

AGENDA



SCHOOLS FORUM

Date : Thursday 10 September 2015

Time : 4.30pm

Place : Badminton Road Offices, Ground Floor, Room 0012

Distribution

Members of the Committee

Dave Baker	Keith Lawrence (Chair)
Tania Craig	Louise Leader
Fr. Eugene Campbell	Jim Lott
Mark Dee	Anna Klimczak
Pauline Dixon	Jane Millicent
Victoria Fitzgerald	Max Reed
Steve Forecast	Sara-Jane Watkins
Mark Freeman	Susie Weaver
Amanda Fry/Lisa Williams	Elizabeth Gibbons
Kim Garland	Alison Wood
John Goff	Ann Reed (sub)
Geoff Howell	Will Roberts
Janet Hoyle	Rhona Allgood

Appropriate Officers

Peter Murphy
Martin Dear
Susannah Hill
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Councillors

Jon Hunt
Trevor Jones

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AGENDA

1	WELCOME AND INTRODUCTIONS	5 mins
2	APOLOGIES FOR ABSENCE	5 mins
3	EVACUATION PROCESS	5 mins
4	ANY OTHER ITEMS THE CHAIR DECIDES ARE URGENT	5 mins
5	MINUTES OF THE MEETING HELD ON 2 nd JULY 2015	5 mins
6	TRADED SERVICES UPDATE	10 mins
7	EDUCATION COMMISSION UPDATE	10 mins
8	PRIMARY PHASE FUNDING FOR KING'S OAK AND BRADLEY STOKE ACADEMIES	10 mins
9	1 ST BUDGET MONITOR 2015/16	10 mins
10	ALLOCATION OF SCHOOLS BLOCK GROWTH FUNDING 2015/16	15 mins
11	CONSULTATION ON SCHOOL FUNDING 2016/17	15 mins
12	EFA: SCHOOLS FORUM GUIDANCE	10 mins
13	SCHOOLS FORUM WORK PROGRAMME 2015/16	5 mins
14	ANY OTHER BUSINESS	5 mins

Department for Children, Adults and Health

**SCHOOLS FORUM
Thursday 2 July 2015
Badminton Road Offices**

PRESENT:

Dave Baker	Executive Headteacher, Bradley Stoke and Abbeywood Community Schools
Mark Dee	Executive Head, The Park & Parkwall Primaries
Pauline Dixon	Governor, Our Lady of Lourdes, The Tynings, Charfield Primary Schools
Steve Forecast	Governor, The Crossways Schools Federation
Mark Freeman	Headteacher, St Michael's CS VC Primary School
Elizabeth Gibbons	C of E, Bristol Diocese
John Goff	Governor, The Park & Parkwall Primaries
Geoff Howell	Governor, Patchway Community College, Barley Close and Callicroft Schools
Jim Lott	Governor, The Tynings Primary School
Keith Lawrence	Governor, Culverhill School
Jane Millicent	Headteacher, Patchway Community College
Ann Reed	Governor, New Horizons Learning Centre and Culverhill
Max Reed	Governor, The Ridge Junior School
Suzie Weaver	Headteacher, Wallscourt Farm Primary
Anna Klimczak	Finance Director, CLF
Fr. Eugene Campbell	Roman Catholic Diocese
James Pope	Headteacher, Marlwood School

Chair: Keith Lawrence

Councillor: Jon Hunt

Officers: Martin Dear Head of Business Support
Michelle Jones Business and Finance Development Officer

Other Attendees: Julia Anwar Head of Business for OAT
Andrea Gould, Finance Manager CLF
Sally Bowd, Manager, Winterbourne Early Years Centre
Clive Riches, Headteacher Gillingstool Primary (for item 7)

1. WELCOME AND INTRODUCTIONS

Attendees were welcomed by the Chair.

2. APOLOGIES FOR ABSENCE

Tania Graig, Victoria Fitzgerald, Janet Hoyle, Louise Leader, Will Roberts, Councillor Trevor Jones

3. EVACUATION PROCESS

The Chair drew attention to the emergency evacuation procedure.

4. ANY OTHER ITEMS THE CHAIR DECIDES ARE URGENT

None

5. MINUTES OF MEETING HELD ON 12TH MARCH 2015

Agreed:

The Minutes were agreed as a true record.

6. OUTTURN REPORT – REVENUE AND CAPITAL 2014/15 INCLUDING SCHOOL BALANCES AS AT 31 MARCH 2015

The 2014/15 end of year position on the Dedicated Schools Grant (DSG) is an underspend of £289,000.

This underspend will be carried forward for use, as agreed by the Schools Forum in 2015/16.

The risk in future years will be in the High Needs and Out of Authority Placements areas.

School balances were discussed and it was suggested that the schools with large negative balances should come to a Schools Forum meeting to explain their balances.

It was agreed that a small group would be set up to come up with some questions to put to these schools.

Agreed:

- 1) KL to write to schools with large surplus balances for more than two years, i.e. 8% for primaries and 5% for secondaries and encourage them to raise it with the Governors of the schools and ask if they have a plan to reduce the amount.**
- 2) KL to contact Chipping Sodbury School and ask them to attend a future meeting of the School Forum in order to explain their large deficit balance and their plans to reduce the deficit to zero.**
- 3) KL to set up a small group in order to determine the questions to be asked to Chipping Sodbury School**

- 4) **KL to write to the Trusts of South Gloucestershire Academy Schools in order to ascertain academy school balances. This to be an annual exercise.**
- 5) **Schools Forum to decide on the utilisation of the £289,000 at future meetings**

7. GILLINGSTOOL PRIMARY SCHOOL: STATEMENTED SUPPORT HIGH INCIDENCE FUNDING

Clive Riches, Headteacher for Gillingstool Primary School attended for this item, which was to consider the way statemented support high incidence is funded.

He asked if it would be possible to go back to retrospective funding where the money goes where the child is and not where the child was placed the previous October count date.

KL said this could go out to consultation in the Autumn to all schools to invite them for their feedback on returning to retrospective funding or not.

If agreed to go back to retrospective funding this would not happen in 2016/17.

Clive Riches said he was grateful for this response.

As this is not a Schools Forum decision, the outcome of the consultation will go to CYP Committee in January 2016.

Timetable would be for the consultation to go out to all schools in September/October 2015 to look at the formula for 2016-17. Schools Forum would need to consider the responses before taking a proposal to the CYP Committee. CYP Committee would then make the decision.

Agreed:

- 1) **To consult with all schools in September/October 2015. Prior to submitting a proposal to the CYP Committee.**

8. PRIMARY PHASE FUNDING – KING’S OAK AND BRADLEY STOKE ACADEMIES

Dave Baker presented both cases for King’s Oak and Bradley Stoke Schools for the Schools Forum to consider the funding of the primary phase of these all through schools.

For each school, funding allocations from the EFA include one lump sum allocation as against two allocations for the secondary and primary phases.

Budgets are in the process of being set and it is evident that the primary phase requires additional growth funding from the Schools Forum in order to ensure

viability of the provision, since there is no further funding available from the EFA.

Agreed:

Schools Forum agreed there should this needs sorting out and that three members of the Schools Forum would investigate this further with a formal report back in September. Meanwhile the Schools Forum agreed to support the schools.

9. DFE: ANALYSIS OF SCHOOLS BLOCK FUNDING FORMULAE 2015/2016

MD referred to the DFE analysis of local authorities' Schools Block Funding Formulae.

As a low funded authority the expectation is that South Gloucestershire's figures would be in the bottom quartile.

However the lump sum allocation of £169,000 is high when compared to other authorities. The maximum lump sum allowed by the EFA is £175,000.

Agreed:

- 1) To note the report and that in future years the lump sum allocation might need to be reduced or capped.**

10. EFA: SCHOOLS FORUM GUIDANCE

The four documents noted were:

- Schools Forum – Operational and good practice guide
- Schools Forum – Powers and responsibilities 2015 to 2016
- Schools Forum – Structure
- Schools Forum – Self-assessment toolkit

It was determined that there was value in completing the self-assessment toolkit.

Agreed:

- 1) For Members to individually to complete the self-assessment toolkit**
- 2) Responses to be collated by KL and reported to the September meeting of the Schools Forum.**

11. THE SCHOOLS FORUM CONSTITUTION

There is an annual requirement to review the Schools Forum Constitution.

There are no proposed changes to the existing Constitution (but see item 12).

Agreed:

No changes to be made to the existing Schools Forum Constitution.

12. SCHOOLS FORUM MEMBERSHIP, DATES OF FUTURE MEETINGS AND THE WORK PROGRAMME

Currently the Schools Forum is well represented apart from Secondary Schools Governor reps. Nominations have been requested from the Chair of the Governors Forum.

A paper was received from the South Gloucestershire Early Years Working Group. This is a new group and they requested that they would like to be recognised as the representative body for the Early Years sector and hence make nominations for the early years representative on the Schools Forum. This group is particularly concerned of the non-attendance, for over 2 years, of the current representative.

The Group also requested that the membership be increased to 2 representatives. One for the Private Sector and one for Voluntary Sector.

The Schools Forum said that it would welcome representation from the Early Years Working Group.

Agreed:

- 1) **KL to write to the current Early Years representative stating that under the terms of membership (section 5.4) of the Constitution their membership will be considered by the organisation they represent.**
- 2) **The Schools Forum recognise the South Gloucestershire Early Years Working Group as the nominating body for representation on the Schools Forum**
- 3) **To amend the constitution to have two representatives from the early years sector.**

SCHOOLS FORUM WORK PROGRAMME 2015/16

The work programme was agreed with the addition of Primary phase funding (King's Oak and Bradley Stoke Academies) – update and the self-assessment toolkit

Agreed:

The work programme was agreed with the additions noted above.

13. ANY OTHER BUSINESS

None.

Meeting closed 17.45

TRADED SERVICES UPDATE

The purpose of this report is to provide an update on the progress made to date on transferring traded services to an arms length company.

This update will be provided by Suzanna Hinnell, Interim Managing Director – Traded Services

Recommendation

Members of the Forum are requested to consider the contents of the report.

EDUCATION COMMISSION UPDATE

At the meeting on 12 March 2015, the Schools Forum agreed to receive an update report on the progress made with respect to the three year plan.

This update will be provided by Will Roberts

Recommendation

Members of the Forum are requested to consider the contents of the report.

PRIMARY PHASE FUNDING - KING'S OAK AND BRADLEY STOKE ACADEMIES

At the meeting on the 2 July 2015 a report was presented to the Schools Forum to consider the funding of the primary phase at King's Oak and Bradley Stoke Academies.

It was agreed, by the Schools Forum, that this needs sorting out and that three members of the Schools Forum would investigate this further with a formal report back in September. Meanwhile the Schools Forum agreed to support the schools.

This update will be provided by Keith Lawrence

Recommendation:

Members of the Forum are requested to comment and consider this report.

FIRST QUARTER MONITOR REPORT: REVENUE AND CAPITAL 2015/16

This report provides information on the forecast of the outturn for 2015/16 for the Dedicated Schools Grant and the capital budget.

It includes income and expenditure to the end of 30 June 2015 and known commitments at that date.

The DSG reported in this first monitor is £187.952m.

A reduction to the DSG is expected later this year for schools that become academies during 2015/16.

At this stage in the financial year the 2015/16 outturn for the DSG is an estimated £0.787m overspend position. Further details are provided in Appendix A.

The position with capital funding is that total scheme costs are within total budgets. There is an unallocated balance of £334,000 which is held in mitigation against future shortfalls within the capital programme and/or will be used to address other risks or urgent priorities. Further details are provided in Appendix B.

Recommendation

Members of the Forum are requested to comment and consider this report.

DRAFT Extracts from Children and Young People Committee Report

Dated: 23 September 2015

REVENUE

DSG Funded Budgets

The current 2015/16 DSG budget including academies is £187.952m. Adjustments to the original allocations are set out below.

DSG Budget	Net £'000
Original Budget Allocation (December 2015)	186,372
EFA Adjustments (2015 1st Qtr)	
High needs block hospital transfer to Bristol City Council	-127
Early years block 2 Year Old Funding & Additional 3 & 4 Year Old Funding based on the January NEG census:	1,707
Total DSG	187,952

The forecast outturn for each service area within the DSG is summarised in the tables below:

DSG Blocks	DFE Funding £'000	Funding Transfer	Revised Budget	Projected Outturn £'000	Variance £'000
Schools Block	150,374	-1,640			
Primary & Secondary Schools & Academies			146,424	146,424	0
Central Items			2,310	2,310	0
Total Schools Block	150,374	-1,640	148,734	148,734	0
High Needs Block	25,935	1,640			
Allocated to Schools, Academies & Independent Providers			26,093	26,880	787
Central Items			1,482	1,482	0
Total High Needs Block	25,935	1,640	27,575	28,362	787

Early Years Block Allocated to Private Voluntary Independent Provides Central Items	11,643	0	10,510 1,133	10,510 1,133	0 0
Total Early Years Block	11,643	0	11,643	11,643	0
Total DSG	187,952	0	187,952	188,739	787

Funding Transfer between Blocks

There was a funding transfer of £1,640,000 from the schools block to the high needs block. £575,000 relates to the special schools element of the additional £7.8m funding received and agreed by the School's Forum. The remaining £1,065,000 is to fund demand led pressures within this area.

Schools Block

The schools block is currently reporting an estimated breakeven position at outturn.

High Needs Block

The high needs block is currently reporting an estimated overspend position of £787,000 at year end.

Statemented Support

The main pressure areas are statemented support (£530,000). Since the introduction of the Education Health and Care plans, the 0-25 Service has seen a 25% increase in the number of high needs cases. There have been a number of cases backdated which did not form part of the budget setting process and this has put additional pressure on the budgets for 2015-2016.

Post 16 Placements

Post 16 Placements (£257,000) there has been an increase in the number of High Needs Learners entering into Post 16 FE provision from September 2015 since setting the budget for 2015-2016 which currently is costing the authority an additional £257,000.

Early Years Block

The early years block is currently reporting an estimated break even position at outturn. The key demand led areas are the two, three and four year old nursery education budgets. Actual uptake compared to budgeted uptake will require careful monitoring as the year progresses.

Any pressures on the DSG block funded budgets will be met from next year's funding allocations. It will not directly fall on the Council Tax payer.

DRAFT Extracts from Children and Young People Committee Report**Dated: 23 September 2015****CAPITAL****Progress on Current Schemes**

1. There are currently no significant scheme delays to report within the approved programme for the Department.
2. Appendix 1 lists the total approved scheme costs and details of spending for all projects with total scheme costs greater than £100,000.
3. The following table shows the summary of spending for 2015/16.

Budget (£'000s)	Forecast (£'000s)	Variation (£'000s)	Spend to 30 June 2015 (£'000s)
17,218	17,836	618	3,559

Variations in Payments and Scheme Delivery

4. The annual budget has been set with regard to all current and foreseeable circumstances. It is likely that there will be some variation as a result of the effects brought about from design development, planning, consultation, tendering, contractor selection, challenges in delivery and unforeseen site conditions.
5. The spend forecast for the year will be monitored and reviewed and reported on at future monitors.

Variations in Total Scheme Costs

6. Variance on total scheme costs

	£'000
Approved Total Scheme Costs (Budget)	43,033
Current Forecast of Final Accounts	43,720
Variance on Total Scheme Costs at 30 June 2015	687

7. Every effort has been made to reduce the cost of Christchurch Primary School following receipt of high tenders. However, it is important to note that it is likely that additional funding of approximately £248k from the CYP unallocated contingency will be required at some point in 2015/16 when the final account is agreed.
8. The additional needs of providing early off-site reception class and a Resource base for the new primary school at Emersons Green (Lyde Green) will cost significantly more than the projected receipts from Section 106 funding (£526k). The projected amount of funding from S106 will be monitored as the development takes place and payments are received (paragraph 25).
9. Despite a cost saving exercise, tender costs for the works at New Siblands School are above the budget that was approved in February 2015. A virement of £26k has been requested.
10. In 2013/14 the New Bradley Stoke primary scheme budget was increased by £194k in order to increase the contingency with regards to potential costs relating to additional groundworks. This contingency has been reviewed and a saving of £150k forecast.
11. Following a review of the schemes from 2014/15 which are complete (and no longer included in the above totals), it has been possible to identify £260k of savings (Appendix 2).
12. In 2014/15 there was £226k included for 6 additional schemes at Vinney Green Secure Unit. One of these schemes has been cancelled so there is a reduction of £75k on the Total Scheme Cost.

Virements

13. It is proposed that the following virements are referred to the Policy and Resources Committee for approval on 28 September 2015:
 - £105k to PTSE Committee for Highways related works associated with the following schemes; Mangotsfield Primary (£40k), Christ Church Primary Hanham (£15k), Beacon Rise Primary £50k.
 - £34k from the CYP contingency (£26k in order to meet the revised tender costs at New Siblands school and £8k for ancillary building works at Little Stoke Primary)
 - £50k to a new access scheme at Emersons Green Primary (£25k from CYP access funds, £25k from CYP Contingency)
 - £60.1k from the H&S works contingency to the schemes listed in paragraph 18.
 - £260k from savings on Wick Primary and Hambrook Primary schemes to the CYP contingency (appendix 2)
 - £150k from savings on Bradley Stoke Primary to the CYP Contingency

- £200k from Callicroft Boiler scheme (will be considered as part of Basic Need 2016 works) to Stanbridge R&M (will increase the current allocation of £570k to allow further high priority works to be included).

New Schemes and Additions to the Capital Programme

14. It is necessary to request formal approval for any new schemes (and additional work) that was not approved in the February 2015 Council Capital Programme report or in subsequent Policy and Resources Committee capital monitoring.
15. The following are funded by either additional resources that have been allocated to the Council since the Capital Programme was approved, a revenue contribution to capital, allocation of a capital receipt or virement from an existing capital budget.

Scheme/Intended Use	Amount (£'000)	Funding Source / Constraints	Comments
Elm Park Primary	4.3	Primary responsive urgent H & S works (2015/16 budget allocation) Total - £60.1k	Urgent works to boiler flue.
Shield Road Primary	8.3		H&S alarm system
The Grange Sports Centre	25.0		Urgent roofing works to stop water ingress
The Tynings Primary	17.6		Drainage
Watermore Primary KS1	4.9		Urgent lighting works
Emersons Green Primary – Access Improvements	50.0	£25k CYP Unallocated Contingency £25k CYP Access budget	To improve accessibility to car-park at school
Little Stoke Primary – Ancillary building works	8.0	CYP Unallocated Contingency	Works to main corridor, library and ancillary areas to roofing repairs and boiler works
Total	118.1		

CYP Unallocated Contingency

16. The CYP unallocated contingency brought forward from the 2014/15 outturn monitor report was £283k.
17. The 2014/15 Capital Programme included £300k from the contingency to support the then new Capital Programme in 2014/15 and 2015/16 (£600k in total). The first £300k has been transferred, a further £300k transfer is required. It is necessary to make this transfer in order that the agreed schemes can be funded.
18. From the savings identified in paragraph 12 (Appendix 2), it is possible to increase the amount in the CYP contingency by £260k.

19. This table summarises the movements on the CYP unallocated contingency.

	£'000
Brought forward balance (Outturn 2014/15)	283
Savings on Completed schemes at Wick and Hambrook Primary (Appendix 2)	260
Savings on Bradley Stoke Primary	150
To support 2015/16 Capital Programme	-300
Additional costs at New Siblands school	-26
Ancillary Building Works at Little Stoke Primary	-8
Access Improvements at Emersons Green Primary	-25
2015/16 CYP Contingency Balance carried forward	334
Estimate of Commitment against Contingency	
Christchurch Primary School (final account not yet agreed)	248

20. An additional budget of £500k exists for Urgent Health & Safety Works. The amount carried forward from 2014/15 is £425.4k. This report (paragraph 18) identifies £60.1k of expenditure to be funded from this budget. £365.3k remains for future urgent works.

Total Scheme Costs and Current Payments – (All schemes with total scheme costs >£100K)
Details of Capital Schemes

Scheme/Block Allocation	TOTAL SCHEME COSTS			2015/16 PAYMENTS				Comments As at the 31 July 2015
	Budget	Forecast	Variation overspend (+)	Budget	Forecast	Variation overspend (+)	Spend to 30 June 2015	
	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	
Barley Close Primary – four class extension, hall extension, nursery accom and replacement water services	2,185	2,146	-39	840	840	0	240	On programme for completion in August 2015
Beacon Rise Primary – six class extension and kitchen rebuild, R&M works to existing Frome, Avon & Severn Blocks and rewiring	4,400	4,419	19	468	487	19	366	All works were completed in June 2015
Beacon Rise - stonework	200	200	0	100	100	0	0	Currently on site. Works to be carried over two summer holidays, August 2015 and 2016. Full extent of works to be determined on site.
Bradley Stoke School – 1FE primary	3,750	3,600	-150	1,582	1,582	0	829	Partial completion of some of the building achieved with handover expected during August 2015.
Callicroft - Boiler	200	0	-200	0		0	21	Boiler not progressing as a separate project but consideration being given to inclusion in a future basic need scheme
Christchurch Primary – four class extension, works to temp & rewiring	2,925	3,173	248	1,212	1,400	188	281	Project due for completion September 2015. Increased expenditure arising from problems with existing drainage. Other issues related to asbestos removals and unforeseen works in existing building.

Hanham Abbots – re-rendering/re-roofing	350	350	0	195	195	0	1	Combines works from 2014/15 and 2015/16. Phase 2 currently on site and due for completion December 2015.
King's Oak Academy – 2FE primary	4,330	4,387	57	2,112	2,193	81	1,028	On programme for completion of Phase 1 (new building) in late August 2015. Cabot Learning Federation have asked for additional fencing to be included in the scheme and will be transferring £100k to cover the cost.
Little Stoke - boiler	150	250	100	150	220	70	50	On site and due for completion October 2015
Lyde Green (Emersons Green East) Primary Academy – 2FE (funded by S106)	5,715	6,241	526	2,529	2,529	0	129	Temporary Classroom at Downend Secondary on programme for completion in late August 2015. Works on new build primary due to start in October 2015 and partial completion of Early Years classrooms in late August 2016. Final phase including the ASD unit due to complete in October 2016.
Mangotsfield Primary – extension to 3FE	3,500	3,500	0	1,086	1,086	0	86	The contractor has a plan in place to complete the new Classroom extension for the start of the autumn term 2015, however, the programme is extremely tight. Final phase due to be completed in late October.
Manorbrook - cladding	250	250	0	200	200	0	0	On site and due for completion early October 2015. Work to remainder to be co-ordinated with feasibility proposals.
Meadows - roofing	100	100	0	20	20	0	2	Work delayed due to bats nesting in roof.
New Siblands - additional classrooms	250	276	26	247	266	19	7	On site and due to completion the end of August 2015
St John's Mead - Electrical rewire	800	750	-50	700	700	0	0	On site and due for completion October 2015.
Shield Road - Additional classroom	278	278	0	169	169	0	80	On site and due to completion the end of August 2015
Stanbridge - rewire	570	770	200	566	700	134	30	On site and due for completion October 2015. Additional funding from contingencies to include further R&M prioritised for future years.
Stoke Lodge Primary – five class extension in temporary accommodation, and roofing	1,450	1,450	0	444	444	0	185	External works completed last year, classroom extensions currently underway and due for completion September 2015.

The Grange - internal adaptations	200	200	0	200	200	0	8	Works are to create reduced Grange school, freeing up accommodation for the new Studio school. Grange work due to complete ready for the start of the autumn term.
Tyndale - Boiler	200	150	-50	130	130	0	24	On site and due for completion October 2015.
Warmley Park - Post 16 Centre	4,800	4,800	0	243	243	0	1	Consultants appointed, due for completion September 2017
EOTAS - relocation to Downend	2,500	2,500	0	2,473	2,580	107	16	On programme for completion in early February 2016. Currently out to tender for appointment of the main contractor.
Urgent Responsive Works	590	590	0	100	100	0	0	Held pending service need.
Health & Safety Schemes	500	500	0	250	250	0	65	For Health & Safety needs
Basic Need 2016	1,200	1,200	0	400	400	0	0	Schemes being developed for delivery September 2016. FIGURES TO BE CONFIRMED
Devolved Formula Capital (2 years)	1,000	1,000	0	500	500	0	0	Funding devolved to schools.
Schemes under £100k	390	390	0	168	168	0	1	Several small R&M schemes, Accessibility works, Advance Design Fees.
Completed 2015/16 schemes			0					Work complete, final account to be agreed
Bromley Heath Junior – Hall windows and door	250	250	0	134	134	0	109	
			0					
TOTAL 2015/16	43,033	43,720	687	17,218	17,836	618	3,559	

Scheme/Block Allocation Completed schemes 2014/15	TOTAL SCHEME COSTS			2015/16 PAYMENTS				
	Budget (£'000)	Forecast (£'000)	Variation overspend (+) (£'000)	Budget (£'000)	Forecast (£'000)	Variation overspend (+) (£'000)	Spend to 30 June 2015 (£'000)	
Wick Primary – refurbishment and remodelling	1,380	1,250	-130	40	40	0	31	Final account agreed
Hambrook Primary – refurbishment and extension	3,555	3,425	-130	75	75	0	16	Final account agreed
TOTAL	4,935	4,675	-260	115	115	0	47	

ALLOCATION OF SCHOOLS BLOCK GROWTH FUNDING

The Schools Forum is requested to agree the allocation of schools block growth funding to expanding schools in September 2015.

Under the 2015/16 schools funding arrangements, funding for significant pupil growth has been retained centrally. The funding can only be used for the purposes of supporting growth in pre-16 pupils to meet basic need.

The schools 2015/16 funding proforma submitted to the Department for Education (DfE) in January 2015 plus a refund from the Education Funding Agency (EFA) identifies £690,500 as being held centrally for growth. The funding is held centrally for in year pupil growth and new primary school start-up costs.

The basis for allocation is where

Primary

Schools expanding by at least one form of entry as a result of either a temporary or permanent change in the admission number. The allocation is based on the Basic Entitlement rate multiplied by 30 pupils (form of entry) for the portion of the financial year the class runs (usually 7/12ths September to March).

Secondary

Schools expanding by at least one form of entry as a result of either a temporary or permanent change in the admission number. The allocation is based on the Basic Entitlement rate multiplied by 30 pupils (form of entry) for the portion of the financial year the class runs (usually 7/12ths September to March).

New Primary Schools

New schools receive funding through the formula for the portion of the year they are open based on estimated pupil numbers, free school meals, attainment etc.

New primary schools, prior to opening, receive £42,000 for setting up costs.

New primary schools attract £50,000 for each of the first four academic years due to diseconomies of scale and setting structures while building up numbers.

Proposed Growth Funding Allocations

The Local Authority authorised breaches for September 2015 of at least a form of entry in the schools listed below and hence it is proposed to allocate additional funding to each school.

School	Number of Forms of Entry (30 pupils)	Growth Funding Allocation £
Barley Close Primary	1	43,957
Beacon Rise Primary	1	43,957
Callicroft Primary	1	43,957
Christchurch Primary	1	43,957
Mangotsfield Primary	1	43,957
Shield Road Primary	1	43,957
Stoke Lodge Primary	1	43,957
The Park Primary	1	43,957
The Tynings Primary	1	43,957
Watermore Primary	1	43,957
Total		439,570

There are three schools with primary sector provision opening in September 2015 each receiving £42,000 pre-opening setting up funding. The schools are Lyde Green Primary, Bradley Stoke Academy and Kings Oak Academy. The total pre-opening setting up funding is £126,000.

There are four schools eligible for additional academic year funding of £50,000 to cover diseconomies of scale and setting structures. The schools are Lyde Green Primary, Bradley Stoke Academy and Kings Oak Academy opening in September 2015 and therefore due 7/12th and Wallscourt Primary which opened in September 2013 which is due 12/12^{ths}. The total post opening setting up funding is £137,500.

The total proposed growth funding for financial year 2015/16 is £690,500. This paper proposes the allocation of £703,070.

RECOMMENDATION

The Schools Forum is recommended to approve the funding allocations as detailed above.

CONSULTATION ON SCHOOL FUNDING 2016/17

The DfE has reviewed school funding arrangements for 2015/16 and a couple of minor changes have been made for 2016/17. The Schools Forum are requested to review the Schools Block formula funding by factor to be used in the financial year 2016/17 funding formula. This determines the methodology of allocation and not the amount to be allocated. The amount to be allocated will be determined by the Government's forthcoming budget spending review in November 2015.

Schools Funding

In 2015/16, the EFA simplified the funding system by including non-recoupment academies funding as a cash adjustment in the Schools Block. For 2016/17 the EFA has included the cash adjustment for non-recoupment academies in the calculation of the per pupil allocation. This has increased the per pupil allocation from £4,188.59 to £4,213.66.

Primary Low Cost High Incidence SEN (prior attainment)

The Early Years Foundation Stage Profile (EYFSP) changed in 2013 from those who did not achieve 78 points to pupils not achieving a good level of development. In 2014/15 and 2015/16 the EFA allowed LA's to weight results to ensure that funding delivered through the prior attainment factor is not disproportionately affected by the year groups assessed under the new framework. South Gloucestershire weighted results both years.

Attainment data for the 2016/17 formula is not yet available but it is anticipated that this anomaly will continue. The 2016/17 formula will incorporate three years data on pupils not achieving a good level of development and the EFA has indicated that they will continue to allow weighting to ensure that funding allocated to the primary prior attainment factor is not disproportionately affected by year groups 1 to 3 assessed under the new framework. It is proposed to weight Years 1 to 3 results so that there is consistency in allocating funding across all primary year groups.

Varying pupil numbers

School regulations require that LA's should estimate pupil numbers for all schools and academies where they have opened in the previous seven years and are still adding year groups. Bradley Stoke, King's Oak, Lyde Green and Wallscourt Farm academies are growing schools. It is proposed to vary numbers to take into account the new year group in the September 2016 intake and to revise numbers based on the planned admission number (PAN) x 7/12ths.

Minimum Funding Guarantee (MFG) application to disapply Regulations

There are two secondary academies admitting primary aged pupils from September 2015. Currently, the pupil unit rate in the MFG calculation for

these schools is weighted towards secondary pupils. As the number of primary pupils increases there may be over protection as secondary pupils attract higher per pupil funding. Work is currently being undertaken to review the impact of increasing pupil numbers for these schools on the MFG. The EFA have approved MFG disapplication requests from other authorities where secondary schools which are admitting primary aged pupils would otherwise be over protected at the secondary age weighting pupil unit of funding. The EFA deadline for 2016/17 MFG disapplication requests is 30th September 2015.

The attached appendix provides details of the 2015/16 Schools Block formula factors, rates and allocations to mainstream schools together with proposals for 2016/17.

Early Years Funding

There are currently two schools receiving Early Years Funding for Nursery Class provision. The schools are funded at the same rates as private, voluntary and independent providers (PVI's) but funding is allocated at different times during the year. It is now proposed that the timetable for allocating early years funding to the two schools is brought in line with the PVI's. This will not affect the schools early years funding.

These schools will need to submit estimated hours for summer, autumn and spring prior to the beginning each term. Initial funding will be based on 70% the estimated hours. The schools will continue to submit actual hours claims (EY2) and the final adjustment form (EY2F) and final funding will be based on these.

High Needs Funding

Special Schools, PRUs and Resource Bases are not included under the Minimum Funding Guarantee. The DfE have not yet confirmed that Transitional Protection will continue for 2016/17. On the assumption that it will continue, the Schools Forum are asked to consider the disapplication of start-up funding from the transitional protection calculation. This funding is allocated to support new special schools/units when they are building up pupil numbers to capacity. Retaining this funding in the Transitional Protection calculation would result in the school funding being protected to a level higher than required in future years.

With the introduction of high needs funding arrangements in April 2013, it was identified, for 2015/16, that revisions were required to simplify the high needs bands used for funding schools with resource bases and special schools. This has resulted in now only having 12 bands. It is now appropriate to move the funding for Education other than at School (EOTAS) onto the 12 banded

system. Work has been going on with the Headteacher of EOTAS and there is agreement that this will be workable for EOTAS.

The attached appendix provide further details.

Statemented Support High Incidence SEN Funding – Mainstream Schools

Prior to 2015/16 this allocation was initially based on the number of statemented support pupils (106 units plus or equivalent) compared to the pupils on roll as per the autumn 2013 Census excluding resource base pupils. Funding was allocated on the number of notional pupils in excess of a threshold of 1.25%. This calculation was revised for each monthly statemented support run.

From 2015/2016 the calculation was simplified by making a single High Incidence payment based on the Autumn 2014 Census excluding resource base pupils compared to the number of November 2014 statemented pupils (106 units plus or equivalent). There was to be no retrospective adjustments during the year. The rationale behind this change was to make budgeting for school clearer and not subject to in year volatility.

At the meeting on 2 July 2015 the Schools Forum said that they would like to consult with schools as to how the new arrangements are faring prior to, maybe, submitting a proposal to the Children and Young People Committee to revert to the old method.

Consultation Letter with Schools

Following this meeting of the Schools Forum it is proposed to send a consultation letter to all schools

Responses from Schools will be requested by 23 October 2015 in order that the responses can be collated in time for the meeting on 3 December 2015 and the Children and Young People Committee on 2 December 2015.

RECOMMENDATION

The Schools Forum is requested to consider and comment on the proposed content of the consultation paper going out to schools.

SCHOOLS BLOCK FORMULA FACTORS, RATES AND ALLOCATIONS

Formula Factor	Based on	2015/16 Rate £	2015/16 Funding £'000s	% of Total Funding	Change for 2016/17 and Comments
Basic Entitlement (age weighted pupil unit)	October pupils excluding high needs pupils in Resource Bases	Primary: £2,511.81 Key Stage 3 £3,976.85 Key Stage 4: £4,233.56	110,812	75.88	No change
Deprivation	Free School Meals	Primary: £638.40 Secondary: £845.52	2,606	1.79	No change
Looked After Children	Pupils who are or have been Looked After for one day or more.	£526.88	62	0.04	No change
Low Cost High Incidence SEN - Primary	Primary: pupils not achieving 78 on the Early Years Foundation Stage Profile and from 2014/15, pupils who have not achieved a good level of development.	£1,112.83	4,820	3.30	Proposal to weight Years 1 to 3 pupils not achieving a good level of development results.
Low Cost high Incidence SEN - Secondary	Secondary pupils not achieving KS2 level 4 or above in English or level 4 or above in Maths	£1,806.06	5,703	3.91	No change
English as an Additional Language	Pupils with EAL and who have entered compulsory education within the last three years in education	£948.38	1,151	0.79	No change
Pupil Mobility	Not used by South Gloucestershire				No change
Total Pupil led factors	Total factors above	N/A	125,154	85.71	
Lump Sum	Per school	£169,484	18,403	12.60	No change
Split Sites	Split site (one primary)	£93,436	93	0.06	No change
Rates	Estimated	Various	2,376	1.63	No change
Exceptional Circumstances - Rent	Actual cost (1 primary estimated rent)	Various	6	0.00	No change
Minimum Funding Guarantee	Nationally set at minus 1.5% maximum loss. South Gloucestershire gainers capped at 16%	n/a	3	0.00	Disapplication of regulations request to EFA
Total Formula Funding			146,035	100.00	

**SCHOOLS 2016-2017 CONSULTATION ON PROPOSED FUNDING CHANGES
EDUCATION OTHER THAN AT SCHOOL SERVICE (EOTAS) - MOVE TO NEW BANDING FUNDING SYSTEM**

Comparison between estimated 2015/2016 funding (at September 2015 rates) and proposed funding

	2015/16 Place numbers	2015/16 Place and Top Up rates £	Proposed 2016/17 places based on 2015/16 Primary PRU places	Proposed 2016/17 places based on 2015/16 Secondary PRU places	Proposed 2016/17 places based on 2015/16 Learning Centre places	Proposed 2016/17 Place and Top Up rates £	Estimated Funding 2015/2016 £	Proposed Funding 2016/2017 £	Variance £
Place Led Funding		10,000.00				10,000.00	820,000	820,000	-
Top Up Funding:									
Primary PRU	12	17,631.95					211,583		
Secondary PRU	30	17,765.00					532,950		
Learning Centre	41	-					-		
Schools Forum agreed Lump Sum							315,000		
Band 1			0	0	1	1,000.00		1,000	
Band 2			0	0	4	2,500.00		10,000	
Band 3			0	0	3	4,500.00		13,500	
Band 4			0	1	8	6,000.00		54,000	
Band 5			0	0	14	8,000.00		112,000	
Band 6			0	0	1	11,000.00		11,000	
Band 7			0	0	1	12,500.00		12,500	
Band 8			10	25	5	14,500.00		580,000	
Band 9			0	4	2	19,000.00		114,000	
Band 10			0	0	2	21,000.00		42,000	
Band 11			1	0	0	27,000.00		27,000	
Band 12			1	0	0	31,000.00		31,000	
Exceptional Funding (1 pupil)								15,000	
Total Top Up Funding							1,059,533	1,023,000	- 36,533
Total Place Led and Top Up Funding	83		12	30	41		1,879,533	1,843,000	- 36,533

This is an indicative snapshot of funding. Please note top up funding will vary depending on pupils' level of need.

EFA: SCHOOLS FORUM GUIDANCE

The Schools Forum, at its last meeting, considered a report on Schools Forum Guidance that had been issued by the Education Funding Agency.

The documents are:

- Schools Forum – Operational and good practice guide
 - Schools Forum – Powers and responsibilities 2015 to 2016
 - Schools Forum – Structure
- And
- Schools Forum – Self-assessment toolkit – attached as Appendix A

At that meeting the Schools Forum agreed that members were to individually complete the self-assessment toolkit. These responses were then to be collated by the Chair and reported to this meeting.

This update will be provided by Keith Lawrence.

Recommendation

Members of the Forum are requested to consider the collated responses and determine any actions required.



Schools forum self-assessment toolkit

This toolkit provides local authority officers and elected members with a framework for assessing the strengths and weaknesses of their schools forum. The toolkit is designed as a set of questions which can be considered by individuals or the forum as a whole.

Question	Yes / No	Notes
1. Are meeting dates set in well advance and details (including time and venue) published in an accessible manner to enable interested parties to plan their attendance?		
2. Are meetings timed to coincide with key dates? (e.g. reporting of funding formula)		
3. Are meetings held in an accessible venue to enable observers to attend easily?		
4. Is there a dedicated website link for schools forum, is it current and regularly updated?		
5. Are the agenda and papers publicly available on the authority's website at least 6 working days in advance of the meeting?		
6. Are the papers published as a single document, so that users can download easily?		
7. If papers are tabled at the meeting, are they published on the		

Question	Yes / No	Notes
website promptly after the meeting?		
8. Are draft minutes published a reasonable time (e.g. within 2-3 weeks) after the meeting, rather than waiting until the following meeting?		
9. Are the minutes clear and unambiguous, with sufficient detail to illustrate the discussions, without reporting verbatim every point made?		
10. Is the constitution clear and appropriate? Including eg <ul style="list-style-type: none"> - a clear process for ensuring proportional representation - the process for electing members and their tenure - the timescale for review is clearly set out - the process for dealing with repetitive non attenders 		
11. Is there an induction pack or training programme available for new members?		
12. Is the election process clear and transparent? i.e. representatives are elected only by the group they are representing, whether phase-specific for maintained schools, or by the proprietors of academies for academy members.		
13. Do the papers contain clear recommendations and indicate in a consistent manner whether the item is for information, consultation or decision?		

Question	Yes / No	Notes
14. Is it clear to observers who attendees at the forum are representing? (eg by use of name plates, indicating sector)		
15. Does the chair manage the meeting well, ensuring that all are able to contribute to the agenda items, that no bias towards any sector is evident and that no single person or organisation is able to dominate the discussion?		
16. Is there inclusive participation in discussions for all phases and types of members?		
17. Do members actively canvass views and objectively represent their whole peer group at the forum and provide feed back after meetings?		
18. Where votes are required, is it clear who is eligible to vote for different items?		
19. Where votes are required, are the arrangements for recording the votes clear and unambiguous?		
20. Is there a system in place for a decision if votes are tied?		
21. Is the operational & good practice guide used to regularly review the forum's adherence to good practice?		

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SCHOOLS FORUM WORK PROGRAMME 2015/2016

All meetings at 4.30pm at Badminton Road, Yate

10th September 2015 Room 0012 Ground Floor	15th October 2015 Room 0012 Ground Floor
<ul style="list-style-type: none"> • Consultation on School Funding 2016/17 • 1st Budget Monitor 2015/16 • Allocation of Schools Block Growth Funding • Education Commission Update • Traded Services Update 	<ul style="list-style-type: none"> • DfE Consultation on School Funding 2016/17 • School Funding Arrangements 2016/17 • Final Dedicated Schools Grant (DSG) 2015/16
3rd December 2015 Room 0012 Ground Floor	14th January 2016 Room 0012 Ground Floor
<ul style="list-style-type: none"> • 2nd Budget Monitor 2015/16 • Schools Funding Arrangements for 2016/17 	<ul style="list-style-type: none"> • Earmarked Capital Programme 2016/17 • Council Budget 2016/17 • Deployment of the DSG 2016/17
25th February 2016 Room 0012 Ground Floor	5th May 2016 Room 0012 Ground Floor
<ul style="list-style-type: none"> • 3rd Budget Monitor 2015/16 • The Schools Forum Constitution from April 2016 • Education Commission Update 	<ul style="list-style-type: none"> • Trading Arrangements • Analysis of Schools Block Funding Formulae 2016/17
14th July 2016 Room 0012 Ground Floor	15th September 2016 Room 0012 Ground Floor
<ul style="list-style-type: none"> • Preparing for 2017/18 (if known) • Provisional Outturn 2015/16 • Schools Forum Membership • Date of future meetings and the Work Programme 2016/17 	<ul style="list-style-type: none"> • DfE Consultation on School Funding 2017/18 • Allocation of Schools Block Growth Funding • 1st Budget Monitor 2016/17 • Education Commission Update

ANY OTHER BUSINESS