (SEN and Disability)	0	0	0
1.2.12	Carbon Reduction Commitment Allowances (PRUs)	0	0	0
	CENTRALLY CONTROLLED HIGH NEEDS BUDGET SUB TOTAL	17,525,500	17,041,121	-484,379
CENTRAL PROVISION WITHIN SCHOOLS BUDGET				
1.4.1	Contribution to combined budgets	1,310,000	1,269,124	-40,876
1.4.2	Schools Admissions	211,460	219,455	7,995
1.4.3	Servicing of Schools Forums	11,000	8,973	-2,027
1.4.4	Termination of employment costs	994,920	994,920	0
1.4.5	Falling Rolls Fund	0	0	0
1.4.6	Capital Expenditure from Revenue (CERA)	605,550	342,595	-262,955
1.4.7	Prudential Borrowing Costs	295,350	295,350	0
1.4.8	Fees to independent schools without SEN	0	0	0
1.4.9	Equal Pay - Back Pay	0	0	0
1.4.10	Pupil growth / Infant Class sizes	0	0	0
1.4.11	SEN Transport	0	0	0
1.4.12	Exceptions agreed by Secretary of State (Deficit)	0	168,141	168,141
1.4.13	Other Items (Copyright Licensing Agency fee)	187,820	198,632	10,812
	CENTRAL PROVISION WITHIN SCHOOLS BUDGET SUB TOTAL	3,616,100	3,497,191	-118,909
	TOTAL CENTRAL DSG	28,764,260	29,089,344	325,084
	TOTAL CENTRAL DSG	28,764,260		
	DELEGATED EARLY YEARS BUDGET - Maintained Nursery Provision	2,712,430		
	DELEGATED HIGH NEEDS BUDGET - Place Funding	6,241,670		
	INDIVIDUAL SCHOOLS BUDGET SHARES	151,098,640		
	TOTAL DSG	188,817,000	188,817,000	

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