

AGENDA



SCHOOLS FORUM

Date : Thursday 2 July 2015

Time : 4.30pm

Place : Badminton Road Offices, Ground Floor, Room 0012

Distribution

Members of the Committee

Dave Baker
Tania Craig
Fr. Eugene Campbell
Mark Dee
Pauline Dixon
Victoria Fitzgerald
Steve Forecast
Mark Freeman
Amanda Fry/Lisa Williams
Kim Garland
John Goff
Geoff Howell
Janet Hoyle

Keith Lawrence (Chair)
Louise Leader
Jim Lott
Anna Klimczak
Jane Millicent
Max Reed
Sara-Jane Watkins
Susie Weaver
Elizabeth Gibbons
Alison Wood
Ann Reed (sub)
Will Roberts

Appropriate Officers

Peter Murphy
Martin Dear
Susannah Hill
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Councillors

Jon Hunt
Trevor Jones

Peter Murphy, Director for Children, Adults and Health, Badminton Road Offices, Yate, South Gloucestershire, BS37 5AF

Telephone (01454) 863253 E-mail peter.murphy@southglos.gov.uk

Enquiries to : Martin Dear, Head of Business Support, Telephone (01454) 863197 or E-mail martin.dear@southglos.gov.uk

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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 12 th MARCH 2015	5 mins
6	OUTTURN REPORT – REVENUE AND CAPITAL 2014/15 INCLUDING SCHOOLS BALANCES AS AT 31 MARCH 2015	10 mins
7	GILLINGSTOOL PRIMARY SCHOOL: STATEMENTED SUPPORT HIGH INCIDENCE FUNDING	10 mins
8	PRIMARY PHASE FUNDING FOR KING’S OAK AND BRADLEY STOKE ACADEMIES	10 mins
9	DFE: ANALYSIS OF SCHOOLS BLOCK FUNDING FORMULAE 2015/2016	10 mins
10	EFA: SCHOOLS FORUM GUIDANCE	20 mins
11	THE SCHOOLS FORUM CONSTITUTION	10 mins
12	SCHOOLS FORUM MEMBERSHIP, DATES OF FUTURE MEETINGS AND THE WORK PROGRAMME	15 mins
13	ANY OTHER BUSINESS	5 mins

Department for Children, Adults and Health

**SCHOOLS FORUM
Thursday 12 March 2015
Badminton Road Offices**

PRESENT:

Dave Baker	Executive Headteacher, Bradley Stoke and Abbeywood Community Schools
Tania Craig	Headteacher, New Horizons Learning Centre
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
Mark Freeman	Headteacher, St Michael's CS VC Primary School
Kim Garland	Headteacher, Brimsham Green Secondary School
John Goff	Governor, The Park & Parkwall Primaries
Jim Lott	Governor, The Tynings Primary School
Keith Lawrence	Governor, Culverhill School

Chair: Keith Lawrence

Officers: Martin Dear Head of Business Support

Other Attendees: John Phillips, Admissions & Transport Manager (for Item 6)
Rebecca Toms, Head of Property Services (for Item 6)
Will Roberts, Headteacher, Downend School (for Item 8)

- 1. WELCOME AND INTRODUCTIONS**
Attendees were welcomed by the Chair.

2. APOLOGIES FOR ABSENCE

Richard Badley, April Begley, Elizabeth Gibbons, Paul Smith, Geoff Howell, Janet Hoyle, Jane Millicent, Anna Klimczak, Ann Reed, Max Reed, Johnnie Walker, Susie Weaver, 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 15th JANUARY 2015

Agreed:

The Minutes were agreed as a true record.

6. MEADOWBROOK PRIMARY SCHOOL – BREACH FUNDING

A request was made by The Olympus Academy Trust, on behalf of Meadowbrook Primary School for funding of 21 Reception places they had been asked to provide, by the Local Authority, during 2015-2016 for which they would not be funded. This request would be for one year only. Dependent on future numbers an additional request may be submitted. Any future request would need to consider KS2 numbers at the school.

Agreed:

School Forum agreed to fund the vacant 21 places at a rate of £1,000 per pupil for 2015-2016 only.

7. MEADOWBROOK PRIMARY SCHOOL – BOILER REPLACEMENT

A request was made by The Olympus Academy Trust, on behalf of Meadowbrook Primary School, for funding of £19,600 to reimburse Meadowbrook Primary School for the cost of replacing three boilers.

Firstly, Rebecca Toms, Head of Property Services apologised for the lack of response from Property Services to the various emails sent by the school seeking support and advice in replacing these boilers.

She stated that Property Services do not hold a budget for such maintenance and as Meadowbrook is not high on the list for Repairs and Maintenance Priorities, no reimbursement could be made for the three boilers from Local Authority funds.

If agreed the funding would need to be met from the Dedicated Schools Grant 2014/15 underspend.

Agreed:

Schools Forum did not agree to the reimbursement of £19,600 for the replacement of three boilers as Meadowbrook is not on the priority list for improvements.

8. EDUCATION COMMISSION UPDATE

Will Roberts gave an update on the Education Commission Partnership.

He said progress is strong and early indicators are promising. There has been a real impact on projects particularly in secondary schools.

In terms of funding set aside, the £80,000 allocated for 2014/15 had been spent.

For 2105/16:

- a sum of £50,000 was agreed for secondment and consultancy,
- £40,000 is to be paid to the London Leadership Strategy which will enable access to conferences.
- £30,000 for Education Partnership Networks
- £40,000 for the Primary/SEN Strategy

With regards to budget release, Will Roberts asked if Schools Forum were happy to agree for secondment and consultancy costs for 1 year, re-engaging with London Leadership Strategy and the Primary Strategy for 2015/2016.

Agreed:

Schools Forum confirmed the agreement of the 2014/15 figure and the commitment, for 2015/16, to the secondment, consultancy, London Leadership Strategy and the Education partnership Networks.

Will Roberts to come back in 6 months' time to give an update report and to request the release of the Primary/SEN Strategy funds (if required).

9. **TRADED SERVICES UPDATE**

Martin Dear referred to a Briefing Note that went out in February 2015, which was similar to the letter sent to schools which indicated an April 2016 start date.

Interviews for the Managing Director were unsuccessful in the 2nd round. At the moment there is temporary interim cover for 3 days a week. It is likely that an interim appointment will be made to cover the next 6-9 months. Recruitment will take place shortly.

MD is still the link person with the Council and attends the weekly traded services leadership meetings.

Agreed:
Schools Forum noted the update given

10. **THIRD QUARTER MONITOR REPORT: REVENUE AND CAPITAL 2014/15**

The 2014/15 DSG budget is underspent by £447,000. Most of this underspend has come from the Early Years block. There will be an increased amount going out to Early Years providers next year.

On the capital side, although individual schemes may go up or down overall the total scheme costs are within total budgets.

Agreed:
Schools Forum noted and agreed the report

11. **SCHOOLS FORUM WORK PROGRAMME**

It was decided to cancel the meeting on the 7th May and add the item on Analysis of Schools Block Funding Formulae 2015/16 to the 2nd July 2015 agenda.

Agreed:
Schools Forum agreed to cancel the meeting on the 7th May 2015.

12. **ANY OTHER BUSINESS**

None.

Meeting closed 17.45

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

This report provides information on the end year net spending position against budget for 2014/2015.

Revenue

Summary position

The 2014/2015 end of year position on Dedicated Schools Grant (DSG) is £175.045 million against a grant of £175.334 million, an underspend of £289,000 (a negative 0.16%).

An analysis of the position for each service area is given below. A table showing variances by policy budget head is shown at Appendix A.

The following table gives details of main variances:

DSG Blocks	DFE Funding £'000	Funding Transfer	Revised Budget	Projected Outturn £'000	Variance £'000
Schools Block Primary & Secondary Schools & Academies Central Items	137,303	-806	134,328 2,169	134,197 2,169	-131 0
Total Schools Block	137,303	-806	136,497	136,366	-131
High Needs Block Allocated to Schools, Academies & Independent Providers Central Items	25,883	806	25,146 1,543	25,146 1,543	0 0
Total High Needs Block	25,883	806	26,689	26,689	0
Early Years Block Allocated to Private Voluntary Independent Providers Central Items	12,148	0	10,935 1,213	10,777 1,213	-158 0
Total Early Years Block	12,148	0	12,148	11,990	-158
Total DSG	175,334	0	175,334	175,045	-289

Schools Block

1. The schools block outturn position is a £131,000 underspend. This is due to savings on business rates from schools converting to academies where the DfE claw back funding after rates relief.

High Needs Block

2. The high needs block outturn position is breakeven after the £806,000 virement from the schools block. 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

3. The early years block outturn position is a £158,000 underspend. This is due to an underspend 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 provided an opportunity to review the rates paid to providers. New rates were agreed by the Children and Young People Committee on 21 January 2015.
4. The £289,000 total underspend will be carried forward for use in 2015/16.

School Balances

The movement in school balances during 2014/15 is as follows:

Balances at:	31.03.14 £000's	31.03.15 £000's	Movement £000's
Primary	4,996	5,392	396
Secondary	506	535	29
Special	562	992	430
Other	713	170	(543)
TOTAL	6,777	7,089	312

Risk to 2015/16 and future year's budgets

Pressures on Independent and Other Local Authority Special School Placements can arise from increased numbers and/or complexity of individual cases. The mitigation to this risk is to manage the required provision in the most cost effective way. Possible pressures on the Post 16 High Needs budget will need to be managed by working closely with the DfE and colleges. The demand for Nursery Education Grant payment to private providers can increase. The only mitigation

to this risk is to identify future savings through management action on other budgets.

Property Capital

Progress on Current Schemes

Appendix C lists the planned and forecast completion dates, total approved scheme costs and details of spending against budget this year for projects with total scheme costs of greater than £100K.

Recommendation

Members of the Forum are requested:

- (a) Comment and consider this report;
- (b) Consider how the underspend carried forward into 2015/2016 should be utilised.

Dedicated Schools Grant (DSG)											
Policy Budget Heading		DSG 2014/15 Budget			DSG Outturn Monitor			Variance			
		Expenditure	Income	Net	Expenditure	Income	Net	Expenditure	Income	Net	Net
		£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	%
1	Schools Block:										
	• Primary & Secondary Schools (including Academies)	134,328	0	134,328	134,197	0	134,197	-131	0	-131	-0.1
	• Central Items	2,169	0	2,169	2,169	0	2,169	0	0	0	0
2	High Needs Block:										
	• Schools & Independent Providers (including Academies)	25,146	0	25,146	25,146	0	25,146	0	0	0	0
	• Central Items	1,543	0	1,543	1,543	0	1,543	0	0	0	0
3	Early Years Block:										
	• Private, Voluntary & Independent Providers	10,935	0	10,935	10,777	0	10,777	-158	0	-158	-1.44
	• Central Items	1,213	0	1,213	1,213	0	1,213	0	0	0	0
	Total DSG	175,334	0	175,334	175,045	0	175,045	-289	0	-289	-0.16

ANALYSIS OF SCHOOLS BALANCES 2013/2014 - 2014/15

	2013/2014 Total Revenue Balances	2014/2015 Total Revenue Balances	Movement between 2013/2014 and 2014/2015 balances
	£	£	£
Abbotswood Primary School	59,292	81,930	22,638
The Alexander Hosea Primary School	134,443	148,459	14,016
Almondsbury CE VC Primary School	36,613	69,788	33,176
Bailey's Court Primary School	98,758	151,368	52,609
Barley Close Primary School	97,111	142,224	45,113
Barrs Court Primary School	142,651	156,775	14,124
Beacon Rise Primary School	192,863	180,022	(12,840)
Blackhorse Primary School	60,813	87,686	26,873
Bowsland Green Primary School	62,631	(5,707)	(68,338)
Broadway Infant School	63,685	73,412	9,726
Watermore Primary School	79,200	81,717	2,517
Bromley Heath Infant School	48,529	43,116	(5,413)
Bromley Heath Junior School	80,174	61,393	(18,781)
Cadbury Heath Primary School	77,811	31,007	(46,804)
Callicroft Primary School	5,560	9,881	4,321
Cherry Garden Primary School	39,518	47,631	8,113
Christ the King RC VA Primary School	56,291	37,074	(19,218)
Christ Church CE VC Infant School	30,882	29,499	(1,383)
Christ Church CE VC Junior School	69,232	47,061	(22,171)
Christchurch, Hanham CE VC Primary School	23,721	38,298	14,576
Coniston Primary School	9,692	(41,683)	(51,375)
Courtney Primary School	(20,380)	(2,141)	18,239
Crossways Infant School	8,061	51,693	43,632
Crossways Junior School	75,625	95,397	19,772
Elm Park Primary School	42,116	(25,573)	(67,689)
Emersons Green Primary School	75,327	87,121	11,794
Filton Hill Primary School	3,468	14,993	11,525
Frampton Cotterell CE VC Primary School	23,205	25,876	2,670
Frenchay CE VC Primary School	58,828	76,012	17,183
Gillingstool Primary School	39,036	40,755	1,719
Hambrook Primary School	102,863	79,772	(23,091)
Hanham Abbots Junior School	41,166	66,390	25,224
Hawkesbury CE VC Primary School	90,784	97,520	6,737
Holy Family RC VA Primary School	134,795	166,573	31,778
Holy Trinity CE VA Primary School	13,099	30,979	17,880

Horton CE VA Primary School	37,223	54,005	16,782
Iron Acton CE VC Primary School	77,475	87,322	9,847
Kings Forest Primary School	125,093	120,198	(4,895)
Little Stoke Primary School	21,888	23,920	2,032
Longwell Green Primary School	19,435	25,526	6,090
Mangotsfield CE VC Primary School	169,995	288,634	118,639
The Manor CE VC Primary School	28,160	45,098	16,938
Manorbrook Primary School	38,842	31,035	(7,807)
Marshfield CE VC Primary School	38,937	30,675	(8,263)
The Meadows Primary School	64,249	67,724	3,475
North Road Primary School	20,427	14,942	(5,485)
Old Sodbury CE VC Primary School	14,796	25,396	10,600
Oldbury-on-Severn CE VC Primary School	25,070	34,934	9,864
Olveston CE VC Primary School	(5,417)	15,611	21,027
Our Lady of Lourdes RC VA Primary School	(1,212)	13,072	14,283
The Park Primary School	162,642	132,437	(30,206)
Parkwall Primary School	89,815	55,910	(33,905)
St Chad's Patchway CE VC Primary School	111,700	96,320	(15,381)
Pucklechurch CE VC Primary School	57,978	86,940	28,962
Rangeworthy CE VC Primary School	19,847	17,513	(2,334)
Raysfield Infant School	32,661	20,311	(12,350)
Raysfield Junior School	37,516	56,034	18,517
Redfield Edge Primary School	41,670	47,877	6,207
St Peter's Anglican/Methodist VC Primary School	48,266	86,196	37,930
The Ridge Junior School	55,362	40,984	(14,378)
Samuel White's Infant School	5,630	(2,360)	(7,990)
Shield Road Primary School	30,154	68,236	38,082
St Andrew's CE VC Primary School	(3,883)	18,007	21,891
St Anne's CE VC Primary School	43,117	11,936	(31,181)
St Augustine's RC VA Primary School	1,623	(13,337)	(14,959)
St Helen's CE VC Primary School	42,925	34,692	(8,233)
St John's Mead CE VC Primary School	72,304	113,295	40,991
St Mary's, Thornbury CE VA Primary School	47,441	13,068	(34,373)
St Mary's, Yate CE VA Primary School	72,014	112,998	40,984
St Mary's, Bradley Stoke RC VA Primary School	154,942	169,840	14,897
St Michael's, Stoke Gifford CE VC Primary School	128,064	128,587	523
St Michael's, Winterbourne CE VC Primary School	118,748	90,591	(28,157)
St Paul's RC VA Primary School	53,838	41,679	(12,159)
St Stephen's Infant School	19,571	40,671	21,100
St Stephen's CE VC Junior School	87,253	106,764	19,511
Stanbridge Primary School	174,891	203,453	28,562
Staple Hill Primary School	88,993	90,637	1,644
Tortworth VC Primary School	24,046	24,189	143
Tyndale Primary School	12,426	38,876	26,450
Trinity CE VC Primary School	36,563	2,289	(34,274)

The Tynings Primary School	29,668	(6,109)	(35,777)
St Barnabas CE Primary School	37,523	58,811	21,288
Wellesley Primary School	82,395	77,753	(4,642)
Wheatfield Primary School	88,977	99,529	10,552
Wick CE VC Primary School	57,274	72,953	15,680
Total Primary	4,996,379	5,391,979	395,600
SECONDARY			
Brimsham Green Secondary School	451,439	467,695	16,256
Chipping Sodbury VC Secondary School	(862,486)	(935,493)	(73,008)
The Grange School & Sports College	66,746	(116,375)	(183,121)
Mangotsfield Secondary School	519,078	411,101	(107,978)
Sir Bernard Lovell Secondary School	331,686	708,337	376,650
Total Secondary	506,464	535,265	28,800
SPECIAL			
Culverhill School	385,981	423,917	37,936
Warmley Park School	197,464	193,425	(4,039)
New Siblands School	3,977	102,434	98,457
New Horizons Learning Centre	(51,018)	(22,937)	28,081
Education Other Than At School	25,569	295,510	269,941
Total Special	561,972	992,349	430,377
TOTAL FOR ALL SCHOOLS			
	6,064,816	6,919,593	854,777
Small Schools Association & Leadership Academy	9,604	11,692	2,088
DSG c/f	833,456	289,230	(544,226)
Schools Loans	(136,849)	(137,625)	(776)
School estimated interest to be allocated to schools	6,680	6,553	(126)
	6,777,706	7,089,443	311,736

APPENDIX C

Scheme/Block Allocation	Planned (p) Forecast (f) Completion date	TOTAL SCHEME COSTS			2014/15 PAYMENTS			Comments As at the 31 March 2015
		Budget	Forecast	Variation overspend (+)	Budget	Actuals	Variation overspend (+)	
		(£'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	648	-402	The project on budget and on target to deliver in accordance with the revised programme agreed with the school.
Beacon Rise Primary – six class extension and kitchen rebuild, R&M works to existing Frome, Avon & Severn Blocks and rewiring	Dec 2014 (p) May 2015 (f)	4,400	4,200	-200	3,000	2,960	-40	6 Classroom Block was completed in early February 2015 and is now occupied by the school. Party wall works and works to Avon Basement ongoing.
Christchurch Primary – four class extension, works to temp & rewiring	Sep 2015 (p) Sep 2015 (f)	2,925	3,200	275	1550	1530	-20	There are some drainage issues on the site which may impact costs. 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	1639	39	Works to the new 6 classroom extension ongoing with completion expected in September 2015.
Stoke Lodge Primary – five class extension in temporary accommodation, and roofing	Sep 2015 (p) July 2015 (f)	1,850	1,450	-400	1200	853	-347	A programme of installation of refurbished mobiles removed from other sites and refurbishment of existing mobiles at the school has commenced. Reuse of existing mobiles will give a significant saving (£400k proposed). The school have set a target completion of July '15.
Bromley Heath Junior – Hall windows and door	Oct 2015 (p) May 2015 (f)	250	250	0	50	116	66	Work on site and scheduled for on completion at the end of May '15.
Hanham Abbots – re-rendering/re-roofing	Oct 2015 (p) Sept 2015 (f)	200	200	0	100	86	-14	Pitch roof complete and flat roof works programmed to be mainly carried out during the summer holidays.

Bradley Stoke School – 1FE primary	Aug 2015 (p) Aug 2015 (f)	3,750	3,600	-150	2050	1794	-256	Completion expected August 2015, on programme. £150k virement from budget agreed.
King's Oak Academy – 2FE primary	Aug 2015 (p) Aug 2015 (f)	4,330	4,330	0	1660	2190	530	The project is on budget and on target for occupation in September 2015. Early works have been completed ahead of programme which has resulted in higher expenditure than predicted in this financial year. Additional works may be instructed and funded by Cabot Learning Federation.
New Emersons Green East Primary Academy – 2FE (funded by S106)	Aug 2016 (p) Aug 2016 (f)	5,400	5,400	0	250	19	-231	The Contractor has been appointed for Second Stage tender. Design development has started and planning application programmed to be submitted in May 2015. Temporary reception accommodation will be provided at Downend academy and is programmed for completion in August 2015. Main works due to start in October 2015 with completion expected in August 2016.
Advanced Preparation on 2015/16 approved schemes				0		43	43	Downend EOTAS, St Johns Mead rewiring.
Additional Primary Accommodation (Basic Need) (schemes under £500k)	Mar 2014 (p) Mar 2014 (f)	1,051	786	-265	285	8	-276	Schemes at several schools to increase capacity, these works are now complete, a saving of £265k has been proposed.
Devolved Formula Capital	Mar 2016 (p) Mar 2016 (f)	1,385	1,385	0	900	720	-180	Funding devolved to schools.
Advance Design Fees	Mar 2016 (p) Mar 2016 (f)	142	142	0	92	0	-92	Ongoing development and feasibility work.
Early Years Capacity Building Grant	Aug 2014 (p) Aug 2014 (f)	357	357	0	216	193	-22	To support the capital investment necessary in the childcare sector to deliver free entitlement places for two year olds.
KS1 Free School Meals	Aug 2014 (p) Aug 2014 (f)	676	676	0	605	555	-50	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	505	256	-249	Set aside for essential secondary R&M schemes. No further schemes have been allocated funding on 2014/15. Remaining budget needed to support 2015/16 3 year programme.
Top Priority Condition works	Mar 2015 (p) Mar 2015 (f)	1,181	1,181	0	0	0	0	Funds will be used to support the 2015/16 three year capital programme
Primary Planned Maintenance	Mar 2016 (p) Mar 2016 (f)	1,865	1,865	0	0	0	0	Funds will be used to support the 2015/16 three year capital programme
Future Schools' Capital work	Mar 2016 (p) Mar 2016 (f)	2,000	2,000	0	0	0	0	Funds will be used to support the 2015/16 three year capital programme

Basic Need for Primary Places in 2015/16		500	500	0	0	0	0	Funds will be used to support the 2015/16 three year capital programme
Schemes under £100k	Various	559	559	0	418	295	-123	Several small R&M schemes, Accessibility works.
Completed Schemes				0			0	
Stanbridge Primary – re-cladding and part window replacement	Oct-14	230	230	0	225	303	79	Works complete. Final account not agreed.
Frampton Cotterell Primary – Replace boiler plant	Oct-14	170	170	0	160	157	-3	Works complete. Final account not agreed.
St Barnabas Primary – re-roofing	Oct-14	250	200	-50	195	125	-70	Works complete. Final account not agreed.
Manorbrook Primary – re-roofing	Oct-14	100	150	50	100	136	36	Works complete. Final account not agreed.
The Tynings Primary – four class extension. Rewire, water system	Oct-14	2,230	2,230	0	1225	1110	-116	Works complete. Final account agreed.
Hambrook Primary – refurbishment and extension	Aug-14	3,555	3,425	-130	775	764	-11	Works complete. Final account to be agreed but saving of £130k identified.
Culverhill – Replacement boilers and pipe work	Oct-14	210	210	0	200	130	-70	Works complete. Final account not agreed.
Wick Primary – refurbishment and remodelling	Feb-14	1,380	1,250	-130	50	87	36	Works complete. Final account not agreed. Saving of £130k identified.
Chipping Sodbury ASD Resource Base	Mar-14	500	500	0	238	236	-2	Works complete. Final account not agreed.
Sir Bernard Lovell School – rewire	Aug-12	445	445	0	9	0	-9	Works complete. Final account not agreed.
Pucklechurch Primary – extension and remodelling (phase 2)	Nov-12	576	576	0	33	31	-3	Works complete. Final account agreed.
Sir Bernard Lovell School – roofing	Jan-13	1,200	1,210	10	18	22	4	Works complete. Final account not agreed.
St Michael's Primary Stoke Gifford – remodelling and extension (phase 1)	Apr-13	967	941	-26	89	34	-55	Works complete. Final account agreed and saving of £26k identified.
Warmley Park – boiler plant replacement and heating	May-13	477	525	48	0	1	1	Works complete. Final account not agreed.

Downend Secondary – replacement boiler plant	Aug-13	1,024	1,034	10	0	6	6	Works complete. Final account not agreed.
Parkwall Primary – rewire, heating, replacement of water services	Nov-13	1,090	1,060	-30	78	22	-57	Works complete. Final account not agreed.
Crossways Junior – cladding and roof	Aug-14	300	330	30	208	274	66	Works complete. Final account not agreed, will exceed budget due to additional asbestos removal works required.
Old Schemes no longer reported on Monitor						458	458	Works complete.
TOTAL 2014/15		54,210	53,175	-1,035	19,133	17,802	-1,331	

GILLINGSTOOL PRIMARY SCHOOL: STATEMENTED SUPPORT HIGH INCIDENCE FUNDING

A request to consider the way statemented support high incidence is funded will be presented by Gillingstool Primary School to the Schools Forum.

Background

Statemented Support High Incidence Funding – Mainstream Schools

In 2014/15 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.

For 2015/16 it was proposed, and agreed, to simplify this calculation 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 are no retrospective adjustments during the year. The reason for the change being that it would make budgeting for school clearer and not subject to in year volatility.

Recommendation:

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

HIGH INCIDENCE SEN FUNDING

Current arrangement

Schools pay first £6000 towards the cost of providing identified support for a statemented (EHCP) pupil. The remainder of any identified funding is provided via SGLA.

The school will pay £6000 contribution towards each statement until the level of 1.25% of the school population is reached. (at Gillingstool, this is a contribution of approximately £13,000). After this, the full amount of any statements is met by the LA.

The problem.

In previous years, should a statemented child join the school, then retrospective funding would be used to adjust funding to the school. Should a statemented pupil leave the school, then the SEN funding for that child would stop.

New arrangements this year (which crept passed us at Gillingstool – we have questioned this funding closely in previous years) remove the retrospective element of High Incidence Support Funding. Currently, the number of ‘statements’ in a school is counted during the October census. This figure alone is used to calculate the high incidence funding for the following financial year commencing the following April.

In real terms, this means that high incidence funding to support a Reception child starting in September, will not commence until the following April – the school will have paid 7/12 of £6000 = **£3,500**. Should there be two statemented pupils starting then the contribution will double - **£7,000**. Should a statemented pupil join a school just after the October census, then it will be 17 months before the high incidence funding support for that child starts to be paid to school. The school will have paid **£8,500**, again on top of the 1.25% contribution.

This, in schools with more than 1.25% statemented pupils will be on top of the payments it has made already for that first 1.25%.

Of course, the flip-side of this problem is that when a child transfers to secondary education or makes an in-term move to a different school, the original school will still be receiving high incidence support funding for a pupil no longer on its books.

An illustration (*before the 0-25 Dept. admitted delays to some statements/EHCP paperwork)

Gillingstool pays first 1.25%	£13,000
Two possible statements starting in September	£7,000 extra cost
YR Pupil statemented last September but due to delays, not on the October census	£9,500 extra cost
Y6 Pupil statemented last October but due to delays, not on the October census	£5,000 extra cost
Y5 pupil currently going to panel – possible statement for September	£3,500 extra cost
Schools total contribution - £25,000 plus £13000	£38,000

Even with corrections made*, the school is still likely to contribute an extra £10,500 on top of £13,000, and of course, this could easily rise with more statements!

Summary

- **Retrospective funding would ensure that identified pupil needs receive identified pupil funding – the money should go where the pupil is not where they were!**
- **There should be no ‘winners and losers’ – this is not fair or morally acceptable. SEN is not a game!**
- **The current system punishes small schools with high levels of SEN and mobility and especially those with good reputations for dealing with SEN pupils.**
- **To help schools meet the needs of the pupils in a fair manner, please reinstate retrospective funding.**

CR-GPS-SEN FUNDING-June 2015

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

A request to consider the funding of the primary phase at King's Oak and Bradley Stoke Academies will be presented to the Schools Forum

A report, from King's Oak Academy, is attached at Appendix A.
A report, from Bradley Stoke Academy, is attached at Appendix B.

Recommendation:

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

Business Case - King's Oak Primary Provision

King's Oak Academy is an 11 to 19 provision that will be expanding to become an all through provision (4-19) from 1 September 2015. The primary phase expansion is required to meet growth within the local area which has been identified by South Glos (via expansion of existing provision rather than a new academy – in the basic needs funding bid submitted by South Glos). PAN for the primary provision is 60 and it will increase one year at a time. Based on applications and admissions data, it is expected that the first intake in September 15 will be 40.

King's Oak Academy is funded by the EFA and is funded based on estimate (rather than lagged) with a mechanism for claw-back or additional funding on comparison to number on roll as indicated by the October and January census.

Funding allocations for this all through provision have now been received from the EFA and separate secondary and primary provision budgets have been prepared. As this will be an all through academy, the funding is received as one allocation as opposed to two separate allocations.

Five year budget forecasts have indicated an issue over the financial viability of the primary provision as a result of the funding received as an all through provision as opposed to a standalone academy.

This Business Case will detail the key findings from the detailed budget work undertaken and present a case for additional growth funding that is required to ensure the primary phase is viable.

Budget

Income

For 2015/16, the primary phase will receive the following funding:

- AWPU for 60 students at a rate of £2,511. There is no funding for the other pupil led factors due to the absence of previous data on which allocations are based. Therefore pupil led funding for the primary provision will total £150,709.
- Another £5,220 of Education Services Grant will be received.
- An estimate of pupil premium of £18,000 has been included based on an assumption of 20% free school meals eligibility.
- Capital funding of £4,675 to be received from the EFA.
- Rates grant of £1,696 – nets off with expenditure as rates are reclaimed from the EFA.
- New schools subsidy of £50,000 to be received from South Glos.
- No lump sum is received as it is an all through provision. If this was a standalone academy, this lump sum would total £169,484.

Therefore total funding allocated to the primary provision is £230,300.

Expenditure – Staffing

For 2015/16 the primary phase requires the following staffing for a PAN of 60 (note that all costs include on costs):

- Primary Phase Leader – Leadership 7 - £57,591
- Early Years Leader – M5 - £38,337
- Mainscale Teacher – M1 - £28,021
- Higher level teaching assistant - £26,049
- Learning support assistant - £22,854
- Admin assistant - £20,690
- ABM time - £3,091
- Caretaker allocation (0.5FTE) - £10,617
- 2 x SMSAs - £5,176
- A allocation of £3,996 has been made to cover supply, absence insurance and recruitment.

Therefore total staff costs are £216,422

Expenditure – Non-pay

For 2015/16 an allocation of £129,614 has been made for non-pay expenditure. Main non-pay costs include:

- Buildings maintenance and compliance - £14,878
- Occupancy costs (including cleaning, energy, insurance, refuse) - £34,510
- Educational supplies and services (included consumables, books, EWO, uniform support, pupil premium expenditure) - £29,731
- Other supplies and services (catering charge, reprographics, communications, subscriptions, H&S) - £17,184
- Furniture and equipment (loose furniture not provided for in the build cost) - £9,985
- Technology (SIMs, ICT support, consumables) - £11,623
- Staff development (CPD) - £3,907
- Contribution to CLF (covering finance, HR, compliance, educational improvement) - £7,796

Therefore total non-pay expenditure is £129,614.

Deficit

Taking into account the above income and expenditure, there is a forecast deficit for 2015/16 of £115,736. The secondary provision is not in a position to (nor should it) cover this deficit and many costs relating to the primary phase have already been covered by the secondary (i.e. ABM costs, network support, curriculum support).

Based on a forecast deficit of £115,736, the primary phase requires additional growth funding from South Glos in order to ensure viability of the provision. There is no further funding available from the EFA.

It should be noted that if this primary provision was established as a standalone academy, then it would be viable based on the funding allocation received from the EFA and the new schools subsidy from South Glos to cover diseconomies.

Anna Klimczak – Finance Director, Andrea Gould – King’s Oak Academy Business Manager

Business Case – Bradley Stoke Community School Primary Provision

Bradley Stoke Community School (BSCS) is an 11 to 19 academy established in 2005 to meet the demand for secondary places for the growing town. South Gloucestershire LA have now identified a shortfall of primary places in the Bradley Stoke area and approached BSCS requesting an expansion of the existing school. A new primary phase building is now under construction and BSCS will become an all through academy (4-19) from 1 September 2015. The PAN for the new primary phase is 30 and based on current applications it appears that all 30 places have been filled.

BSCS is funded by the EFA and it has been agreed that the primary phase will be funded as a growing school i.e. funding will be based on the number of students expected each year rather than by the lagged funding formula. However, some deprivation grants such as low attainment, FSM etc. are not available for the new primary phase.

Funding allocations for BSCS as an all through provision have now been received from the EFA and it is clear that the primary phase, during its initial growth period, is not financially viable. Many of the support functions are being provided by existing staff at BSCS to reduce costs.

Details of the primary phase budget are as follows:

Budget

Income

For 2015/16, the primary phase will receive the following funding:

- AWPU for 30 students at a rate of £2,511. There is no funding for the other pupil led factors. Therefore pupil led funding for the primary provision will total £75,354
- Another £2,610 of Education Services Grant will be received.
- An estimate of pupil premium of £3,960 assuming 3 pupils per year (10%). The EFA will fund pupil premium on a growing school basis rather than on lagged numbers.
- The Universal Infant Free School Meals Grant of £11,661 has been assumed at an 87% uptake rate. The EFA have agreed to pay this as a growing school rather than on lagged numbers.
- It is assumed that there will be some additional rental income from his building of £20,000
- It is assumed a new school subsidy of £50,000 will be received from South Glos. to cover resources in the first four years.
- No lump sum will be received as it is an all through provision. A new primary school would receive a lump sum of £169,484.

Therefore total funding allocated to the primary provision is **£165,256**.

Expenditure – Staffing

For 2015/16 the primary phase requires the following staffing for an intake of 30 (note that all costs include on costs):

- Head of Primary Phase – L12 - £64,076
- Early Years Teacher – M6 - £32,213
- Teaching Assistant - £15,598
- Caretaker allocation (0.5FTE) - £10,724
- Lunchtime cover + morning and afternoon crossing supervisor - £6,500
- An allocation of £1,250 has been made to cover supply and recruitment. It is anticipated that the Headteacher will cover the majority of teaching absence in the first year.

Therefore total staff costs are **£130,360**

Expenditure – Non-pay

For 2015/16 the main non-pay costs include:

- Buildings maintenance and contracts - £8,137
- Occupancy costs (including cleaning, energy, insurance, refuse) - £14,003
- Educational supplies and services (including set up costs for consumables, books, reading schemes, uniform support, pupil premium expenditure) - £33,074
- Other supplies and services (catering charge, reprographics, communications, subscriptions, H&S) - £10,917
- Furniture and equipment (loose furniture not provided for in the build cost) - £10,500
- Technology (SIMs, primary licences and consumables) - £5,635
- Contribution to OAT Central Costs (covering finance, HR, ICT, educational improvement) - £3,898

Therefore total non-pay expenditure is **£87,227**

Summary

Taking into account the above income and expenditure, there is a forecast deficit for 2015/16 of £54,002. This is equivalent to just over half a Headteacher post including on costs. The secondary provision is not in a position to (nor should it) cover this deficit. As the primary phase is an extension of the secondary school it does not attract the lump sum funding of £169,000 that would have been provided to a standalone primary school i.e. only one lump sum payment is paid to BSCS to cover both the primary and secondary phase. The primary phase has a minimum staffing level as it has been assumed that all the support relating to SEN provision, admin, finance, HR and ICT support will be provided by existing staff in the secondary phase.

The EFA have agreed to fund the primary phase as a growing school so it will not be subject to lagged funding and this has been assumed in the budget. Based on a forecast deficit of £54,002, the primary phase requires additional growth funding from South Glos. in order to ensure viability of the provision. It is recommended that this should be reviewed again in subsequent years as initial budget forecasts indicate a deficit in future years.

Therefore we would like to request support from the Schools' Forum for:

- £50,000 over the first four years in order to purchase primary aged educational resources as these costs have not been included as part of the building project.
- £54,000 for the first year to cover the diseconomies of scale of employing full time staff with funding for only 30 children and for this to be reviewed in subsequent years.

Julia Anwar, Head of Business Operations and Denise Law-Smith, Business Manager at BSCS

DFE: ANALYSIS OF SCHOOLS BLOCK FUNDING FORMULAE 2015/2016

The DfE have issued an analysis of local authorities' Schools Block Funding Formulae. This is attached as Appendix A.

The corresponding figures for South Gloucestershire for comparison with the report are:

• Aged Weighted Pupil Unit (AWPU): Primary amount per pupil	£2,512
• Aged Weighted Pupil Unit (AWPU): KS3 amount per pupil	£3,977
• Aged Weighted Pupil Unit (AWPU): KS4 amount per pupil	£4,234
Percentage of funding through Basic Entitlement:	
	75.9%
Total explicit deprivation funding per Free School Meal (FSM):	
Primary:	£638
Secondary:	£846
Percentage of funding through Deprivation	
	1.8%
Looked After Children (LAC): Amount per pupil	
	£527
Percentage of funding through Looked After Children	
	0.04%
Low Cost, High Incidence Special Educational Needs (LCHI SEN): Primary indicator amount per pupil	
	£1,113
Low Cost, High Incidence Special Educational Needs (LCHI SEN): Secondary indicator amount per pupil	
	£1,806
Percentage of funding through Low Cost, High Incidence Special Educational Needs	
	7.2%
English as an Additional Language (EAL): Primary indicator amount per pupil	
	£948
English as an Additional Language (EAL): Secondary indicator amount per pupil	
	£948

Percentage of funding through English as an Additional Language	0.8%
Mobility: Primary amount per pupil	£0
Mobility: Secondary amount per pupil	£0
Percentage of funding through Mobility	0%
Total percentage of funding through pupil-led factors	85.7%
Lump sum	£169,484
Percentage of funding through Lump Sum	12.6%
Primary and Secondary Sparsity Lump Sum	£0
Percentage of funding through Sparsity	£0
Primary : Secondary funding ratios	1:1.35
Percentage of funding through notional SEN	12.0%

Recommendation:

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

Appendix A

SCHOOLS BLOCK FUNDING FORMULAE 2015-16

Analysis of local authorities' Schools Block funding formulae

(Attached as separate document)

EFA: SCHOOLS FORUM GUIDANCE

The Education Funding Agency has produced four documents relating to Schools Forum. They are:

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

Recommendation

Members of the Forum are requested to consider the contents of the documents 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		

Question	Yes / No	Notes
the 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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THE SCHOOLS FORUM CONSTITUTION

The Department for Education (DfE) issue guidance on the Schools Forum Regulations. These Regulations form the basis of the Schools Forum Constitution.

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

There are no proposed changes to the existing Schools Forum Constitution.

The Schools Forum Constitution from April 2014 is attached as Appendix A.

Recommendation

Members of the Forum are requested to consider the current Schools Forum Constitution, discuss any potential changes and determine if changes are required.



SCHOOLS FORUM

CONSTITUTION FROM APRIL 2014

1. INTRODUCTION

1.1 Every local education authority must ensure that the Schools Forum for their area is constituted in accordance with The Schools Forums (England) Regulations 2012.

2. MEMBERSHIP

2.1 The Forum will comprise:

(a) Schools Membership:

11 Head Teachers (including senior members of staff) 11 Governors, and 1 Pupil Referral Unit Representative as follows:

Head Teacher Representatives (11 in total)

1 Special School Head (or senior member of staff)

5 Secondary Heads (including senior members of staff) including one representative from each of the 3 locality areas. The number of academy representatives to be proportional to the number of pupils being taught in academy schools.

5 Primary Heads (including senior members of staff) including one representative from each of the 3 locality areas. The number of academy representatives to be proportional to the number of pupils being taught in academy schools.

Governor Representatives (11 in total)

5 Primary Phase Schools. The number of academy representatives to be proportional to the number of pupils being taught in academy schools.

5 Secondary Schools. The number of academy representatives to be proportional to the number of pupils being taught in academy schools.

1 Special School

Pupil Referral Unit (1 in total)

1 Pupil Referral Unit representative

(b) Non Schools Membership:

2 Diocesan representatives; 1 Church of England, 1 Roman Catholic (nominated by the relevant diocese)

1 representative of 16 - 19 providers (nominated by the 16-19 providers)

1 representative from the private voluntary and independent early years providers (nominated by the private, voluntary and independent groups and organisations that are registered for the Nursery Education Grant)

NOTE

- (a) The Chair of the Children and Young People Committee, the Chair of the Policy and Resources Committee, the Director for Children, Adults and Health (or their representative), Chief Financial Officer (or their representative) and Officers who are providing specific financial or technical advice (including presenting a paper to the Forum) will have a right to attend and speak at meetings.
- (b) Elected Members are able to serve on the Schools Forum either in their capacity as governors or as a non school member.
- (c) Officers who have a direct role in supporting pupils are eligible to serve on the Schools Forum as non-schools members.

3. APPOINTMENT OF MEMBERS

- 3.1 Governor representatives will be appointed by the Governors' Association.
- 3.2 Secondary school head representatives (including senior members of staff) will be appointed by the Secondary Heads' Group.
- 3.3 Infant, junior, primary and special school head representatives (including senior members of staff) will be appointed by the Primary and Special Heads' Executive.
- 3.4 The Pupil Referral Unit representative will be appointed by the Management Committee of the Pupil Referral Unit.
- 3.5 Non-schools members will be appointed by the organisations they represent.
- 3.6 Academy representatives will be appointed by the Academy Schools Trusts.

- 3.7 Each group must inform the Department for Children, Adults and Health of the method used to appoint their representative.
- 3.8 The Director for Children, Adults and Health may appoint schools or academies members to the Schools Forum if the position has been vacant for more than 4 months.
- 3.9 The Governors' Association Secondary Heads Group and the Primary and Special Heads Executive must ensure that every possible eligible member has an opportunity to be involved in the determination of their group's elective process and is given the opportunity to stand for election if they choose to do so.

Observer Status

The Education Funding Agency has observer status at the Forum with a right to participate in discussions.

4. APPOINTMENT OF SUBSTITUTE MEMBERS

- 4.1 The electing/appointing bodies are entitled to appoint designated substitutes for each representative they elect to the Forum.
- 4.2 Any Forum member who is unable to attend a meeting may ask one of the designated substitutes from their appointment group to attend on their behalf. All apologies must be given via the Chair of the Schools Forum. The Chair of the Schools Forum must be informed of any substitution.
- 4.3 Designated substitutes will always receive copies of the agenda papers for each meeting for information.

5. TERM OF MEMBERSHIP

- 5.1 Members hold office for 4 years or until they resign or cease to be qualified to be a member (if earlier). Members may be reappointed after their full term of office.
- 5.2 Membership will cease if a Member ceases to hold the office by virtue of which he/she became eligible for appointment to the Forum.
- 5.3 Membership will cease if a Member resigns from the Forum by giving notice in writing to the Authority.
- 5.4 If a Member misses 3 meetings within an academic year then their appointment will be reconsidered by the organisation they represent.

- 5.5 If a Member is unable to attend a meeting then they must inform the Chair of the Forum, with apologies and the name of their substitute member who will attend on their behalf.

6. APPOINTMENT OF CHAIR OF THE FORUM

- 6.1 At the start of the academic year the chair shall be appointed by Members of the Forum.
- 6.2 An elected member or officer may not hold the office of chair of the Schools Forum.

7. ROLE OF CHAIR OF THE FORUM

The Chair is responsible for:

- a) Calling the meeting
- b) Agenda Setting
- c) Checking the minutes of the meeting before they are put forward at the subsequent meeting for approval

8. ROLE OF THE DIRECTOR FOR CHILDREN, ADULTS AND HEALTH

The Director is responsible for:

- a) Distributing papers for the meeting to members and substitute members. Ensuring that papers are available on the intranet. Papers to be distributed at least 5 working days before the date of the meeting.
- b) Contacting substitute members when they are required to attend a meeting
- c) The clerking and recording of meetings.
- d) Ensuring that relevant papers, agendas and agreed minutes are published in the public areas of the Council website.

9. TERMS OF REFERENCE

9.1 The powers of the Schools Forum are:

- a) to agree minor changes to the operation of the minimum funding guarantee, where the outcome would otherwise be anomalous, and where not more than 50% of the authority's schools are affected. Changes affecting more than 50% of schools will be submitted to the Secretary of State for approval;
- b) to agree the level of school specific contingency at the beginning of each year;
- c) to agree arrangements for combining elements of the centrally retained Schools Budget with elements of other local authority and other agencies' budgets to create a combined children's services budget in circumstances where there is a clear benefit for schools and pupils in doing so;
- d) to agree the amounts of funding to be retained as central expenditure under five areas.
 - i. school specific contingency for the purposes of making in – year adjustments of school budget shares (for named SEN pupils and rates for instance);
 - ii. funding for Combined Services;
 - iii. funding for servicing the costs of a prudential borrowing scheme;
 - iv. funding for premature retirement and redundancy costs;
 - v. SEN Transport costs.
- e) to agree changes to the Scheme of Financial Management.
- f) to agree the criteria on which any funding retained for pupil growth is to be allocated.
- g) to agree the amount to be allocated for central schools and early years block items.
- h) to agree the Scheme for the Financing of Schools.
- i) in exceptional circumstances only:
 - i. to agree an increase in the amount of expenditure a local authority can retain from its Schools Budget above that allowed for in the regulations;

- ii. to agree an increase in centrally retained expenditure within the Schools Budget once a multi-year funding period has begun; and
- iii. to agree changes to an authority's funding formula once it has been announced prior to the start of a multi-year funding period.

9.2 Consultation with Schools Forums:

Consultation shall take place in sufficient time to allow the views expressed to be taken into account in the determination of the authority's formula and in the initial determination of schools' budget shares before the beginning of the financial year.

Consultation on school funding formula

The Local Authority shall consult on:

- (a) any proposed changes in relation to the factors and criteria that were taken into account, or the methods, principles and rules that have been adopted, in their formula made in accordance with regulations made under section 47 of the School Standards and Framework Act 1998;
- (b) the financial effect of any such change;
- (c) updating non-AWPU data within the multi-year budget cycle.

Consultation on contracts

The Local Authority shall at least one month prior to the issue of invitations to tender consult the forum on the terms of any proposed contract for supplies or services being a contract paid or to be paid out of the authority's schools budget where the estimated value of the proposed public services contract is not less than the threshold which applies to the authority in pursuance of Regulation 8 of the Public Services Contracts Regulations 2006 (b).

Consultation on financial issues

- (1) The Local Authority shall consult the forum annually in respect of the relevant authority's functions relating to the schools budget, in connection with the following:
 - (a) the arrangements to be made for the education of pupils with special educational needs;
 - (b) arrangements for the use of pupil referral units and the education of children otherwise than at school;
 - (c) arrangements for early years education;

- (d) administrative arrangements for the allocation of central government grants paid to schools via the relevant authority;

Consultation on other issues

- (1) The authority may consult the forum on such other matters concerning the funding of schools as they see fit.
- (2) The Director for Children, Adults and Health has the authority to change the terms of reference as new legislation is introduced.

Information about consultations

The Schools Forum will inform the governing bodies of schools maintained by the authority of any consultations carried out by the authority in respect of consultation on financial and other issues.

10. MEETINGS

- 10.1 The Forum will meet approximately every six weeks, excluding August, or at other times at its discretion. Normally the dates of meetings will be fixed annually in advance at the start of each academic year with reference to the key consultative and decision making points in the school funding cycle. A forward plan would then be produced and discussed at each meeting.
- 10.2 The Forum meetings will be held in public, except where exempt information is being discussed under the provisions of the Local Government Act 1972, as amended and that papers will be published in paper form and to the worldwide web 5 clear days in advance of meetings.
- 10.3 A pre meeting will be held half an hour before the designated meeting for the Director for Children, Adults and Health to assist members in the understanding of the agenda items.
- 10.4 Any elected member or Officer who is not a member of the Schools Forum is entitled to address this Forum (for no more than five minutes) to present a petition, make a statement, contribute views on matters under discussion or ask a question. Normally this will be at the start of the meeting. However the Chair of the Forum has the discretion to allow this to happen at the beginning of the relevant item.
- 10.5 The Local Authority may ask other individuals or bodies to attend specific meetings as observers. This might include expert advisors on relevant issues.

11. QUORUM

11.1 A meeting cannot take place unless at least forty per cent of the whole number of members of the Forum with voting rights are present. This excludes any vacant positions.

12. SECRETARY

12.1 The Secretary to the Forum will be an Officer from the Department for Children, Adults and Health.

13. DECISION-MAKING

13.1 The Forum will determine its own voting procedure. It is proposed to adopt the procedures already in place as set out below.

13.2 On general matters, the Forum will agree the views or advice to be submitted to the Local Authority by consensus or if this is not possible, by majority vote. If a vote is taken to arrive at a view, each full member (or substitute) present has one vote. The Chair does not have a second or casting vote. Observers attending the meeting may not vote.

13.3 On the funding formula only schools members and the private voluntary and independent early years provider member may vote.

13.4 On the subject of de-delegation maintained school members may vote in respect of their phase school only.

13.5 On the subject of the Scheme for Financing of Schools only school members from maintained schools may vote.

14. URGENT BUSINESS

14.1 The need for a decision or formal view to be expressed by the Schools Forum before the next scheduled meeting will involve the urgent business procedure.

14.2 The procedure is to contact all members either by email or other means of correspondence with the urgent item. All members will then have an opportunity to participate and make their views known by a specified date.

14.3 The Chair of the Forum cannot make a decision on behalf of the Forum, however the Chair may give the Local Authority a view on an urgent issue.

15. SUB-COMMITTEES/WORKING GROUPS

15.1 The Forum is allowed sub-committees or working groups, but all advice formally passed to the Local Authority must be approved by the Forum as a whole.

16. COMMUNICATION

16.1 School Forum members will regularly report back to their 'parent' group. Headteacher (including senior members of staff) and Governor representatives will also regularly report back to the cluster they represent.

16.2 The relevant papers, agendas and agreed minutes of meetings will be available in the public areas of the Council website.

17. MEMBERS' EXPENSES

18.1 The Local Authority will reimburse the following Members expenses:-

- (a) Actual costs incurred in any supply cover – payment for a supply head teacher (including senior member of staff) and teacher governor representatives;
- (b) Travel expenses (at South Gloucestershire Council members rates);
- (c) Loss of earnings
- (d) Carer's costs (in accordance with the Council's Scheme of Members' allowances).

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

Membership

Membership of the Schools Forum is reviewed annually. This is because of the retirement of existing members and the changes to schools designations. This ensures that the appropriate representations are made and reflect the proportion of pupils in the different types of designations.

The current membership is shown as Appendix A.

Attached, as Appendix B, is a paper from the Early Years Working Group. This is a newly formed group and they would like the Schools Forum to formally recognise them as the representative group of the Early Years sector.

They would also like an immediate ballot of their seat on the Schools Forum and request that they are allocated two seats to enable the group to equally represent the private and voluntary sector.

Dates of Future meetings and Work Programme

The proposed dates of future meetings and work programme are attached as Appendix C.

Recommendation

Members of the Forum are recommended to:

- (a) Consider and determine the way forward in order that South Gloucestershire Schools Forum has appropriate representations from interested bodies;
- (b) Consider and approve a set of meeting dates and work programme for the 2015/16 academic year.

Schools Forum Membership – April 2015

1 Special School Head	Tania Craig, New Horizons Learning Centre
5 Secondary Heads	Kim Garland, Brimsham Green
	Will Roberts, Downend School – Academy Rep
	Dave Baker, Executive Headteacher, Bradley Stoke and Abbeywood Community Schools – Academy Rep
	Jane Millicent, Patchway Community College – Academy Rep
	Anna Klimczak, Director of Finance, Cabot Learning Federation – Academy Rep
5 Primary Heads	Alison Wood, Raysfield Infant
	Mark Dee, Executive Head, The Park & Parkwall Primaries
	Mark Freeman, St Michael's CE VC Primary
	Janet Hoyle, Watermore Primary
	Suzie Weaver, Headteacher, Wallscourt Farm Primary – Academy Rep
5 Secondary Governors	1 Vacant – Academy Rep
	1 Vacant – LA maintained Rep
	Geoff Howell Governor, Patchway Community College, Barley Close and Callicroft Schools – Academy Rep
	Victoria FitzGerald, Chair of Directors, the Olympus Academy Trust – Academy Rep
	1 Vacant – Academy Rep
5 Primary Governors	Steve Forecast, Governor The Crossways Schools Federation
	John Goff, Governor, The Tynings
	Jim Lott, Governor, Stanbridge Primary
	Max Reed, Governor, The Ridge
	Pauline Dixon, Governor, Our Lady of Lourdes, The Tynings & Charfield – Academy Rep
1 Special Governor	Keith Lawrence, Governor Culverhill School
1 C of E Representative	Elizabeth Gibbons, Bristol Diocese
1 RC Representative	Fr. Eugene Campbell
1 PRU	Louise Leader, Headteacher, EOTAS
1 16 – 19 Provider Representative	Sara-Jane Watkins, Deputy CEO and Vice Principal, South Gloucestershire and Stroud College
1 PVI Representative	Amanda Fry/Lisa Williams, Abbeywood Tots
1 Secondary Head Sub	
1 Primary Governor Sub	Ann Reed, Governor, New Horizons Learning Centre and Culverhill

APPENDIX B

Briefing paper for Schools Forum from the South Gloucestershire Early Years Working Group

The Early Years Working group is made up of representatives from the Private, Voluntary and Independent sector of the sector. Each group has 2 representatives, except Independent, which has one, due to the amount of Independent schools in South Glos.

The Working Group would like to be recognised as the representative of the sector and request that Schools Forum recognise them in this role.

The Working Group, therefore request that permission be granted for the ballot of the Early Years Schools Forum representative be immediately carried out, due to the non – attendance of the representative for over 2 years.

The Group also request that the membership be increased to 2 seats. One seat to be occupied by the Private Sector and the second by the Voluntary sector. The main reason for this request is due to the varying financial pressures each sector experience. The Early Years sector is made up of approx.

- 300 Childminders
- 60 Voluntary Providers
- 70 Private Providers
- 3 Independent

Therefore, having one seat to represent such varying differences, will prove to be difficult for one representative. We request that the representation be expanded to two and the immediate ballot take place for the two seats.

We thank you for the time and consideration of our case

South Glos Early Years Working Group.

SCHOOLS FORUM WORK PROGRAMME 2015/16

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