

# AGENDA



## SCHOOLS FORUM

---

Date : Thursday 4<sup>th</sup> July 2013

Time : 4.30pm

Place : Badminton Road Offices, Ground Floor, Room 0012

---

### Distribution

#### Members of the Committee

Dave Baker	Geoff Howell
April Begley	Janet Hoyle
Nicola Berry	Keith Lawrence (Chair)
Angie Brown	Jim Lott
Steve Cook	Sujata McNab
Mark Dee	Jane Millicent
Steve Forecast	Steve Morris
Mark Freeman	Julie Phillips
Amanda Fry/Lisa Williams	Max Reed
Keith Geary	Bob Symons
John Goff	David Turrell
	Andrew Wild

Richard Badley (sub)

Ann Reed (sub)

#### Appropriate Officers

Peter Murphy  
Martin Dear

#### Councillors

Ian Blair  
Sheila Cook  
Robert Jones  
Gareth Manson

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](mailto:peter.murphy@southglos.gov.uk)

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

## **YOU HAVE A RIGHT TO:**

- Attend all Council, Committee and Sub-Committee meetings unless the business to be dealt with would disclose 'confidential' or 'exempt' information.
- Inspect agendas and public reports five days before the date of the meeting.
- Inspect agendas, reports and minutes of the Council and all Committees and Sub-Committees for up to six years following a meeting.
- Inspect background papers used to prepare public reports for a period of up to four years from the date of the meeting. (A list of background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report.
- Have access to the public register of names, addresses and wards of all Councillors with details of the membership of all Committees and Sub-Committees.
- Have a reasonable number of copies of agendas and reports (relating to items to be considered in public) made available to the public attending meetings of the Council, Committees and Sub-Committees.
- Have access to a list setting out the decision making powers the Council has delegated to their officers and the title of those officers.
- Copy any of the documents mentioned above to which you have a right of access. There is a charge of 15p for each side of A4, subject to a minimum charge of £4.
- For further information about this agenda or how the Council works please contact Martin Dear, Telephone (01454) 863197 or e-mail [martin.dear@southglos.gov.uk](mailto:martin.dear@southglos.gov.uk)
- Also see our website [www.southglos.gov.uk](http://www.southglos.gov.uk)

---

## **EMERGENCY EVACUATION PROCEDURE**

In the event of a fire alarm, fire drill or other emergency, signalled by a continuously ringing bell, please leave from the room via the signs marked "Exit".

---

## **OTHER LANGUAGES AND FORMATS**

**This information can be made available in other languages, in large print, Braille or on audio tape. Please phone (01454) 868686 if you need any of these or any other help to access Council services.**

# 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 21 MARCH 2013  | 5 mins  |
| 6  | EDUCATION PROVISION FOR CHILDREN WITH HEALTH NEEDS                                  | 5 mins  |
| 7  | OUTTURN 2012/2013 REVENUE AND CAPITAL INCLUDING SCHOOL BALANCES AS AT 31 MARCH 2013 | 10 mins |
| 8  | DFE: ANALYSIS OF SCHOOLS BLOCK FUNDING FORMULAE 2013/2014                           | 10 mins |
| 9  | DfE: ARRANGEMENTS AND CHANGES FOR SCHOOL FUNDING 2014/2015                          | 30 mins |
| 10 | SCHOOLS FORUM MEMBERSHIP AND DATES OF FUTURE MEETINGS                               | 10 mins |
| 11 | ANY OTHER BUSINESS  | 5 mins  |

Department for Children and Young People

**Schools Forum**

Thursday 21 March 2013  
Badminton Road Offices

**PRESENT:**

Dave Baker	Headteacher, Bradley Stoke Community School
April Begley	Governor Hanham High and Christchurch Primary
Steve Cook	Headteacher, The Grange School and Sports College
Mark Dee	Executive Head, The Park & Parkwall Primaries
Mark Freeman	Headteacher, St Michael's Primary School, Stoke Gifford
John Goff	Governor, The Park & Parkwall Primaries
Geoff Howell	Governor, Patchway Community College, Barley Close and Callicroft Primary Schools
Janet Hoyle	Headteacher, Watermore Primary School
Jim Lott	Governor, Stanbridge Primary School
Jane Millicent	Headteacher, Patchway Community College
Max Reed	Governor, Abbotswood Primary School

**Chair:** Keith Lawrence Governor, Culverhill School

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

1. **WELCOME AND INTRODUCTIONS**

Attendees were welcomed by the Chair, Keith Lawrence.

2. **APOLOGIES FOR ABSENCE**

Nicola Berry, Richard Badley, Peggy Farrington, Steve Forecast, Keith Geary, Mike Gregory, Peter Murphy, Julie Phillips, Ann Reed, Bob Symons, David Turrell, Andrew Wild

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 MEETINGS HELD ON 10<sup>th</sup> JANUARY 2013**

Item 11 regarding schools balances was discussed and how the LA could claw money back, especially from those schools with long standing balances.

It was agreed that KL would email comments to MD who would then take these comments to the Children and Young People Committee.

The Minutes were agreed as a true record with the exception of Bob Symons being added to the apologies for absence.

6. **THIRD QUARTER BUDGET MONITOR 2012/2013**

MD said the DSG is still on target for a breakeven position. There are no changes to the capital funding and there are no specific issues to bring to the attention of the Forum. Pressures on the ISB schools budget and other DSG funded budgets will be contained within next year's funding allocations.

7. **DFE: CONSULTATION ON THE REVIEW OF 2013/2014 SCHOOL FUNDING ARRANGEMENTS**

The DfE has sent out a consultation on school funding arrangements asking for comments from Local Authorities and Schools Forum. The LA's response will be separate from the Schools Forum response.

MD went through the individual questions of the response form and members agreed their response.

**Action: It was agreed that MD would send the response back to DfE, by 26<sup>th</sup> March 2013, on behalf of the Schools Forum.**

8. **FUNDING ARRANGEMENTS FOR AGREED BREACHES TO SCHOOL ADMISSION NUMBERS**

No funding is currently given for agreed in-year breaches. The pressure to find suitable in-year placements is increasing. Schools would be more willing to breach if it came with an agreed level of funding.

Members said that if schools are asked to breach their numbers then they should make a case to show what the additional costs would be.

A member raised the question regarding school balances and whether these should be taken into account when breaching admission numbers.

**Action: More information is required before a decision is made. It was agreed that MD would look into this further and bring a report back to the next meeting.**

**MD to provide the following meeting:**

- a. **A number of schools with classes of 3 or more breaches in a class;**
- b. **Total number of breaches in each school;**
- c. **Pupil numbers at Count date – 3 times a year for each school.**

## **9. LOAN SCHEME AMENDMENT**

MD said due to changes in the funding there is no central pot for severance costs. This funding had now been delegated to schools.

There is a proposal that the LA extend the current loan scheme to locally maintained secondary schools.

The extension to include:

- i. The impact of making severance costs can be split over 3 years;
- ii. The school to meet a third of the cost at the time of the decision;
- iii. The loan to be repaid in equal instalments on the following two April dates;
- iv. The maximum loan being for £100,000.

**Action: Agreed**

## **10. DEDICATED SCHOOLS GRANT FOR 2013/2014**

The report to the Children and Young People Committee on the 6 March 2013 was presented to the Forum.

Members noted this report.

## **11. DATES OF FUTURE MEETINGS AND WORK PROGRAMME**

There was a question mark whether the 9<sup>th</sup> May should go ahead as there is only one item 'Trading Arrangements'

It was agreed to leave the date in for the time being, with the Chair making the decision nearer the time.

**Action: Chair to decide if the meeting on 9 May should take place.**

## **12. ANY OTHER BUSINESS**

As the Academies are funded on an academic year basis and further delegations are happening from the start of the financial year, how are academies to fund the provision that is provided between April and August?

As the LA no longer has the funding and it is taken away by the Education Funding Agency, Academy Schools need to continue to contact the EFA on this matter.

A letter needs to go to Academy schools re the changes to SEN and the High Needs Funding Block. In particular Academies are to be funded under the old formula until August 2013.

**Action: Clarity to be given to Academy Schools.**

**Meeting closed at 17.45**

## EDUCATION PROVISION FOR CHILDREN WITH HEALTH NEEDS

### Purpose of Report

1. To provide the Schools' Forum with a proposal for an increased Education Provision for children with Health Needs arising in response to "Ensuring a good education for children who cannot attend school because of health needs: *Statutory guidance for local authorities January 2013*". To identify the resulting increased costs pressures likely to follow from this increase in provision.

### Policy

2. The vision for the Partnership Strategy for Children and Young People 2012 /16, which was approved on 20 June 2012, is that South Gloucestershire is a place where all children and young people enjoy a safe and healthy life, achieve their maximum potential and thrive in their community.
3. In addition, the Partnership Strategy outlines the commitment to ensure children, young people and their families are provided with integrated, accessible and equitable services which are designed to keep them safe, healthy and inspired to do the very best they can.
4. These services will: target early intervention and support on disadvantaged and vulnerable children and young people and their families.
5. The 'Our Economy' section of the Partnership Strategy sets out the key priorities relating to improving the educational performance of disadvantaged or vulnerable children and young people to ensure that it is in line with the performance of all people. Attendance at a school or setting, coupled with good behaviour, which ensures readiness for learning, is at the heart of this priority.

### Background

6. The Children, Schools and Families Act 2010 states that Local Authorities are under a duty of care to arrange full time education for all children who, for reasons related to illness, exclusion or otherwise, would not receive suitable education unless arrangements are made for them.
7. Similarly the 'Ensuring a good education for children who cannot attend school because of health needs: *Statutory Guidance for Local Authorities January 2013*' states that Local Authorities must: 'Arrange suitable full-time education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education.'



8. In relation to the Local Authority duty of care for children with health needs the Education Other Than At School (EOTAS) Service ensures (where suitable) children receive tuition either in hospital, within a specialist teaching unit or at home.
9. The new statutory guidance 'Ensuring a good education for children who cannot attend school because of health needs' states the minimum offer for children with health needs should equate to full time education (25 hours per week). Because of the very nature of the service it is difficult to estimate how many children will be able to take advantage of the increased tuition hours but the calculation in this report is based on an average of 70% of children (28 children) receiving additional tuition. The resulting increase in the number of tuition hours will create an increased cost pressure for this service.
10. In a change to previous guidance the new statutory guidance 'Ensuring a good education for children who cannot attend school because of health needs' states that Local Authorities should provide education for children with 'health needs' as soon as it is clear that the child will be away from school for 15 days or more whether consecutive or cumulative. The potential resulting increase in the number of children accessing tuition has been factored into the staffing model and organisation of the proposed provision.

#### **The Current Position**

11. South Gloucestershire's *Education Provision for Children with Health Needs* is largely delivered from and managed by staff within The Junction, the centre for children with complex mental health and medical needs based in Mangotsfield.
12. South Gloucestershire's *Education Provision for Children with Health Needs* currently **only** takes referrals that are supported by Tier 3 Medical Practitioners such as CAMHS, Consultant paediatricians
13. The current academic year has seen a rise in referrals although further safeguards in the form of a new referrals and admissions panel ensure a multi-agency oversight of all admissions to the service.
14. The young people supported by the service have health needs ranging from mental health problems through to those receiving palliative care. The majority of children educated within The Junction have mental health needs (including school phobia and acute anxiety disorders) while those in receipt of home tuition are frequently post operative or those with chronic fatigue syndrome.
15. The service provides for up to 85 children. It offers part time group tuition within The Junction for approximately 30 children, individual 1:1 tuition programmes of between 3 and 10 hours and for groups of up to 6 children with complex case histories, home tuition for approximately 15 children of

between 1 and 5 hours per week and tuition within the Barbara Russell Children's Unit (BRCU) at Frenchay Hospital in the Hospital Schoolroom and on a ward of 36 beds.

16. Teachers, support staff and managers within the service work across all aspects of the provision and with the variety of cases and young people represented.
17. The levels of funding for the service have remained consistent over the last few years. However, funding for the service formed a part of the overall formula allocation of the Education Other than At School Service (EOTAS). The EOTAS budget was managed as a whole. In separating these budgets out it has become apparent that this service has benefitted from this arrangement. This allowed shortfalls in funding to be managed from a wider budget.
18. This year (2013/14) the changes to the funding of schools has meant the South Gloucestershire *Education Provision for Children with Health Needs* received £530,000. This represents funding for the provision of education to 36 places at the Hospital Schoolroom (£145,000), and 40 places at a base rate of £8000 (£320,000) and an additional top up of £1756 for every child on roll at The Junction at the point of the January census (a further £65,000 for 37 children)
19. In the light of both the new funding arrangements and the new statutory guidance it has become necessary to disaggregate the various aspects of the EOTAS service and allow them to stand alone. This paper, therefore, outlines the increased funding pressure to provide the statutory aspects of the South Gloucestershire *Education Provision for Children with Health Needs*.

#### **Proposed revisions to the South Gloucestershire's Education Provision for Children with Health Needs**

20. It is proposed that South Gloucestershire's *Education Provision for Children with Health Needs* will provide a more streamlined support for the variety of cases and young people represented and will staff each section of the provision discretely to provide maximum efficiency and value for money. This increased focus and greater efficiency will enable a clear response to the new guidance: 'Ensuring a good education for children who cannot attend school because of health needs: *Statutory Guidance for Local Authorities January 2013*'
21. It is proposed that the South Gloucestershire's *Education Provision for Children with Health Needs* will support 24 children on full time programmes within The Junction. It will provide 12 home tuition places offering between 5 and 10 hours per week. It will provide 4 enhanced places offering 10 hours per week of education and it will continue to provide tuition in the Hospital Schoolroom at the BRCU and across a ward of 36 beds within Frenchay Hospital,

**The Junction** (Centre for Children with complex mental health and medical needs)

### **I. Group Tuition**

22. The number of hours of tuition offered to children within The Junction has risen slowly over recent years in line with the growing demand for alternative provision settings to offer 25 hours of education. Similarly the number of children referred to The Junction has risen over recent years with numbers varying between 15 and 30 children and averaging 25.
23. In January 2012, 25 children were in receipt of provision within The Junction. In calculating the costs of the service it is assumed that the pupil numbers for 2013/14 will be similar to the same period in 2012/13. The new statutory guidance makes explicit the necessity to provide these students with 25 hours of tuition. Thus the numbers of hours of tuition will rise for the cohort.
24. The estimated cost of Group Tuition within The Junction for 2014/15 is £427,000 (Appendix 1).

### **II. Enhanced Individual Tuition**

25. As with the above, the number of hours of tuition offered to children on individual tuition programmes has increased in recent years from an average of 3 hours. The proposal is to take tuition for this cohort to an average of 10 hours per week. While 10 hours is significantly lower than the expected 25 hours of education it takes into account the considerable levels of additional needs, both health and otherwise, that the children in this group typically present with. In these instances the proviso “as much education as the child’s health condition allows” is taken into account.
26. While the number of children who require individual tuition within The Junction is rising, the nature of these referrals is such that there should only ever be a maximum of 4 children requiring this kind of specialist and highly tailored support.
27. Children historically falling into this small cohort include a partially sighted and hearing-impaired young man excluded from a specialist school for the deaf in Devon on account of his behavioural difficulties arising from extreme anxiety levels. Prior to starting with The Junction the child was unable to work in groups with others. This child has been in receipt of 1:1 tuition within the unit and over the last year staff have worked to slowly integrate him into group situations which he can now manage with support. Similarly a child with a highly complex profile, who had been excluded from two secondary schools, was anxious to the extent that she was unable to come into the unit and when she did, presented with extremely violent, and risk taking behaviours. She was taught within the unit on a 1:1 basis and staff at The Junction, in conjunction with the SEN team were eventually successful in securing her a residential placement at a specialist unit in South Devon.

28. The estimated cost of Enhanced Individual Tuition within The Junction for 2014/15 is £111, 000 (Appendix 1).

### **Home Tuition**

29. As with hospital tuition the numbers of children in receipt of home tuition can vary significantly. Over the last 12 month period the numbers of children in receipt of home tuition have varied from 7 to 16.
30. Following the introduction of the new statutory guidance in January 2013, all children must be offered an increase in the number of hours of medical home tuition. It is difficult to estimate how many children will be able to and will choose to take up the offer of increased tuition. However, the majority of children in receipt of home tuition progress back to school or to groups within The Junction.
31. The calculation in this report is, thus, based on an average increase in hours of 50% each year. With the first increase during 2014/15
32. The estimated cost of Home Tuition for 2014/15 is £167,000 (Appendix 1).

### **Hospital Schoolroom at the Barbara Russell Children's Unit, Frenchay Hospital**

33. The numbers of children requiring hospital tuition and the related costs can vary significantly. Over the last 12 month period the numbers of children in receipt of hospital tuition have varied from 1 to 15.
34. The estimated cost of hospital tuition for 2014/15 is £145,000 (Appendix 1).

### **Implications for 2013/14**

35. The publication of the Statutory Guidance for Local Authorities in January 2013 places an additional resource pressure on local authorities.
36. Whilst the implications for 2014/15 are expressed in this paper there is a need to consider the implications for 2013/14.
37. Specifically the Local Authority cannot continue 'as is' until April 2014. A staged implementation needs to take place. In order to do this in 2013/14 it has been calculated that an additional resource of £214,000 is required.

## **RECOMMENDATION**

1. That the Schools Forum note the escalating costs of hospital and home tuition and education for children with health needs due to increasing demand and the legal requirement to offer additional hours.

2. That the Schools Forum agrees to a consultation with schools to take place in September 2013 to seek approval to receive the allocation of £850,000 for the year 2014/15 to meet the increased requirements set out in Appendix 1. This is an increase of £320,000.
3. That the Schools' Forum agree to the additional allocation of £214,000 for the year 2013/14 to enable the service to make an immediate, if staged, response to the shift in government policy with regards the education of children with health needs.

## Appendix 1

Description	The Junction Ratio 1:6 Group Tuition (25 hours) £000	Home Tuition Ratio 1:1 (5-10 hours) £000	The Junction Ratio 1:1 Enhanced Individual Tuition (10 hours) £000	Hospital Schoolroom Ward £000	2014/15 Total £000	2013/14 £000
Planned Places	24	12	4	36		
Staffing	367	147	100	140	754	677
Non Staffing	29	14	5	5	53	32
Premises	31	6	6	0	43	35
	427	167	111	145	850	744
Current Formula Allocation					530	530
Shortfall					320	214

## OUTTURN REPORT – REVENUE AND CAPITAL 2012/13 INCLUDING SCHOOL BALANCES AS AT 31 MARCH 2013

This report provides information on the end year net spending position against budget for 2012/2013.

### Revenue

#### Summary position

The 2012/2013 end of year position on Dedicated Schools Grant (DSG) is £168.646 million against a grant of £168.987 million, an underspend of £341,000 (a negative 0.20%).

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:

	<b>Full Year Budget £'000</b>	<b>Outturn £'000</b>	<b>Variance £'000</b>	<b>Variance %</b>
School Central Budgets	4,635	4,294	-341	7.36%
Nursery Education Grant	7,897	7,897	0	0.00%
Other (Predominantly Schools Budgets)	152,324	152,324	0	0.00%
Special Educational Needs (SEN)	4,131	4,131	0	0.00%
<b>Total</b>	<b>168,987</b>	<b>168,646</b>	<b>-341</b>	<b>-0.20%</b>

The DSG outturn figure is an underspend of £341,000. In 2012/2013 there was a £341,000 contingency budget due to the 2011/2012 DSG outturn figure being less than the 2011/12 DSG overspend contingency. The contingency budget was set aside to cover any potential pressures within the Nursery Education budgets, Schools Unfunded Pensions and any pressures in SEN statemented support; however the contingency was not required.

It is a legal requirement that any DSG underspend or overspend is carried forward to the new financial year. The £341,000 underspend will be carried forward to 2013/14 and agreement is sought from the Schools Forum on how this will be utilised.

### School Balances

The movement in school balances during 2011/12 is as follows:

<b>Balances at:</b>	<b>31.03.12 £000's</b>	<b>31.03.13 £000's</b>	<b>Movement £000's</b>
Primary	5,176	4,877	(299)
Secondary	1,198	1,437	239
Special	742	360	(382)
Other	2,241	1,926	(315)
<b>TOTAL</b>	<b>9,357</b>	<b>8,600</b>	<b>(757)</b>

Individual school balances are shown at Appendix B.

At the Children and Young People Committee meeting on 25 July 2012, members of the Committee asked the Schools Forum to consider the issues in respect of school balances and to report back to the CYP Committee as appropriate.

### Risk to 2013/14 and future year's budgets

Pressures within the Dedicated Schools Grant funded services include Independent and Other Local Authority Special School Placements. This can arise from increased numbers and / or complexity of individual cases. The mitigation to this risk is continuing to manage required placements in the most cost effective way. Pressure on Nursery Education payments could arise in 2013/14. The mitigation to this risk will be to identify savings through management actions 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 2013/2014 should be utilised;
- (c) Determine their response to the CYP Committee in respect of school balances.

## DEPARTMENT for CHILDREN and YOUNG PEOPLE – 2012/13 Budget v Outturn Finance Monitor

Dedicated Schools Grant (DSG)											
Policy Budget Heading		DSG 2012/13 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	School Related:										
	School Funding	159,115	-13,409	145,706	159,115	-13,409	145,706	0	0	0	0
	School Central Budgets	5,966	-903	5,063	5,625	-903	4,722	-341	0	-341	-6.73
2	Directorate	76	0	76	76	0	76	0	0	0	0
3	Traded and Support Services	5,513	-3,937	1,576	5,513	-3,937	1,576	0	0	0	0
4	Integrated Services	7,363	-1,357	6,006	7,363	-1,357	6,006	0	0	0	0
5	Strategy, Quality and Standards	9,968	-108	9,860	9,968	-108	9,860	0	0	0	0
6	Corporate Recharges	700	0	700	700	0	700	0	0	0	0
<b>Total Children and Young People</b>		<b>188,701</b>	<b>-19,714**</b>	<b>168,987</b>	<b>188,360</b>	<b>-19,714</b>	<b>168,646</b>	<b>-341</b>	<b>0</b>	<b>-341</b>	<b>-0.20</b>

**\*\*DSG Income Includes (£000s):** Pupil Premium Funding - £1,468, YPLA 6<sup>th</sup> Form Funding - £11,941, Income From Other Local Authorities - £2,311 and Traded Income - £3,937

## Glossary of Services

### Directorate

- i) Contribution towards Directorate

### Education, Learning and Skills

- i) School Transport
- ii) Community Learning
- iii) Education Welfare

### Integrated Children's Services

- i) Early Intervention and Preventative Services
  - Children's Centres
  - Parenting and family support
  - Youth services
- ii) Children's Social Care
  - Child Protection
  - Looked After Children
  - Fostering and Adoption
- iii) Specialist Services
  - Emergency Duty Team
  - Vinney Green Secure Unit

### Commissioning Partnerships and Performance

- i) Commissioning Unit
- ii) Safeguarding
- iii) Audit and Review
- iv) Performance Management
- v) Communication
- vi) Business Continuity
- vii) Equalities

### Business Support

- i) Budget Planning and Financial Management
- ii) Asset Management
- iii) Capital Programme
- iv) Complaints and Freedom of Information
- v) Information, Risk Management, Business Support

### Traded Services

- i) Catering and Cleaning
- ii) Meals in the Community
- iii) Swimming
- iv) Schools Personnel, Health and Safety
- v) Schools ICT and Information Management System
- vi) Schools Finance
- vii) School Improvement



**ANALYSIS OF SCHOOLS BALANCES**  
**2011/2012 - 2012/13**

**APPENDIX B**

	<b>2011/2012 Total Revenue Balances</b> (School Delegated, Secondary Sport Centres & FE)	<b>2012/2013 Total Revenue Balances</b> (School Delegated, Secondary Sport Centres & FE)	<b>Movement between 2011/2012 and 2012/2013 balances</b>
	£	£	£
Abbotswood Primary School	14,469	21,852	7,383
The Alexander Hosea Primary School	101,097	122,433	21,336
Almondsbury CE VC Primary School	21,620	19,400	(2,220)
Bailey's Court Primary School	67,591	48,759	(18,832)
Barley Close Primary School	41,100	59,697	18,597
Barrs Court Primary School	132,677	119,365	(13,312)
Beacon Rise Primary School	129,382	151,934	22,552
Blackhorse Primary School	56,487	39,829	(16,658)
Bowsland Green Primary School	89,923	69,885	(20,038)
Broadway Infant School	62,035	48,707	(13,328)
Watermore Primary School	123,223	88,464	(34,759)
Bromley Heath Infant School	27,542	47,191	19,648
Bromley Heath Junior School	85,439	104,377	18,938
Cadbury Heath Primary School	65,350	75,698	10,348
Callicroft Primary School	83,930	88,603	4,673
Charborough Road Primary School	90,807	100,919	10,112
Charfield Primary School	78,494	55,252	(23,242)
Cherry Garden Primary School	52,516	21,014	(31,503)
Christ the King RC VA Primary School	42,900	33,792	(9,108)

Christ Church CE VC Infant School	50,208	36,910	(13,298)
Christ Church CE VC Junior School	83,427	98,073	14,647
Christchurch, Hanham CE VC Primary School	13,774	17,294	3,520
Coniston Primary School	41,900	37,051	(4,848)
Courtney Primary School	(12,349)	(19,107)	(6,758)
Crossways Infant School	37,252	52,532	15,281
Crossways Junior School	47,008	49,395	2,387
Elm Park Primary School	19,335	20,255	919
Emersons Green Primary School	176,006	90,090	(85,916)
Filton Hill Primary School	(3,417)	18,819	22,236
Frampton Cotterell CE VC Primary School	36,462	22,992	(13,470)
Frenchay CE VC Primary School	35,873	46,198	10,326
Gillingstool Primary School	38,704	21,828	(16,876)
Hambrook Primary School	83,521	86,257	2,737
Hanham Abbots Junior School	54,616	41,162	(13,454)
Hawkesbury CE VC Primary School	70,935	78,838	7,904
Holy Family RC VA Primary School	74,039	91,787	17,749
Holy Trinity CE VA Primary School	36	3,031	2,995
Horton CE VA Primary School	29,263	21,102	(8,161)
Iron Acton CE VC Primary School	53,198	62,833	9,634
Kings Forest Primary School	128,100	127,830	(269)
Little Stoke Primary School	26,057	1,170	(24,887)
Longwell Green Primary School	(105)	21,315	21,420
Mangotsfield CE VC Primary School	144,142	180,545	36,402
The Manor CE VC Primary School	19,768	20,681	913
Manorbrook Primary School	60,494	56,664	(3,830)
Marshfield CE VC Primary School	81,669	50,253	(31,416)
Meadowbrook Primary School	56,825	11,015	(45,811)
The Meadows Primary School	29,947	42,592	12,645

North Road Primary School	54,345	38,804	(15,541)
Old Sodbury CE VC Primary School	32,039	37,413	5,374
Oldbury-on-Severn CE VC Primary School	19,501	14,423	(5,078)
Olveston CE VC Primary School	13,373	6,584	(6,789)
Our Lady of Lourdes RC VA Primary School	62,900	39,719	(23,180)
The Park Primary School	160,057	164,355	4,298
Parkwall Primary School	57,749	57,435	(314)
St Chad's Patchway CE VC Primary School	44,554	96,407	51,853
Pucklechurch CE VC Primary School	35,110	22,806	(12,304)
Rangeworthy CE VC Primary School	25,825	28,029	2,204
Raysfield Infant School	31,601	(3,156)	(34,757)
Raysfield Junior School	62,404	48,151	(14,253)
Redfield Edge Primary School	18,306	13,784	(4,522)
St Peter's Anglican/Methodist VC Primary School	55,059	47,213	(7,846)
The Ridge Junior School	54,768	43,007	(11,761)
Samuel White's Infant School	27,319	10,671	(16,648)
Severn Beach Primary School	1,933	(2,334)	(4,268)
Shield Road Primary School	37,196	20,462	(16,734)
St Andrew's CE VC Primary School	7,735	(7,043)	(14,778)
St Anne's CE VC Primary School	107,489	38,810	(68,679)
St Augustine's RC VA Primary School	52,297	44,697	(7,600)
St Helen's CE VC Primary School	27,400	34,858	7,458
St John's Mead CE VC Primary School	103,851	59,938	(43,912)
St Mary's, Thornbury CE VA Primary School	75,423	84,666	9,242
St Mary's, Yate CE VA Primary School	83,089	112,940	29,851
St Mary's, Bradley Stoke RC VA Primary School	253,481	168,375	(85,106)
St Michael's, Stoke Gifford CE VC Primary School	55,088	153,820	98,732
St Michael's, Winterbourne CE VC Primary School	76,805	103,815	27,009
St Paul's RC VA Primary School	(12,636)	33,671	46,307

St Stephen's Infant School	44,825	28,559	(16,266)
St Stephen's CE VC Junior School	84,332	82,342	(1,990)
Stanbridge Primary School	110,556	133,269	22,712
Staple Hill Primary School	101,610	98,678	(2,932)
Stoke Lodge Primary School	(23,759)	(40,782)	(17,023)
Tortworth VC Primary School	30,357	14,587	(15,770)
Tyndale Primary School	29,639	(9,779)	(39,419)
Trinity CE VC Primary School	47,124	38,213	(8,911)
The Tynings Primary School	31,942	16,233	(15,709)
St Barnabas CE Primary School	65,997	57,471	(8,526)
Wellesley Primary School	60,863	72,508	11,646
Wheatfield Primary School	75,876	113,168	37,292
Wick CE VC Primary School	48,899	54,182	5,283
<b>Total Primary</b>	<b>5,175,593</b>	<b>4,877,544</b>	<b>(298,049)</b>
<b>SECONDARY</b>			
Brimsham Green Secondary School	204,764	415,916	211,153
Chipping Sodbury VC Secondary School	(875,765)	(797,672)	78,093
The Grange School & Sports College	302,264	209,393	(92,871)
Hanham High School	34,130	143,605	109,475
Mangotsfield Secondary School	438,959	402,541	(36,418)
Marlwood VC Secondary School	60,154	242,678	182,524
Patchway Community College #	572,861	540,454	(32,407)
Sir Bernard Lovell Secondary School @	460,896	279,978	(180,918)
<b>Total Secondary</b>	<b>1,198,263</b>	<b>1,436,894</b>	<b>238,631</b>
<b>SPECIAL</b>			
Culverhill School	247,356	283,164	35,807
Warmley Park School	244,504	149,204	(95,300)
New Siblands School	60,252	28,133	(32,120)



New Horizons Learning Centre	190,179	(100,533)	(290,712)
<b>Total Special</b>	<b>742,291</b>	<b>359,968</b>	<b>(382,323)</b>
<b>TOTAL FOR ALL SCHOOLS</b>	<b>7,116,147</b>	<b>6,674,405</b>	<b>(441,741)</b>

Abbeywood Community School	269,362	0	(269,362)
Castle Secondary School	1,328,116	1,236,919	(91,197)
Downend Secondary School	656,694	538,507	(118,186)
Small Schools Association & Leadership Academy	16,342	11,063	(5,279)
DSG c/f	14,000	342,000	328,000
Schools Loans	(51,067)	(209,187)	(158,120)
School estimated interest not yet allocated to schools	7,093	6,529	(564)
	<b>9,356,687</b>	<b>8,600,236</b>	<b>(756,451)</b>

#### Notes

Abbeywood converted to academy status 1st January 2013

The Castle and Downend converted to academy status 1st February 2013. Accounts not finalised by 31st March 2013.

DSG c/f £14k from 2011/12 and £328k from 2012/13

Schools revenue loans issued in 2012/13 respect of capital devolved deficits & previously agreed loans

**Total Scheme Costs and Current Payments – (All schemes with total scheme costs >£100K)**

Children & Young People		TOTAL SCHEME COSTS			2012/13 PAYMENTS			Comments
Scheme/Block Allocation (in excess of £100k)	Planned (p) Contractual (c) Forecast (f) Completion date	Budget	Forecast	Variation overspend (+)	Budget	Outturn	Variation Overspend (+)	
		(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	
Wick Primary – refurbishment and remodelling	Feb 2014 (c) Feb 2014 (f)	2,042	1,380	-662	192	186	-6	Tender returned for building works at below the provision made, so a budget virement of £662k to the unallocated balance has been requested. Works started on site on 15 April 2013 and completion is expected in February 2014. The temporary classroom units will be removed in summer 2014.
Hambrook Primary – refurbishment and extension	Aug 2014 (c) Aug 2014 (f)	3,655	3,555	-100	334	360	26	Tender returned for building works at below the provision made, so a budget virement of £100k to the unallocated balance has been requested. Works started on site on 18 March 2013 and completion is expected in summer 2014. The temporary classroom units will be removed in summer 2014.
Filton Hill Primary – refurbishment and remodelling	Aug 2016 (p)	1,200	1,200	0	60	6	-54	Approved for future financial years with initial design works only during 2012/13. The 2013/14 capital programme report included a revised timescale with completion in 2016.
Shield Road Primary – re-roofing (phase 1) plus windows	Dec 2012 (c) May 2013 (f)	200	200	0	93	41	-52	Re-roofing works now complete. Work to the windows has started.
Downend Secondary – replacement boiler plant	Aug 2013 (c) Aug 2013 (f)	990	990	0	560	685	125	Two year programme; first phase complete. Works for phase 2 have been brought forward, resulting in the higher than planned spend in 2012/13. Overall scheme is

Children & Young People		TOTAL SCHEME COSTS			2012/13 PAYMENTS			Comments
Scheme/Block Allocation (in excess of £100k)	Planned (p) Contractual (c) Forecast (f) Completion date	Budget	Forecast	Variation overspend (+)	Budget	Outturn	Variation Overspend (+)	
		(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	
								within budget.
Warmley Park – boiler plant replacement and heating	Aug 2012 (p) May 2013 (f)	300	452	152	293	446	153	The School Energy Saving fund is being used to install a biomass boiler. This upgrade has resulted in a planned overall completion of May 2013. The phasing of this scheme has had a further impact on the costs. Back-up temporary heaters were required by the school due to the vulnerable nature of the children which has increased costs.
Additional Primary Accommodation (Basic Need)	Mar 2014 (p) Mar 2014 (f)	3,573	3,573	0	1,384	1,187	-197	Schemes at several schools to install temporary accommodation and improve existing accommodation to increase capacity.
Devolved Formula Capital	Mar 2014 (p) Mar 2014 (f)	2,236	2,236	0	1,258	1,572	314	Funding devolved to schools.
Advance Design Fees	Mar 2014 (p) Mar 2014 (f)	222	222	0	70	47	-23	Ongoing development and feasibility work.
Short Breaks for Disabled Children Grant	Aug 2013 (p) Aug 2013 (f)	307	307	0	114	24	-90	Capital modifications and equipment to facilitate the provision of short breaks for disabled children.
Early Years Capacity Building Grant	Aug 2014 (p) Aug 2014 (f)	357	357	0	0	0	0	To support the capital investment necessary in the childcare sector to deliver free entitlement places for two year olds.
Future Years' R&M Schemes	Mar 2014 (p) Mar 2014 (f)	2,500	2,500	0	0	0	0	Held for major R&M schemes in 2013/14.
Approved 2014/15 expenditure	Mar 2015 (p) Mar 2015 (f)	6,946	6,946	0	0	0	0	Unallocated budget held for schemes in 2014/15.

Children & Young People		TOTAL SCHEME COSTS			2012/13 PAYMENTS			Comments
Scheme/Block Allocation (in excess of £100k)	Planned (p) Contractual (c) Forecast (f) Completion date	Budget	Forecast	Variation overspend (+)	Budget	Outturn	Variation Overspend (+)	
		(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	
Schemes under £100k	Various	650	650	0	517	455	-62	
<b>Completed Schemes</b>								
Pucklechurch Primary – Extension and Remodelling	Nov 2011	2,197	2,177	-20	133	75	-58	Work complete. Final account agreed.
New Horizons Primary School	Nov 2011	2,984	2,988	4	311	13	-298	Work complete.
Gillingstool Primary and New Siblands Primary – Replacement School	Aug 2010	10,166	10,060	-106	276	154	-122	Works complete. Contractor's final account agreed, however some consultant payments are to be resolved.
St Peter's Primary – replacement school	Feb 2011	5,115	5,127	12	183	40	-143	Works and defects still outstanding so monies withheld from contractor. Dispute anticipated.
Abbeywood School BSF Pathfinder Project	Jan 2011	29,735	29,365	-370	661	481	-180	The contractor has addressed the outstanding defects. The account for the main contractor has been agreed within budget, generating some saving. Some payment has been withheld pending resolution of some contractual matters. Some sundry accounts remain to be agreed.
Yate Youth Café	Mar 2011	650	650	0	0	0	0	Works complete. Project carried out in partnership with Yate Town Council. Final accounts are agreed, adjustments will now be made to the contributions made by each council.
Staple Hill Primary – replacement school	Sep 2011	7,001	6,726	-275	548	180	-368	Final account agreed resulting in an overall saving. A virement of £275k to the unallocated balance has been requested.
Marlwood Secondary – boiler plant (phased replacement)	April 2012	348	412	64	0	49	49	Works complete. The major unexpected additional work (and cost) was the replacement of the main underground

Children & Young People			TOTAL SCHEME COSTS			2012/13 PAYMENTS			Comments
Scheme/Block Allocation (in excess of £100k)	Planned (p) Contractual (c) Forecast (f) Completion date	Budget	Forecast	Variation overspend (+)	Budget	Outturn	Variation Overspend (+)		
		(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)		
								gas pipework (as it failed a safety pressure test). A number of large hot water cylinders and existing heating pipework also needed to be replaced due to their poor condition.	
New Horizons Secondary School	Aug 2011	8,906	8,905	-1	201	170	-31	Final Account agreed within budget.	
New Siblands Secondary	Jun 2012	5,827	5,827	0	446	400	-46	All works complete. Contract now in defects period.	
Staple Hill – CC/Nursery reinstatement	July 2012	1,242	1,240	-2	774	699	-75	Works complete. Current forecast outturn costs are within the project budget.	
Yate International Academy – redevelopment	Aug 2012	16,370	16,370	0	5,019	4,416	-603	The final section of external works was completed on 15 April 2013.	
Blackhorse Primary – Resource Base expansion	Sept 2012	124	136	12	100	113	13	Work complete.	
Sir Bernard Lovell School – rewire	Aug 2012	445	445	0	435	422	-13	Work complete.	
Pucklechurch Primary – extension and remodelling (phase 2)	Nov 2012	700	700	0	527	492	-35	Work complete.	
Marlwood Secondary – replace front elevation	Dec 2012	250	250	0	244	239	-5	Work complete.	
Sir Bernard Lovell School – roofing	Jan 2013	1,200	1,223	23	1,163	1,154	-9	Work completed in January 2013, including the additional works to the Music Block (which resulted in the small over spend).	
St Michael's Primary Stoke Gifford – remodelling and extension (phase 1)	Apr 2013	967	907	-60	854	808	-46	New extension was completed in February 2013 as programmed. Removal of temporary classrooms during summer 2014 no longer required so removed from scheme. £60k saving expected on outturn costs.	

Children & Young People		TOTAL SCHEME COSTS			2012/13 PAYMENTS			Comments
Scheme/Block Allocation (in excess of £100k)	Planned (p) Contractual (c) Forecast (f) Completion date	Budget	Forecast	Variation overspend (+)	Budget	Outturn	Variation Overspend (+)	
		(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	
Old schemes no longer reported through the monitor		0	0	0	0	107	107	Work complete.
		<b>119,405</b>	<b>118,076</b>	<b>-1,329</b>	<b>16,750</b>	<b>15,021</b>	<b>-1,729</b>	

## DFE: ANALYSIS OF SCHOOLS BLOCK FUNDING FORMULAE 2013/2014

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	£2,392
• Aged Weighted Pupil Unit (AWPU): KS3 amount per pupil	£3,782
• Aged Weighted Pupil Unit (AWPU): KS4 amount per pupil	£4,026
Percentage of funding through Basic Entitlement:	76.5%
Total explicit deprivation funding per Free School Meal (FSM):	
Primary:	£606
Secondary:	£802
Percentage of funding through Deprivation	1.7%
Looked After Children (LAC): Amount per pupil	£500
Percentage of funding through Looked After Children	0.02%
Low Cost, High Incidence Special Educational Needs (LCHI SEN): Primary indicator amount per pupil	£1,066
Low Cost, High Incidence Special Educational Needs (LCHI SEN): Secondary indicator amount per pupil	£3,831
Percentage of funding through Low Cost, High Incidence Special Educational Needs	7.0%
English as an Additional Language (EAL): Primary indicator amount per pupil	£900
English as an Additional Language (EAL): Secondary indicator amount per pupil	£900
Percentage of funding through English as an Additional Language	0.6%

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	85.8%
Lump sum	£160,838
Primary : Secondary funding ratios	1:1.33

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



**SCHOOLS BLOCK FUNDING FORMULAE 2013-14**  
**Analysis of local authorities' Schools Block funding formulae**

Please click on the link below. Also attached as a separate document.

<http://media.education.gov.uk/assets/files/pdf/a/january%20proforma%20analysis%20vfinal.pdf>



## **DFE: ARRANGEMENTS AND CHANGES FOR SCHOOL FUNDING 2014/2015**

The DfE have issued a document on School Funding Reform : Findings from the Review of 2013-14; Arrangements and changes for 2014-15.

This document goes through the approach used in 2013-14 with the subsequent review findings.

Specifically it sets out the changes for 2014/15. In summary these changes are:

### **Pupil-led Funding**

Aged Weighted Pupil unit rate to be a minimum £2,000 per primary and £3,000 for Key Stage 3 and Key Stage 4.

A minimum of 80% of delegated schools block funding is allocated through an appropriate and locally determined combination of the pupil led factors.

### **Prior Attainment**

The Early Years Foundation Stage Profile will be retained as the main indicator for prior attainment for primary aged pupils. Pupils will qualify for the prior attainment factor, where they have not achieved a good level of development.

For secondary aged pupils, they will be identified as having low prior attainment if they fail to achieve level 4 or higher in English or a level 4 or higher in maths.

### **Deprivation**

No change to the allowable factors.

### **Looked After Children**

LA will need to use a single one day or more measure for both primary and secondary.

### **Pupil Mobility and Service Children**

A 10% threshold will be applied to the mobility factor.

### **Sparsity**

An optional sparsity factor will be introduced in 2014/15. This will be based on the average distance pupils live from their second nearest school. This must exceed 2 miles for primary and 3 miles for secondary. The size of the school must be less than 150 and 600 pupils respectively. The allocation can be a

lump sum or tapered related to school size. The allocation must not exceed £100,000.

### **Lump Sum Funding**

The maximum amount allowed will be £175,000. Different lump sums can be used for difference phases. In addition two merging schools will keep 85% of the two lump sums for the next full financial year following the year in which they merge.

### **Schools with Falling Rolls**

LA can create a small fund to support schools with short term falling rolls in exceptional circumstances. Schools will need to be considered by Ofsted to be good or outstanding.

### **Schools Forum**

The 2014-15 regulations, subject to consultation, will require a representative from an institution (other than a school or academy) providing education beyond age 16 (but may also be providing education for 14-16 year olds). This will replace the current requirement for a representative from the 14-19 partnership.

### **High Needs Funding**

There are no major proposed changes for 2014-15 except for the SEN threshold. This will be set at £6,000 and LAs will not be able to change this threshold.

### **Minimum Funding Guarantee**

The Minimum Funding Guarantee will continue in 2014-15 and will be applied at the same level as in 2013-14 that is a minus 1.5%.

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

**SCHOOL FUNDING REFORM  
Findings from the Review of 2013-14  
Arrangements and Changes for 2014-15**

Please click on the link below. Also attached as a separate document.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/205195/school\\_funding\\_reform\\_2014-15.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/205195/school_funding_reform_2014-15.pdf)



## **SCHOOLS FORUM MEMBERS AND DATES OF FUTURE MEETINGS AND THE WORK PROGRAMME 2013/14**

### **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.

### **Dates of Future meetings**

The proposed dates of future meetings are attached as Appendix B.

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 for the 2013/14 academic year.

## Schools Forum Membership

1 Special School Head	Steve Morris, Warmley Park
4 Secondary Heads	Steve Cook, The Grange School & Sports College
	Vacant
	Keith Geary, Marlwood Secondary
	Jane Millicent, Patchway Community College
5 Primary Heads	Nicola Berry, St John's Mead CE VC Primar
	Mark Dee, Executive Head, The Park & Parkwall Primaries
	Mark Freeman, St Michael's CE VC Primary
	Janet Hoyle, Watermore Primary
	Vacant
3 Secondary Governors	April Begley, Governor Hanham High and Christchurch Primary
	Geoff Howell Governor, Patchway Community College, Barley Close and Callicroft Schools
	Max Reed, Governor, Abbotswood Primary
5 Primary Governors	Steve Forecast, Governor The Crossways Schools Federation
	John Goff, Governor, The Park & Parkwall Primaries
	Jim Lott, Governor, Stanbridge Primary
	Julie Phillips, Community Governor, Stoke Lodge Primary
	Bob Symonds, Governor, Pucklechurch Primary
1 Special Governor	Keith Lawrence, Governor Culverhill School
3 Academy Representatives	Vacant – Winterbourne Academy
	Sujata McNab, John Cabot Academy
	Dave Baker, Bradley Stoke Community
1 C of E Representative	Andrew Wild, Bristol Diocese
1 RC Representative	Vacant
1 PRU	Angie Brown
1 14 – 19 Representative	David Turrell, Sir Bernard Lovell Secondary
1 PVI Representative	Amanda Fry/Lisa Williams, Abbeywood Tots
1 Secondary Head Sub	Richard Badley, Mangotsfield Secondary
1 Primary Governor Sub	Ann Reed, Governor, Kings Forest Primary School



## APPENDIX B

All meetings 4.30pm at Badminton Road, Yate

12<sup>th</sup> September 2013

17<sup>th</sup> October 2013

5<sup>th</sup> December 2013

16<sup>th</sup> January 2014

6<sup>th</sup> March 2014

8<sup>th</sup> May 2014

3<sup>rd</sup> July 2014

11<sup>th</sup> September 2014



**ANY OTHER BUSINESS**