

Swindon Borough Council

Schools Forum

Tuesday, 28 March 2017

Committee Room 6, Civic Offices at 4.00 p.m.

Maintained School Members:

Janet Urban - Primary Headteacher (Chair)
Jackie Smith - Special School Headteacher (Vice-Chair)
Rhian Cockwell - Primary Headteacher
Alison Lowe - Primary Headteacher
Ray Williams - Governor - Primary
Mark Edwards – Governor - Secondary
Charles Law - Governor - Special
Ben Slater - Pupil Referral Unit Headteacher

Academy Representatives

Wendy Conaghan - Mainstream Academy (Secondary)
Andrew Henstridge - Mainstream Academy (Primary)
James Povoas - Mainstream Academy (Secondary)
Jane Wheatley - Mainstream Academy (Primary)
Clive Zimmerman - Mainstream Academy (Secondary)
VACANCY - Mainstream Academy (Primary)
VACANCY - Mainstream Academy
VACANCY - Special Academy

Non-School Representatives

Ruth Lee (Clifton Catholic) / VACANCY (Bristol Church of England)
Jo Morris - Early Years Private, Voluntary and Independent Provider
Graham Taylor / Andrew Miller - 16 to 19 Partnership
Ram Thiagarajah - Black and Minority Ethnic (BME)
Peter Smith – Trade Union

Committee Officer: Rita Glen-Gallo

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Swindon, SN1 2JH (Telephone 01793 445500)

AGENDA

1. Apologies for Absence
2. Minutes of Previous Meeting (Pages 3 - 8)
To receive the minutes of the meeting held on 17th January 2017.

3. Public Question Time

See explanatory note below. Please phone the Committee Officer whose name and number appears at the top of this agenda if you need further guidance.

Members have previously agreed that public questions were to be submitted in writing at least 24 hours prior to a meeting to enable officers to provide a detailed response.

4. 2016-17 Dedicated Schools Grant Budget Position FME (Pages 9 - 24)

5. 2017-18 Dedicated Schools Grant Budget HTF (Pages 25 - 44)

Date of Despatch: 20 March 2017

Key:

Officers:

HFT	-	Head of Finance – Technical
FME	-	Finance Manager – Education

Public Question Time - Swindon Borough Council remains committed to increasing its accountability to the public and to promoting active citizenship. 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from the public about the work of the Committee (except for confidential matters, and matters relating to planning and licensing applications). We will give priority to those who submit questions in writing at least two days before the meeting. Questions must be relevant, clear, and concise. You may not use Public Question Time as an opportunity to make speeches or statements.

Questions in writing should be sent to the Committee Officer whose contact details appear on the agenda above or to the Director of Law and Democratic Services, we will publish it, along with the answer, alongside the Minutes. The process associated with asking a public question is set out in the "Public Question Time at Council Meetings Protocol and Guidance" available on the Council's Website.

(<http://ww5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=13338&path=0>) or from the Committee Officer named above.

At the meeting held on 21st January 2015, Schools Forum members agreed that public questions were to be submitted in writing at least 24 hours prior to a meeting to enable officers to provide a detailed report (Minute 22 refers).

Access Arrangements – The Venue is wheelchair accessible and an infrared receiver hearing system is provided. If you would wish to attend the meeting but have any special requirement to enable you to do so please contact the Committee Clerk above, as soon as possible prior to the date of the meeting.

If you would like to receive any of the pages contained in this agenda in a larger print size please contact the Committee Officer whose name appears on the first page of this agenda.

SCHOOLS FORUM

TUESDAY, 17 JANUARY 2017

PRESENT: -

Maintained School Members: Janet Urban, Chair - Primary Headteacher
Jackie Smith, Vice-Chair - Special Headteacher
Rhian Cockwell, Primary Headteacher
Charles Law, Special Governor
Alison Lowe, Primary Headteacher
Jackie Smith, Special Schools Headteacher
Ray Williams, Primary Governor

Academy Representatives: Wendy Conaghan, Academy Headteacher
Andrew Henstridge, Academy Headteacher
James Povoas, Academy Headteacher
Lauren Costello, Academy Headteacher
Clive Zimmerman, Academy Headteacher

Non-School Members: Jo Morris, Early Years
Peter Smith, Trade Unions

Officers: Ian Burbidge (Head of Finance, Technical)
Anne Mackay (Finance Manager, Education)
Peter Nathan (Head of Education Services)

Apologies for absence were received from Mr Ram Thiagarajah (Black and Minority Ethnic Representative), Mr Mark Edwards (Secondary Governor), Ben Slater (EOTAS), Jane Wheatley (Mainstream Academy, Primary) and Ruth Lee (Diocese of Clifton).

Also Present: Councillor Fionuala Foley, Cabinet Member for Children's Services and Karen Reeve (Director of Children's Services) and Andrew Ferguson (Head of Litigation and Personal).

21. Minutes of Previous Meeting

Resolved: That the minutes of the meeting held on 18th October 2016 be confirmed and signed as a correct record, subject to the inclusion of the following amended:

Minute 20 (Any Other Business),

"Mr Gareth Cheal, Strategic Planning Manager, explained that in 2014, the Great Western Academy was granted permission to open a Free School in North Swindon and he referred to the work being undertaken in the area.

He advised that the Department for Education (DfE) was reviewing future forecast of school places and decided that a minimum of 120 pupils would be required as the schools' first intake to make it viable. Discussions with the DfE had

been undertaken as they had requested Swindon underwrite the first cohort of 120 pupils.

Resolved: That members of the Committee submit comments to the Strategic Planning Manager regarding this arrangement by 4th November 2016.

22. Public Question Time

No public questions were asked.

23. Schools Forum Membership Update

The Head of Education Services presented a report requesting the Forum to confirm the appointment of members to the Schools Forum following the resignations of Sue Banks, Secondary Headteacher and Kate Adams, Early Years representative.

Resolved - That the Schools Forum confirms the appointment of Mark Edwards as Maintained Secondary Representative and Jo Morris as the Early Years Representative.

24. 2016-17 Dedicated Schools Grant Budget Position

The Finance Manager, Education, presented a report setting out the latest position of the 2016/17 Dedicated Schools Grant (DSG) budget.

Mrs Mackay advised that, based on information at the end of November 2016, the latest projection of £0.353m below budget was forecast against the retained DSG Budget for the current financial year. She confirmed that the DSG figures were submitted monthly to the Corporate Management Team and drew attention to the projected increase of the unallocated DSG to £0.562m. The Head of Education Services, advised that the projection may change and the DSG Balance be reduced. This was due to current pressures adversely affecting some local schools.

Mrs Mackay specifically highlighted the pressures of new out of borough placements but confirmed that these had been offset by 3 placements ending. She advised that due to the impact of the new academic year intake, the Post 16 High Needs Provision had been revisited and savings had been identified and forecast.

In response to a question regarding High Risk Areas, Mrs Mackay confirmed that these encompassed demand led budgets that included short term placements within the Tuition Service.

Resolved - (1) That it be noted that:

a) the latest projection on the 2016/17 retained budget was £0.353m below budget.

b) following the projected out-turn position, the unallocated DSG balance will increase to £0.562m.

(2) That the Finance Manager, Education, be requested to circulate an update on short term placements.

25. 2017-18 Dedicated Schools Grant Settlement and Budget

The Head of Finance, Schools, presented a report updating the Forum on the 2017/18 Dedicated Schools Grant (DSG) settlement, including (a) estimates of the

level of expenditure to be allocated to Early Years, Schools, Academies High Needs settings and centrally retained budgets, (b) the submission of the Authority Proforma Toolkit to the Education Funding Agency, enabling main stream budgets to be calculated, (c) expenditure proposals for all High Needs block funded items including High Needs students in Mainstream schools, Special schools, Special Resourced Provisions, Alternative Provision, Post-16 and Further Education, Independent and Non-Maintained Special Schools and Other Local Authority Commissioned High Needs, and (d) submission of the Section 251 Budget Statement to the Education Funding Agency by end of March 2017.

Mr Burbidge guided members through the key points in the report, commenting on the most significant implications. He explained that a review of the baseline for the early years, high needs and centrally retained expenditure had been undertaken, resulting in the Education Funding Agency incorporating this into the DSG settlement for 2017/18. He drew attention to the increase in funding for disadvantaged 2 year olds which equated to £3,032.40 per child per year.

Following the introduction of the report, Mr Burbidge, with the Head of Education Services, responded to members' comments and questions in respect of the following matters:

- The basic uplift to be received by all mainstream schools from the 1st April 2017.
- Differences between the various Early Rates Funding Rates due to the increase in staffing requirement for 2 year old children.
- There were no proposals to top slice 2 Year Old funding, and clarity was being sought from the Department for Education on future allocations.
- The basic rate payable to all settings will be £3.86 per hours. A supplement providing an uplift of 14p per hour was allocated for all 3 and 4 year old settings and therefore places would be funded at £4.00 per hour, with two further levels of supplement available.
- The criteria being used by the Local Authority to determine Early Years deprivation.
- The impact on Swindon schools due to the EFA's review of the IDACI (Income Deprivation Affecting Children Index) rates.
- Actions on transitions funding to be undertaken after March 2017.
- Financing LA compulsory statutory services and how this may impact Voluntary Aided schools.
- Lack of parity, for central expenditure, between the various maintained school settings and if the Local Authority may offset any difference from the DSG.
- Centrally agreed licences provided by the DfE for all schools and academies across England and these do not cover the Early Years Sector. Schools and academies will potentially also have further licence fees to pay directly to providers.
- The statutory differences between School Place Planning and School Admissions and the proposal to increase the Admissions budget by £35,800 to recruit staff in the Schools Admissions Department due to increased workload.
- The differences between the remits of School Place Planning, School Admission Services and Traded Services.
- Funding in the Stratton Pupil Referral Unit was fixed from the previous year.

- High needs contingency and when the Local Authority would have to use out of borough services.

Resolved: (1) That with regard to the Dedicated Schools Funding Settlement 2017-18, it be noted:

(a) The Early Years block 2017/18 DSG settlement would be subject to revisions by the Department for Education in light of Early Years census information in January 2017 and 2018 and that the final settlement would not be confirmed until July 2018.

(b) Swindon expected to receive a total DSG settlement of £171.115m in 2017/18.

(c) The estimated DSG balance at the end of 2016/17 was £0.562m.

(2) That with regard to the 2017-18 Dedicated Schools Grant Expenditure Budget:

(a) The proposed 2017/18 Early Years funding rates as shown in Table 8, which will take effect from 1st April 2017 be agreed.

(b) 2017/18 Early Years budget of £13.633m as shown in Table 8, be agreed.

(c) The new funding rates as detailed in Table 9 be agreed.

(d) It be noted that the DSG budget was balanced within each of the funding blocks, as detailed in Table 10.

(e) The Notional SEN funding top ups payable in 2017/18 at a total estimated cost of £0.400m be noted.

(f) The individual schools average pupil led funding as detailed in Annex B be noted. This would be used by the Local Authority to claw back funding for excluded pupils during 2017/18.

(g) The following de-delegations for one year from April 2017 be agreed, with the understanding that each phase of maintained schools refer them to their Association for agreement and to advise the Head of Finance, Schools, of the decision made by each Association.

a) Free School Meal eligibility administration would be charged at £4.80 per pupil in 2017/18 and was supported until 31st March 2018.

b) Trade Union release time would be charged at £1.25 per pupil in 2017/18 and was supported until 31st March 2018.

c) Nylands Campus Outreach Team would be charged at £12.33 per primary pupil in 2017/18 and was supported until 31st March 2018.

(h) the retainment of £498k of DSG schools block funding by the Local Authority to cover the statutory duties that it provides for all schools and academies be agreed.

(i) Maintained Schools Forum Members agree the charge of £22.50 for mainstream school pupils and £33.75 for special and alternative provision commissioned places to cover the cost of the statutory duties that the Local Authority provides for them for the period September 2017 to March 2018.

(j) The Total 2017/18 pupil growth budget of £0.580m be agreed.

(k) A total budget for Centrally Retained Services of £1.054m in 2017/18, as shown in Table 13, be agreed.

(l) The overall mainstream school budget for 2017/18, as shown in Table 14, and the inclusion of the central overheads budget in the High Needs Block budget be noted.

(m) The place funding budget for special schools and special resource provision for 2017/18 of £7.695m be noted.

(n) The top-up funding budget for special schools and special resource provision for 2017/18 of £9.220m be noted.

(o) The Minimum Funding Guarantee budget for specialist settings of £1k for 2017/18 be noted.

(p) The Local Authority's proposals for High Needs Budgets as described in paragraphs 3.66 to 3.77 of this report, and listed below be noted:

- a) Alternative Provision.
- b) Commissioned High Needs Services.
- c) Post 16 High Needs Budgets.
- d) Mainstream School Top Up Funding.
- e) External Placements (Pre 16).
- f) High Needs Contingency.
- g) Other Centrally Retained High Needs Services.

(q) the Head of Finance, Schools, be requested to include information on the criteria for Early Years Deprivation supplement at the next meeting of the Forum in March 2017.

(r) That, before the next meeting of the Committee, the Head of Finance, Schools, be requested to circulate information showing the future need of growth funding based on future pupil demographics.

(s) That the Head of Finance, Schools, be requested to include information regarding the differences in remits for School Place Planning, School Admissions and Traded Services to the next meeting of the Schools Forum.

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2016-17 Dedicated Schools Grant Budget Position

Schools Forum

Date: 28th March 2017

Author:	Finance Manager Education
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 To advise Schools Forum members of the latest projected 2016-17 Dedicated Schools Grant (DSG) retained budget position.
- 1.2 The Local Authority (LA) is required to report the position on the DSG budget to the Schools Forum throughout the year and at the financial year end. This report provides Forum Members with the projected year end position against the 2016-17 retained budgets based upon available information at the end of January 2017.
- 1.3 The retained DSG budget is monitored in accordance with standard Swindon Borough Council (SBC) budgetary control procedures and a report is submitted to the Education Leadership Team each month. Updates are also periodically provided to Corporate Management Team, Cabinet and the Children and Young Peoples Overview and Scrutiny Committee.
- 1.4 Utilisation of the DSG contributes towards delivering the Council Vision Priority “Offer education opportunities that lead to the right skills and the right jobs in the right places”.

2. Recommendations

The Schools Forum is recommended to:

- 2.1 Note that the latest projection on the 2016-17 retained budget is an out-turn position that will be **£0.424m below budget**.
- 2.2 Note that following the projected out-turn position the unallocated DSG balance will increase to **£0.633m**.

3. Detail

Latest 2016-17 Retained Budget Position

- 3.1 As reported to Schools Forum on 12th January 2016 the overall value of the 2016-17 centrally retained DSG budget was £30.695m, this increased to £31.498m following the receipt of £0.803m of 30 Hours Implementation Funding.
- 3.2 Attached at **Appendix A** is the report that was issued to the Education Leadership Team on 14th February 2017 based on information at the end of

Further information on the subject of this report can be obtained from Anne Mackay, Finance Manager Education 01793 465742, amackay@swindon.gov.uk.

2016-17 Dedicated Schools Grant Budget Position

Schools Forum

Date: 28th March 2017

November. This shows that the projected out-turn position is forecast to be £0.424m below the overall budget. The main reasons for the projected variances and commentaries on all high risk areas are provided in **Appendix A**.

- 3.3 The LA Finance team continue to work with Budget Managers to review the financial position to ensure robust forecasts are projected. In setting the retained budget officers included an element of contingency funding across some of the high risk budget areas to meet for any unexpected placements commissioned before 31st March 2017.
- 3.4 At this stage the LA is expecting that, although there continues to be a risk associated with the projection, it is expected that the year-end position of £0.424m (0.26%) below budget will occur, which will be added to existing unallocated DSG balances.
- 3.5 The previous position reported to forum in January was £0.353m below budget, a movement of £0.071m when compared to the position in January. The main changes are an increase in High Needs Top ups following banding adjustments in mainstream settings, an increase in the risks forecast for External Placement fees for three placements that potentially could be tri-partite funded (with Children Social Care and Health). The DSG is also providing bespoke intervention for pupils at a special school, avoiding the cost of new placements. These additional costs are offset by a reduction in the Post 16 High Need Provision.
- 3.6 Following the projected forecast of £0.424m the value of the unallocated DSG balances will be £0.633m. The financial position will continue to be monitored and the final 2016-17 outturn position (subject to external audit) will be represented to the July 2017 Schools Forum after closure of the LA's accounts.

Members of the Schools Forum are now asked to:

- **Note that the latest projection on the 2016-17 retained budget is £0.424m below budget**
- **Note that following the projected out-turn position the unallocated DSG balance will increase to £0.633m**

4. Alternative Options

- 4.1 There are no proposals included within this report.

Further information on the subject of this report can be obtained from Anne Mackay, Finance Manager Education 01793 465742, amackay@swindon.gov.uk.

2016-17 Dedicated Schools Grant Budget Position

Schools Forum

Date: 28th March 2017

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 There are no legal or human rights implications arising from this report.

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

- 5.3 This report does not make any recommendations that affect these areas.

Diversity Impact Assessment

- 5.4 As there are no proposals in this report, a DIA has not been completed.

Risk Management

- 5.5 There are no specific risk management implications not highlighted in the body of the report.

6. Consultees

- 6.1 The Board Director Resources (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 Appendix A - Education Leadership Team budget monitoring report
8.2 Appendix B – DSG Budget analysis by expenditure type
8.3 Appendix C – DSG Profiled budget to date compared with actual spend to date

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Report to: **Commissioning – Education Leadership Team**
 From: Anne Mackay, Finance Manager – Education
 Date: 13th February 2017
 Subject: **Budget Monitoring Report 2016-17 – DSG Services**
 Period: Period to January 2017

1) Background

The Council's corporate budget monitoring timetable requires each Group to report its forecast outturn position each month and this report is based on information provided at the end of January 2017.

Although the DSG position is included in Corporate Management Team and Cabinet reports it is unlikely that elected members will be overly concerned as this is outside the SBC General Fund and is essentially an issue for the Head of Education and his leadership team to manage in consultation with the Finance Team and Schools Forum.

A summary of how the 2016-17 DSG has been allocated so far is provided below. As reported previously the table has been updated to take account of the 30 hours implementation grant which is now part of the budgets for the DSG allocation and 3 & 4 year old nursery entitlement.

Table 1 – DSG 2016-17 Overview – updated October

	£m	£m
<u>Delegated</u>		
Maintained Mainstream schools	45.664	
Maintained Specialist settings (Special Schools and SRP's)	7.551	
Maintained Specialist Settings - £0.520m EFA Post 16 funding	(0.520)	
Academy Mainstream Recoupment	77.104	
Academy Specialist settings (Special Schools and SRP's) Recoupment	2.022	
Commissioned Services	1.034	
		<u>132.855</u>
<u>Centrally retained for provision</u>		
Disadvantaged 2 year old nursery places	2.526	
Free Nursery Entitlement 3 & 4 year olds (+£0.803m, was £9.111m)	9.914	
In Year Pupil Growth	0.656	<u>13.095</u>
High Need SEN		
Portage, SEN equipment, Therapeutic services etc.	0.752	
SBC top ups – mainstream settings	2.672	
SBC top ups - high need specialist settings	8.986	
HN Contingency	0.252	
Tuition Service	0.881	
Out of Borough placements	2.182	
Post 16 provision (new responsibilities)	2.000	
Exclusions income	(0.335)	<u>17.390</u>
<u>Centrally retained to cover SBC and other costs</u>		
Admissions, Free School Meal eligibility checks, school licences, equal pay etc.	1.013	<u>1.013</u>
		<u>31.498</u>
Total DSG Allocation (including Early Years Pupil Premium of £0.164m) (was £163.550m)		<u>164.353</u>

2) Completion of Online Monitoring Forecasts

As part of the budget monitoring reporting process the LA is required to report to Corporate Board how active Budget Managers have been in contributing to the on line information used to collate period end information. For DSG service areas the end of January completion rate decreased from 84.6% (33/39), to 74.4% (29/39), it should be noted that the forecast for three of the cost centres cannot be confirmed due to system parameters.

The Leadership Team is asked to remind Budget Managers of the importance of this exercise and to encourage continued high participation for the remainder of the year.

3) High Risk Areas and Latest Projections

Commentaries on all the main variances have been identified and those areas of the budget, which are inherently high-risk, and therefore have the potential to significantly affect the overall position, are provided below.

Table 2 – Latest Budget Monitoring Position

Item	Notes	Budget 2016-17 £'000	Projected Variance January £'000	Projected Variance December £'000
High-Risk Areas				
2 year old nursery place funding	2	2,526	(617)	(617)
Free nursery education (3&4 year olds)	3	9,914	(543)	(543)
High Needs Top ups	4	11,658	202	163
Notional SEN supplements (Mainstream)		400	0	0
External Placement Fees	5	2,182	99	38
HN Contingency	6	252	(210)	(252)
Post 16 HN Provision - New Responsibilities	7	2,000	(350)	(178)
School Exclusions / Dual registrations	8	(335)	41	41
Tuition Service	9	881	24	24
Schools Equal Pay Claims		31	0	0
Subtotal High Risk Areas		29,508	(1,354)	(1,324)
Other Low risk retained budgets	10	1,990	84	148
Total Retained Budgets		31,498	(1,269)	(1,176)
Maintained School Budgets (Mainstream)	11	45,664	(3,024)	(3,024)
Maintained School Budgets (Specialist Settings)	11	7,551	(90)	(90)
Commissioned Services		1,034	0	0
EFA 6 th Form Place Funding	12	(520)	10	10
Total DSG School Budgets		53,729	(3,104)	(3,104)
Total DSG Expenditure Budgets		85,227	(4,373)	(4,280)
Mainstream Academy budgets for recoupment	13	77,104	2,983	2,983
EFA direct funding of High Need places	13	2,022	90	90
Total DSG Budget		164,353	(1,300)	(1,207)
DSG Funding allocation receivable	1	(85,227)	3,949	3,949
DSG Funding recouped by the EFA for Academies	1	(77,104)	(2,983)	(2,983)
DSG Funding recouped by the EFA for HN places	1	(2,022)	(90)	(90)
Total DSG Funding Budgets		(164,354)	876	876
Total DSG Forecast		(0)	(424)	(331)

The Leadership Team is asked to note the risk areas above and the projected out-turn position, £0.424m below budget, will be reported to Corporate Management Team this month.

The main reasons for the variances from budget that are being forecast are provided below:

Note 1) DSG Funding Receivable

£3.949m decreased funding

Budget allocation

The DSG allocation has previously been updated to take into account the 30 hours early implementer funding for 3 & 4 year olds. The revised budgeted DSG allocation is now **£164.354m** including funding for Early Years Pupil Premium and an estimate of the DSG based on January 2016 and January 2017 census for 2 year olds and 3 & 4 year olds. As reported previously the LA budgets for the full DSG allocation from the EFA but the actual cash received is the DSG allocation less Academy Recoupment and High Need places funded directly by the EFA, a budgeted DSG receivable of **£85.228m**.

Actual receipt

As at **(A)** in table 3 below, after allowing for academy recoupment and EFA Direct funding of HN places the 2016-17 DSG expected to be received is **£81.278m**, an overall variance in funding in 2016-17 of **£3.949m** when compared to budget. This reduction in funding is due to lower than anticipated census data for Early Years pupils for 2 year olds **£0.406m** (note 2) and 3 & 4 year olds **£0.481m** (note 3).

The budget and DSG expected has been increased by **£0.803m** for the 30 Hours Implementation funding. The Early Years Pupil Premium allocation has been amended by the EFA following the spring census to £0.128m, a decrease of **£0.037m**.

The other variances are due to an increase in Academy recoupment **£2.983m** (note 12 and offset by a reduction in mainstream primary school budgets of £3.024m note 10) and an increase in EFA Direct Funding of HN places for the SRP places for a recent academy converter **£0.090m** (note 12).

The EFA have also finalised the spring census and the final numbers in both 2 year olds and 3 & 4 year olds were higher than anticipated at year end leading to the receipt of an additional **£0.047m**. As shown at **(B)** in Table 3 below, the total DSG expected to be received is **£81.278m**, an overall variance of **£3.949m** when compared to the DSG budget allocation.

<u>Table 3– 2016-17 DSG receivable</u>			
Allocation	Budget £m	Expected £m	Variance £m
EFA's DSG Allocation	(151.521)	(151.521)	0.000
EFA DSG Early Years for 2 year olds	(2.332)	(1.926)	0.406
EFA DSG Early Years for 3 & 4 year olds	(9.532)	(9.051)	0.481
EFA DSG Early Years 30 Hours implementation	(0.803)	(0.803)	0.000
EFA DSG Early Years Pupil Premium	(0.165)	(0.128)	0.037
Total DSG allocation	(164.354)	(163.430)	0.924
Less Academy recoupment	77.104	80.087	2.983
Less EFA Direct Funding of High Need places	2.022	2.112	0.090
(A) DSG receivable 2016-17	(85.228)	(81.231)	3.996
Early Years Spring 16 Census 2 yr olds	0.000	(0.008)	(0.008)
Early Years Spring 16 Census 3&4 yr olds	0.000	(0.039)	(0.039)
(B) DSG expected to be received in year 16-17	(85.228)	(81.278)	3.949

**Note 2 – Disadvantaged two year old nursery funding £0.617m Decreased expenditure
£0.406m Decreased funding**

As reported previously, following the summer payments to providers the total payments for the year are now expected to be **£0.617m** lower than the budget of £2.526m for 2 year old places in line with a lower than budgeted January 2017 pupil census. An estimate had been made for autumn adjustments but the actual numbers were lower than expected. Private, voluntary and independent settings are expected to be £0.889m lower than budgeted offset by a pressure of £0.285m for maintained nursery settings.

The funding is based on the actual pupil numbers at the spring census 2016 (5/12ths) and spring census 2017 (7/12ths). The spring 2016 census numbers were lower than anticipated and have fallen since the census data so a prudent estimate of funding has been forecast.

Table 4 – Early Years 2 year old 2016-17 DSG Funding		
	2016-17 Budget	2016-17 Projection
January 2016 Census (5/12)	494	408
January 2017 Census (7/12)	494	408
Full Year Equivalent	494	408
2 year old funding rate for FTE	£4,721.50	£4,721.50
Total DSG receivable	£2,332,421	£1,926,372
Variance		(£406,049)

The estimated net decrease in 2 year old pupils of 86 FTE will result in a **£0.406m** reduction of DSG.

**Note 3 – Free nursery education (3 & 4 year olds): £0.543m Decreased expenditure
£0.367m Decreased funding**

The 2016-17 forecast position is now expected to be **£0.543m** lower than budget based on actual take up, the expenditure in Private, Voluntary and Independent (PVI) settings is expected to be **£0.516m** less than budget and in Maintained settings **£0.027m** less than budget. The budget has been increased by £0.803m as the LA is one of the authorities taking part in the 30 Hours Early Implementer scheme.

This element of DSG is based on participation and the LA anticipates that along with the decrease in expenditure there will also be a decrease in the amount of Dedicated Schools Grant receivable as the FTE numbers are projected to be lower than budgeted based on the recent spring census. Early Years DSG is calculated based on 5/12ths of the January 2016 and 7/12ths of the January 2017 Early Years Census. The latest DSG calculation compared to the 2016-17 budget agreed by Schools Forum is summarised below.

Table 5 – Early Years 3 and 4 year old 2016-17 DSG Funding		
	2016-17 Budget	2016-17 Projection
January 2016 Census (5/12)	2,380	2,328.00
January 2017 Census (7/12)	2,503	2,328.02
Full Year Equivalent	2,452	2,328.01
3 and 4 year old funding rate	£3,888.06	£3,888.06
Total DSG receivable	£9,532,551	£9,051,448
Variance		(£481,103)

The estimated net decrease in early years' pupils of approximately 124 FTE will result in a **£0.481m** reduction of DSG.

Note 4 – High Needs Top Ups:

£0.202m Pressure

The overall High Needs Top Ups budget forecast has increased to a £0.202m pressure since last month. The increase in pressure is as a result of increased top up payments of £0.039m following a number of banding adjustments for pupils across mainstream settings. There are still some risks relating to expected bandings and some vacant places in some specialist provisions that could fill up before the end of the year.

The LA has established robust SENRAP processes and there is rigorous moderation of all applications.

Note 5 – External placements:

£0.099m Pressure

The pressure in external placements has increased to £0.099m due to recent changes in placements and we are now forecasting the risk of three potential tri-partite funded placements plus the expected costs for one new placement £0.093m, offset by £0.032m reduction in costs following the delayed start of two residential placements and minor variances related to other LA placements. There remains inherent risks with this demand led budget.

Note 6 – High Needs Contingency:

£0.210m Below budget

During the 2016-17 budget setting process Schools Forum agreed that a contingency of £0.252m would be held to cover additional top up and placements costs. The contingency is also providing £0.042k of bespoke intervention and support for pupils at a special school to avoid new placements being required at short notice for up to 28 pupils, some of who may have required costly out of borough placements. The support provided is from January to March and is an average of £1.5k per pupil. The remaining **£0.210m** budget is forecast as not spent but this saving is not enough to offset all of the emerging pressures in HN Top ups for all settings £0.202m (note 4) and External Placement fees £0.099m (note 5). There is an overall pressure between the three budgets of £0.091m and it should be noted that there are still inherent risks with these demand led budgets to year end.

Note 7 – Post 16 HN Provision:

£0.350m Below Budget

The forecast for Post 16 provision has been revisited again for January and a further saving of £0.172m has been identified. Three of the unconfirmed learners have now been identified as having a confirmed placement, and the increased saving is due to the reduction in the retained contingency to £0.095m for 31 pupils that have an EHCP and work continues to identify if they are in a Post 16 setting. All unconfirmed pupils are being contacted again with a 15 day contact deadline so the final impact will be forecast in February. There are also further savings from element 2 funding of £0.060m, which will be paid directly to a special school by the EFA rather than SBC.

Note 8 – Exclusions:

£0.041m Pressure

As reported previously, within the Tuition Service there is an increasing number of short term placements (currently 35/53) where a charge is not made resulting in a pressure of **£0.041m**. Charges are not made in a number of situations including permanently excluded pupils as Stratton Education Centre is full, pupils from an SEN specialist placement, pupils from out of borough, pupils joining from Elective Home Education and those who have been supported within other areas of Education Other than at School (EOTAS).

Note 9 – Tuition Service:

£0.024m Pressure

Salary pressure due to the service's requirement for staff cover and the support needed due to the long term absence of two colleagues.

Note 10 – Other low risk retained budgets:

£0.084m Pressure

The total pressure across these budgets has reduced to **£0.084m**, as new savings have been identified within a service due to delays in recruitment £0.019m and a number of minor variances that are an overall saving of £0.010m. The pressure related to pupil growth (Trigger funding) has reduced to £0.063m following the payments of pupil growth funding based on the actual increase in pupil numbers in agreed settings, including the new reception places created in North Swindon from September 16. These reductions in costs are offset by a number of pressures including expected savings of £0.036m budgeted in relation to the NNDR credits for two academy conversions, which will now show in the variance between the reduction of mainstream school budgets (note 11) and academy recoupment (note 13). Plus there are further pressures forecast of £0.014m for increased NNDR costs for an expanded maintained school and a pre-school now run by a maintained school.

Note 11 – Maintained school budgets:

£3.024m Decreased expenditure

The projected expenditure for maintained school budgets has decreased as a result of an academy conversion £0.187m. As reported previously the school budgets for two recent mainstream academy converters will now be recouped and paid directly to the academies by the Education Funding Agency (EFA) £2.837m. The reduction in school budgets is £0.041m less than the recoupment to allow for the academy NNDR credit (note 10). The EFA will also pay for the 9 SEN places at the academy with a special resource provision £0.090m, academy recoupment figures have been increased as a result (note 13).

Note 12 – EFA 6th Form Place Funding:

£0.010m Decreased Funding

As reported previously the EFA will be funding 51 and not 52 6th form places at a Swindon Special School **£0.010m**.

Note 13 – EFA recoupment for academies and HN places:

£3.073m Pressure

The EFA are expected to increase the amount of DSG funding they expect to recoup by **£3.073m** for academies by **£2.983m** due three academy conversions, the EFA will also be recouping 9 SEN places to pay the funding directly to an academy with a special resource provision **£0.090m**.

The Leadership Team is asked to note the risk areas above, the forecast out-turn positions and the suggested actions.

4) DSG Balance

In accordance with DfE grant conditions the DSG must be treated by the LA as being ring fenced for specified educational purposes and, in addition to consulting the Schools Forum on how each year's grant is allocated, the Forum must also be advised on any year end surplus or deficits. The latest position is as follows:

Table 6 – DSG Balance	Latest Position
Opening DSG balance b/fwd from 2015-16	£0.209m
Plus – projected in year position (see table 2)	£0.424m
Projected DSG balance unallocated	£0.633m

The Leadership Team is asked to note that the unallocated DSG balance is expected to be £0.633m and that all expenditure funded from this balance will need to be allowed under the early years and school finance regulations and be agreed by Schools Forum.

5) Subjective Analysis

A summary of the latest projected year-end position of £1.269m across the £31.498m centrally retained budget by type of expenditure compared to the budget profiles is shown below. This presents a different view to the more traditional analysis by service area. This is a standard

table used by the Finance Team which has been included in the DSG report to improve consistency.

Subjective analysis Delegated DSG January 2017

Group Budget position by expenditure type	Year to date budget £'000	Year to date actual £'000	Year to date variance £'000	Total Budget 2016/17 £'000	Forecast Variance 2016/17 £'000
Employees	1,165	1,089	(75)	1,398	(37)
Premises	982	932	(50)	992	1
Transport	10	10	(0)	12	2
Supplies & Services	1,114	954	(159)	1,568	(5)
3rd Party Payments	23,676	22,248	(1,428)	29,844	(1,455)
Internal Recharges	916	939	23	942	50
Capital Financing	0	0	0	0	0
Income	(2,608)	(2,009)	599	(3,257)	175
Total	25,255	24,164	(1,091)	31,498	(1,269)

To better understand the above table the following annexes are attached to this report.

- **Annex A** – this shows a breakdown of all the 2016-17 retained budgets by type of expenditure and income and produces the totals in the “Total budget 2016-17” column in table 7 above
- **Annex B** – this shows a breakdown of each services profiled budget to date compared with actual spend to date. This will present useful information for both year to date actuals and full year projections. The aim is to highlight and address variances now, rather than wait until nearer the year end where late changes undermine confidence in our reporting.

The Leadership Team is asked to note the addition of subjective analysis information and the need to agree realistic budget profiles for input to the oracle system.

6) Improving Forecasting

Managers across the LA will be regularly invited to attend discussions on what the barriers to effective forecasting are and how they can be alleviated.

Given that we are accountable to the Schools Forum regarding the effective management of the DSG, monthly meetings with senior Budget Managers will be scheduled through to the end of 2016-17 to take place shortly after the month end forecasting deadlines. This will enable all high risk forecast figures to be challenged and enable the wider budget position to be assessed, particularly on high need budgets, prior to reporting through to corporate board and in some months the Schools Forum.

The Leadership Team is asked to note that the finance team will be inviting budget managers to discuss barriers to effective forecasting and that additional meetings have been scheduled to discuss key areas and the overall DSG position.

7) Summary of Key Recommendations

The Leadership Team is asked to:-

- Note that the forecast out-turn position, which is now projected to be £0.424m below budget, will be reported to Corporate Board this month
- Note the risk areas above, the forecast out-turn positions and the suggested actions
- Note that the unallocated DSG balance is now expected to be £0.633m.
- Note the steps proposed aimed at improving forecasting

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Schools Forum 28th March 2017 – DSG Retained Budget Monitoring Report

DSG Budget Analysis by Expenditure Type

Appendix B

Service Area	2016/17 Budgets by Expenditure Type								
	Employees £'000	Premises £'000	Transport £'000	Supplies & Services £'000	3rd Party Payments £'000	Internal Recharges £'000	Capital Financing £'000	Income £'000	Total £'000
Free nursery education (3&4 year olds)	78.3	-	1.1	0.4	9,834.0	-	-	-	9,913.8
School subscriptions	-	-	-	190.6	-	-	-	(50.6)	140.0
Disadvantaged two year olds	22.8	-	-	-	2,462.5	40.2	-	-	2,525.5
Equal Pay	-	-	-	-	-	31.0	-	-	31.0
Central Charges	-	-	-	-	-	634.5	-	-	634.5
LAC Pupil Premium	-	-	-	378.1	-	-	-	(378.1)	-
DSG NNDR	-	904.7	-	-	-	-	-	(941.2)	(36.5)
Nyland Primary Behaviour Support	-	-	-	135.7	-	-	-	(135.7)	-
Trade Union Facilities	24.0	-	-	-	-	-	-	(24.0)	-
Schools' Forum	-	-	-	2.0	-	-	-	-	2.0
Trip funding	-	-	-	-	524.0	-	-	-	524.0
Pupil Growth set up costs	-	-	-	-	131.8	-	-	-	131.8
Admissions	161.2	-	0.3	13.1	-	55.2	-	(34.5)	195.3
Free School Meals administration	-	-	-	2.4	-	19.4	-	(21.8)	-
Therapy	-	-	-	-	-	105.0	-	-	105.0
High Needs top ups	-	-	-	-	11,658.3	-	-	-	11,658.3
Statemented Pupils Equipment	-	-	-	130.0	-	-	-	-	130.0
Education Support Services Monitoring	-	-	-	10.0	-	-	-	-	10.0
Out of Borough fees	-	-	-	-	2,458.9	-	-	(277.3)	2,181.6
Travellers children	-	-	-	-	2.0	-	-	-	2.0
Tuition Services	634.0	28.3	6.5	37.9	123.6	59.9	-	(9.4)	880.8
Post 16 new responsibilities	15.1	-	-	-	2,248.7	-	-	(263.8)	2,000.0
Broadband Connectivity	-	-	-	383.8	-	-	-	(383.8)	-
The Oakfield project	288.5	47.4	2.2	11.1	-	-	-	(349.2)	-
Portage	158.2	11.7	2.1	2.7	-	-	-	(23.0)	151.7
Notional SEN	-	-	-	-	400.0	-	-	-	400.0
School Exclusions	15.5	-	-	17.6	-	(3.1)	-	(365.0)	(335.0)
High Needs Contingency	-	-	-	252.4	-	-	-	-	252.4
Expense Category Totals	1,397.6	992.1	12.2	1,567.8	29,843.8	942.1	0.0	(3,257.4)	31,498.2

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Schools Forum 28th March 2017 – DSG Retained Budget Monitoring Report

End of January 2017 Budget Monitoring

Appendix C

Service	Cost Centre	Budget to date	Actual to date	Variance to date	Full Year budget	Full year forecast	Full Year Variance
Free Nursery Education Commissioning - three & four year olds	2000	£7,094,635	£7,329,878	£235,243	£9,913,800	£9,371,166	(£542,634)
School subscriptions	2004	£140,000	£140,010	£10	£140,000	£140,000	£0
Free Nursery Education Commissioning - two year olds	2005	£1,906,075	£1,672,617	(£233,458)	£2,525,500	£1,908,418	(£617,082)
DSG Retained Equal Pay	2009	£31,000	£31,000	£0	£31,000	£31,000	£0
DSG Retained Contingency	2011	£634,500	£633,077	(£1,423)	£634,500	£634,500	£0
LAC pupil premium	2012	(£94,525)	(£146,633)	(£52,108)	£0	£0	£0
DSG NNDR	2015	(£36,500)	£12,120	£48,620	(£36,500)	£15,200	£51,700
Nyland Primary Behaviour Support	2019	(£22,620)	(£10,529)	£12,091	£0	£0	£0
Trade Union Facilities	2020	(£4,010)	(£12,017)	(£8,007)	£0	(£8,400)	(£8,400)
Schools' Forum	2021	£1,660	£1,297	(£363)	£2,000	£2,000	£0
Pupil Growth Trigger Funding	2023	£524,000	£11,895	(£512,105)	£524,000	£586,500	£62,500
Pupil Growth Set Up Costs	2024	£131,800	£121,750	(£10,050)	£131,800	£121,800	(£10,000)
Admissions	2025	£166,170	£170,754	£4,584	£195,300	£186,400	(£8,900)
Free School Meals administration	2026	(£400)	(£9,237)	(£8,837)	£0	(£4,100)	(£4,100)
Therapy	2027	£78,750	£52,500	(£26,250)	£105,000	£105,000	£0
SEN Resourcing Assessment Panel	2028	£9,720,930	£9,817,579	£96,649	£11,658,300	£11,860,714	£202,414
Statemented Pupils Equipment	2029	£126,000	£116,383	(£9,617)	£130,000	£131,900	£1,900
Quality Assurance of commissioned services	2032	£7,500	£10,000	£2,500	£10,000	£10,000	£0
Out of Borough School Fees	2033	£1,841,095	£1,315,488	(£525,607)	£2,181,600	£2,280,278	£98,678
Travellers Children	2034	£1,660	£0	(£1,660)	£2,000	£1,000	(£1,000)
Tuition Service	2035	£746,150	£745,970	(£180)	£880,800	£904,986	£24,186
Post 16 - New Responsibilities	2036	£1,666,670	£1,508,608	(£158,062)	£2,000,000	£1,649,724	(£350,276)
Broadband Connectivity	2039	£319,830	£255,709	(£64,121)	£0	£0	£0
The Oakfield Project	2040	£29,700	£149,065	£119,365	£0	£0	£0
Portage	2042	£124,290	£115,100	(£9,190)	£151,700	£152,083	£383
Notional SEN	2048	£400,000	£400,000	(£0)	£400,000	£400,000	£0
School Exclusions and short term placements	2049	(£279,170)	(£258,547)	£20,623	(£335,000)	(£293,900)	£41,100
High Needs Contingency	2055	£0	£0	£0	£252,400	£42,000	(£210,400)
OVERALL TOTAL		£25,255,190	£24,173,836	(£1,081,354)	£31,498,200	£30,228,269	(£1,269,931)

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2017/18 Dedicated Schools Grant Budget

Schools Forum

Date: 18th March 2017

Author: Head of Finance – Education

Wards: All

Locality Affected: All

Parishes Affected: All

1. Purpose and Reasons

1.1 The Schools Forum meeting on 17th January 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 have arisen since that meeting. This report addresses:

1. Tuition Service Review
2. Alternative Learning Review
3. High Needs strategic review
4. Special School Support
5. Early years deprivation criteria 2017/18
6. Apprenticeship Levy
7. High Needs Top-up for PI SRP units
8. Post 16 update
9. LA response to the National Fair Funding consultation
10. Admissions
11. School Place Planning

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 outcomes and recommendations from the tuition service review are being implemented as detailed in para 3.2 - 3.4.

2.2 Note the significance of the Alternative Provision Review, including the risk that an agreed voluntary contribution will be sought from all secondary schools in

Further information on the subject of this report can be obtained from Ian Burbidge on 01793 464384 or iburbidge@swindon.gov.uk

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Summer 2017, to meet pupil's needs and reduce pressure on high needs budget from Alternative Provision as detailed in para 3.5 - 3.8.

- 2.3 Note the scope of the High Needs Strategic review as set out in Appendix B as detailed in para 3.9 - 3.10.
- 2.4 Note the LA intends to support a special school from the current High Needs contingency in para. 3.11 - 3.14
- 2.5 Approve the use of £10k of 2017/18 DSG reserves to assist St Luke's School with rebranding the school in para. 3.15
- 2.6 Note the LA method of allocating the Early Years deprivation enhancement in para. 3.16 - 3.18.
- 2.7 Note the potential impact of the apprenticeship levy on schools in Swindon as detailed in Para. 3.19 - 3.22.
- 2.8 Note the changes to the High Needs Top-up for PI SRP students as detailed in para. 3.23 - 3.26.
- 2.9 Note that work is ongoing to confirm the current location of 31 Post 16 learners that have Education Health and Care Plans (EHCPs) in para. 3.27 – 3.30.
- 2.10 Note the information on the Admissions Service and the overview of the Admissions budget para. 3.31.
- 2.11 Note the overview of the statutory and non-statutory role of the LA's Admissions team para. 3.32 - 3.33.
- 2.12 Note the information on the LA's School Place planning function para 3.34.
- 2.13 Note that the Department for Education's consultations on Mainstream National Fair Funding and on High Needs funding deadline is 22nd March 2017 para. 3.35.

3. Detail

Settings

- 3.1 The Dedicated Schools Grant (DSG) is ring fenced funding provided by the Department for Education (DfE) to meet the educational needs of early years, school age and all 0 to 25 year old high need pupils, any decisions on how the grant is utilised indirectly affects all settings.

Tuition Service Review

- 3.2 The consultation to move the Swindon Tuition Service to EOTAS is underway. It is anticipated that Swindon Tuition Service will be a part of EOTAS for September 2017.

Further information on the subject of this report can be obtained from Ian Burbidge on 01793 464384 or iburbidge@swindon.gov.uk

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- 3.3 As a part of this review funding will be reallocated away from Tuition to explore commissioning Alternative Provision places from external suppliers including the Oakfield Project.
- 3.4 This move is a part of an Alternative Provision Review (see Appendix A)
- Alternative Provision Review
- 3.5 There is a need to review Alternative Provision. Currently Alternative Provision is struggling to meet demands for its service. There is a need to develop inclusive SEMH practice in mainstream schools and expertise and reduce the demand for Alternative Provision.
- 3.6 AP is being reviewed. Schools are being consulted with a decision to be put forward later this year.
- 3.7 In summer 2017, Secondary Schools will be asked to agree to make an agreed voluntary contribution for September 2017 for PEX and potentially managed moves. If this agreement is not secured then SF will be asked for significant additional funds from the high needs budget in 2018-19 to ensure
- There are sufficient Alternative Provision places to meet an increasing demand
 - That all Alternative Provision is funded for 25 hours provision
- 3.8 More information can be obtained from Marie Horton 07341 077537

Members of Schools Forum are now asked to:

- **Note the outcomes and recommendations from the Tuition Service review are being implemented.**
- **Note the significance of the Alternative Provision Review, including the risk that an agreed voluntary contribution will be sought from all secondary schools in Summer 2017, to meet pupils' needs and reduce the requirement for additional pressures on the high needs budget from Alternative Provision.**

mhorton@swindon.gov.uk.

High Needs Strategic review

- 3.9 Government have allocated an additional grant to each local authority so that they can work with local schools, other providers, parents and young people, and

Further information on the subject of this report can be obtained from Ian Burbidge on 01793 464384 or iburbidge@swindon.gov.uk

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with neighbouring authorities to review the way high needs funding is used and to consider how best to use mainstream and specialist provision across the area.

- 3.10 The overarching purpose of the review is to gather information from schools, other providers, parents and young people and neighbouring authorities to review and advise on the way high needs funding is currently used and advise Swindon Borough Council on how best to use mainstream, specialist, and alternative provision across the area. Full details of the review can be found at Appendix B.

Members of Schools Forum are now asked to:

- **Note the scope of the High Needs Strategic review as set out in Appendix B**

Special School Support

- 3.11 Members may be aware that St. Luke's special school has recently been placed under an academy order by the EFA, which means that the school needs to convert to a sponsored academy.
- 3.12 The LA has been working with the school since the outcomes of the report were announced and has established an Interim Executive Board (IEB). The IEB and the LA have changed the way that the curriculum is being delivered, and this has improved some of the issues that were identified by Ofsted.
- 3.13 A number of support measures have been implemented including some offsite teaching of a group of students, and school to school support from an Outstanding London Special School.
- 3.14 The LA is proposing to provide £42k of additional financial support to the school to assist it with the cost of implementing the changes noted above, the contribution will come from the current DSG High Needs contingency. In addition the LA is covering the cost of the additional transport to get the students to the offsite provision from its SEN transport budget. The LA is also considering using £20k of the Swindon Challenge funding to support the school over the rest of the 2016/17 academic year. The teaching school has also agreed a contribution of £10k to assist the school with the changes.
- 3.15 The school are requesting agreement from Schools Forum for £10k from the DSG reserve in 2017/18 to assist them in rebranding the school, which includes the implementation of a new website.

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Schools Forum

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Members of Schools Forum are now asked to:

- Note that the LA intends to use £42k of the current DSG High Needs contingency to support St Luke's Special school.
- Approve the use of £10k of the 2017/18 DSG reserves to assist St. Luke's Special School with rebranding the school.

Early Years deprivation criteria 2017/18

- 3.16 In 2017/18 the LA has retained 1% of the Early Education funding for 3 & 4 Year Olds to pay an enhancement to settings based on the level of deprivation in the setting, this retained fund equates to £100k.
- 3.17 Previously the deprivation enhancement was paid on a based on the IDACI index score and the funding available was apportioned according to the ranking on the index.
- 3.18 The method of allocation for the £100k Early Years deprivation enhancement for 2017/18 is to allocate it as an hourly enhancement for pupils in receipt of Early Years Pupil Premium (EYPP). The level of enhancement paid per hour will be calculated at year end and will be adjusted according to the number of children accessing EYPP.

Members of Schools Forum are now asked to:

- Note that the LA intends to allocate the Early Years deprivation enhancement at the end of the year as an hourly enhancement for pupils in receipt of Early Years Pupil Premium (EYPP).

Apprenticeship Levy

- 3.19 The LA has sought clarification from the Government about what elements of pay are subject to the levy, the advice received has indicated that any pay elements that are subject to class 1 NIC are also subject to the apprenticeship levy. Further it has been clarified that each employer will only have one digital account, which will be used for both levy payments and to fund approved training.
- 3.20 The following website contains more information about the scheme and how it will operate:-

<https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work>

Further information on the subject of this report can be obtained from Ian Burbidge on 01793 464384 or iburbidge@swindon.gov.uk

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Maintained Schools

- 3.21 For maintained schools the LA has been liaising with internal and third party payroll providers to confirm how the arrangements for registering payments into the scheme will be administered.
- 3.22 The LA is looking to support all areas of the council to consider apprenticeships and would be happy to discuss with any of the maintained schools how they can make sure they get value by employing and training an apprentice, bringing the money back into their school that will be paid out in the levy payment. Please contact the Learning and Development team for more information at Learninganddevelopment@swindon.gov.uk or contact Helena Taylor-Knox who is the project lead.

Members of Schools Forum are now asked to:

- **Note the potential impact of the apprenticeship levy on schools in Swindon.**

High Needs Top-up for PI SRP units

- 3.23 The LA has been working with the Physical Impairment (PI) SRPs to establish the costs of supporting pupils in these provisions. The LA has reviewed the provisions and based on the findings of these reviews

Commonweal Secondary SRP

- 3.24 The LA has identified that the current top-up mechanism does not provide sufficient funding to the school to support the PI pupils in this PI SRP provision. In order to try and find a solution the LA has commissioned 5 less places at Commonweal's SPLD SRP from September 2017. This will release £50,000 of funding per annum, and £29,167 during 2017/18 from September. The LA is proposing to utilise this released funding to provide a specific Secondary PI supplement on a per pupil basis of £2,777.78 per annum, which equates to a pro-rata total of £29,167 for 18 pupils from September 2017.

Robert Le Kyng SRP

- 3.25 The LA has also identified that the current top-up mechanism does not provide sufficient funding to the school to support the PI pupils in Robert le Kyng School. Schools Forum members will be aware that in 2016/17 the DSG provided £45k of additional financial support for Robert Le Kyng School to assist this primary SRP. The LA has reviewed both of the primary PI SRP units, this review has established that whilst Robert Le Kyng SRP has been working hard to reduce their operating costs it is still facing a significant in year financial pressure for

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2017/18, however the similar unit at Westlea Primary is not experiencing the same financial issues.

- 3.26 The LA is proposing to provide a specific PI supplement of £4k per pupil for 10 pupils from April 2017, a total of £40k of additional funding to support Robert Le Kyng SRP in addressing the in year financial pressures that it is facing for 2017/18. It is important for Schools Forum members to note that this funding will not address the significant deficit that the SRP unit is carrying forward but is intended to help the school to keep this deficit at a similar level by 31/03/18.

Members of Schools Forum are now asked to:

- **Note the introduction of a Secondary PI top-up fee of £2,777.78 per annum.**
- **Note the intention to provide £40k of funding via a specific PI supplement to the Robert Le Kyng SRP**

Post 16 Update

- 3.27 At its October 2016 meeting Schools Forum members were provided with an update on the forecasts for the Post 16 budget. At that time there were 81 learners whose post 16 destination was unknown, subsequently 3 have been identified as having a confirmed placement. Of the remainder, 31 learners have an EHCP and work is continuing to identify whether they are in a post 16 setting.
- 3.28 In the Autumn term letters were sent to families, requesting information about what post 16 education their child is accessing, responses to this request have been limited. As a result a follow up letter will be sent to families during the spring term advising that their plan will be ceased unless we receive a response within 15 days.
- 3.29 There were 47 learners who transitioned from EOTAS and were entitled to top up funding. The Youth Engagement Team will be asked to provide feedback as to whether any of these pupils are known to them.
- 3.30 For budget projections, we have assumed that the only costs that will be realised for the Sept 16 to March 17 period will be for the 31 pupils with EHCPs at a cost of £95k. Further details can be obtained from Paul Davis on 01793 463875 pdavis@swindon.gov.uk

Members of Schools Forum are now asked to:

- **Note that work is ongoing to confirm the current location of 31 post 16 learners that have EHCPs.**

Further information can be obtained from Paul Davis on 01793 464384 or iburbidge@swindon.gov.uk

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Schools Forum

Date: 18th March 2017

Admissions funding

- 3.31 At its January meeting Schools Forum requested further information around the funding for the admissions service. Following that meeting work has been undertaken to establish the services that are provided by the admissions team and how this is funded.

The table below outlines the budget for the admissions service, the budget for this service is all provided by what will become the Central Services Block element of the DSG. No element of the service is funded from the former Education Services Grant or the Education Function Charge.

Overview of Admissions Budgets		
	2016/17 Budget	2017/18 Budget
Total Operating Costs	£229,800	£266,500
Income from traded services	(£34,500)	(£35,400)
Net cost of service	£195,300	£231,100

- 3.32 The table below provides an overview of the main areas of work that the Admissions team undertakes split between Statutory and Non-Statutory. The LA has an overall governance role across all admissions to ensure they are fair and compliant to the School Admissions Code, including the determination of the Coordinated Admissions Scheme each year. The Local Authority is also an admitting authority of Community Schools.
- 3.33 Admitting Authority Schools are responsible for their own Admissions unless they choose to buy into the School Admissions Traded Service including In Year Admissions, Admission Arrangements and Appeals. The Local Authority is responsible for the Coordination of Point of Entry Admissions, but there are still many aspects within this vast piece of work that own admitting authority schools would be responsible for e.g. ranking their own applications in order of their admissions criteria, checking all applications meet criteria, again unless they buy into the Traded Service, Academy School or Free Schools are their own admitting authorities. Further details regarding the Admissions Service can be obtained from Gareth Cheal on 01793 465802 GCheal@swindon.gov.uk

Statutory
Governance and Scrutiny role for all admissions and admissions issues including annual LA report to Schools Adjudicator to ensure compliance to all aspects of the School Admissions Code.

Further information on the subject of this report can be obtained from Ian Burbidge on 01793 464384 or iburbidge@swindon.gov.uk

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LA is the Admitting Authority for all its Community schools – it therefore must determine the Admissions Policy for these, the PAN and catchment area and any consultations on these.
LA must consider all in year applications for its Community schools and maintain waiting lists.
Coordinated Admissions Scheme for all points of entry – the LA will coordinate all the scheme for the Point of Entry including sending all students an offer letter of 1 place. For Community Schools the LA has the duty to consider all preferences against its admissions criteria, but for own admitting authority schools they must do this themselves unless they buy into our traded service.
Compile, design and Publish the Admissions Guides
Ensure all admissions policies for schools are on LA website.
Admission Arrangements – for Community Schools
Admission / Transport Appeals – for Community Schools
Transport Policy
Non-Statutory
In Year Coordination – Academy schools can delegate their responsibilities of considering applications and offering places, maintaining waiting lists to the LA.
Hold open meetings and drop in sessions
Traded Services – this includes:
<ul style="list-style-type: none"> a) Aspects of coordinated admissions schemes for Academy Schools, b) Aspects of in-year admissions for Academy Schools, c) Appeals for Academy Schools, d) Admission arrangements for Academy Schools

Members of Schools Forum are now asked to:

- **Note the information on the Admissions Service and the overview of the Admissions budget.**
- **Note the overview of the statutory and non-statutory role of the LA's Admissions team.**

School Place Planning

- 3.34 The Council has a statutory duty to ensure sufficient school places in the local area. The school place planning provides individual school and area wide forecasts for future school provision, which identifies the need for additional

Further information on the subject of this report can be obtained from Ian Burbidge on 01793 464384 or iburbidge@swindon.gov.uk

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school places. School place planning work across the planning departments of the Council on applications for schools and strategic housing developments to ensure the statutory function is met.

Members of Schools Forum are now asked to:

- Note the information on the LA's School Place planning function

LA response to the National Fair Funding consultation

- 3.35 On 22nd December 2016 the Department for Education launched the 2nd stage of the National Fair Funding Consultation covering both Mainstream and High Needs, responses were required by the 22nd March 2017.

Members of Schools Forum are now asked to:

- **Note that the Department for Education's consultations on Mainstream National Fair Funding and on High Needs funding deadline is 22nd March 2017**

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.

Further information on the subject of this report can be obtained from Ian Burbidge on 01793 464384 or iburbidge@swindon.gov.uk

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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.

6. Consultees

- 6.1 The Board Director, Resources (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 Appendix A - Swindon Borough Council Tuition Service Review June 2016
8.2 Appendix B - High Needs Strategic Review

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Alternative Learning Provision Review 2017

For the purposes of this review, the definition of alternative provision is as follows: education arranged by local authorities for pupils who, because of exclusion, illness or other reasons, would not otherwise receive suitable education; education arranged by schools for pupils on a fixed period exclusion; and pupils being directed by schools to off-site provision to improve their behaviour.

What is alternative learning provision?

It is education outside of school, arranged by Swindon Borough Council and Swindon schools for children in KS1, 2, 3 or 4 who are permanently excluded, at risk of exclusion, or for whom mainstream education is inappropriate. It is something in which the pupil participates as part of their regular timetable, away from the site of the school and not led by school staff. Schools can use ALP to prevent exclusions or to re-engage students in their education. It includes:

- ☐ Pupil referral units
- ☐ Hospital education
- ☐ Education for children in custody
- ☐ Schemes providing full-time or part-time alternative education outside of schools
- ☐ Preventative programmes working

Three key obsessions

- Reduce the rate of fixed term and permanent exclusions for children in Swindon to below the national average.
- Increase the number of Alternative Provision re-integrations.
- Reduce the percentage of children who attend more than one secondary school between Years 7-11.

Key principles

- Learner needs are central to the Alternative Learning Provision Review – securing the a mix of ALP provision that meets the needs of all learners in Swindon, securing the highest outcomes
- Equity and excellence are underlying drivers
- Securing value for money is an imperative
- Alternative Learning Provision to focus on prevention and appropriate re-integration into an appropriate educational setting
- There needs to be choice in the range of high quality Alternative Learning Provision and curriculum offers available locally
- A partnership approach is central to all future working
- Alternative Learning Provision providers need to be place funded
- The roles and responsibilities of all stakeholders need to be clear, transparent and understood.

Further information on the subject of this report can be obtained from Marie Horton on 07341 077537 or mhorton@swindon.gov.uk

Strategic outcomes	Outcomes for children and young people
<ul style="list-style-type: none"> • Reduce (or eliminate) permanent exclusion at key stages 3 & 4 • No permanent exclusions at key stages 1 & 2 • Increase attendance for every child • Improve achievement of academic and vocational qualifications • Reduce gap in achievement for children in care • Reduction in pupils missing education • Reduction in NEET (young people not in education, employment or training) • Cease withdrawn PEX reduce number of EHE pupils in KS4 	<ul style="list-style-type: none"> • To intervene and offer support early • Improve attendance • Improve engagement in learning • Improve emotional health and well-being including resilience • Progress in learning • Attain academic and/or vocational qualifications • Are kept safe and feel safe • Successful pathway to follow-on provision • Improve social skills and life-skills and social mobility • Improve employability

Aims

Children's needs

- Improve outcomes for children and young people, ensuring they meet their potential
- Make sure all pupils are in an educational setting that best suits them, be that in a mainstream school, specialist school or alternative learning provision (ALP) (this includes timely progression from ALP)
- Ensure every young person progresses post-16 to suitable further education, training or employment to enhance social mobility and long term individual economic security.
- Ensure all students are offered full time education
- Ensure all students are safe and feel safe
- Reduce unnecessary travel for children and young people
- Ensure that every pupil who accesses any aspect of ALP has a clear support plan that is regularly reviewed.
- To establish profiles of the young people that each ALP meets

Swindon's strategic needs

- To reduce the number of pupils that need to access ALP.
- Reduce the need for permanent exclusions and reduce fixed term exclusions to a rate that is below both regional and national averages.
- To create early intervention model
- To work with schools to support the creation of flexible pathways for pupils where this may be appropriate (particularly in supporting pupils who seek admission toward the end of KS4 e.g. unsuccessful elective home education)
- To move to an LA commissioning model, with all ALP being place funded.
- To grow ALP market, provision and quality,
- Embed a culture where ALP becomes short stay provision as far as possible.
- To ensure FAP model supports the aims above.

Further information on the subject of this report can be obtained from Marie Horton on 07341 077537 or mhorton@swindon.gov.uk

- To work with key partners including social care, early intervention services and health to ensure strong partnership working supports young people in ALP, learning from best practice.
- To forge ALP links with quality first teaching, secondary networks, Teaching School and Swindon Challenge.

Securing value for money

- To ensure ALP supports a sustainable high needs budget.
- Reduce unnecessary travel for children and young people

Risks

- Some children's education needs are currently not being met. This is a contributory factor to Swindon's outcomes at 16, 17 and 18.
- AP demand continues to increase via PEX and EHE.
- High needs at budget becomes 'at risk' due to a move to 25 hours provision for all in ALP.
- By offering 25 provision, there is a risk that there will be a reduction in the number of pupils that ALP can serve.
- In year transfers increase, as this 'solution' is taken, rather than commission early intervention or AP.
- There could be reluctance by some secondary schools to engage in the shaping and implement this development and a town wide inclusion strategy.
- CPD re SEMH (attachment, inclusion), school SEMH practice and broad support is insufficient.

Draft implementation plan

Date	Action	Who
March – April 2017	Agree principles, aims and risks	PN KR SASH EOTAS Management Committee
March - April 2017	Consultation with schools and key stakeholders to Identify key issues Risks Potential solutions Key learning visits	MH NP
April -July 2017	FAP review to include Audit and mapping of current inclusive in secondary schools Notional allocation of AP places for schools. Formula re charging re PEX that addresses the length of time a young person has been on roll at a	NP SASH SSF

Further information on the subject of this report can be obtained from Marie Horton on 07341 077537 or mhorton@swindon.gov.uk

	<p>school</p> <p>Explore PEX costs in a range of LAs and share with SASH</p> <p>Ensure costs re PEX promote inclusion, nurture and discourage exclusion</p> <p>Ceasing withdrawn PEX</p>	
Summer 2017	<p>Create an AP directory covering the provision available in schools, FE Colleges and other AP providers</p> <p>Include a menu of school to school support that can minimise exclusions and is available across Swindon</p>	NP MH B and A Skills Team
Summer 2017	Work with SASH and Admissions Team to redesign blue transfer form	GC MH SASH
March 17 August 17	Move STS to EOTAS for September 2017	MH , NP, HR team
January 2018	Move EOTAS and STS to Clapham Hobbs and new Ferndale site	BS, GC,
Summer 2017	<p>Clarify the relationship between this review and Swindon Challenge</p> <ul style="list-style-type: none"> Identify the key areas of improvement required to deliver the reviews strategic aims 	PN, MH
September 2017 – March 2018	Explore, agree and clarify roles and responsibilities – schools, LA, providers, reintegration team for September 2017	NP MH
September 2017 onwards	Restructure EOTAS to include a graduated early intervention offer starting in September 2017 and developing throughout 2017-18	BS EOTAS Management Committee MH NP SASH
September 2017 onwards	Explore a range of options for AP delivery in 2018	BS NP, MH
March 2018	Secure an ALP service level agreement that supports the aims of this paper	MH, NP SBC Finance team
May 2017 onwards	Explore moving to a place funding model for September 2018	Finance team NP
Ongoing	Explore and model the implications of need for ALP against future demographic growth	GC
September 2017	Explore moving to a commissioning model for September 2018	Finance team MH

Further information on the subject of this report can be obtained from Marie Horton on 07341 077537 or mhorton@swindon.gov.uk

		NP
September 2017 onwards	<p>Explore town wide strategies to ensure by September 2018</p> <ul style="list-style-type: none"> • PEX places are allocated to schools via a formula • Early intervention is promoted as the best for the child and offers the best value for money 	

Further information on the subject of this report can be obtained from Marie Horton on 07341 077537 or mhorton@swindon.gov.uk

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HIGH NEEDS STRATEGIC REVIEW

In early 2016 the Department for Education (DfE) consulted on a high needs national funding formula. In December 2016 they published the government response and new proposals for stage two of the consultation. The first consultation response confirmed that they are right to introduce a new national funding formula for high needs.

Government have allocated an additional grant to each local authority so that they can work with local schools, other providers, parents and young people, and with neighbouring authorities to review the way high needs funding is used and to consider how best to use mainstream and specialist provision across the area.

Local authorities, schools and other education providers have important responsibilities for children and young people with SEN and disabilities, set by the Children and Families Act 2014, and for those who need alternative provision.

We believe that these responsibilities are discharged most effectively when there is a strong partnership between the local authority and education providers (in particular its' mainstream and special schools, and alternative provision), and a shared understanding of where different types of need are best met.

The engagement with parents and young people is crucial, to ensure that the range and quality of provision reflects the needs and aspirations of children and young people in the area.

Purpose, aims and objectives

The overarching purpose of the review is to gather information from schools, other providers, parents and young people and neighbouring authorities to review and advise on the way high needs funding is currently used and advise Swindon Borough Council on how best to use mainstream, specialist, and alternative provision across the area.

The objectives of the review are to:

- Support Swindon Borough Council to deliver better outcomes for children and young people, and:
 - A better fit between families' needs and the services provided;
 - Higher satisfaction with services;
 - Reduced costs (as long term benefits emerge);
 - Better value for money, and
 - Better relationships between those providing services and those using them.

The review must include key partners, including a range of education providers and:

- The governing bodies of maintained schools and proprietors of academies and free schools in Swindon;

Further information on the subject of this report can be obtained from Peter Nathan on 07467 440955 or pnathan@swindon.gov.uk

- The proprietors of non-maintained special schools, and of independent special schools and special post-16 institutions which have been included on the section 41 list of institutions approved by the Secretary of State, and which are in Swindon or provide education or training for children and young people in Swindon;
- The governing bodies of further education colleges and sixth form colleges in Swindon and those that are attended or likely to be attended by young people from Swindon;
- Any other person (other than school or college) that makes special educational or alternative provision for children or young people for whom the local authority is responsible, including providers of relevant early years education.

High Needs Review progress and timescales

An experienced external consultant named Andrew Blow has been appointed after interview to carry out the review and will commence work in the summer term for 2.5 days a week. It is hoped that the review can be carried out and completed in the summer term with the report available for the autumn term 2017.

Further information on the subject of this report can be obtained from Peter Nathan on 07467 440955 or pnathan@swindon.gov.uk