

AGENDA



SCHOOLS FORUM

Date : Thursday 25th February 2016

Time : 4.30pm

Place : Badminton Road Offices, Ground Floor, Room 0012

Distribution

Members of the Committee

Rhona Allgood	Keith Lawrence (Chair)
Shaun Bailey	Louise Leader
Dave Baker	Jim Lott
Sally Bowd	Lisa Parker
Simon Bowker	Ann Reed (sub)
Mark Dee	Max Reed
Pauline Dixon	Paul Smart
Steve Forecast	Paul Tanner
Mark Freeman	Sara-Jane Watkins
Kim Garland	Susie Weaver
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John Goff	
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Appropriate Officers

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Martin Dear
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Jon Hunt
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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 14 JANUARY 2016	5 mins
6	EDUCATION COMMISSION UPDATE	15 mins
7	EARLY YEARS BLOCK FUNDING	20 mins
8	THIRD QUARTER MONITOR REPORT: REVENUE AND CAPITAL 2015/16	10 mins
9	THE SCHOOLS FORUM CONSTITUTION FROM APRIL 2016	10 mins
10	SCHOOLS FORUM WORK PROGRAMME	5 mins
11	ANY OTHER BUSINESS	5 mins

Department for Children, Adults and Health

**SCHOOLS FORUM
Thursday 14 January 2016
Badminton Road Offices**

PRESENT:

Shaun Bailey	Governor, Brimsham Green School
Simon Bowker	Chief Operating Officer, Cabot Learning Federation
Mark Dee	Executive Head, The Park & Parkwall Primaries
Pauline Dixon	Governor, Our Lady of Lourdes, The Tynings, Charfield Primary Schools
Steve Forecast	Governor, The Crossways Schools Federation
Amanda Fry	Abbeywood Tots
Elizabeth Gibbons	C of E, Bristol Diocese
John Goff	Governor, The Tynings
Geoff Howell	Governor, Patchway Community College, and Callicroft School
Janet Hoyle	Headteacher, Watermore Primary School
Jim Lott	Governor, Stanbridge Primary School
Lisa Parker	Headteacher, Warmley Park School
Peter Smart	Headteacher, The Castle School
Paul Tanner	Chair of Finance and Resources Committee, Olympus Academy Trust
Bernice Webber	Headteacher, Old Sodbury CE Primary School
Lisa Williams	Abbeywood Tots

Chair: Steve Forecast (in the absence of Keith Lawrence)

Councillor: Trevor Jones

Officers: Martin Dear Head of Business Support
Tamsin Moreton Schools Finance Officer
Michelle Jones Early Years Finance Officer (for item 6)

1. WELCOME AND INTRODUCTIONS

Attendees were welcomed by the Chair.

2. APOLOGIES FOR ABSENCE

Dave Baker, Mark Freeman, Jon Hunt, Keith Lawrence, Ann Reed, Max Reed, Susie Weaver

3. EVACUATION PROCESS

The Chair drew attention to the emergency evacuation procedure.

4. ANY OTHER ITEMS THE CHAIR DECIDES ARE URGENT

Steve Forecast was nominated as Chair in the absence of Keith Lawrence.

5. MINUTES OF MEETING HELD ON 3 DECEMBER 2015

The Minutes were agreed as a true record.

6. DEPLOYMENT OF THE DSG 2016/17

The Deployment of the DSG report will be going to CYP Committee on the 20th January 2016. This is an annual paper looking at the DSG that South Gloucestershire will receive for 2016/17. There is no increase in the rate per pupil from the previous year.

The High Needs Block will show an overspend in 2015/16. Pressure will be on next year's budget as the deficit will be carried forward to 2016/17. It would be preferable to recover this overspend over a period of time.

In the Early Years Block, 2 year olds are now included. The rate per child remains static and the rates for 2016/17 are proposed to be the same as for 2015/2016.

The Early Years reps presented a paper and made a case for increasing the rates paid to providers.

Discussion then took place.

It was agreed that as there was no increase in the funding from Central Government it wasn't possible to increase the rates at this stage. However this would be reviewed, in year, if funds became available.

It was also agreed that a breakdown of the Early Years Block and an understanding of the funding to early years providers would be useful.

Agreed:

(1) To agree the rates as set out in this paper, to reconsider the rates used if funding became available and inform the CYP Committee of this at their meeting on the 20th January 2016.

(2) To add to the agenda for the next meeting on Thursday 25th February 2016 a report on the Early Years Block funding.

7. COUNCIL BUDGET 2016/2017

The Council is currently consulting on its own budget. The deployment of the DSG is not included.

In previous years the Schools Forum has responded to the consultation and it was put to members should they wish to respond, the closing date is 31 January 2016 for responses and the consultation can be found on the Council's Public Website.

The consultation can be accessed by clicking on the following link:

<https://consultations.southglos.gov.uk/consult.ti/CSPbudget1617/consultationHome>

8. CHILDREN AND YOUNG PEOPLE CAPITAL PROGRAMME REPORT 2016/2017 ONWARDS

The purpose of this report is to enable the Schools Forum to comment and make recommendations to the Children and Young People Committee before the Committee agrees the Children and Young People Capital Programme priorities for 2016/17 onwards for inclusion in the Corporate Capital Programme.

We already have a programmes that have been agreed in previous years which are now in the process of being delivered.

Appendix B gives a summary of the proposals. However the funding allocations for 2016/17 have yet to be announced from Central Government. The estimated amounts could be lower but probably not higher.

Proposed new schemes for 2016/2017 shows very little money to spare. The majority of spending will be in planned maintenance - £2m with a small amount on basic need.

For the following two years, the estimated anticipated funding from central government will just about cover basic need and planned maintenance of £2m per year.

Agreed: It was agreed to accept the proposal in this report and if we receive more money this will be added to the £2m planned maintenance.

9. SCHOOL BALANCES – MARCH 2015

This has been discussed previously though no action has been taken.

SF said he had done an analysis of the 87 LA schools which showed there were 27 schools with surplus balances in excess of 5% of budget for Secondary and 8% for Primary, for the last two years. 19 of those had increased balances over the two years.

There was a discussion as to whether the Schools Forum should write to these schools or not asking for an explanation of why they have large surplus balances and how they are planning to utilise these balances. A discussion also took place re Academy and Special Schools.

Agreed: It was agreed to write to all 27 schools for a simple explanation what their plans are to remedy the situation.

It was also agreed to write to Academies.

Chipping Sodbury would be asked to attend a future meeting to discuss their large deficit balance.

It was agreed not to write to Special Schools because of the way they are funded using a planned place element and a top up as young people are placed in Special Schools.

10. EFA: SCHOOLS FORUM GUIDANCE

This has been discussed previously though little had happened. Previously members had been asked to complete the self-assessment toolkit and send to KL.

Following discussion, it was decided it is still a valid exercise and that individual members would complete the self-assessment form and send to Steve Forecast and Keith Lawrence for collation and presentation to a future meeting of the Schools Forum.

Agreed:

To complete the self-assessment form and send it to Steve Forecast and Keith Lawrence.

To add this item to the agenda on 5th May 2016 to go through the forms.

11. SCHOOLS FORUM WORK PROGRAMME 2016/2017

Agreed: 2016/17 work programme.

12. ANY OTHER BUSINESS

MD was asked to explain the Minimum Funding Guarantee and how the extension of the age range at a school will result in adverse figures and hence the requirement to apply for disapplication to the Secretary of State in these cases

Meeting closed 18.00

EDUCATION COMMISSION UPDATE

The Schools Forum have agreed to receive regular update reports on the progress made with respect to the three year plan.

This update will be provided by Will Roberts.

Recommendation

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

EARLY YEARS BLOCK FUNDING

At the previous meeting of the Schools Forum members requested that a report on the Early Years Funding Block within the Dedicated Schools Grant be presented at this meeting.

Early Years Block Funding

In 2016/17 there are three distinct funding sources of the Early Years Blocks:

- Participation funding for disadvantaged two year olds
- 15 hours free education for three and four year olds
- Pupil premium funding

The 2016/17 Indicative Early Years Block Funding is:

Early Years Block	£'000
Two Year Olds	1,527
Three & Four Year Olds	9,997
Pupil Premium (3 & 4 year olds)	139
Total	11,643

Two Year old Eligibility and Funding

Eligibility

A number of two year-olds in England are entitled to free early education and childcare if they receive one of the following:

- Income support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support through part 6 of the Immigration and Asylum Act
- Tax credits and have an annual income under £16,190 before tax
- The guaranteed element of State Pension Credit
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Universal credit

Children are also entitled to a place if:

- They're looked after by a local council
- They have a current statement of special education needs (SEN) or an education health and care plan

- They receive Disability Living Allowance
- They've left care under a special guardianship order, child arrangements order or adoption order

The entitlement is for 570 hours of free early education or childcare per year. This is usually taken as 15 hours each week for 38 weeks of the year. For reference - a full time equivalent is place is 25 hours per week.

Funding

Local authority two year old funding is based on the number of eligible full time equivalent (FTE) children recorded in the January census returns multiplied by an annual rate.

The adjusted fte is determined by:

January 2016 Census x 5/12s (to cover April 2016 to August 2016)

January 2017 Census x 7/12s (to cover September 2016 to March 2017)

The hourly funding rate is £5.07

Three and Four Year Old Eligibility and Funding

Eligibility

All three and four year olds in England can receive up to 570 hours of free early education or childcare per year. This is usually taken as 15 hours each week for 38 weeks of the year. For reference - a full time equivalent is place is 25 hours per week.

Funding

Similar to two year old funding, the free education entitlement for three and four years is based on the January census returns.

The hourly funding rate is £4.05

Pupil Premium Funding

The early years pupil premium (EYPP) gives providers of early years education extra funding (£0.53p per hour) to support disadvantaged three and four year olds. Eligibility for EYPP is based on the following criteria:

They are aged three or four and receive up to 15 hours of Government funded early education and they are either:

In a low income family. Their parents are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

Or; have been looked after by the local authority for at least one day; have been adopted from care; have left care through special guardianship; and children subject to a child arrangement order setting out with whom the child is to live (formerly known as residence orders).

The 2016/17 indicative EYPP budget is £139,000

Early Years Block Allocation

The table below provides a breakdown of the 2016/17 indicative early years block budget.

2016/17 Early Years Block Budget	2016/17 £'000
Provider Budget	10,510
Central Budget *	1,133
Total	11,643

*The central budget is 10.78% of the Provider budget which is in-line with the national average and covers the following areas:

- The 0-25 service
- Education Psychology
- Early Years Development team
- Early Years central staffing support team
- Travellers and Ethnic Minority service

High Needs Block

There is a £50,000 budget within the high needs block to support early years providers with SEN children. This area is currently being reviewed with options considering a new SEN banding system for early years providers.

Early Years Payments to Providers

The funding formula for South Gloucestershire early years providers was agreed in 2009. A number of assumptions were made regarding the staffing and non staffing budget required to run an early years establishment. After consulting with providers, the funding rates were agreed and although the EFA funding rate for South Gloucestershire has not changed during the last 6 years (3 & 4 year olds), the provider rate has increased.

Below is a table which shows the funding rates received by the LA and the rates paid to providers.

	2011/ 12 £	2012/ 13 £	2013/ 14 £	2014/ 15 £	2015/ 16 £	2016/ 17 £
DSG Funding Rates						
2 Year Olds	4.85	4.85	5.07	5.07	5.07	5.07
3&4 Year Olds	4.05	4.05	4.05	4.05	4.05	4.05
LA Provider Rates						
2 Year Old Providers	4.85	4.85	4.95	4.95	4.95	4.95
2 Year Old Childminders	4.85	4.85	4.85	4.85	4.85	4.85
3&4 Year Old Providers	3.48	3.48	3.53	3.53	3.61	3.61
3&4 Year Old Childminders	3.96	4.00	4.00	4.00	4.09	4.09

Trajectory and Capital Funding

Trajectory Funding

Trajectory revenue grant (£750,000) was awarded in 2013/14 (£498,000) and 2014/15 (£252,000) for the specific purpose of expanding 2 year old places where there was insufficient places to meet demand. Providers would present a business case and bid for funding. This grant has been fully committed. Within this was a training element for providers to upskill existing staff and increase the amount of level 3 qualified staff.

Moving forward, the Council early years team have secured a contract with Parenta training, SGS (college) and the job centre, which will allow unemployed people to receive training in early years and work experience in the sector. On completion, if

offered a job as an unqualified pre-school assistant, Parenta will fully fund a Level 3 qualification through central government grants. This is also open to existing unqualified nursery provider staff.

Capital Funding

In 2012/13 £356,000 un-ring fenced capital grant was made available to help increase capacity. The grant has been fully committed.

Graduate Leadership Funding

The graduate leadership fund was an initiative introduced by the government between 2008 and 2011 to support a graduate or Early Years Professional (EYP), to lead practice across the Early Years Foundation Stage (EYFS). The table below details the expenditure received by providers per year.

Graduate leadership Funding	Amount spent
2008 – 2009	£234,000
2009 – 2010	£347,000
2010 – 2011	£432,000

After the graduate funding ceased, South Gloucestershire Council continued to support the initiative from the base budget between 2011 and 2015. The table below provides the level of support received by providers per year. This would allow participants to complete their course at no additional cost to the provider.

Continued Council Support	Amount spent
2011 – 2012	£362,000
2012 – 2013	£264,000
2013 – 2014	£218,000
2014 – 2015	£126,000

Moving forward, graduates working in early years settings can train to become an early years teacher at the University of the West of England (UWE). This is typically a one year course and an incentive of up to £7,000 is available to employers to cover supply cost and other expenses. The course fees are also covered.

Improved Systems

The Council is continually looking for ways to streamline and improve systems and processes for transactions and data sharing between providers and the Council.

We have moved from a labour intensive and costly paper process to online systems. We have just been given the go ahead to set-up an online portal to allow providers to directly input their 2, 3 and 4 year attendance claims which will help speed-up the process and eliminate errors whilst removing the need for providers to complete forms and submit them by email. This will also keep administration to a minimum with the introduction of the 30 hours free child-care entitlement. The new system should be rolled out within the next 12 to 18 months.

Recommendation:

Members of the Forum are recommended to comment, consider and decide on any further actions in respect of the report.

THIRD QUARTER MONITOR REPORT: REVENUE AND CAPITAL 2015/2016

This report provides information on the forecast of the outturn for 2015/16 for the Dedicated Schools Grant (DSG) and the Capital budget.

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

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

At this stage in the financial year the 2015/16 outturn for the DSG is an estimated £1.542m overspend position. Further details are provided in Appendix A.

The position with Capital funding is that total scheme costs are within total budgets. There is an unallocated balance of £205,000 which is held in mitigation against future shortfalls within the capital programme and/or will be used to address other risks or urgent priorities. Further details are provided in Appendix B.

Recommendation:

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

**EXTRACTS FROM CHILDREN AND YOUNG PEOPLE COMMITTEE
REPORT: 20 JANUARY 2016**

REVENUE

DSG Funded Budgets

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

DSG Budget	Net £'000
Original Budget Allocation (December 2015)	186,372
EFA Adjustments (2015 1st Qtr)	
- High needs block hospital transfer to Bristol City Council	-127
- NEG Funding	1,707
Total DSG	187,952

The DSG is forecasting an overspend position of £1,542,000, a £447,000 increase from the previous report. The forecast outturn for each service area within the DSG is summarised in the tables below:

DSG Blocks	DFE Funding £'000	Funding Transfer	Revised Budget	Projected Outturn £'000	Variance £'000
Schools Block	150,374	-1,640			
Primary & Secondary Schools & Academies			146,424	146,424	0
Central Items			2,310	2,310	0
Total Schools Block	150,374	-1,640	148,734	148,734	0
High Needs Block	25,935	1,640			
Allocated to Schools, Academies & Independent Providers			26,093	27,635	1,542
Central Items			1,482	1,482	0
Total High Needs Block	25,935	1,640	27,575	29,117	1,542

Early Years Block Allocated to Private Voluntary Independent Provides Central Items	11,643	0	10,510 1,133	10,510 1,133	0 0
Total Early Years Block	11,643	0	11,643	11,643	0
Total DSG	187,952	0	187,952	189,494	1,542

Funding Transfer between Blocks

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

Schools Block

No change from the previous report. The schools block is currently reporting an estimated breakeven position at outturn.

High Needs Block

The high needs block is currently reporting an estimated overspend position of £1,542,000 at year end, a £447,000 increase from the previous report.

Statemented Support

There is an estimated Statemented Support overspend of £497,000, a £33,000 decrease from the previous report. The reduction is due to a small number of leavers since the previous report.

Post 16 Placements

There is an estimated Post 16 Placements overspend of £845,000, an increase of £371,000 since the previous report. The increase is due to a number of new college starters in September. Work is ongoing with Post 16 placement providers to confirm the number of new placements and finalise the costs for the financial year.

Independent and Non Maintained Special School Placements

There is an estimated Independent and Non Maintained Special School Placements overspend of £200,000, an increase of £109,000 since the previous report. This is due to new placements and increased costs of existing placements.

Early Years Block

No change from the previous report. The early years block is currently reporting an estimated break even position at outturn. The key demand led areas are the two, three and four year old nursery education budgets.

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: 20 JANUARY 2016**

CAPITAL

Progress on Current Schemes

1. There are currently no significant scheme delays to report within the approved programme for the Department.
2. Appendix 1 lists the total approved scheme costs and details of spending for all projects with total scheme costs greater than £100,000.
3. The following table shows the summary of spending for 2015/16. (Actual spending has been reported to 30 November 2015 as a result of reporting scheduling.)

Budget (£'000s)	Forecast (£'000s)	Variation (£'000s)	Spend to 30 November 2015 (£'000s)
17,495	17,022	-473	12,311

Variations in Payments and Scheme Delivery

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

Variations in Total Scheme Costs

6. Variance on total scheme costs

	£'000
Approved Total Scheme Costs (Budget)	42,896
Current Forecast of Final Accounts	42,930
Variance on Total Scheme Costs at 31 December 2015	34

7. Lyde Green Primary: In the previous monitor report £590k was set aside as additional resource to support the forecast shortfall in budget for this scheme, making £6,305k available. Tenders have now been appraised and a total project cost of £6,298m forecast (this includes a general contingency of £150k). It should be noted that the final amount of Section 106 funding available for this project cannot be calculated until 12 weeks after the school has opened. Officers will continue to monitor the Inflation Index and provide further reports on the forecast of funding available.
8. Watermore Primary Works: at the start of the year £84k was set aside to investigate and do minor basic needs works, costs have now increased to £120k, these works will be funded from within the remaining 2016 Basic Need budget (£760k is available for future works). There has also been a need to fund substantial Health & Safety works on the site. A virement of £26k has been requested from the Urgent Health & Safety Works budget.
9. Stoke Lodge Primary (5 class extension and roofing works): Increased costs of £70k for this completed scheme relate to pre-roofing works. A virement from the CYP unallocated contingency of £70k is requested to cover these costs.
10. Warmley Park: There are indications that the current budget may not be sufficient to finance the project. Property Services will be working with CYP officers to identify any opportunities to reduce costs.

Virements

11. It is proposed that the following virements are referred to the Policy and Resources Committee for approval on 1 February 2016:
 - £45.5k from the H&S works contingency to the schemes listed in paragraph 16.
 - £15k from the September 2016 Basic Need funding to Little Stoke for additional pupil numbers.
 - £36k from the remaining 2016 Basic Need funding to support the additional works at Watermore Primary.
 - £70k from the CYP unallocated contingency to fund the additional costs relating to re-roofing works at Stoke Lodge Primary

New Schemes and Additions to the Capital Programme

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

Scheme/Intended Use	Amount (£'000)	Funding Source / Constraints	Comments
Shield Road Primary	2.1	Primary responsive urgent H & S works (2015/16 budget allocation) Total £45.5k	Playground improvement
Watermore Primary	26		Increased work to Ceiling and electrics
Grange Caretaker's House	3.5		To keep building usable
Frampton Cotterell Primary	6.0		Replace defective windows
Watermore (KS2) Primary	6.7		Replace water main
Hambrook School	1.2		Urgent window works
Little Stoke Primary	15	Basic Need	Increase in pupil number
Watermore Primary	36	Basic Need	Increased works to approved scheme
Stoke Lodge Primary	70	CYP unallocated contingency	Re-roofing works on completed scheme
Vinney Green Secure Unit	47	DfE Grant	Improved CCTV storage
Vinney Green Secure Unit	32	DfE Grant	Improvements to Multi-media Systems
Total	245.5		

CYP Unallocated Contingency

14. The CYP unallocated contingency brought forward from the second monitor report was £275k.
15. This table summarises the movements on the CYP unallocated contingency.

	£'000
Brought forward balance (Second Monitor)	275
Stoke Lodge Primary – additional costs for re-roofing works	-70
2015/16 CYP Contingency Balance carried forward	205

16. An additional budget of £500k for Urgent Health & Safety Works was approved as part of the 2015/16 capital programme. The amount carried forward from the second monitor is £352.6k. This report (paragraph 16) identifies £45.5k of expenditure to be funded from this budget. £307.1k remains for future urgent works.

Scheme/Block Allocation	TOTAL SCHEME COSTS			2015/16 PAYMENTS				Comments
	Budget	Forecast	Variation overspend (+)	Budget	Forecast	Variation overspend (+)	Spend to 30 November 2015	
	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	
Barley Close Primary – four class extension, hall extension, nursery accom and replacement water services	2,185	2,165	-20	840	780	-60	700	Project complete, final account to be agreed.
Beacon Rise Primary – six class extension and kitchen rebuild, R&M works to existing Frome, Avon & Severn Blocks and rewiring	4,541	4,507	-34	565	628	63	416	Project complete, final account to be agreed.
Beacon Rise - stonework	200	200	0	100	100	0	15	Currently on site. Works to be carried over 2015 and 2016 holidays. Full extent of works to be determined on site.
Bradley Stoke School – 1FE primary	3,600	3,600	0	1,582	1,582	0	1,539	Project complete, final account to be agreed
Christchurch Primary – four class extension, works to temp & rewiring	3,158	3,158	0	1,385	1,200	-185	1,070	Handover of the building was achieved in August enabling occupation with some works completed early in the autumn term and at half term. A few minor snagging items remain.
Hanham Abbots – re-rendering/re-roofing	350	350	0	195	195	0	48	Combines works from 2014/15 and 2015/16. Phase 2 currently on site and whilst due for completion December 2015 because of weather there will be a delay until the new year.
King's Oak Academy – 2FE primary	4,330	4,363	33	2,072	2,072	0	2,050	Project complete, final account to be agreed.

Little Stoke - boiler	250	250	0	220	220	0	212	Project complete, final account to be agreed
Lyde Green (Emersons Green East) Primary Academy – 2FE (funded by S106)	6,305	6,298	-7	2,529	1,967	-562	1,296	Temporary Classroom at Downend Secondary now operational. Works on new build primary started in mid-September 2015 and currently progressing to programme for completion of Reception classrooms (one enabling year 1 to transfer from Downend and one for new reception pupils) in late August 2016. Final phase including the ASD unit due to complete in October 2016.
Mangotsfield Primary – extension to 3FE	3,160	3,160	0	1,046	1,356	310	1,199	Classrooms were available for occupation at the start of September. Temporary classroom units have been removed. Final phase of making good following removal will be completed in early January.
Manorbrook - cladding	250	250	0	200	200	0	160	Two storey block completed as planned in October '15. Work to single storey on hold pending outcome of feasibility study, will be completed during '16.
Meadows - roofing	100	100	0	20	20	0	0	Work delayed due to bats nesting in the roof, however, licence now in hand and works will take place in holiday periods during 2016.
New Siblands - additional classrooms	276	268	-8	266	254	-12	207	Project complete, final account to be agreed
St John's Mead - Electrical rewire	750	750	0	700	700	0	510	Project complete, final account to be agreed.
Shield Road - Additional classroom	278	278	0	252	275	23	236	Project complete, final account to be agreed. There is potential for this scheme to be over budget by approximately £15k as a result of additional IT, Health & Safety and essential works carried out at the end of the contract.
Stanbridge - rewire	770	770	0	700	700	0	607	Project complete with the exception of external lighting to be part funded by school.
Stoke Lodge Primary – five class extension in temporary accommodation, and roofing	1,450	1,520	70	444	460	16	453	Project complete, final account to be agreed. The increase in costs is the result of inclusion of a re-roofing project from 13/14 in the budget.
The Grange - internal adaptations	250	250	0	250	250	0	250	Project complete, final account to be agreed.

Tyndale - Boiler	150	150	0	130	130	0	111	Project complete, final account to be agreed.
Warmley Park - Post 16 Centre	4,800	4,800	0	243	140	-103	51	Planning on sixth form building submitted in October 2015 as forecast. Prequalification Questionnaire issued, due for return on 14th December. Tenders to be issued in early 2016. Forecast spend for this year reduced however, value engineering is required to ensure the overall scheme remains within budget.
EOTAS - relocation to Downend	2,647	2,647	0	2,473	2,533	60	646	Works started on site in mid Sept15 and currently on target for completion in early February 2016, however , the programme is extremely tight. Funds available in 2016/17 to bring forward for additional 2015/16 spend, currently within budget.
Health & Safety Schemes	500	500	0	250	250	0	161	For Health & Safety needs
Basic Need 2016	900	900	0	150	150	0	114	
Devolved Formula Capital (2 years)	1,000	1,000	0	500	500	0		Funding devolved to schools.
Schemes under £100k	446	446	0	249	226	-23	151	Several small R&M schemes, Accessibility works, Advance Design Fees.
Completed 2015/16 schemes			0				0	
Bromley Heath Junior – Hall windows and door	250	250	0	134	134	0	110	Work complete, final account to be agreed
TOTAL 2015/16	42,896	42,930	34	17,495	17,022	-473	12,311	

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 Draft Schools Forum Constitution from April 2016 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 2016

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)

2 representatives from the early years sector; 1 private sector, 1 voluntary sector (nominated by the South Gloucestershire Early Years Working Group)

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 WORK PROGRAMME 2016

All meetings at 4.30pm at Badminton Road, Yate

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 • Early Years Block Funding 	<ul style="list-style-type: none"> • Trading Arrangements • Analysis of Schools Block Funding Formulae 2016/17 • EFA Self Evaluation Form • School Balances
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