

# **Schools Forum**

**Tuesday, 3 October 2017**

## **Additional Information**

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## **2017-18 Dedicated Schools Grant Budget and Forward Look**

**Schools Forum**

**Date: 3rd October 2017**

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Author: Head of Finance – Education

Wards: All

Locality Affected: All

Parishes Affected: All

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### **1. Purpose and Reasons**

1.1 The Schools Forum meeting on 28th March 2017 received a report on the 2017/18 Dedicated Schools Grant Settlement and Budget. This report provides members with an update on various budget issues that remained unresolved after that meeting. This report addresses:

- Admissions Update
- 2 Year olds update
- 30 hours of provision update
- Education Support Grant and Education Function Charge
- De-delegation
- New Schools Affecting Swindon's Mainstream Budget
- National Fair Funding update
- Oakfield Project update

1.2 These proposals contribute towards delivering the Council Vision Priority "Offer education opportunities that lead to the right skills and right jobs in the right places."

### **2. Recommendations**

The Schools Forum is recommended to:

- 2.1 Note the update from the admissions team as detailed in Para. 3.1.
- 2.2 Note the update of arrangements for 2 year old education as detailed in Para. 3.4.
- 2.3 Note the update relating to 30 hours of provision for 3 & 4 year olds as detailed in Para. 3.8.
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Further information on the subject of this report can be obtained from Ian Burbidge on 01793 464384 or [iburbidge@swindon.gov.uk](mailto:iburbidge@swindon.gov.uk)

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- 2.4 Note the LA's cost of £0.991m for discharging the statutory duties that it provides for all pupils, and consult with their head teacher associations about these charges before the January Schools Forum as detailed in Para. 3.13
  - 2.5 Maintained schools forum members are to note the cost of providing the statutory duties that the LA provides for them for the 2017/18, and to consult with colleagues about these costs before the January Schools Forum, as detailed in Para. 3.15
  - 2.6 Consult with their relevant head teacher associations so that they can vote on this issue in January as detailed in Para. 3.18.
  - 2.7 Note the forecasts of required pupil growth funding that will need to be considered as part of future budget setting processes as detailed in Para. 3.21
  - 2.8 Note the intention to consult with schools in November on the local formula for funding schools 2018/19 as per the conditions of the National Fair Funding Formula as detailed in Para. 3.22.
  - 2.9 Agree to an extraordinary Schools Forum meeting in December
  - 2.10 Note the update on the Oakfield Project.

## **3. Detail**

### Admissions Update

- 3.1 Staff recruitment has been undertaken in the school admissions team to remedy the staffing shortages that occurred during 2016/17. The team will have 6 Admissions Officers from the end of September 2017. The net cost to the Dedicated Schools Grant will not change from the £0.231m budget agreed by Schools Forum in January.
- 3.2 The admissions team has started the first process period for In Year Coordination and published all the necessary information on the Council's website. The new process includes the new in year form and process period dates available for parents to help manage their expectations. This will give them a clear picture of when they can expect their application to be processed and an offer of a school place to be made. There will be 3 process periods during the autumn term to enable the summer backlog to be cleared (approximately 1,100 applications for the first process period) and for all applications to be offered a place before the October Census.
- 3.3 For further information please contact Gareth Cheal on 07823 525378 or [gcheal@swindon.gov.uk](mailto:gcheal@swindon.gov.uk)

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**Members of Schools Forum are now asked to:**

- **Note the update from the admissions team**

2 year olds update

- 3.4 During the summer 2017 term 637 2-year-old children accessed early education (taking up either some of their entitlement or the full 15 hours); this is equivalent to 602.4 15 hour part time equivalent ('PTE') places. The 637 pupils represents 95% of the 2 year olds identified as being eligible by the Department of Work & Pensions (DWP), and is the LA's highest ever recorded percentage level of take up. This is significantly above the national average of 72%. However, working with local birth data, the LA believe that the target figure set by the DWP is likely to be an under-estimate of the number of children actually eligible. It is therefore important that the LA continue its efforts to engage effectively with parents.
- 3.5 Work has been undertaken internally to ensure that the importance of early education is understood by other Service Heads within the authority, this will ensure information is being appropriately shared and joint working initiatives used. Cross-referencing of data is also important, in order to make sure that the name and address information we hold is as accurate as possible.
- 3.6 The target families do not typically respond well to traditional forms of communication. A complete review of the marketing strategy has recently been conducted, with the introduction of personalised birthday cards and postcards. Going forward it is intended to increase the use of social media to inform residents of their potential entitlement. Following analysis of the other languages commonly spoken within Swindon, translated materials will be made available, thus ensuring that a parent not speaking English does not become a barrier to their children accessing this important benefit.
- 3.7 For further information please contact Gareth Cheal on 07823 525378 or [gcheal@swindon.gov.uk](mailto:gcheal@swindon.gov.uk)

**Members of Schools Forum are now asked to:**

- **Note the update of arrangements for 2 year old education**

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## 30 Hours provision

- 3.8 As of 1st September 2017, working families are entitled to 30 hours per week of free childcare for 3 and 4 year olds. Both parents (if applicable) must be earning the equivalent of 16 hours at the national living wage per week and not individually earn more than £100,000 per year to qualify. Swindon was one of eight local authorities involved in early implementation work from September 2016 which saw 415 families benefit from the 30 hours offer a year early. This was funded through a separate grant payment from the Department for Education (DfE). Swindon's experience has influenced the roll out of the national policy based on research conducted with the LA, parents, providers and employers.
- 3.9 The DfE have forecast a figure of 1,400 eligible children in Swindon over the first academic year of roll out. This figure is significantly lower than the figure forecast by the early years place planning team of 2,328 eligible children. The DfE have been in dialogue with SBC and now accept the figure they have produced is likely to be lower than actual number of eligible families in the borough. The Department has provided funding up front for 522 children for the autumn term.
- 3.10 Applications for the 30 hours childcare are made through HMRC via an online system, parents are issued a code which then must be verified by the local authority at regular intervals throughout the year. As of 30th August 2017, 1,060 applications had been made to HMRC and confirmed as eligible, of which 628 codes have been verified and a place taken up during Autumn Term. However, the number of codes verified and places taken are expected to rise once data is available at headcount (October half term). This is due to many applications being made over the summer when a proportion of settings are closed and places could not be confirmed for eligible families.
- 3.11 For further information please contact Gareth Cheal on 07823 525378 or [gcheal@swindon.gov.uk](mailto:gcheal@swindon.gov.uk)

### **Members of Schools Forum are now asked to:**

- **Note the update relating to 30 hours of provision for 3 & 4 year olds**

## Education Services Grant and Education Function Charge

- 3.12 Members will remember that at the January meeting they were advised of changes to the Education Services Grant (ESG). The element of the ESG that funded the LA's statutory responsibilities for all pupils has been incorporated into the DSG Schools Block.. Officers committed to provide Schools Forum with

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further details on the statutory responsibilities and what they mean in practice and the cost of providing these services.

## Duties carried out on behalf of all schools and academies

- 3.13 **Appendix 1** provides details of the statutory services that the LA provides for all pupils in Swindon, the total annual cost of these services is £0.991m. In 2017/18 the Government allocated £0.498m of funding within the Schools Block of the DSG. Appendix 1 provides the information received from Service Managers who are responsible for carrying out the statutory functions. The total cost incurred by the LA in providing the statutory responsibilities for all pupils is £0.991m, which is in excess of the funding provided by the Government.
- 3.14 At the 17<sup>th</sup> January 2018 meeting Schools Forum will be requested to allow the LA to retain the sum included in the 2018/19 DSG funding settlement to continue to fund the statutory responsibilities for all pupils in 2018/19. Schools Forum reps are asked to consult with their respective Head Teacher associations so that a vote can be taken on 17<sup>th</sup> January.

## Duties carried out on behalf of maintained schools

- 3.15 Members will remember that the Government provided a transitional grant of £0.398m for the period April to August 2017 to help to fund the and maintained schools agreed a one off contribution of £22.50 per pupil for mainstream schools and £33.75 for pupils in special schools and alternative provision. This was subject to the LA undertaking a full review of the services and providing revised pricing to this meeting.
- 3.16 **Appendix 2** provides more details of the statutory services that the LA carries out for maintained schools this support costs £0.183m per annum.
- 3.17 The LA intends to bring a proposal to January Schools Forum to fund the statutory services provided to maintained schools for 2018/19, maintained schools reps are asked to consult with colleagues before this meeting

### Members of the Schools Forum are now asked to:

- **Note the LA's cost of £0.991m for discharging the statutory duties that it provides for all schools, and consult with their head teacher associations about these charges before the January Schools Forum (Para. 3.13)**
- **Maintained schools forum members are to note the cost of providing the statutory duties that the LA provides for them for the 2017/18, and to consult with colleagues about these costs before the January Schools Forum. (Para 3.15)**

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## De-delegation

- 3.18 At its January 2018 meeting the Schools Forum will be asked to approve the continuation of the de-delegation for the following services:-
- FSM Eligibility
  - Trade Union
  - Nylands Campus Outreach Team
- 3.19 Schools Forum Maintained school members will be asked whether their respective Head teacher associations agree to continue the current de-delegation arrangements for these services. Schools Forum maintained members have already indicated that they wish to continue the de-delegation for the Nylands Outreach service.
- 3.20 School Forum maintained school members are requested to seek the views of their respective head teacher associations to enable this to be voted on at the January 2018 forum.

**Members of the Schools Forum are now asked to:**

- **Consult with their relevant head teacher associations so that they can vote on this issue in January**

## New Schools Affecting Swindon's Mainstream Budget

- 3.21 As reported in July there are a number of new schools that are due to open over the next two years. The current expectation is that Badbury Park (Primary – 1 Form of Entry) and The Great Western Academy (Secondary - 5 Forms of Entry) are likely to open in September 2018. Officers are liaising with the DfE project team to confirm the anticipated opening time of these schools. These new schools will need to be included on the 2018/19 Authority Proforma Toolkit ('APT') returns and will need to be funded from the central support block of the Dedicated Schools Grant ('DSG') budget. These additional costs will need to be taken into account when setting the 2018/19 funding formula, the table below provides the anticipated costs based on the 2017/18 funding formula, however the costs will be based on the 2018/19 formula to be agreed with Schools Forum.

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School	Forms of Entry	Year of opening	No of pupils	Places funded @ 7/12	2017/18 £m	2018/19 £m	2019/20 £m
Existing commitment					£0.580	£0.389	£0.273
Badbury Park	1	2018	30	17.5		£0.124	£0.124
Great Western	5	2018	150	87.5		£0.534	£0.534
Abbey Farm	2	2019	60	35			£0.184
The Deanery	7	2019	210	122.5			£0.671
Tadpole 2	2	2019	60	35			£0.272
Tadpole 2 – setup funding							£0.100
					<b>£0.580</b>	<b>£1.047</b>	<b>£2.158</b>

**Members of the Schools Forum are now asked to:**

- **Note the forecasts of required pupil growth funding that will need to be considered as part of future budget setting processes.**

## National Fair Funding Formula

- 3.22 The Government have announced the local authority level and school level National Fair Funding (NFF) allocations. The DfE have also released updated technical guidance on the NFF formula. The local authority will now work through the values and begin the 2018/19 budget modelling. The DfE NFF formula allocations are expected to be refined in late autumn following ratification of the October 2017 school census data. As in previous years the Finance Manager Education will contact all schools and academies in early October to gain an insight into the latest pupil numbers to aid the 2018/19 budget modelling process.
- 3.23 The NFF seeks to fund all schools based on the characteristics of their pupils, regardless of where the pupil lives. In setting the 2018/19 and 2019/20 individual school budgets (ISB) the LA has the option to either use NFF formula school funding allocations or to agree a local formula with Schools Forum to enable the LA to deal with local issues, subject to consultation with schools and academies.
- 3.24 The LA will arrange a consultation event for all schools and academies to be held in November (provisional date is 28<sup>th</sup> November in the Council Chambers). The LA would like to arrange an extraordinary Schools Forum meeting in December

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to agree the formula and principles that will be applied to the funding allocated to Swindon for 2018/19.

## Oakfield Project

- 3.25 The Head of Education will provide a verbal update relating to the Oakfield Project.

### **Members of Schools Forum are now asked to:**

- **Note the update on the Oakfield Project.**

## **4. Alternative Options**

- 4.1 Members of the Forum may provide alternatives in the course of the meeting.

## **5. Implications, Diversity Impact Assessment and Risk Management**

### Financial and Procurement Implications

- 5.1 Various financial implications are included in this report relating to management of the retained DSG budget.

### Legal and Human Rights Implications

- 5.2 Legal and Human rights implications have been taken into account in preparing this report. It is considered that the recommendations are compatible with Convention Rights.

### All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 No additional implications were raised in the preparation of this report.

### Diversity Impact Assessment

- 5.4 The proposals within this report are designed to allocate funding targeted at disadvantaged pupils and at pupils with low prior attainment and / or special education needs in order to narrow the attainment gap between these and other pupils.

### Risk Management

- 5.5 Any specific risk management implications are highlighted in the body of the report.

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## **6. Consultees**

- 6.1 Director of Finance (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

- 7.1 None.

## **8. Appendices**

- 8.1 None

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## Appendix 1 - Statutory duties for all pupils

Extract from Schools revenue funding 2017-2018 Operational Guide - ESG				
Education and Skills Funding Agency (ESFA) explanation of the LA's Statutory Responsibilities	Please provide a detailed definition of what statutory responsibilities means to you and what you provide: Section A to all, Section B to maintained	Unit of delivery e.g. per hour	Number of units delivered in 2016-17	£ cost of delivering item for 2017-18
	Narrative	Unit	Value	£
<b>Statutory and Regulatory duties</b>				
Director of children's services and personal staff for director (Sch. 1, 20a)	Director of Children Services and his personal staff	Day	113	£ 128,391
Planning for the education service as a whole (Sch. 1, 20b)	Education place planning meetings	Hour	36	£ 1,600
	Complete risk assessments of all schools (including academies) and Early Years providers, using data (e.g. academic, exclusions, Children Looked After, Special Educational Needs (SEN)), reports and letters from Ofsted, DfE and Regional Schools Commissioner plus local reviews and intelligence. Use the information to identify Borough-wide priorities, schools causing concern and targeted initiatives in partnership with the Swindon Teaching Schools and head teacher associations. Improvement areas are captured on the business plan, linked to the separate education budgets, and inform the work of the Swindon Challenge Board. Co-ordinate Senior Management Team (SMT) meetings with the commissioners for primary, secondary, SEN, place planning and the Head Teacher of the Virtual School and Governor Support Manager to deliver and oversee priorities. Attend Corporate Management Team meetings, Schools Forum, Scrutiny and Overview council meetings and Cabinet meetings (plus meetings with the Lead Member for Education) to ensure strategic planning is accurately focused and consistent, across the education service as a whole. Leads Team Briefings, line manages education SMT leaders and liaises with the Human Resources Business Manager	Day	260	£ 87,763
	Ensuring sufficient school places Negotiation of s106 funding from housing developers School Place Planning Study Commissioning of new schools and expansions Commissioning school reorganisations Forecast and pupil data for schools Ensuring sufficient SEND provision Ensuring sufficient Early Years provision SENDIASS	Day	648	£ 133,741
Revenue budget preparation, preparation of information on income and expenditure relating to education, and external audit relating to education (Sch. 1, 20d)	Preparation and monitoring of the DSG budget each financial year, including the preparation of the Authority Proforma Toolkit and information for schools forum in regards to the DSG. Allocation of 100% of the schools, high needs and early years funding blocks. Year end for DSG, External Audit queries	Day	111	£ 27,473
Administration of grants (Sch. 1, 20e)	Completion of grant claims for DSG, monitoring the DSG allocations for Swindon, and dealing with any enquiries related to it, payment of pupil premium/Universal Infant Free School Meals/Yr. 7 catch up/PE grant/all other grants, S251 budget and outturn statement	Day	20	£ 4,950
Authorisation and monitoring of expenditure not met from schools' budget shares (Sch. 1, 20fi)	Monitoring of budgets funded by the DSG but not delegated to schools e.g. the High needs budget (£30.2m), the early years budget	Day	194	£ 48,016
Formulation and review of local authority schools funding formula (Sch. 1, 20g)	Consulting with schools about options for the distribution of DSG. Providing formula, reports and funding allocation options to the Schools Forum.	Day	25	£ 6,188
Internal audit and other tasks related to the authority's chief finance officer's responsibilities under Section 151 of LGA 1972 except duties specifically related to maintained schools (Sch. 1, 20i)	To comply with the Accounts and Audit Regulations Internal Audit has to provide an opinion over the Council's governance, risk management and internal control arrangements. Also, under s.151 Local Government Act 1972 Internal Audit provides assurance to the s.151 Officer that there are proper accounting practices in place. In order to provide this assurance the risk-based internal audit plan will cover both centrally provided Council services as well as those systems and procedures operated at individual schools.	Day	57	£ 16,498
Consultation costs relating to non-staffing issues (Sch. 1, 20r)	Advice on various education policies which have gone to cabinet and then for public consultation	Hour	21	£ 1,040
	New school consultations e.g. Fernbrook. School organisation changes e.g. expansion. Working parties e.g. Admissions, High Needs, Alternative Provision	Day	24	£ 8,101
Plans involving collaboration with other LA services or public/voluntary bodies (Sch. 1, 20v)	Public Health meetings, Clinical Commissioning Group meetings, third sector organisations e.g. Swindon Advocacy Services, South West Regional Networks	Day	18	£ 6,076
Standing Advisory Committees for Religious Education (SACREs) (Sch. 1, 24)	Educational advice provided by SBC Education representative & administrative support/clerking by SBC legal team representative - both attend SACRE meetings. Council members also attend. £5K funded from F9147 for LA statutory duties re implementation of agreed syllabus	Day	4	£ 6,350

Provision of information to or at the request of the Crown other than relating specifically to maintained schools (Sch. 1, 20w)	Formal meetings with DfE and Ofsted representatives and responses to queries from DfE, Ofsted Regional Director, Regional Schools Commissioner and Freedom Of Information	Day	36	£	12,152
<b>Education Welfare</b>					
Functions in relation to the exclusion of pupils from schools, excluding any provision of education to excluded pupils (Sch. 1, 10c)	Legal advice at independent exclusion panels	Hour	16	£	587
	Advice to parents, home visit, support with preparation for Governors meetings. Attendance at governors meeting.	Hour	45	£	955
	Line manage the Alternative Provision and Reintegration Manager and lead the transformation of the Fair Access Panel and exclusions protocol.	Day	719	£	242,697
School attendance (Sch. 1, 11)	Legal advice and representation on education prosecutions	Hour	370	£	12,557
	Children Missing Education (CME) Process following notification of CME (Schools should undertake initial investigations including home visit prior to referral following 10 sessions absence without contact from parent)	Day	927	£	145,539
	Swindon's Legal process following graduated response from schools in relation to none school attendance, and prior to SBC legal team involvement. This includes: Attendance Letters, Warning letters, Fixed Penalty Notices, Legal cautions, Chairing case discussion meetings and reviews, Preparation for parenting contracts, PACE, Providing witness statements, Supporting schools to provide witness statements for court.				
	Preparation for Education Supervision Orders, prior to referral to SBC legal services.				
	School attendance orders, prior to SBC legal services.				
	Elective Home Education (EHE) process.				
	Registration of those families who notify the LA of their intention to home educate their child.				
	Coordination of provision of school transport	Day	27	£	5,573
	Transport Appeals				
Responsibilities regarding the employment of children (Sch. 1, 29)	Issuing of work permits. Issuing of performance licences. Issuing of chaperones licences. Inspection of work settings in relation to child employment.	Day	45	£	7,096
<b>Asset management</b>					
Management of the LA's capital programme including preparation and review of an asset management plan, and negotiation and management of private finance transactions (Sch. 1, 10a)	Capital - Monthly meetings, various DfE/ESFA returns, annual update of the capital programme, S106 & grant funding updates. Condition, surveys, condition programme, fortnightly meetings, ad hoc meetings with schools. Financial agreements with schools and academies as required	Hour	37	£	1,644
	Day to day management of PFI contract,	Day	248	£	82,997
General landlord duties for all buildings owned by the local authority, including those leased to academies	In addition to the above - Academy conversion paperwork, Leases to Free Schools. Licences to alter as required to Academy Schools. Maintained review of proposed alteration forms	Hour	74	£	3,288
<b>Additional note</b>					
<p>Services set out in the table above will also include overheads relating to these services (regulation 8(11) already refers to this for schedule 2 services) for:</p> <ul style="list-style-type: none"> <li>Ensuring payments are made in respect of taxation, national insurance and superannuation contributions (sch. 1, 20e).</li> <li>Recruitment, training, continuing professional development, performance management and personnel management of staff (Sch. 1, 20k)</li> <li>Investigations of employees or potential employees, with or without remuneration (Sch. 1, 20l)</li> <li>Investigation and resolution of complaints (Sch. 1, 20t)</li> <li>Legal services related to education functions (Sch. 1, 20u)</li> </ul>					

**Total Cost of delivering statutory service for all pupils**

**£ 991,272**

## Appendix 2 - Statutory duties for maintained school pupils

Extract from Schools revenue funding 2017-2018 Operational Guide - ESG				
Education and Skills Funding Agency (ESFA) explanation of the LA's Statutory Responsibilities	Please provide a detailed definition of what statutory responsibilities means to you and what you provide: Section A to all, Section B to maintained	Unit of delivery e.g. per hour	Number of units delivered in 2016-17	£ cost of delivering item for 2017-18 from tab C) Cost for each service
	Narrative	Unit	Value	£
<b>Statutory and Regulatory duties</b>				
Functions of LA related to best value and provision of advice to governing bodies in procuring goods and services (Sch. 1, 20c)	From 2015 School and Early Years Finance (England) Regulations- (c) functions of the authority under Part I of the Local Government Act 1999(b) (Best Value) and the provision of advice to assist governing bodies in procuring goods and services with a view to securing continuous improvement in the way the functions of those governing bodies are exercised, having regard to a combination of economy, efficiency and effectiveness; (This equates to Sch. 2, Part 7, 56 in 2017 regulations)			
	Nil return, team restructured a number of years ago and unable to provide support to schools with current capacity			
Budgeting and accounting functions relating to maintained schools (Sch. 1, 20d)	Providing school budget templates, Schools Financial Value Standards returns. Monitoring the budget returns, providing support and advice to schools as needed. Year end for Maintained Schools	Day	48	£ 11,959
Functions relating to the financing of maintained schools (Sch. 1, 20e)	Payment of Individual School Budgets to maintained schools, receiving and redistributing grants e.g. PE Grant, Year 7 catch up, Universal Infant Free School Meals etc. Completing all related grant returns to DfE	Day	20	£ 4,983
Authorisation and monitoring of expenditure in respect of schools which do not have delegated budgets, and related financial administration (Sch. 1, 20fii)	N/A			
Monitoring of compliance with requirements in relation to the scheme for financing schools and the provision of community facilities by governing bodies (Sch. 1, 20h)	Supporting schools in financial difficulty and monitoring of school balances	Day	34	£ 8,471
Internal audit and other tasks related to the authority's chief finance officer's responsibilities under Section 151 of LGA 1972 for maintained schools (Sch. 1, 20i)	To comply with the Accounts and Audit Regulations Internal Audit has to provide an opinion over the Council's governance, risk management and internal control arrangements. Also, under s.151 Local Government Act 1972 Internal Audit provides assurance to the s.151 Officer that there are proper accounting practices in place. In order to provide this assurance the risk-based internal audit plan will cover both centrally provided Council services as well as those systems and procedures operated at individual schools.	Day	48	£ 12,016
Functions made under Section 44 of the 2002 Act (Consistent Financial Reporting) (Sch. 1, 20j)	Collection of information CFR and uploading onto COLLECT	Day	7	£ 1,744
Investigations of employees or potential employees, with or without remuneration to work at or for schools under the direct management of the head teacher or governing body (Sch. 1, 20L)	Legal advice to Children services officers about school employment law issues	Hour	100	£ 3,381
	Right to work applications	Hour	10	£ 295
Functions related to local government pensions and administration of teachers' pensions in relation to staff working at maintained schools under the direct management of the head teacher or governing body (Sch. 1, 20m)	*Administration and guidance to schools and employees on the operation of Teachers Pension Scheme and Local Government Pension Scheme * payroll pension employer responsibilities *Teachers Pension Annual Service return * Auto enrolment responsibilities	Hour	257	£ 7,110
Retrospective membership of pension schemes where it would not be appropriate to expect a school to meet the cost (Sch. 1, 20n)	*Historical pension arrears	Hour	8	£ 210
HR duties, including: advice to schools on the management of staff, pay alterations, conditions of service and composition/organisation of staff (Sch. 1, 20o);	*Checking and signing changes to contractual correspondence * providing Human Resources policies and procedure for adoption by Governing Body and reviewing in accordance with employment /education legislation *providing a job evaluation service for school support staff roles * undertake consultation with Trade Union representatives and staff in relation to Council wide issues e.g. National Joint Council pay structure / apprentices / IR35 rules	Hour	320	£ 8,835
determination of conditions of service for non-teaching staff (Sch. 1, 20p);	as above			

appointment or dismissal of employee functions (Sch. 1, 20q)	Checking and signing contracts of employment and advice on any pay and Terms & Conditions * provide advice to Governing Bodies and represent SBC at the point of dismissal in cases of redundancy, ill health, conduct and capability * issuing dismissal letters in accordance with school staffing regulations * providing guidance on head teacher recruitment * making referrals to Disclosure & Barring Service/National College for Teaching & Leadership in relation to misconduct cases * Where the council is named as co-respondent manage the response to Education Tribunal applications	Hour	258	£	7,152
Consultation costs relating to staffing (Sch. 1, 20r)	Support TUPE process where transferring staff are employees of the Council including Academy conversions *Consultation with Trade Unions and coordinating facilities time	Hour	70	£	1,935
Compliance with duties under Health and Safety at Work Act (Sch. 1, 20s)	Duties of the employer require SBC to provide a framework for Health & Safety management through Policy, procedures, information, instruction and training, Risk management strategies and monitoring the implementation and effectiveness of the management system.	Day		£	7,464
Investigation and resolution of complaints relating to maintained schools (Sch. 1, 20t)	Liaise with Senior leaders in schools, governing bodies, parents, South West Ofsted, MP's and Council members to investigate and resolve complaints e.g. from parents or other parties, in partnership with relevant LA officers e.g. Human Resources, Education Commissioners, Safeguarding personnel, Governor Support	Day	21	£	7,590
Provision of information to or at the request of the Crown relating to schools (Sch. 1, 20w)	N/A				
School companies (Sch. 1, 20x)	N/A				
Functions under the Equality Act 2010 (Sch. 1, 20y)	Review of Impact Assessments and associated cabinet reports relating to school admissions and other school related reports. Advice to schools regarding Equality Act 2010 and it's practical implications within an educational environment.	Day	3	£	965
Establish and maintaining computer systems, including data storage (Sch. 1, 22)	Maintenance of Human Resources /payroll system (Itrent) to ensure accurate recording of all SBC staff	Hour	593	£	16,408
	Infrastructure/content management and maintenance of Schools Online. Schools online is £1,200 pa hosting of infrastructure and £400 pa of staff time	Annual	1	£	1,600
Appointment of governors and payment of governor expenses (Sch. 1, 26)	The school and Early Years Finance (England) Regulations 2015 - Sch. 1, 26 (This equates to Sch. 2, Part 7, 72 in 2017 regulations) Expenditure on the appointment of governors, the making of instruments of government, the payment of expenses to which governors are entitled and which are not payable from a maintained school's budget share, and the provision of information to governors. No payments are made to additionally appointed governors. The making of instruments of governance and administration of the appointment of LA governors is an administrative task undertaken by the Governor Service, this is currently covered by all school/academy subscriptions to the service. The provision of information to governors is provided only through subscription to the traded service to which all LA maintained schools currently subscribe.	Day	2	£	448
Appointment of governors and payment of governor expenses (Sch. 1, 26)	Interim Executive Board Membership (Abbey Park and St Luke's)	Day	24	£	8,674
<b>Education Welfare</b>					
Inspection of attendance registers (Sch1, 11)	Inspections of attendance registers: 3 hours average for an inspection. Audit of attendance registers, at the request of the Head of Education. St Luke's and Abbey Park Audits undertaken in 16/17	Hour	10	£	212
<b>Asset management</b>					

General landlord duties for all maintained schools (Sch. 1, 10a (section 542(2) Education Act 1996; School Premises Regulations 2012) to ensure that school buildings have: • appropriate facilities for pupils and staff (including medical and accommodation) • the ability to sustain appropriate loads • reasonable weather resistance • safe escape routes • appropriate acoustic levels • lighting, heating and ventilation which meets the required standards • adequate water supplies and drainage • playing fields of the appropriate standards	Capital and Condition programmes covers these, technical advice provided via other Council departments e.g. Design & Architecture and charged back to the appropriate scheme (capitalised costs)	Hour	547	£	22,985
General health and safety duty as an employer for employees and others who may be affected (Health and Safeetc.at Work etc. Act 1974).	Advisory service to Maintained Schools on general health and safety duties including Fire Safety, Educational Visits, Premises Management / compliance, occupational health and safety advice and guidance.	Day		£	9,391
Management of the risk from asbestos in community school buildings (Control of Asbestos Regulations 2012).					
<b>Central support services</b>					
Clothing grants (Sch. 1, 10e)	Nil return, Uniform grant was ended a number of years ago				
Provision of tuition in music, or on other music-related activities (Sch. 1, 15)	Nil return				
Visual, creative and performing arts (Sch. 1, 16)	Nil return				
Outdoor education centres (but not centres mainly for the provision of organised games, swimming or athletics) (Sch. 1, 17)	Nil return				
<b>Premature retirement and redundancy</b>					
Dismissal or premature retirement when costs cannot be charged to maintained schools (Sch. 1, 25)		Day	2	£	250
Dismissal or premature retirement when costs cannot be charged to maintained schools (Sch. 1, 25)	Teachers Pension Scheme invoices	Hour	5	£	126
<b>Monitoring national curriculum assessment</b>					
Monitoring of National Curriculum assessments (Sch. 1, 23)	All statutory duties managed by LA Assessment and Moderation Manager regarding Early Years Foundation Stage (EYFS), Year 1 phonics, KS1 moderation, KS2 SAT's administration and KS2 writing moderation, utilising expertise from 2 members of the LA Early Years team + practitioners in maintained primaries and academies. Academies are charged for some of these school visits if they have selected Swindon as their preferred moderation partner. (EYFS is 'free' to all and overall Statutory duty is funded through DSG and therefore EYFS is not charged here)	Day	108	£	39,033
<b>Additional note</b>					
Services set out in the table above will also include overheads relating to these services (regulation 8(11) already refers to this for schedule 2 services) for: <ul style="list-style-type: none"> <li>Ensuring payments are made in respect of taxation, national insurance and superannuation contributions (sch. 1, 20e).</li> <li>Recruitment, training, continuing professional development, performance management and personnel management of staff (Sch. 1, 20k)</li> <li>Investigations of employees or potential employees, with or without remuneration (Sch. 1, 20l)</li> <li>Investigation and resolution of complaints (Sch. 1, 20t)</li> <li>Legal services related to education functions (Sch. 1, 20u)</li> </ul>					

**Total Cost of delivering statutory service for maintained school pupils**

**£ 183,237**

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