

# AGENDA



## SCHOOLS FORUM

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Date : Thursday 12<sup>th</sup> March 2015

Time : 4.30pm

Place : Badminton Road Offices, Ground Floor, Room 0012

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### Distribution

#### Members of the Committee

Richard Badley	Keith Lawrence (Chair)
Dave Baker	Louise Leader
April Begley	Jim Lott
Tania Craig	Anna Klimczak
Fr. Eugene Campbell	Jane Millicent
Mark Dee	Max Reed
Pauline Dixon	Sara-Jane Watkins
Victoria Fitzgerald	Susie Weaver
Steve Forecast	Elizabeth Gibbons
Mark Freeman	Alison Wood
Amanda Fry/Lisa Williams	Ann Reed (sub)
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Peter Murphy  
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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 15 <sup>th</sup> JANUARY 2015	5 mins
6	MEADOWBROOK PRIMARY SCHOOL – BREACH FUNDING	15 mins
7	MEADOWBROOK PRIMARY SCHOOL – BOILER REPLACEMENT	15 mins
8	EDUCATION COMMISSION UPDATE	20 mins
9	TRADED SERVICES UPDATE	10 mins
10	THIRD QUARTER MONITOR REPORT: REVENUE AND CAPITAL 2014/15	5 mins
11	SCHOOLS FORUM WORK PROGRAMME	5 mins
12	ANY OTHER BUSINESS	5 mins

**Department for Children, Adults and Health**

**SCHOOLS FORUM  
Thursday 15 January 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
Victoria Fitzgerald	Chair of Directors, The Olympus Academy Trust
Steve Forecast	Governor, The Crossways Schools Federation
Kim Garland	Headteacher, Brimsham Green Secondary School
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
Anna Klimczak	Director of Finance, Cabot Learning Federation
Jane Millicent	Headteacher, Patchway Community College
Ann Reed	Governor, Kings Forest Primary School Abbotswood Primary School
Max Reed	Governor, The Ridge Junior School
Johnnie Walker	South Gloucestershire & Stroud College (representing Sara-Jane Watkins)

**Chair:** Keith Lawrence

**Officers:** Martin Dear      Head of Business Support

**1. WELCOME AND INTRODUCTIONS**

Attendees were welcomed by the Chair.

**2. APOLOGIES FOR ABSENCE**

Richard Badley, April Begley, Tania Craig, Mark Freeman, Janet Hoyle, Susie Weaver, Andrew Wild, Alison Wood.

### 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 4<sup>th</sup> DECEMBER 2014

#### **Update on Traded Services.**

Kay Knight has retired.

The post of Managing Director has been re-advertised with a closing date of 18/1/2015.

Colin Foster is heading up Traded Services for 3 days a week to provide the resource to take Traded Services forward into a company. MD is the link between the Council and Traded Services.

There will be a request going to all schools from Traded Services to extend the current agreement until next April 2016. This will be tabled at the Trading Panel, Secondary Heads, and Special Heads meetings before a letter is sent to all schools.

Comment was made that this would not be agreed if price increases were extortionate from either April 2015 or September 2015

#### **Agreed:**

**The Minutes were agreed as a true record.**

### 6. DEPLOYMENT OF THE DSG 2015/2016

Members were informed that the Dedicated Schools Grant (DSG) for 2015/2016 was £186,372,000. This included the increase from the national funding allocation.

This meant that the basis on which the school funding formula was agreed at the previous meeting was sound.

There has also been an increase in the early years element of the DSG. As the fixed costs associated with early years is stable it is possible to propose an increase in the payment rates to providers in 2015/16.

#### **Agreed:**

**The Schools Forum supported the paper going to the Children and Young People Committee on 21 January 2015.**

## 7. COUNCIL BUDGET 2015/2016

Members were asked if they wished to respond to the Council's budget proposals for 2015/2016.

A short discussion took place, which centred on the DSG's relationship with the Council's budget

**Agreed:**

**Schools Forum would not respond but individual members could do so if they wished.**

## 8. CHILDREN AND YOUNG PEOPLE CAPITAL PROGRAMME REPORT 2015/16 ONWARDS

Members commented on the report and particularly noted:

- that the allocation of Capital Funding from the DfE was disappointing in its amount
- that there was a long list of repairs and maintenance that need to be undertaken.

It was agreed that under the circumstance this was the best use of the limited resources available.

**Agreed:**

**The Schools Forum supported the paper going to the Children and Young People Committee on 21 January 2015 and wished to add that they were disappointed that the resource was so limited.**

## 9. SCHOOLS FORUM WORK PROGRAMME 2014/15

Schools Forum Work Programme was agreed with the addition of an update on Traded Services being added to the 12<sup>th</sup> March 2015 agenda.

**Agreed:**

**Schools Forum agreed the forward plan with the above addition.**

## 10. ANY OTHER BUSINESS

### **Schools Financial Values Standard (SFVS)**

The Department for Education (DfE) is suggesting some small amendments to the Schools Financial Values Standard (SFVS).

Given the increases pay freedoms now afforded to schools and governing bodies the DfE is considering adding 3 questions. These questions relate to schools' pay decisions.

Members considered the questions to be reasonable and sensible.

The DfE are asking for views on the proposed changes by 6 February 2015. Members felt that as the DfE was asking for views with a tight timescale they wouldn't respond in this instance.

**Agreed:**

**Schools Forum agreed to support the three questions being added to the SFVS but did not wish to respond on this occasion.**

**Meeting closed 17.35**

## **MEADOWBROOK PRIMARY SCHOOL – BREACH FUNDING**

A request to consider the funding at Meadowbrook Primary School will be presented to the Chair of the Schools Forum.

The paper received from Meadowbrook Primary School is attached at Appendix A.

This paper will be presented to the Schools Forum by the Headteacher of the School.

### **Recommendation:**

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

Meadowbrook Primary School 4<sup>th</sup> March 2015

**Request for additional funding from Schools' Forum for the academic year 2015-2016**

In January 2013 Meadowbrook Primary School was asked by South Gloucestershire LA to increase their reception intake to 90 for two years which was an additional class to our PAL of 60. This was to ensure South Gloucestershire were able to manage the local and national bulge in pupils entering reception in September 2013 and September 2014. An additional two classrooms arrived onto the school site during the summer of 2013 to enable the expansion to begin.

In April 2014 we had 65 offers sent to families. South Gloucestershire assured me that there were children in the community who had not been allocated places and that an additional reception class was needed. In September 2014 South Glos. acknowledged that they had overestimated the need for places when only 9 pupils were allocated to this additional reception class leaving a shortfall of 21 places.

In our 2014-2015 budget we received additional funding from the LA to support the additional class. However, further support will be required for the academic year 2015/16 as the school will still be required to run this small class. The EFA have confirmed that Meadowbrook has been funded at an average of £2975.65 per pupil plus £107.54 for the Education Services Grant next year so the shortfall in funding for 21 places will be £64,747.

**The Olympus Academy Trust and Meadowbrook Primary School request that Schools' Forum consider the funding of the additional 21 Y1 places we have been asked to provide during 2015-2016 which we will not currently be funded for during the 2015-2016 year. We will have no need to request further funds in future years as our breach in numbers in KS2 has protected funding in future years.**

**Jon Barr Headteacher Meadowbrook Primary School**

## MEADOWBROOK PRIMARY SCHOOL – BOILER REPLACEMENT

A request for capital expenditure with regard to the cost of the replacement of the school's boiler will be presented to the Schools Forum.

The report is attached at Appendix A.

**Request for Schools Forum to reimburse Meadowbrook Primary School for the cost of new boilers**

Meadowbrook Primary School had to replace all three of their boilers in October 2014 due to a complete breakdown at a cost of £19,600. The school were part of the Property Services Traded Service for maintenance provided by MES. MES originally identified issues with the boilers in July 2013 and the school contacted Property Services to seek advice and support in replacing these boilers. MES undertook repairs to keep the boilers in use over the winter of 2013/14.

A feasibility study was undertaken by Property Services to install a Biomass boiler at Meadowbrook but in June 2014 it became clear that this was not a viable option. The school continued to pursue support and funding via Property Services to replace the boilers.

No responses were received from Property Services so the school had to make a decision to replace the boilers in October 2014 in order to have heating for this winter. A timeline of events is provided below.

Once the boilers had been removed it was clear that they had failed due to a poor maintenance regime. MES have always undertaken the annual maintenance of these boilers under the LA contract. Since the Olympus Academy Trust (OAT) has been responsible for Meadowbrook a thorough building inspection has been undertaken and further issues have been identified:

- Despite the installation of new boilers, some component parts of the heating system (pressure set, underfloor system in the hall and various controls) are unreliable and appear to have had little maintenance over the years.
- Several heating failures have been dealt with since December and several key components have been replaced.
- The OAT heating contractor has now surveyed the whole system and costs for essential repairs are around £350. These repairs together with annual servicing of the equipment and gas tightness inspections are planned for Easter at a cost of £550. Additional costs may come when components are taken apart and inspected.
- Fixed electrical inspections (5-yearly) were last done in 2005 and are, therefore, well overdue. Inspections are now planned for Easter at a cost of £3k.
- The gas intake pipe to the school is too narrow and needs replacing – a CIF application has been submitted to the EFA for cost of replacing this pipe. This is a legacy issue from the original building and should have been dealt with by Property Services whilst Meadowbrook was a maintained school.

OAT have undertaken a series of major repairs and maintenance checks at considerable cost since Meadowbrook Primary School joined the Trust, some of which are statutory and well overdue. OAT has already applied to the EFA for a grant to replace the gas intake pipe to the school and to replace a canopy that was a serious health and safety hazard. There is, however, no guarantee that funding will be provided.

The responsibility for replacing the boilers to ensure the school was fully operation was with the LA prior to 1<sup>st</sup> January 2015. Due to lack of support and response from the Property Services department the school was forced into a position where they had to replace the boilers themselves prior to the winter commencing or risk not opening the school. The Olympus Academy Trust, on behalf of Meadowbrook, is therefore seeking funding from the Schools Forum of £19,600 to reimburse Meadowbrook Primary School for the cost of the replacement boilers.

## Timeline of correspondence regarding the Meadowbrook Primary School boiler failures:

<u>Date</u>	<u>Who</u>	<u>Action</u>
10 <sup>th</sup> July 2013	Meadowbrook	E-mailed David Beale (South Glos. Property Services) to explain during the boiler service the week before 2 of our 3 boilers were declared dangerous and advice sought from Sean Prior (South Glos Energy) on replacement Gas or Biomass.
24 <sup>th</sup> July 2013	Mechanical Engineering Services (MES)	Provided a basic quote to replace 3 boilers like for like replacement £12,769.55.
18 <sup>th</sup> Sept 2013	Meadowbrook	E-mailed David Beale and Chris Knight as school had struggled to set up a meeting with Chris Knight to discuss boilers and why MES suddenly in July advised that all three of the 11-year old boilers needed replacing. No contact from Sean Prior at this point re. options.
Sept 2013	Meadowbrook	Met with David Beale and Chris Knight to discuss problem and request advice on solutions, biomass favoured by South Glos at this point. Chris Knight agreed to look into costings and do a feasibility study.
Sept 2013	Meadowbrook	Instructed MES to repair boilers to keep us going.
Dec 2013	MES	MES repair i.e. installed new strata control board, ran descale formula through boilers and test.
April 2014	Meadowbrook	E-mailed Mike Laurie and Chris Knight to chase advice on replacement. Advised that 1 boiler out of use, one trips out every morning and concerns that when heating is required again in the Autumn it will not work and urgent need for solution to be identified so that work can be undertaken in summer break.
1st May 2014	Mike Laurie	Mike arranged to meet Business Manager (BM) at Meadowbrook at 11am to take a look at boilers and discuss. Instead he met with the caretaker at 9am. BM subsequently e-mailed him that afternoon and asked for costings and a report by 21 <sup>st</sup> May for full governors.
6 <sup>th</sup> June 2014	Property Services	E-mailed copy of the proposal for Biomass which clearly was not an option from the figures. BM asked for help in obtaining quotes for replacement boilers.
7 <sup>th</sup> July 2014	Meadowbrook	E-mailed David Beale copying in Abi Poulton, Rebecca Thomas and CK raising a complaint against CK for lack of communication and support in moving forward with this giving until 10 <sup>th</sup> July (Governors meeting) for approval of the alternative. Rebecca Thomas advised by phone that CK was involved in a boiler replacement scheme for schools and was surprised that the school were not involved given the circumstances.
10 <sup>th</sup> July	Property Services	E-mailed Headteacher and BM stating the condition of our boilers was to be expected for their age he also stated that a replacement cost of around £20K was a competitive price. He was not offering any further help in the process.
10 <sup>th</sup> July	Meadowbrook	E-mailed Chris Knight asking for help obtaining quotations for replacement and advice on specification.
11 <sup>th</sup> July	Property Services	E-mailed Headteacher and BM recommending 3 companies for quotation and some 'loose' advice on replacement about obtaining best life expectancy.
17 <sup>th</sup> and 18 <sup>th</sup> July	Meadowbrook	Obtained 3 quotes for replacement, one company that quoted pointed out the gas supply was inadequate for the gas flow rate required and estimated £12k cost to rectify.
Sept 2014	Meadowbrook	E-mailed David Beale and Sue Webber to ask if funding could be available for this.
30 <sup>th</sup> Sept 2014	Meadowbrook	E-mailed Sue Webber following up on a previous phone call asking for funding of replacement boilers/gas supply and stressing the urgency of this as it may be turning cold soon.

6 <sup>th</sup> Oct 2014	Property Services	E-mailed Headteacher saying CK was on holiday so no decision could be made.
8 <sup>th</sup> Oct 2014	E J Heating	Placed order for the boilers so they could be fitted in the October half-term since no boilers were working as we couldn't wait any longer.

## EDUCATION COMMISSION UPDATE

At the meeting on 11 September 2014, the Schools Forum agreed to receive an update report which includes the three year plan, a profile of the expected drawdown of funds and the outcomes to be achieved.

This report is attached at Appendix A

### **Recommendation**

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

## South Gloucestershire Education Partnership

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### Purpose of Report

1. To present an update on the work of the South Gloucestershire Education Partnership.

### Background

2. On 1 May 2013 The Children and Young People Committee resolved “That an Education Commission be established to investigate the model of secondary and post-16 educational provision in South Gloucestershire and the achievement of children and young people in South Gloucestershire schools in order to inform future provision planning and school improvement approaches”.
3. The final report of the Education Commission was presented to the Children and Young People Committee on 22 January 2014. The Committee resolved:
  - That the recommendations of the Education Commission be endorsed;
  - That officers work with schools and other partners in setting up the South Gloucestershire Education Partnership in order to look at each of the Education Commission’s recommendations in-depth, determine solutions and investigate sources of funding for the continuation of the Partnership and its work.
4. On 30 April 2014, the Children and Young People Committee considered a report on the implementation of the Education Commission’s recommendations. The Committee resolved:
  - That the update report be noted and that officers continue to work with schools and other partners to implement the recommendations of the South Gloucestershire Education Commission;

### Progress

5. The South Gloucestershire Education Partnership was formed in June 2014. Significant work has been undertaken by the Education Partnership during its formation phase in order to establish itself, a not inconsiderable task given that the Education Partnership is being created by education stakeholders working in collaboration rather than through the local implementation of a prescribed national framework.

### Education Partnership Board

6. An Education Partnership Board has been created to guide the work of the Education Partnership. The current membership of the Board is detailed below, and represents a significant commitment to the Education Partnership on the part of a diverse range of senior and experienced professionals within the education community:

*Dave Baker*  
*Nicola Berry*

*Executive Headteacher, Olympus Academy Trust*  
*Headteacher, St John’s Mead School*

Marion Borland	Headteacher, Mangotsfield Primary School
Sir David Carter	Regional Schools Commissioner, South West England
Mark Dee	Executive Headteacher, The Park and Parkwall Primary Schools
Paul Lobb	Interim Chief Executive, The Ridings Federation
Susannah Hill	Interim Head of Education, Learning & Skills, South Gloucestershire
Nicola Jones	Headteacher, Culverhill School
Peter Murphy	Director of Children, Adults & Health, South Gloucestershire
William Roberts	Headteacher, Downend School
Steve Taylor	Chief Executive, Cabot Learning Federation
Chris Thomas	Headteacher, Beacon Rise Primary School
Melanie Warnes	Chief Executive, Castle School Education Trust
Sara-Jane Watkins	Vice Principal, South Gloucestershire & Stroud College

7. Sir David Carter, in his new role as Regional Schools Commissioner for the South West, has agreed to Chair the Education Partnership Board. This appointment will significantly raise the profile of the South Gloucestershire Education Partnership locally and nationally, and provide a valuable direct link to the regional and national institutions that are tasked with monitoring South Gloucestershire's educational standards.
8. William Roberts, Headteacher of Downend School and Chair of South Gloucestershire Secondary Headteachers, has been seconded for two days a week for the academic year 2014-15 to support the work of the Education Partnership.

### Secondary Strategy

9. The Education Partnership has developed a Secondary Strategy, agreed in January 2015, based on the Education Commission's recommendations and further analysis of outcomes.
10. Four "hubs" have been created to gather secondary schools into geographically based school improvement partnerships. These hubs, each led by the Executive Head/Chief Executive of an Academy group, enable all schools in an area, regardless of status, to work collaboratively in raising standards. This supports Recommendation 12 of the Education Commission:

*Recommendation 12: Schools and the local authority should develop together a self-improving schools framework, based on formal collaborative partnerships between schools, with collective accountability for ambitious shared educational outcomes for the area*

11. The Secondary Strategy comprises 12 priorities based on the Education Commission's recommendations and analysis of outcomes:
  - Teaching
  - Data & Assessment
  - Year 5-8
  - Governance
  - School Places
  - Post-16
  - Employer Engagement
  - Leadership
  - Year 11 Achievement
  - Pupil Premium Achievement
  - Maths Achievement
  - Inclusion

12. Each priority will have a designated lead within each of the four Hubs, with a co-ordinating group and lead across South Gloucestershire, reporting directly into the Education Partnership Board. The process of identifying these leads and establishing these groups will be completed by April 2015.
13. The Education Partnership has secured the services of Judith Mee, recently retired Headteacher of Abbeywood Community School, as a consultant to oversee the three Achievement priorities (Year 11, Pupil Premium, Maths).
14. The Leadership priority is being supported by London Leadership Strategy, who are facilitating Hub leadership activities, providing direct school improvement support for Hub priorities, and enabling Hubs to access London school and network support.
15. Six of the twelve priorities will be supported by Education Partnership Network, facilitated by South Gloucestershire Traded Services. These will form part of the traded offer, but with additional funding used to co-ordinate and improve the offer, for instance by accessing national expertise that is unavailable within the remit of the traded offer.

### Primary & SEN Strategy

16. The Primary Heads' Executive is developing a Primary Strategy to run in parallel to the Secondary Strategy, reflecting the distinctive priorities of the secondary strategy. An SEN Strategy will also emerge following the recent SEN Review.

### Impact

17. Even though the Education Partnership is in its infancy, partnership working has already achieved significant transformative change during 2014/15.
18. Work with the London Leadership Strategy ("London Challenge") has enabled the hubs to identify common issues and collective solutions. Each hub is linked to an Outstanding school in London to build leadership capacity through partnership projects, enabling South Gloucestershire leaders to draw on expertise from London and disseminate good practice throughout the hub. These projects are focused on the shared priorities of each hub, for instance quality of Post-16 provision, GCSE attainment, and primary/secondary transition. This supports Recommendation 13 of the Education Commission:

*Recommendation 13: Establish a planned change programme to promote the different leadership behaviour required to move from current school improvement arrangements to a self-improving school system.*

19. There has been a step-change in the level of co-operation and co-ordination of effective Post-16 provision within all four hub areas. From September 2015, all hub areas will have co-ordinated provision across their sixth forms, with students able to access courses across the geographic area. For students, this increases the range of courses available; for schools, it enables them to focus on the delivery of those courses which are most successful. Both factors will result in higher standards. Hub areas are already looking to extend these arrangements further, for instance through joint leadership and governance arrangements. This supports Recommendation 7 of the Education Commission:

*Recommendation 7: As a matter of urgency the local authority should initiate a process involving schools, colleges and other stakeholders to develop and carry through a plan to reduce surplus*

*capacity and establish a more sustainable and innovative pattern of secondary and post-16 provision.*

20. Schools have worked collaboratively to commission support for vulnerable young people in order to end a reliance on local authority provision and significantly lower exclusion rates. Schools have designed a new Managed Move early intervention process and collectively commissioned an Inclusion Manager to implement it. This has contributed to a sharp decline in the number of days lost to exclusion in secondary schools, which halved in Terms 1-3 2014/15 compared to the same period in 2013/14.

#### Plans for 2015-17

21. The Education Commission envisaged that the Education Partnership would in its first three years be responsible for improving secondary standards across South Gloucestershire, through the co-ordinated implementation of the Commission's recommendations.
22. The Commission further envisaged that the Education Partnership would establish a longer-term role as an overarching body to take collective responsibility for all children and young people in South Gloucestershire, ensuring consistently high outcomes by co-ordinating the work of all educational organisations in the area.
23. The Education Partnership Board has thus agreed that the initial focus of the Partnership's work will be on raising secondary standards, the principal educational issue in South Gloucestershire at present. Nevertheless, the Partnership will engage and utilise expertise from across all sectors of the education community, in order to share collective responsibility across sectors, and establish a culture which enables the Education Partnership's approach to be replicated in the future as new priorities emerge.

#### Funding

24. Schools Forum resolved in September to allocate £400,000 over three years of development funding to support the establishment of the Education Partnership, in line with Recommendation 14 of the Education Commission:

*Recommendation 14: To support the setting up of the South Gloucestershire Education Partnership and the implementation of the Commission's recommendations, the local authority should allocate recurrent development funding to the South Gloucestershire Education Partnership Board for a period of three years.*

25. A summary of the estimated actual spending for 2014/15, and current budgeted spending for 2015/16 and 2016/17, is included in the table below, based on the priorities identified above:

	2014/15 (est. act. Jun-Mar)	2015/16 (budget Apr-Mar)	2016/17 (budget Apr-Mar)
<i>Education Partnership</i>			
Secondment – lead officer	36,000	27,000	27,000
<i>Secondary Strategy</i>			
Consultancy	4,000	23,000	23,000
Leadership Coaching & Network (London Leadership Strategy)	40,000	40,000	40,000
Education Partnership Networks (SG Traded Services)	0	30,000	30,000

<i>Primary/SEN Strategy</i>			
	0	40,000	40,000
<b>Total</b>	<b>80,000</b>	<b>160,000</b>	<b>160,000</b>

## **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.

The latest briefing note is attached at Appendix A.

### **Recommendation**

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

# Briefing note

## APPENDIX A

### Decision to operate in a shadow format – South Gloucestershire Traded Services



We have been working hard to put everything in place for the planned transfer to the new arms-length company – South Gloucestershire Traded Services. As you know, we had planned to do this on 1 April 2015. Although the work is going well, there are still some important legal, financial and pensions tasks to complete.

The company's Board of Directors feels that it would be best to allow more time to do this work, so that the transfer is not rushed and can be as easy as possible for Traded Services staff and our customers. The Board is also in the process of appointing a Managing Director and wants the successful candidate to have the opportunity to shape the business plan before the company becomes operational.

In view of this it has been decided to operate the company in a 'shadow' form for the first year, with the formal transfer of staff happening in 2016. The Board will continue to oversee progress towards the setting up of the

company and will also work with the new Managing Director when they are appointed to develop the business plan.

It is quite common to operate in a 'shadow' format before live operation and this decision is designed to ensure the continued success of Traded Services which is an important and well respected operation and a great asset to the council.

We will keep you up to date as the work progresses, interviews for the new Managing Director are due to happen shortly and we will let you know as soon as we make an appointment.

## What do we mean by 'shadow' company?

Traded Services will still be part of the council, but will start to work much more as if it is a separate company, without actually becoming one yet. This will allow us to test out new ways of doing things and to develop a strong business plan ready for the new company.

The Board will meet formally and regularly to provide strategic direction and strong governance

The Managing Director will have clear objectives and will operate within an agreed scheme of delegation and will work with the Trading Services Senior Leadership Team to develop the business plan

Financial plans to support the business plan will be developed as if Traded Services were operating as a company

Financial performance will be reported to the Board as will a range of other key performance indicators.

### Contact:

Nick Gurmin

Project Manager

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## **THIRD QUARTER MONITOR REPORT: REVENUE AND CAPITAL 2014/2015**

This report provides information on the forecast of the outturn for 2014/15 for the Dedicated Schools Grant (DSG) and the Capital budget.

It includes income and expenditure to the end of December 2014 and known commitments at that date.

The DSG reported in this third monitor is £175.334m.

At this stage in the financial year the 2014/15 outturn for the DSG is an overall breakeven position. Further details are provided in Appendix A.

The position with Capital funding is that total scheme costs are within total budgets. There is a contingency of balance of £376,500 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 recommended to comment and consider this report.

## Extracts from Children and Young People Committee Report: 21 January 2015

### Revenue DSG Funded Budgets

- The DSG budget for 2014/15 is £175.334m. There was a net £806,000 funding transfer from the schools central block to the high needs block to fund pressures within special educational needs budgets. The funding and projected outturn per block is provided in the table below.

DSG Blocks	DFE Funding £'000	Funding Transfer	Revised Budget	Projected Outturn £'000	Variance £'000
<b>Schools Block</b>	137,303	-806			
Primary & Secondary Schools & Academies			134,328	134,197	-131
Central Items			2,169	2,113	-56
<b>Total Schools Block</b>	<b>137,303</b>	<b>-806</b>	<b>136,497</b>	<b>136,310</b>	<b>-187</b>
<b>High Needs Block</b>	25,883	806			
Allocated to Schools, Academies & Independent Providers			25,146	25,146	
Central Items			1,543	1,543	
<b>Total High Needs Block</b>	<b>25,883</b>	<b>806</b>	<b>26,689</b>	<b>26,689</b>	<b>0</b>
<b>Early Years Block</b>	12,148	0			
Allocated to Private Voluntary Independent Provides			10,935	10,675	-260
Central Items			1,213	1,213	0
<b>Total Early Years Block</b>	<b>12,148</b>	<b>0</b>	<b>12,148</b>	<b>11,888</b>	<b>-260</b>
<b>Total DSG</b>	<b>175,334</b>	<b>0</b>	<b>175,334</b>	<b>174,887</b>	<b>-447</b>

### Schools Block

- The schools block is currently reporting an £187,000 underspend position at outturn. This is made up of a £56,000 unallocated balance from the 2013/14 carry forward and £131,000 savings on business rates from schools converting to academies where the DfE claw back funding after rates relief.

**High Needs Block**

3. The high needs block is currently reporting a break even position at outturn however the budgets in this area are volatile and require careful monitoring throughout the year. The key demand led areas include independent and non-maintained special schools, special school / resource bases, statemented support and post 16 high needs.

**Early Years Block**

4. The early years block is currently reporting a £260,000 underspend position at outturn within the Nursery Education Grant area. The budget was set on a notional number of hours to cover the hourly rate paid to providers and the predominantly fixed central costs. Take up hours and funding have surpassed the original notional hours whilst the central costs have remained the same. This has resulted in an underspend position and provides an opportunity to review the rates paid to providers and will form part of the DSG report to Committee on 21 January 2015.
5. 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.

## Extracts from Children and Young People Committee Report – 21 January 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 projected spending for 2014/15. There is an emphasis on setting realistic and achievable spending levels for this year following a variation in 2013/14 between planned and actual spending mainly from slippage on a number of schemes.

<b>Budget</b> <b>(£'000s)</b>	<b>Forecast</b> <b>(£'000s)</b>	<b>Variation</b> <b>(£'000s)</b>	<b>Total Spend to 31 Dec.</b> <b>(£'000s)</b>
19,114	17,924	-1,190	<b>10,392</b>

#### Variations in Payments and Scheme Delivery

4. Movement in forecast and overall scheme delivery are detailed below.

#### Variations in Total Scheme Costs

5. Variance on total scheme costs

	<b>£'000</b>
<b>Approved Total Scheme Costs (Budget)</b>	<b>54,210</b>
<b>Current Forecast of Final Accounts</b>	<b>53,481</b>
<b>Variance on Total Scheme Costs at 31 December 2014</b>	<b>-729</b>

6. An overall variance of -£459k was previously reported in the Quarter 2 Capital Budget Monitoring report. The position has now moved to -£729k primarily due to the projected savings of £265k from those completed capital works referred to in paragraph 16.
7. Once scheme costs are finally determined, the variance on total scheme costs will be subject to a virement approved by the Policy and Resources Committee.

### Variations in 2014/15 Payments

8. The spend forecast for the year has been reviewed and re-phased where appropriate. The changes recognise the reality of the rolling programme and the effects brought about from negotiations around design and planning, consultation, tendering, contractor selection, challenges in delivery and unforeseen site conditions.
9. The significant changes in variance in the 2014/15 (positive and negative) payments budget are shown in paragraphs 10-18. The overall forecast spend in 2014/15 is lower by £1.190m. In all cases financing will be re-profiled to match spend without loss of spend ability or resources.
10. **Barley Close Primary** - Works to the Nursery, Hall and replacement of water services are complete. Work on the new 4 classroom extension has been delayed due to changes and improvements to the scheme that necessitated a revised planning application. Delays have also been experienced due to poor weather. In consequence spend of £350k has been slipped. Completion is now planned for August 2015.
11. **Beacon Rise Primary** – Works at the school have progressed in advance of the schedule. This years spend is projected to be £182k greater than previously forecast. Works have been on-going and include rewiring, a new kitchen extension, R&M works to the Avon block and alterations to Frome block. Minor completion works are expected to complete in February 2015.
12. **Mangotsfield Primary** – Installation of additional temporary classroom, a new hard play and car park have been completed. Work has now commenced on the new six Classroom extension. Spend is now expected to be in advance of the profile by £410k. Completion of these works is expected in late August 2015.
13. **Stoke Lodge Primary** – External works at the school were completed in October 2014. A programme to refurbish fixed and mobile classrooms on site has commenced and works are expected to start on site in February 2015. The contract will continue into the new financial year. A proportion of the agreed budget, currently estimated at £350k is now expected to be applied in 2015/16.

14. **Bradley Stoke Primary** – Works to provide one form entry at the school are underway and progressing. Completion of the building works is expected in the summer of 2015. The spend profile has been reviewed and it is considered prudent at this stage to re-phase £650k of spend into 2015/16.
15. **King's Oak Academy** – The contract to provide a two form entry facility commenced in October with contract completion targeting August 2015. The most recent spend forecast has identified that the works are likely to proceed in advance of the previous estimate and consequently spend for this year has been increased by £160k.
16. **Additional Primary Accommodation (Basic Need)** – This budget (allocated 2011/2012) has been set aside to fund works at several schools to improve existing and install temporary accommodation. Works have been completed below budget. This has generated a saving of £265k
17. **Secondary Urgent Response Works** – This is a demand led budget which, if un-applied will roll into subsequent years. A review of the spend and commitment position as it stand has indicated that £200k could be re-profiled and used in supporting the future capital programme.
18. **Tynings Primary** – This scheme is complete. However, the final account has yet to be agreed with the contractor. Settlement is now expected to be finalised in the next financial year and consequently £125k has been carried forward.

### **Virements**

19. There are no proposals for virement in this report.

### **New Schemes & Additions to the Capital Programme**

20. The following new schemes are required to be added to the Capital Programme.

<b>Scheme/Intended Use</b>	<b>Amount (£'000)</b>	<b>Funding Source / Constraints</b>	<b>Comments</b>
Warmley Park – Repairs to roof link to Hydrotherapy Pool	12	Urgent -H&S Allocation	Unavoidable essential repairs – H&S
Watermore Primary – Basic Need work to provide 30 additional school places	10.5	CYP Contingency	Note - £60k previously agreed. Increased final account is £70.5
St. John Mead Primary – Replacement Boiler	8	CYP Schools – H&S and R&M	
St. Andrews Primary – expansion of class space	4.5	H&S contingency - £4.5 (Note excludes £1.7 from DFC – school funded)	H&S related adaptations to accommodate additional children
Severnside PRU – Roof repairs	4.5	Urgent – H&S Allocation	Unavoidable essential works to ensure continuous use of accommodation
<b>Total</b>	<b>39.5</b>		

### **CYP Unallocated Contingency**

21. The unallocated contingency brought forward from the second quarter monitor report is £416k.
22. It has been necessary to allocate £39.5k of funds to support those priority works identified in the table in paragraph 20. The remaining £376.5k will be held in mitigation against potential resource shortfalls within the agreed education capital programme, and/or will be used to address other risks or urgent priorities.

## Appendix 1 – Details Projected Costs and Payments

### 23. Total Scheme Costs and Current Payments – (All schemes with total scheme costs >£100K) Appendix 1

		TOTAL SCHEME COSTS			2014/15 PAYMENTS				Comments As at 31 December 2014
Scheme/Block Allocation (in excess of £100k)	Planned (p) Forecast (f) Completion date	Budget	Forecast	Variation overspend (+)	Budget	Forecast	Variation Overspend (+)	Spend to date	
		(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	
Barley Close Primary – four class extension, hall extension, nursery accom and replacement water services	May 2015(p) Aug 2015(f)	2,185	2,108	-77	1050	700	-350	280	Works to Nursery & existing Hall and replacement of water services are complete. Works on the new 4 Classroom extension has been delayed due to improvements to the scheme that necessitated a revised planning application and poor weather when the foundations were programmed to be carried out. Completion is now planned for August 2015.
Beacon Rise Primary – six class extension and kitchen rebuild, R&M works to existing Frome, Avon & Severn Blocks and rewiring	Dec 2014 (p) Feb 2015 (f)	4,400	4,200	-200	3,000	3,182	182	2,423	Rewire of Severn block was completed in summer 2013. The new kitchen extension, R&M works to the Avon block and alterations to Frome block were completed during the summer holidays 2014. Additional work instructed by the school has resulted in a current forecast for completion of mid-February 2015.

		TOTAL SCHEME COSTS			2014/15 PAYMENTS				Comments As at 31 December 2014
Scheme/Block Allocation (in excess of £100k)	Planned (p) Forecast (f) Completion date	Budget	Forecast	Variation overspend (+)	Budget	Forecast	Variation Overspend (+)	Spend to date	
		(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	
Christchurch Primary – four class extension, works to temp & rewiring	Sep 2015 (p) Sep 2015 (f)	2,925	3,200	275	1550	1550	0	957	R&M works for complete. A value engineering exercise was undertaken following receipt of tenders however, the scheme remains over budget. The project is on programme for completion in September '15
Mangotsfield Primary – extension to 3FE	Sep 2015 (p) Sep 2015 (f)	3,500	3,500	0	1600	2010	410	920	Work started on site in late July 2014. Installation of additional temp and construction of new hard play area were completed as planned over the summer holidays. The car park was handed over in late October 2014 followed immediately by start of works on the new 6 classroom extension with completion expected in late August 2015.
Stoke Lodge Primary – five class extension in temporary accommodation, and roofing	Sep 2015 (p) Sep 2015 (f)	1,850	1,450	-400	1200	850	-350	705	External works completed in October '14. Additional classrooms will be refurbished mobiles removed from other sites and there will be refurbishment of existing mobiles at the school. This proposal will result in a saving on the budget and works are programmed to start from February '15
Stanbridge Primary – re-cladding and part window replacement	Oct 2014 (p) Jan 2015 (f)	230	230	0	225	225	0	170	Window replacement complete. Cladding now programmed to be completed January. Poor weather has resulted in delays.
Bromley Heath Junior – Hall windows and door	Oct 2015 (p) Oct 2015 (f)	250	250	0	50	20	-30	3	Investigation and preliminary works completed over the summer. Works have been programmed to suit school requirements, holiday periods etc. The plan is to commence during the February holiday. Tender information being prepared. There is some concern around lack of interest from contractors.

		TOTAL SCHEME COSTS			2014/15 PAYMENTS				Comments As at 31 December 2014
Scheme/Block Allocation (in excess of £100k)	Planned (p) Forecast (f) Completion date	Budget	Forecast	Variation overspend (+)	Budget	Forecast	Variation Overspend (+)	Spend to date	
		(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	
Hanham Abbots – re-rendering/re-roofing	Oct 2015 (p) Oct 2015 (f)	200	200	0	100	80	-20	65	Works to be programmed to suit school requirements and holiday periods. Work to re-roof pitched roof completed early October. Remainder of roofing and render works to be programmed for 2015.
Bradley Stoke School – 1FE primary	Aug 2015 (p) Aug 2015 (f)	3,750	3,750	0	2050	1400	-650	739	Works on site progressing well, due for July 2015 completion of building.
King's Oak Academy – 2FE primary	Aug 2015 (p) Aug 2015 (f)	4,330	4,330	0	1660	1820	160	512	Works started on site in mid-October. Completion of new school building expected in late August 2015 as programmed.
New Emersons Green East Primary Academy – 2FE (funded by S106)	July 2016 (p) July 2016 (f)	5,400	5,400	0	250	250	0	9	Contractor procurement via the Construction Framework South West has commenced. Stakeholder consultation ongoing. Completion of new building programmed for September 2016.
Additional Primary Accommodation (Basic Need) (schemes under £500k)	Mar 2014 (p) Mar 2014 (f)	1,051	786	-265	285	20	-265	8	Schemes at several schools to install temporary accommodation and improve existing accommodation to increase capacity.
Devolved Formula Capital	Mar 2016 (p) Mar 2016 (f)	1,385	1,385	0	900	900	0	0	Funding devolved to schools.
Advance Design Fees	Mar 2016 (p) Mar 2016 (f)	142	142	0	92	92	0	2	Ongoing development and feasibility work.
Early Years Capacity Building Grant	Aug 2014 (p) Aug 2014 (f)	357	357	0	216	216	0	93	To support the capital investment necessary in the childcare sector to deliver free entitlement places for two year olds.

		TOTAL SCHEME COSTS			2014/15 PAYMENTS				Comments As at 31 December 2014
Scheme/Block Allocation (in excess of £100k)	Planned (p) Forecast (f) Completion date	Budget	Forecast	Variation overspend (+)	Budget	Forecast	Variation Overspend (+)	Spend to date	
		(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	
KS1 Free School Meals	Aug 2014 (p) Aug 2014 (f)	676	676	0	605	605	0	421	Works continue on site to complete minor works and procure essential equipment.
Secondary Urgent Responsive Works	Mar 2015 (p) Mar 2015 (f)	1,000	1,000	0	500	300	-200	146	Set aside for essential secondary R&M schemes. This is a rolling budget where projects are introduced as and when need becomes apparent.
Top Priority Condition works	Mar 2015 (p) Mar 2015 (f)	1,181	1,181	0	0	0	0	0	Unallocated budget held for schemes in 2015/16.
Primary Planned Maintenance	Mar 2016 (p) Mar 2016 (f)	1,865	1,865	0	0	0	0	0	Unallocated budget held for schemes in 2015/16.
Future Schools' Capital work	Mar 2016 (p) Mar 2016 (f)	2,000	2,000	0	0	0	0	0	Unallocated budget held for schemes in 2015/16.
Basic Need for Primary Places in 2015/16		500	500	0	0	0	0	0	Unallocated budget held for schemes in 2015/16.
Schemes under £100k	Various	559	559	0	403	403	0	197	Several small R&M schemes, Accessibility works.
<b>Completed Schemes</b>									
Frampton Cotterell Primary – Replace boiler plant	Oct 2014 (p) Oct 2014 (f)	170	170	0	160	150	-10	96	Works complete. Final account not agreed.
St Barnabas Primary – re-roofing	Oct 2014 (p) Oct 2014 (f)	250	200	-50	195	195	0	117	Works complete. Final account not agreed.

		TOTAL SCHEME COSTS			2014/15 PAYMENTS				Comments As at 31 December 2014
Scheme/Block Allocation (in excess of £100k)	Planned (p) Forecast (f) Completion date	Budget	Forecast	Variation overspend (+)	Budget	Forecast	Variation Overspend (+)	Spend to date	
		(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	
Manorbrook Primary – re-roofing	Oct 2014 (p) Oct 2014 (f)	100	150	50	100	120	20	2	Works complete. Final account not agreed.
The Tynings Primary – four class extension. Rewire, water system	Aug 2015 (p) Aug 2015 (f)	2,230	2,230	0	1225	1100	-125	1024	Scheme complete. Highway works to Station Road still to be completed.
Hambrook Primary – refurbishment and extension	Aug 2014 (f)	3,555	3,555	0	775	775	0	734	Works complete. Final account not agreed.
Culverhill – Replacement boilers and pipe work	Oct 2014 (p) Oct 2014 (f)	210	210	0	200	200	0	114	Works complete. Final account not agreed.
Wick Primary – refurbishment and remodelling	Feb 2014	1,380	1,250	-130	50	79	29	79	Works complete. Final account not agreed.
Chipping Sodbury ASD Resource Base	Mar 2014	500	500	0	238	238	0	227	Works complete. Final account not agreed.
Sir Bernard Lovell School – rewire	Aug 2012	445	445	0	9	9	0	0	Works complete. Final account agreed.
Pucklechurch Primary – extension and remodelling (phase 2)	Nov 2012	576	576	0	33	33	0	26	Works complete. Final account agreed.
Sir Bernard Lovell School – roofing	Jan 2013	1,200	1,210	10	18	22	4	22	Works complete. Final account not agreed.
St Michael's Primary Stoke Gifford – remodelling and extension (phase 1)	Apr 2013	967	967	0	89	89	0	31	Works complete. Final account agreed with contractors, final fee payments to be made.
Warmley Park – boiler plant replacement and heating	May 2013	477	525	48	0	5	5	1	Works complete. Final account not agreed.

		TOTAL SCHEME COSTS			2014/15 PAYMENTS				Comments As at 31 December 2014
Scheme/Block Allocation (in excess of £100k)	Planned (p) Forecast (f) Completion date	Budget	Forecast	Variation overspend (+)	Budget	Forecast	Variation Overspend (+)	Spend to date	
		(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	
Downend Secondary – replacement boiler plant	Aug 2013	1,024	1,034	10	0	0	0	0	Works complete. Final account agreed, but final payments not yet made.
Parkwall Primary – rewire, heating, replacement of water services	Nov 2013	1,090	1,060	-30	78	78	0	19	Works complete. Final account not agreed.
Crossways Junior – cladding and roof	Aug 2014 (p) Aug 2014 (f)	300	330	30	208	208	0	250	Works complete. Final account not agreed.
<b>TOTAL 2014/15</b>		<b>54,210</b>	<b>53,481</b>	<b>- 729</b>	<b>19,114</b>	<b>17,924</b>	<b>-1,190</b>	<b>10,392</b>	

## SCHOOLS FORUM WORK PROGRAMME 2014/15

All meetings at 4.30pm at Badminton Road, Yate

7 <sup>th</sup> May 2015 Room 0012 Ground Floor	2 <sup>nd</sup> July 2015 Room 0012 Ground Floor
<ul style="list-style-type: none"> <li>• Trading Arrangements</li> <li>• Analysis of Schools Block Funding Formulae 2014/15</li> <li>• The Schools Forum Constitution - Update</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing for 2016/17 (if known)</li> <li>• Provisional Outturn 2014/15</li> <li>• Schools Forum Membership</li> <li>• Dates of future meetings and the Work Programme 2015/16</li> </ul>

10 <sup>th</sup> September 2015 Room 0012 Ground Floor
<ul style="list-style-type: none"> <li>• DfE Consultation on School Funding 2016/17</li> <li>• Allocation of Schools Block Growth Funding</li> <li>• 1<sup>st</sup> Budget Monitor 2015/16</li> </ul>

**ANY OTHER BUSINESS**