

Swindon Borough Council

Schools Forum

Tuesday, 17 June 2008

Function Room, Civic Offices, Swindon at 4.00 p.m.
(Light refreshments will be available from 3.40 p.m.)

School Members:

Nick Capstick, Primary Headteachers
Lauren Connor, Primary Headteachers **(Chair)**
Chris Davies, Primary Headteachers
Debbie Kalyuka, Primary Headteachers
Terri Menham, Primary Headteacher
Paul Boyles, Primary Governor **(Vice-Chair)**
David Easter, Primary Governor
Heidi Teague, Primary Governor
Steve Colledge, Secondary Headteacher
Steve Flavin, Secondary Headteacher
Rachael Matthey, Secondary Headteacher
Peter Wells, Secondary Headteacher
Bob Walker, Special Headteacher
John Newman, Secondary Governor
Kevin Gray, Secondary Governor

Non-School Members:

Sally Inskip, Diocese Representative
Rhian Cockwell, Diocese Representative (Deputy)
Phil Baker, Trade Union Representative
Debbie Waldron, Early Years Representative
Cathy Parker, Early Years Representative (Deputy)
Jan Downey, 14-19 Partnership
Tim Mason, Youth Representative

Committee Officer: Helen Harris

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Swindon Borough Council can be contacted at the Civic Offices, Euclid Street,
Swindon, SN1 2JH (Telephone 01793 445500)

AGENDA

1. Apologies for Absence

2. Minutes (Pages 1 - 6)

To receive the minutes of the meeting held on 29 April 2008

3. **Feedback from Meeting on 29 April 2008** (GDC) (Pages 7 - 10)
4. **CRB Policy - Review** (GDC) (Pages 11 - 12)
5. **Schools Block Outturn 2007-08** (GDC) (Pages 13 - 24)
6. **Single Status Arrangements for Schools** (DF-CE), (DHRC-B) (Pages 25 - 36)
7. **Early Years Flexible Offer** (GDC) (Pages 37 - 44)
8. **Parent Support Advisers** (DSC-C) (Pages 45 - 54)
9. **Educational Procurement Centre** (DAP-C) (Pages 55 - 60)

Date of Despatch: 09 June 2008

Key:

Officers:

CE	-	Chief Executive
GDC		Group Director: Children
GDHSC	-	Group Director: Housing & Social Care
GDER	-	Group Director: Environment & Regeneration
GDBT	-	Group Director: Business Transformation

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 Officer 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, 29 APRIL 2008

PRESENT: -

School Members: Nick Capstick, Primary Headteachers
Lauren Connor, Primary Headteachers **(Chair)**
Chris Davies, Primary Headteachers
Debbie Kalynka, Primary Headteachers
Terri Menham, Primary Headteacher
Paul Boyles, Primary Governor **(Vice Chair)**
David Easter, Primary Governor
Steve Flavin, Secondary Headteacher
Rachael Matthey, Secondary Headteacher

Non-School Members: Sally Inskip, Diocese Representative
Phil Baker, Trade Union Representative
Debbie Waldron, Early Years Representative
Jan Downey, 14-19 Partnership

Officers: Ian Bickerton (Director of Access and Provision), Martin Coles (Director Quality and Standards), Geoff Hogg (Director Services to Children and Young People), Sue Wald (Director Strategy and Commissioning), Karen Murray (Group Finance Manager Children Services), Anne Mackay ((Finance, Children Services), Stuart McKellar (Director of Finance), Mandy Wishart (HR Business Partner), Huw Ford (IT Business Partner)

Apologies for absence were received from Steve Colledge (Secondary Headteacher) and Peter Wells (Secondary Headteacher).

32. Minutes

Resolved – That the Minutes of the meeting held on 11 January 2008 be confirmed and signed as a correct record.

33. Feedback from Meeting on 22 January 2008

Ian Bickerton (Director of Access and Provision) presented a report by the Group Director Children to provide feedback on the recommendations made at the previous meeting.

He informed members that the Local Authority (LA) had initially been informed by the Department for Children, Schools and Families (DCSF) that there was to be a national review of Criminal Records Bureau (CRB) checks this autumn. Accordingly

a letter had been issued to all head teachers on 1 April advising that it was proposed to wait until this had been completed before further reviewing Swindon's system. However, the DCSF had subsequently informed all LAs that the national review had been delayed by one year. The subject would therefore be considered by the Children Services Leadership Team again at their May meeting to progress the issue.

Karen Murray (Group Finance Manager-Children Services) advised that it was hoped to bring a progress report on the reform of Early Years funding to the next meeting. A sub-group was required, for which Debbie Waldron volunteered and other members were asked to contact Sue Wald (Director of Strategy and Commissioning) direct.

Martin Coles (Director Quality and Standards) stated that there had been a relatively high number of registrations to study for the 14-19 Diploma in September. Details of the funding had now been received from the Department for Children Schools and Families and he confirmed that it would follow the students through their course and would be passed directly to the schools. With regard to the Ethnic Minority Grant, he advised that he had been waiting on further developments before setting up the review group. Progress was now being made so he wished to establish the working group, which was confirmed as Nick Capstick, Steve Flavin and Sally Inskip, as determined at the last meeting.

The Chair referred to the letter tabled by Rachael Matthey (Head, Isambard Community School) at the last meeting and circulated a response from Andrew Fleet (Head, Nova Hreod) for information.

34. Harnessing Technology Grant 2008-11

Ian Bickerton (Director of Access and Provision) presented a report by the Group Director Children to advise the Forum of the Department for Children, Schools and Families (DCSF) Harnessing Technology Grant 2008-2011 and to seek recommendations on the Local Authority proposal for allocating the funding. Huw Ford from IT attended for this item.

It was noted that the total grant amounted to £1.9 million and the proposal was to initially, retain 25% centrally and devolve the remainder to schools. The proposed allocations were detailed in Appendix A to the report.

Rachael Matthey (Secondary Headteacher) enquired whether schools that had already invested in an appropriate system would be reimbursed and it was agreed that this required further investigation. Reference was also made to the use of 2007 census data as a basis for the grant allocation as the 2008 details were more relevant.

Resolved – That the Director of Access and Provision investigate the possibility of reimbursing those schools that have already purchased an appropriate system and also to calculate the individual schools allocation based on 2008 census data, with the revised details being submitted to the next meeting of the Forum.

35. Schools Block Budget Monitoring 2007/8

The Forum considered a report by the Group Director Children, as presented by Karen Murray (Group Finance Manager - Children Services), on the latest budget monitoring information, to the end of February 2008, in respect of the Schools Budget for 2007/8.

Mrs Murray explained that the Primary Care Trust had now agreed to contribute towards out of Borough placements and this would increase the year-end under spend to about £300K. She suggested that this sum form a reserve against the impact of introducing single status later in the year. Members had concerns about this and it was commented that there was no information available on the financial impact of single status. Mrs Murray agreed to ascertain whether further information was available and advised that the next report would include final year-end figures and definite proposals for any resulting under spend.

Resolved - (1) That the 2007/08 financial projections in respect of the Schools Budget for the current financial year be noted.

(2) That the Group Director, Children continue rigorous and robust monitoring of the Schools Block budget and bring budget monitoring reports to future meetings of Schools Forum.

36. School Development Grant 2008-09

Karen Murray (Group Finance Manager-Children Services) presented a report by the Group Director Children regarding the allocation of the headroom within the schools development grant for 2008/09.

Two options for allocation were detailed in the report and the Chair proposed that members support Option 2, based on the number of pupils on roll, as this most closely followed the Department for Children Schools and Families (DCSF) guidance that the grant be used for any purpose to support improvements in teaching and learning in schools, leading to higher standards of attainment for every learner. Members generally agreed but considered that a better indicator than free school meals eligibility should be looked into as an alternative option for future years.

Resolved – (1) That the Forum recommends to the Local Authority that the surplus headroom within the school development grant 2008/09 be allocated as set out in Option 2 in Appendix A to the report.

(2) That the Forum Sub-Group consider alternative, appropriate indicators or methods for allocating the surplus balance in future years.

37. Formula Review 2011-12

Karen Murray (Group Finance Manager-Children Services) presented a report by the Group Director Children regarding a Government review of the distribution formula for the dedicated schools grant (DSG) 2011/12.

It would be necessary for a sub-group to consider and respond to the consultation and in view of the excellent work undertaken last year, Karen Murray suggested that the same members carried out this task. Those present indicated their willingness to continue, although Sally Inskip commented that it could be an alternative Diocesan representative that attended on occasions. The two members who were not present would be asked if they wished to remain on the sub-group.

Karen Murray also explained that additional resources might be needed to help with the consultation exercise and suggested that the Dedicated Schools Grant underspend of £41k be carried forward to cover any additional expenses.

Resolved – (1) That the Forum Sub-Group membership be Terri Menham, Rachael Matthey, Lauren Connor, Sally Inskip and subject to their agreement, Bob Walker and Steve Colledge, to consider and respond to the consultations.

(2) That the Dedicated Schools Grant underspend of £41k from 2007/08 be carried forward to 2008/09 cover any additional funding required as a result of the review.

38. Parent Support Advisers

The Forum considered a report by the Group Director Children, as presented by Sue Wald (Director of Strategy and Commissioning) regarding proposals for the delivery of Parent Support Advisers.

Ms Wald distributed a revised report with amended recommendations and advised that the Sub-Group had considered the issues and recommended Model 2 as the preferred line of management. Concern was expressed that this was introducing yet another level of bureaucracy but it was stressed that the Advisors would simply bring additional expertise and would be managed through existing systems. It was remarked that there were already some forms of expertise in place and therefore it would be necessary to ensure there was dovetailing of the various services.

Sally Inskip (Diocese) commented that there were great implications for the schools but so far, the clusters had not had a chance to discuss the proposals. There was general support for this idea and it was agreed the outcome of the discussions should be fed back to the Sub-Group before coming back to the Forum.

Resolved – That the proposals for the delivery of Parent Support Advisors be discussed within the school clusters, with the outcomes being referred to the Sub-Group before a further report is submitted to the June meeting of the Forum.

39. Draft Children and Young People's Plan 2008-2011

Sue Wald (Director of Strategy and Commissioning) introduced a report concerning the Children and Young People's Plan 2008-2011. She explained that the draft Plan had been circulated to schools about six weeks beforehand but it had not yet been finalised and members were invited to comment.

Rachael Matthey (Headteacher) remarked that the data given for north Swindon was very out of date and with other areas of the town also developing, there was a need to ensure the information was kept up to date. Reference was also made to the

increasing ethnic diversity within the town and the impact this had on schools and associated services. It was noted that this would add increasing pressure to the ability to maintain or improve standards within schools.

Resolved – That the report be noted.

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**Schools' Forum
Feedback from Meeting on 29 April 2008**

Schools' Forum

17 June 2008

Author: Group Director, Children

Parish / Wards Affected: All

Purpose

To provide feedback on the recommendations made at the last meeting of the Schools' Forum on 29 April 2008

Recommendation

The Schools' Forum is requested to note this report.

1. Reasons

- 1.1 The Schools' Forum has requested that feedback is provided at the following meeting on each occasion regarding the outcome of recommendations made by the Forum at its previous meeting.
- 1.2 This report, therefore, provides feedback about recommendations made at the last meeting of the Schools' Forum.

2. Detail

- 2.1 A copy of the notes of the last meeting of the Schools' Forum, on 29 April 2008, is attached to the Agenda.
- 2.2 Feedback on each of the Agenda items considered at the last meeting is as follows:

- Harnessing Technology Grant 2008-2011 (Minute 34)

At the last meeting of the Schools' Forum, there was discussion regarding a report on the use and allocation of the Harnessing Technology Grant of £1.9m over the next three years. The intention is that 25% is retained centrally, with the remainder devolved to schools, although this was on a provisional basis for 2009/10 and 2010/11.

The Director of Access & Provision was, however, asked to investigate the possibility of reimbursing those schools that had already purchased an appropriate system. In addition, it was agreed that the allocations to individual schools would be based on 2008 census data, with the revised details being submitted to this meeting.

Further information on the subject of this report can be obtained from Ian Bickerton on 01793 465724 or Email ibickerton@swindon.gov.uk.

Schools' Forum

Feedback from Meeting on 29 April 2008

Schools' Forum

17 June 2008

The South West Grid for Learning (SWGfL) solution branded "MERLIN" will deliver Local Authorities and Department for Children Schools and Families (DCSF) targets of an integrated Learning Platform solution.

The SWGfL solution does not provide the full functionality of a Virtual or Managed Learning Environment (VLE/MLE). Less than 7% of all Swindon schools have purchased a VLE/MLE. The Merlin solution will integrate with a VLE/MLE and will provide a common interface for all learners aiding transfer and transition throughout a pupil's educational life.

The retained 25% of the Harnessing Technology Grant for 2008-2011 includes the funding for the Merlin solution, that will enable schools to fulfill the 2010 and 2012 DCSF targets of parental online access to pupil achievement, progress, attendance and behaviour information.

The Education ICT Group, comprising school representatives from all phases, including head teachers, has considered the Schools Forum request to investigate reimbursing schools that have already purchased a VLE/MLE, and has determined it is not applicable as the Merlin solution is not a VLE/MLE.

- Schools Block Budget Monitoring 2007/08 (Minute 35)

At the last meeting, the latest budget monitoring information, until the end of February 2008, was considered.

A separate report is now attached to this Agenda, setting out the final outturn for 2007/08.

- School Development Grant 2008/09 (Minute 36)

The Schools' Forum, at its April meeting, considered a report on the allocation of the headroom available within the Schools Development Grant for 2008/09. Options for allocating this funding were considered and it was agreed that a Sub-group should consider alternative, appropriate indicators or methods for allocating the surplus balance in future years. It was agreed that we would allocate on pupil numbers for this year's surplus and look at alternative methods for future allocations

Any further information/update available will be reported at the meeting.

Further information on the subject of this report can be obtained from Ian Bickerton on 01793 465724 or Email ibickerton@swindon.gov.uk.

Schools' Forum

Feedback from Meeting on 29 April 2008

Schools' Forum

17 June 2008

- Formula Review 2011/12 (Minute 37)

The Schools' Forum considered the broad implications of a Government review of the distribution formula for the Dedicated Schools Grant for 2011/12. It was agreed that the Sub-group would meet and consider a response and funding would be made available through the Schools' Forum budget to support the Group during the consultation period if additional capacity is required. A report will, therefore, be brought to the Schools' Forum in due course.

- Parent Support Advisers (Minute 38)

The Schools' Forum, at its last meeting, considered a report regarding proposals for the delivery of Parent Support Advisers. It was agreed that this issue would be discussed within school clusters, with the outcome being referred to the Schools' Forum Sub-group.

A further report is, therefore, attached to the Agenda on this issue.

- Draft Children & Young People's Plan 2008-2011 (Minute 39)

The draft Children & Young People's Plan for 2008-2011 was considered and noted at the last meeting of the Forum.

Alternative Options

The Schools' Forum requested this report to go to each meeting of the Forum and, therefore, not alternatives have been considered.

Risk Management

Financial and Procurement Implications

There are no direct financial considerations for this report but, of course, there are for the individual items referred to above.

Legal / Human Rights Implications

None directly applicable to this report.

Links to Corporate Plans and Policies (in particular to Swindon 2010 Promises)

Promise 45: "We will make sure that schools will be at the heart of each community."

Consultees

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

Further information on the subject of this report can be obtained from Ian Bickerton on 01793 465724 or Email ibickerton@swindon.gov.uk.

Schools' Forum
Feedback from Meeting on 29 April 2008

Schools' Forum

17 June 2008

Background Papers and Appendices

Reports considered and Minutes arising from the last meeting of the Schools' Forum, on 29 April 2008

Further information on the subject of this report can be obtained from Ian Bickerton on 01793 465724 or Email ibickerton@swindon.gov.uk.

CRB Policy - Review

Schools' Forum

Date: 17th June 2008

Author: Group Director, Children

Parish / Wards Affected: All

Purpose

To update Schools Forum on the review of Criminal Records Bureau (CRB) policy/guidance for schools by the Local Authority (LA)

Recommendation

The Schools Forum is requested to put forward any comments on the outcome of the review of the CRB Policy by the LA.

1. Reasons

- 1.1 At the Schools Forum meeting in January 2008, concerns were raised over the perceived bureaucracy and costs associated with the Local Authority's enhanced policy in relation to CRB checks. The Children Services Leadership Team (CSLT) discussed this issue in early March and it was decided at that stage that the CRB policy/process would be reviewed in line with the national implementation of the new vetting/safeguarding arrangements, which was due in the autumn of 2008.
- 1.2 This decision, together with guidance on the current arrangements, was sent out to all schools at the end of March.
- 1.3 However, notification was subsequently sent to all LAs that the new Independent Safeguarding Authority (ISA) arrangements would not come into force until the autumn of 2009 and, in the light of this, it was decided that CSLT would carry out a further review in May, rather than wait another 18 months.

2. Detail

- 2.1 This issue was discussed at CSLT on 14th May, during which the concerns raised by schools were considered, together with national guidance and approaches taken by other Authorities. After careful deliberation of all the issues and subsequent discussion with the Children Portfolio Holder, it was agreed that:-
 - (a) Changes to the Local Authority's guidance on CRB clearance be made as follows:-
 - That the Local Authority adopt the approach that a new CRB check is not required if an individual moves between schools within the Borough as

Further information on the subject of this report can be obtained from Ian Bickerton on 01793 465724 or Email ibickerton@swindon.gov.uk

CRB Policy - Review

Schools' Forum

Date: 17th June 2008

long as the member of staff has continuous service in a post that has brought him/her into regular contact with children. A break of more than 3 months service would require a new CRB check to be undertaken.

- SBC would require a CRB check to be undertaken for any employee joining from another LA or organisation unless they have undertaken a CRB check within the last 3 months and have evidence to prove this.
 - (b) That all other guidance relating to recruitment, agency/contractor arrangements and special circumstances remain as at present.
 - (c) That the CRB policy and guidance be further reviewed in light of the requirements of the ISA.
- 2.2 CSLT was very mindful of the continuing need to ensure that the CRB Policy and Guidance for schools continues to be as robust and thorough as possible on this important and sensitive issue. At the same time, it was recognised that schools have raised genuine concerns about some aspects of the policy. It is hoped that these amendments will meet these concerns, whilst ensuring the policy and its implementation continue to minimise all risks in this area.

Alternative Options

The alternative option would have been for no changes to be made to the policy. However, for the reasons given above, this option was rejected.

Risk Management

Financial and Procurement Implications

- There are no direct financial considerations for this report, although the proposals should prove financially beneficial to schools.

Legal / Human Rights Implications

- None

Links to Corporate Plans and Policies (in particular to Swindon 2010 Promises)

- Promise 14 – We must attract and retain high quality staff. The council will be a leading employer with a modern and flexible workforce that can adapt to changing priorities and deliver results. The council and all its services will be accredited under the Investors in People Standard by 2006.

Consultees

The Director of Finance and the Director of Law and Democratic Services are consulted on all reports.

Background Papers

SBC CRB Policy/Guidance for Schools

School Staffing (England) (Amendment) (No 2) Regulations 2006

Further information on the subject of this report can be obtained from Ian Bickerton on 01793 465724 or Email ibickerton@swindon.gov.uk

Schools Block Outturn 2007-08

Schools Forum

17 June 2008

Author: Group Director, Children

Parish / Wards Affected: All

Purpose

To advise the Schools Forum of the Schools Block Outturn 2007-2008 including the Individual Schools year-end balances.

Recommendation

The Schools Forum is requested to:

- Note the overall Schools Block Outturn, being an underspend of £705k.
- Recommend to the Local Authority the use of the one off surplus.
- Note the position of the schools balances and recommend that a detailed review is undertaken by the Local Authority of the individual schools balances as at 31st March 2008 that fall above the current thresholds for each type of school;

1. Reasons

- 1.1 It was agreed at the Schools Forum meeting on 29th April 2008 that the Schools Block Outturn 2007-08 would be presented at its next meeting. A recommendation from the Schools Forum is required for the use of the brought forward under spend.
- 1.2 This report also presents the schools balances for financial year 2007-08 and the schools balances held in excess of the current thresholds in the Scheme of Delegation for each school sector.

2. Detail

- 2.1 At the Schools Forum meeting on 29th April 2008 it was agreed that the schools block outturn position for the financial year 2007-08 should be considered at the next meeting of the Schools Forum. It was agreed that the Local Authority would prepare recommendations on the use of balances brought forward for the Schools Forum to consider. It should be noted that the surplus is one-off funding and should be used for non-recurring expenditure only. This allocation will not be added to the Schools Funding Formula.

Further information on the subject of this report can be obtained from Karen Murray on 01793 465794 or Email kmurray@swindon.gov.uk.

Schools Block Outturn 2007-08

Schools Forum

17 June 2008

- 2.2 This report is split into two parts: Individual Schools Budget (ISB) balances on a school-by-school basis; and central schools block budgets.
- 2.3 **Schools Balances** are shown at **Appendix A**. The percentage of the budget allocation that a school may carry forward is determined by the Swindon Scheme of Delegation and is currently 8% for primary and special schools and 5% for secondary schools. There are eight primary schools carrying forward a balance of greater than 8% as shown in Appendix B together with a brief explanation of the circumstances in which this has occurred. There are two schools carrying a deficit, one primary school and one secondary school. There is also one secondary carrying forward an overall surplus because of the capital balance held but the revenue balance carried forward is in deficit. The three schools with deficit revenue balances presently do not require cash loans from the Council.

In total, the net level of carry forward balances held by schools has decreased by £218,780 to £5,079,879 (See table below). In order to inform the Schools Forum of the appropriateness of the level of balances held by individual schools, the review process that was undertaken in relation to 2006-07 balances will be undertaken again. This exercise will be completed by the end of September 2008 and a report will be brought back to the Schools Forum detailing the findings.

TABLE TO SHOW MOVEMENT OF CARRIED FORWARD BALANCES			
School by Sector	Net Rollover 2006/07	Net Rollover 2007/08	Difference Increase/(decrease)
Primary	4,045,421	3,398,007	(647,414)
Secondary	427,094	297,916	(129,178)
Special	826,144	1,383,956	557,812
Total	5,298,659	5,079,879	(218,780)

- 2.4 **Schools Block Retained** Out of a total budget of £12.5m the final year-end budget variance is an underspend of £705k which represents 5.6% of the total budget. **Appendix C** shows the individual items that make up this variance and reasons why the variance has occurred.
- 2.5 The Schools Forum is asked to consider the following proposals as a method of allocating this one off surplus to target resources to help schools meet the costs of Single Status: -
- 2.5.1 **Option 1** – This option allocates the rolled forward under spend to each school on a per pupil basis. Pupil numbers used are those taken from the January 2008 pupil census. Nursery places have been excluded from this allocation as the funding for nurseries is

Further information on the subject of this report can be obtained from Karen Murray on 01793 465794 or Email kmurray@swindon.gov.uk.

Schools Block Outturn 2007-08

Schools Forum

17 June 2008

based on places rather than pupil numbers. Special school pupil numbers are increased by a factor of five to reflect the additional support required in this sector. Allocations resulting from Option 1 are shown in Appendix D.

Option 2 - This option allocates the brought forward under spend in exactly the same way as option 1 with one exception. For schools that are deemed small and are in receipt of the small schools allowance the pupil numbers that are used for allocating a share of the under spend is the actual number of pupils for which the school receives funding rather than the numbers in the January pupil census. Allocations resulting from Option 2 are shown in Appendix D.

Option 3 – The Special Educational Needs Resourcing and Assessment Panel (SENRAP) makes decisions on provision for pupils with special educational needs including allocations. This budget is volatile and difficult to predict. During 2007/08, there was an increase in the numbers of pupils requiring extra Teacher Assistant support and this caused an increase in budget spend. Although this has been addressed in the 2008/09 budget, a further budget pressure of £171k has already been identified assuming we continue to fund the same number of pupils throughout the year. This does not take into account any increase in pupil numbers. Schools Forum may wish to consider top-slicing the one-off resources of the underspend from 2007/08 to target this area. The funding can be held in a holding account and if, at the end of the financial year, the funding is not required to support this area, then it can be re-allocated to schools using the same method of apportionment as agreed at this meeting for the remaining surplus.

Alternative Options

Schools Balances: The Schools Forum may recommend to the Local Authority that schools' carry forward amounts from 2007-08 should be clawed back from the schools concerned. However, this would cause instability and pressure on the schools' budgets, and potentially may result in more schools requesting approval to set a deficit budget in the current financial year. (Single Status)

Potential Considerations: The Schools Forum may recommend to the Local Authority an alternative method of allocation of the surplus within the schools block budget.

Schools Block Outturn 2007-08

Schools Forum

17 June 2008

Risk Management

Financial and Procurement Implications

- The budgets and expenditure referred to within this report are all contained within the ring-fenced dedicated schools grant.

Legal / Human Rights Implications

- None.

Links to Corporate Plans and Policies (in particular to Swindon 2010 Promises)

- Promise 45 "We will make sure that schools will be at the heart of each community"

Consultees

- The Director of Finance, and the Director of Law and Democratic Services are consulted on all reports.
- The Chair of the Schools Forum

Background Papers and Appendices

- Appendix A – School balances 2007-08
- Appendix B – Retained Schools Block Balances 2007-08
- Appendix C - Explanation of Budget Variances 2007-08
- Appendix D – Options for allocating the underspend to schools

Further information on the subject of this report can be obtained from Karen Murray on 01793 465794 or Email kmurray@swindon.gov.uk.

GROSS ROLLOVER INFORMATION - 2007/2008

CAP NO.	PRIMARY SCHOOL SECTOR	GROSS ROLLOVER 2007/2008	GROSS ROLLOVER 2006/2007	CHANGE ON 2006/2007
227	Oaktree Nursery & Primary School	222,193	329,358	-107,164
650	Millbrook	162,586	New School	New School
545	Freshbrook Primary School	69,158	83,330	-14,172
712	Windmill Hill School	50,179	57,071	-6,892
243	Holly Road Infants School	98,667	92,137	6,530
249	Shaw Ridge Primary School	224,406	298,266	-73,861
703	Colebrook Infants School	141,395	74,892	66,503
572	Westrop Primary School	72,979	54,577	18,402
694	South Marston CE Primary School	74,851	31,513	43,338
242	Holy Road Junior School	76,099	81,298	-5,199
555	Bridlewood Primary School	120,648	89,929	30,719
213	Gorse Hill Junior School	145,500	141,420	4,080
713	St Catherine's Primary School	77,189	56,192	21,007
780	Trepoze Primary School	95,892	91,942	3,950
640	Nyffe Primary School	67,425	85,194	-17,769
722	Toothill Primary School	156,842	68,344	88,498
210	Fendalle Junior School	83,225	126,017	-42,791
217	Lawn Primary School	109,224	88,726	20,498
204	Drove Primary School	236,997	175,959	61,039
221	Moredon Primary School	500,827	375,792	125,035
245	Liden Primary School	134,901	105,989	28,912
427	St Andrews CE Primary School	64,100	38,223	25,877
490	Covingham Park Primary School	58,086	New School	New School
498	Covingham Park Infants School	37,656	29,741	7,915
495	Covingham Park Junior School	72,507	62,205	10,302
216	Lainesmead Primary School	139,110	205,169	-66,058
206	Eldene Primary School	113,658	131,944	-18,286
214	Gorse Hill Infants School	185,543	253,696	-68,153
239	King William Street Primary	42,140	39,778	2,361
709	Beechcroft Infants School	82,053	110,057	-28,004
573	Eastrop Infants School	46,270	19,622	26,648
708	Ruskin Junior School	338,016	165,102	172,914
208	Even Swindon Junior School	220,670	173,789	46,881
234	Rodbourne Cheney Primary School	110,009	144,166	-34,158
203	Robert Le Kyng Primary	81,578	69,256	12,322
246	Oliver Tomkins CE Infants	115,817	112,600	3,217
561	Haydon Wick Primary School	64,407	66,198	-2,178
557	Abbey Meads Primary School	170,058	129,222	40,837
424	Bishopstone CE Primary School	18,310	22,431	-4,121
755	Brook Field Primary School	104,658	137,398	-32,739
556	Catherine Wayle Primary School	56,863	91,873	-35,010
244	St Marys Primary School	56,774	50,374	6,400
748	Westlea Primary School	81,452	122,315	-40,863
707	Grange Infants School	51,702	63,951	-12,248
558	Peatmoor Primary School	45,618	27,989	17,629
240	Holly Family Primary School	39,793	53,457	-13,664
554	St Francis Primary School	33,993	44,202	-10,209
704	Colebrook Junior School	25,170	28,826	-3,656
225	Goddard Park Primary School	87,663	68,384	19,279
772	Wroughton Infant School	37,187	56,236	-19,049

NET ROLLOVER INFORMATION - 2007/2008 (LESS CAPITAL & COMMITTED E: APPENDIX A

GROSS ROLLOVER 2007/2008	CAPITAL BALANCE C/F	COMMITTED REVENUE BALANCES (B01)	NET ROLLOVER 2007/2008 (B02)	INCOME INCL B/F BALANCE NET OF CAPITAL	NET ROLLOVER % OF NET INCOME	SCHOOL ESTIMATED C/F FEB 08	REASON FOR CARRY FORWARD
222,193	35,751	0	186,442	1,398,289	13.33%	9.38%	Reduce TA redundancies for 2008-09
162,586	1,410	37,396	123,240	942,002	13.08%	10.29%	Transitional funding for new school/planned build (full year equivalent 6.5%)
69,158	1,846	67,312	0	405,562	0.00%		Balance transferred to Millbrook Primary School
50,179	0	50,179	0	293,222	0.00%		Balance transferred to Millbrook Primary School
98,667	238	13,676	84,763	742,091	11.42%	13.87%	Governors contribution to capital project/EAL
224,406	6,332	80,104	137,970	1,231,362	11.20%	17.10%	Support falling NOR/new build project
141,395	73,017	13,189	55,198	507,243	10.88%	3.82%	Form in but not signed by Governors. Notes: Multi-games area
72,979	10,092	2,608	60,278	687,220	8.77%	19.68%	Autumn 2008 £65,000. Covered Area Autumn 2008 £15,000. May
74,851	34,597	3,292	36,962	446,652	8.28%	8.91%	be delayed due to building works Autumn 2008
76,099	0	0	76,099	949,963	8.01%	7.98%	Provision for supply insurance for long term absence
120,648	57,678	10,262	52,707	660,345	7.98%	7.77%	
145,500	4,725	72,324	68,451	859,363	7.97%	7.92%	
77,189	0	25,860	51,329	666,347	7.70%	7.60%	
95,892	7,629	21,540	66,723	870,455	7.67%	7.32%	
67,425	12,221	3,008	52,167	688,395	7.58%	0.00%	
156,842	89,680	7,183	59,979	795,471	7.54%	7.52%	
83,225	30,548	574	52,104	715,294	7.28%	7.54%	
109,224	4,822	6,315	98,087	1,354,706	7.24%	7.04%	
236,997	1,843	91,412	143,742	2,007,212	7.16%	8.18%	
500,827	5,755	348,491	146,591	2,078,914	7.05%		
134,901	38,705	18,642	77,555	1,118,321	6.93%	10.00%	
64,100	17,472	1,480	45,148	665,245	6.79%	2.51%	
58,086	10,099	0	47,987	708,077	6.78%	6.00%	
37,656	0	37,656	0	256,226	0.00%		
72,507	0	72,507	0	337,784	0.00%		
139,110	0	46,651	92,459	1,379,495	6.70%	5.60%	
113,658	16,360	0	97,299	1,460,055	6.66%	7.08%	
185,543	4,932	114,548	66,063	1,017,799	6.48%	13.20%	
42,140	0	6,662	35,458	546,882	6.48%	5.83%	
82,053	13,137	16,417	52,499	859,060	6.11%	7.99%	
46,270	8,294	3,918	34,058	571,271	5.96%	5.88%	
338,016	88,519	164,554	84,943	1,443,422	5.88%	15.98%	
220,670	88,921	31,539	100,210	1,727,235	5.80%	6.33%	
110,009	18,695	46,818	44,495	767,517	5.80%	7.72%	
81,578	646	0	80,933	1,418,980	5.70%	2.36%	
115,817	231	69,527	46,059	814,845	5.65%	1.81%	
64,407	337	14,039	50,031	912,905	5.48%	6.79%	
170,058	80,582	25,975	63,501	1,184,084	5.36%	4.30%	
18,310	1,672	2,797	13,841	262,325	5.28%	6.46%	
104,658	37,073	3,417	64,169	1,271,539	5.05%	4.84%	
56,863	6,183	0	50,681	1,054,267	4.81%	3.92%	
56,774	252	16,846	39,676	827,684	4.79%	4.99%	
81,452	11,922	12,376	57,154	1,231,627	4.64%	3.23%	
51,702	75	12,214	39,413	902,022	4.37%	7.86%	
45,618	1,660	11,712	32,246	745,151	4.33%	1.97%	
39,793	0	2,348	37,445	867,518	4.32%	5.36%	
33,993	1,122	3,514	29,358	683,459	4.30%	4.72%	
25,170	26	998	24,145	584,868	4.13%	4.85%	
87,663	0	0	87,663	2,148,636	4.08%	0.09%	
37,187	8,372	0	28,816	707,455	4.07%	4.00%	

GROSS ROLLOVER INFORMATION - 2007/2008

CAP NO.	PRIMARY SCHOOL SECTOR	GROSS ROLLOVER 2007/2008	GROSS ROLLOVER 2006/2007	CHANGE ON 2006/2007
771	Wroughton Junior School	44,164	49,628	-5,462
474	Chiseldon Primary School	116,072	77,164	38,308
248	Oliver Tomkins CE Juniors	33,487	16,251	17,236
560	Greenmeadow Primary School	98,673	69,949	28,724
565	Southfield Junior School	200,224	264,062	-63,839
211	Ferndale Infants School	44,663	51,577	-6,914
574	Northview Primary School	15,804	28,014	-12,209
706	Grange Junior School	48,103	70,231	-22,129
219	Leifbridge Primary School	67,511	54,645	12,866
223	Mountford Manor Primary School	21,048	74,565	-53,517
230	Penhill Primary School	271,675	346,811	-75,136
737	Wanborough Primary School	11,867	44,868	-33,001
552	Orchid Vale	19,152	-7,516	26,669
559	Haydonleigh Primary School	35,214	196,106	-160,892
553	Red Oaks	2,784	7,361	-4,577
231	Pinehurst Junior School	23,416	91,237	-67,821
232	Pinehurst Infant School	35,557	54,404	-18,848
236	Sevenfields Primary School	-3,186	31,709	-34,895
68	TOTAL PRIMARY SCHOOL SECTOR	£5,588,273	£5,567,775	-£200,174

CAP NO.	SECONDARY SCHOOL SECTOR	GROSS ROLLOVER 2007/2008	GROSS ROLLOVER 2006/2007	CHANGE ON 2006/2007
820	Isambard Community School	343,348	0	343,348
868	Churchfields School	251,578	301,520	-49,942
873	St Josephs School	234,870	169,130	65,740
834	Kingsdown School	363,620	229,374	134,246
869	Dorcan Technology College	191,258	194,231	-2,973
867	Commonweal School	190,175	260,984	-70,809
818	Highworth Warnford School	264,619	369,868	-105,269
870	Nova Freed School	203,817	229,026	-25,209
872	Headlands School	281,250	576,345	-295,095
875	Greendown School	85,201	79,625	5,576
847	The Ridgeway School	-74,278	-8,094	-66,194
11	TOTAL SECONDARY SCHOOL SECTOR	£2,335,457	£2,402,038	-£66,581

CAP NO.	SPECIAL SCHOOL SECTOR	GROSS ROLLOVER 2007/2008	GROSS ROLLOVER 2006/2007	CHANGE ON 2006/2007
312	Chalet School	57,389	70,608	-13,219
313	Crowdys Hill Special School	181,247	130,429	50,818
314	Uplands Special School	88,355	212,178	-123,823
310	Brimble Hill Special School	51,863	96,307	-46,444
315	Nyland School	71,959	32,845	39,114
306	St Lukes Special School	66,867	277,003	-210,136
6	TOTAL SPECIAL SCHOOL SECTOR	£517,679	£821,369	-£303,689
	GRAND TOTAL ALL SCHOOL SECTORS	£9,441,410	9,791,181	-£570,444

NET ROLLOVER INFORMATION - 2007/2008 (LESS CAPITAL & COMMITTED E: APPENDIX A

GROSS ROLLOVER 2007/2008	CAPITAL BALANCE C/F	COMMITTED REVENUE BALANCES (B01)	NET ROLLOVER 2007/2008 (B02)	INCOME INCL B/F BALANCE NET OF CAPITAL	NET ROLLOVER % OF NET INCOME	SCHOOL ESTIMATED C/F FEB 08	REASON FOR CARRY FORWARD
44,164	0	0	44,164	1,086,375	4.07%	5.79%	
116,072	74,483	12,627	28,962	807,175	3.59%	13.80%	
33,487	386	3,755	29,346	824,477	3.56%	3.55%	
98,673	5,356	86,420	26,897	804,988	3.34%	9.48%	
200,224	90,802	80,000	29,422	882,193	3.34%	3.13%	
44,663	16,717	12,349	15,597	508,297	3.07%	7.10%	
15,804	6,012	5,895	15,921	578,168	2.75%	2.74%	
48,103	17,387	5,908	24,808	1,105,235	2.24%	3.86%	
67,511	39,796	0	27,715	1,502,042	1.85%	0.00%	
21,048	2,132	0	18,916	1,059,543	1.79%	2.63%	
271,675	0	239,404	32,271	2,066,523	1.58%	2.78%	
11,867	0	0	11,867	828,310	1.43%	0.16%	
19,152	7,750	4,570	6,832	548,677	1.25%	0.97%	
35,214	0	23,091	12,123	1,037,602	1.17%	1.66%	
2,784	0	2,549	235	1,306,924	0.02%	1.26%	
23,416	0	23,416	0	493,480	0.00%		Balance reverts to LA once all final entries are reconciled
35,557	0	35,557	0	416,021	0.00%		Balance reverts to LA once all final entries are reconciled
-3,186	0	0	-3,186	942,220	-0.34%	0.00%	
6,586,273	1,082,286	2,108,000	3,396,007	63,574,114	5.34%	5.40%	

GROSS ROLLOVER 2007/2008	CAPITAL BALANCE C/F	COMMITTED REVENUE BALANCES (B01)	NET ROLLOVER 2007/2008 (B02)	INCOME INCL B/F BALANCE NET OF CAPITAL	NET ROLLOVER % OF NET INCOME	SCHOOL ESTIMATED C/F FEB 06	REASON FOR CARRY FORWARD
343,348	915	0	342,433	1,249,516	27.41%	20.20%	Offset future years deficit/PFI costs
251,578	3,216	29,288	219,074	5,326,615	4.11%	4.00%	
234,870	1,010	28,741	205,119	6,008,806	3.41%	1.86%	
363,620	6,268	178,854	178,498	5,515,579	3.24%	4.77%	
191,258	5,262	0	185,996	5,861,343	3.17%	1.90%	
190,175	-7,299	42,443	155,031	4,957,061	3.13%	2.09%	
264,619	15,950	120,562	128,107	4,153,140	3.08%	2.06%	
203,817	81,171	52,484	70,162	6,043,044	1.16%	0.00%	
281,250	0	281,250	0	2,287,123	0.00%		
85,201	110,670	0	-25,469	5,037,520	-0.51%	-0.60%	Balance reverts to LA once all final entries are reconciled
-74,278	716	0	-74,995	6,102,008	-1.23%	-1.71%	
2,335,457	217,879	733,622	1,383,956	52,541,756	2.63%	0.94%	

GROSS ROLLOVER 2007/2008	CAPITAL BALANCE C/F	COMMITTED REVENUE BALANCES (B01)	NET ROLLOVER 2007/2008 (B02)	INCOME INCL B/F BALANCE NET OF CAPITAL	NET ROLLOVER % OF NET INCOME	SCHOOL ESTIMATED C/F FEB 05
57,389	7,574	5,300	44,515	639,693	6.96%	6.74%
181,247	4,733	71,607	104,907	1,906,520	5.50%	9.91%
88,355	2,246	23,461	62,649	1,628,131	3.85%	5.02%
51,863	2,154	3,988	45,721	1,419,209	3.22%	3.64%
71,959	55,200	0	16,759	937,274	1.79%	1.10%
66,867	33,485	10,017	23,365	1,615,488	1.45%	0.00%
517,679	105,391	114,373	297,916	8,146,315	3.66%	3.28%
9,441,410	1,405,536	2,955,995	5,079,879	124,262,184	4.09%	3.21%

GROSS ROLLOVER INFORMATION - 2007/2008

CAP NO.	PRIMARY SCHOOL SECTOR	GROSS ROLLOVER 2007/2008	GROSS ROLLOVER 2006/2007	CHANGE ON 2006/2007
227	Oaktree Nursery & Primary School	222,193	329,359	-107,164
650	Millbrook	162,596	New School	New School
243	Holy Road Infants School	98,667	92,137	6,530
249	Shaw Ridge Primary School	224,406	298,266	-73,861
703	Colebrook Infants School	141,395	74,892	66,503
572	Westrop Primary School	72,979	54,577	18,402
694	South Marston CE Primary School	74,851	31,513	43,338
242	Holy Road Junior School	76,099	81,288	-5,189
	TOTAL PRIMARY SCHOOL SECTOR	£1,073,175	£962,030	-£51,441

CAP NO.	SECONDARY SCHOOL SECTOR	GROSS ROLLOVER 2007/2008	GROSS ROLLOVER 2006/2007	CHANGE ON 2006/2007
820	Isambard Community School	343,348	New School	New School
	TOTAL SECONDARY SCHOOL SECTOR	£343,348	£0	£0

CAP NO.	SPECIAL SCHOOL SECTOR	GROSS ROLLOVER 2007/2008	GROSS ROLLOVER 2006/2007	CHANGE ON 2006/2007
	none over 8%			
	GRAND TOTAL ALL SCHOOL SECTORS	£1,416,523	£962,030	-£51,441

NET ROLLOVER INFORMATION - 2007/2008 (LESS CAPITAL & COMMITTED EXPENDITURE)

GROSS ROLLOVER 2007/2008	CAPITAL BALANCE C/F	COMMITTED REVENUE BALANCES (B01)	NET ROLLOVER 2007/2008 (B02)	INCOME INCL B/F BALANCE NET OF CAPITAL	NET ROLLOVER % OF NET INCOME	% in excess of 8%	Value of excess %	SCHOOL ESTIMATED C/F FEB 08	REASON FOR CARRY FORWARD
222,193	35,751	0	186,442	1,398,269	13.33%	5.33%	74,579	9.38%	Reduce TA redundancies for 2008-09
162,596	1,410	37,936	123,240	942,002	13.08%	5.08%	47,860	10.29%	Transitional funding for new school/planned build (full year equivalent 5.5%)
98,667	238	13,676	84,763	742,091	11.42%	3.42%	25,385	13.87%	Governors contribution to capital project/EAL
224,406	6,332	80,104	137,970	1,231,362	11.20%	3.20%	39,461	17.10%	Support failing NOR/new build project
141,395	73,017	13,189	55,188	507,243	10.88%	2.88%	14,609	3.82%	Rollover estimated in Feb 08 was not expected to be over 8%
									Form in but not signed by Governor. Notes: Multi-games area Autumn 2008 £65,000. Covered Area Autumn 2008 £15,000. May be delayed due to building works Autumn 2008
72,979	10,092	2,608	60,278	687,220	8.77%	0.77%	5,301	19.68%	Provision for supply insurance for long term absence
74,851	34,597	3,292	36,962	446,652	8.28%	0.28%	1,229	8.91%	Rollover estimated in Feb 08 was not expected to be over 8%
76,099	0	0	76,099	949,963	8.01%	0.01%	102	7.98%	
1,073,175	161,437	150,805	760,933	6,904,823	11.02%		209,547		

GROSS ROLLOVER 2007/2008	CAPITAL BALANCE C/F	COMMITTED REVENUE BALANCES (B01)	NET ROLLOVER 2007/2008 (B02)	INCOME INCL B/F BALANCE NET OF CAPITAL	NET ROLLOVER % OF NET INCOME	% in excess of 5%	Value of excess %	SCHOOL ESTIMATED C/F FEB 08	REASON FOR CARRY FORWARD
343,348	915	0	342,433	£1,249,516	27.41%	22.41%	279,957	20.20%	Offset future years deficit/PPI costs
£343,348	£915	£0	£342,433	£1,249,516	27.41%		£279,957		

GROSS ROLLOVER 2007/2008	CAPITAL BALANCE C/F	COMMITTED REVENUE BALANCES (B01)	NET ROLLOVER 2007/2008 (B02)	INCOME INCL B/F BALANCE NET OF CAPITAL	NET ROLLOVER % OF NET INCOME	% in excess of 8%	Value of excess %	SCHOOL ESTIMATED C/F FEB 08

Revenue Budget Variances by Directorate

Children **-705** **Variance for Year**

Business Unit	Variance £'000 £'000	Explanation for full year variance
1	50	<p>Strategy and Commissioning</p> <p>44 There has been a slight increase of £2k on the previously reported overspend on the early years retained budget which is due to high numbers of 4 year olds in the Early Years Centre. The numbers of pupils within the early years sector is likely to increase as a direct result of the recent change in legislation specifically around flexible and extended provision.</p> <p>6 Minor Variations</p>
2	-385	<p>Children & Young People</p> <p>-59 In line with the previous outturn forecast, Hillside has underspent by 59K. This is due to higher demand which increased income by £26K but the increased workload has been contained with existing staff numbers. In addition, an underspend of salary related costs of £33k for casual staff has arisen due to recruitment problems and cheaper temporary staff to cover.</p> <p>9 Portage has overspent by £7k due to reduced contribution from WCC toward employee costs and £2k insufficient budget to cover mileage costs. It had previously been hoped that these overspends could be covered from savings within the accommodation budget, but this was not possible due to the large overspend on the Salt Way Centre running costs as a result of the PCT's significantly reduced contribution caused by their late relocation into the building.</p> <p>-164 The previously reported underpend of £172k on the Pupil Referral Unit has decreased slightly by £8k. There has been an underspend on salaries of £34k due to a number of changes within the establishment throughout the year. £5k overspend on Home to School transport costs were due to increase in number of pupils using the centre and there was an NNDR unbudgeted cost of £2k. Prudent budget management against supplies & services due to potential additional costs for additional pupils has resulted in an £18k underspend against Supplies & Services. An additional income of £78k resulted from a rollover of grants from 06/07. Also there was an additional School Development Grant 07/08 of £36k that was not in original budget and £5k additional income due to increase in number of pupils attending.</p> <p>57 For the first part of the year Therapy's expenditure matched that in 06/07 and it was thought the total budget would come in the same at £160K. However, expenditure levels increased in the latter half of the financial year a £35k overspend was reported previously. Late invoices submitted by Primary Care Trust for Speech & Language Therapy has resulted in an overall overspend of £57k.</p> <p>-252 Child & Adolescent Mental Health Service £90k bad debt recovered from 2004/05, £79k salary pressure to cover increased demand offset by £49k saving against General Supplies, £192k debtor provision for 2007/08 income from other Local Authorities had not previously been accounted for.</p> <p>232 Special Educational Needs Resource Allocation Panel overspend as resources are being targeted to reduce number of pupils being educated Out of Borough</p> <p>9 Budget manager had hoped to contain expenditure on Statemented Pupils Equipment within budget but late arrival of invoices has resulted in a £9k overspend.</p> <p>319 Recoupment charges for some Local Authorities have increased without advance notification, additional pupils at Bristol are included that we were previously unaware of. Year end accruals have highlighted that overspend in 2007/08 will increase to £319k. This has been caused partly by the prioritisation of available places for Swindon residents, resulting in a reduction in income from other local authorities and is also due to the reduction in the number of available places at Brimble Hill and Uplands following the rebuild of the facilities.</p> <p>25 Great Western Hospital £24k budget pressure against salaries (addressed in establishment for 08/09), £1k mileage pressure</p> <p>8 Secondary Behaviour Support Team Teaching Assistant salaries and mileage costs have increased due to increase in number of pupils attending</p> <p>-628 In addition to the previously reported underspend of £326k, a further underspend of £302k has materialised. £151k of this is due to planned expenditure not required as two individuals were not placed in residential care and one client transferred during 2007/08 into Adult Care. In addition, a further contribution of £84k was received from the Primary Care Trust for joint-funded individuals. The balance of £67k has arisen due to Budget Manager's prudent view on the year end position of this volatile and demand led budget.</p>

Revenue Budget Variances by Directorate

Children **-705** **Variance for Year**

Business Unit	Variance £'000	£'000	Explanation for full year variance
		59	Home Tuition costs for salaries and travel have increased with demand, this has caused a £30k overspend. The number of exclusions has increased above the level of places available in appropriate classes so pupils have had to have home tuition as an alternative. Additionally, the interanal income target from Out of Borough was an estimated budget based on one term only and appears to be set too high resulting in a £30k overspend.
4	-40		<p>Quality & Standards</p> <p>-32 There has been a slight increase of £2K on previously reported underspend in respect of the Schools in Challenging Circumstances budget.</p> <p>-8 This previously reported underspend on Travellers Children consists of £5k underspend on General Supplies and £3k underspend on payroll and is due to a certain cautiousness on the part of the budget manager at the beginning of the financial year due to it being demand led. Also, there has been a reluctance of schools to take up funding for Teaching Assistants.</p>
5	-330		<p>Local Provision</p> <p>-8 This saving on staff costs for Trade Union representatives has slightly decreased by £1k since previous report. This budget area is difficult to forecast and is dependant on schools making accurate and timely claims</p> <p>-65 The re-assessment and revaluation of NNDR for school building has resulted in a refund of £65k. As schools receive the estimated budget and is then charged at the same level as to bidgedet figure any variations to the budget is reported through the retained DSG block.</p> <p>-156 The 2006/07 year end accruals omitted 2 payments in advance resulting in a reduced roll forward into 2007/08 that has now increased the roll forward into 2008/09. Mechanisms have been put in place to prevent a reoccurrence of this.</p> <p>-101 After funding staff redundancy costs, Isambard set up costs and Oakfield closure costs, the School Commitments budget has an unused contingency of £101k.</p>
	-705		Total

APPENDIX D

		Option 1		Option 2		Option 3		Option 4
	Total Pupil Numbers excludes Nursery	Allocation Using Total Pupil Numbers	Funded Numbers Excludes Nursery	Allocation Using Funded Pupil Numbers	Total Pupil Numbers excludes Nursery	Allocation Using Total Pupil Numbers	Funded Numbers Excludes Nursery	Allocation Using Funded Pupil Numbers
		£		£		£		£
Primary Schools								
Robert le Kyng Primary School	412	10,106	412	9,999	412	7,655	412	7,574
Drove Primary School	388	9,518	388	9,417	388	7,209	388	7,133
Eldene Primary School	363	8,904	363	8,810	363	6,745	363	6,673
Even Swindon Primary School	368	9,027	368	8,931	368	6,838	368	6,765
Ferndale Junior School	166	4,072	166	4,029	166	3,084	166	3,052
Ferndale Infant School	139	3,410	139	3,373	139	2,583	139	2,555
Gorse Hill Junior School	216	5,299	216	5,242	216	4,013	216	3,971
Gorse Hill Infant School	159	3,900	159	3,859	159	2,954	159	2,923
Lainesmead Primary School	348	8,537	348	8,446	348	6,466	348	6,397
Lawn Primary School	390	9,567	390	9,465	390	7,246	390	7,169
Lethbridge Primary School	485	11,897	485	11,771	485	9,011	485	8,916
Moredon Primary School	381	9,346	381	9,247	381	7,079	381	7,004
Mountford Manor Primary School	227	5,556	227	5,497	227	4,208	227	4,164
Goddard Park Primary School	415	10,180	415	10,072	415	7,711	415	7,629
Oaktree Nursery and Primary School	251	6,157	251	6,092	251	4,664	251	4,614
Penhill Primary School	308	7,555	308	7,475	308	5,723	308	5,662
Rodbourne Cheney Primary School	179	4,391	179	4,344	179	3,326	179	3,291
Seven Fields Primary School	224	5,495	224	5,436	224	4,162	224	4,118
King William Street Church of England Primary School	147	3,606	147	3,568	147	2,731	147	2,702
Holy Family Catholic Primary School	241	5,912	241	5,849	241	4,478	241	4,430
Holy Rood Catholic Junior School	273	6,697	273	6,626	273	5,072	273	5,018
Holy Rood Catholic Infant School	180	4,415	180	4,368	180	3,344	180	3,309
St Mary's Catholic Primary School	252	6,182	252	6,116	252	4,682	252	4,632
Liden Primary School	320	7,850	320	7,766	320	5,946	320	5,882
Oliver Tomkins Church of England Infant School	168	4,121	168	4,077	168	3,122	168	3,088
Oliver Tomkins Church of England Junior School	228	5,593	228	5,533	228	4,236	228	4,191
Shaw Ridge Primary School	336	8,242	336	8,154	336	6,243	336	6,177
Bishopstone Church of England Primary School	44	1,079	60	1,456	44	818	60	1,103
St Andrew's Church of England Primary School	208	5,102	208	5,048	208	3,865	208	3,824
Chiseldon Primary School	200	4,906	200	4,854	200	3,716	200	3,677
Covingham Park Primary School	368	9,027	368	8,931	368	6,838	368	6,765
Orchid Vale	161	3,937	161	3,895	161	2,982	161	2,950
Red Oaks	396	9,714	396	9,611	396	7,358	396	7,280
St Francis Primary School	166	4,072	166	4,029	166	3,084	166	3,052
Bridlewood Primary School	195	4,783	195	4,733	195	3,623	195	3,585
Catherine Wayte Primary School	326	7,997	326	7,912	326	6,057	326	5,993
Abbey Meads Community Primary School	301	7,384	301	7,305	301	5,593	301	5,533
Peatmoor Community Primary School	206	5,053	206	4,999	206	3,828	206	3,787
Haydonleigh Primary School	332	8,144	332	8,057	332	6,169	332	6,103
Greenmeadow Primary School	255	6,255	255	6,189	255	4,738	255	4,688
Haydon Wick Primary School	280	6,868	280	6,795	280	5,203	280	5,147
Southfield Junior School	229	5,617	229	5,558	229	4,255	229	4,210
Westrop Primary School	189	4,636	189	4,587	189	3,512	189	3,474
Eastrop Infant School	151	3,704	151	3,665	151	2,806	151	2,776
Northview Primary School	151	3,704	151	3,665	151	2,806	151	2,776
Nythe Primary School	149	3,655	149	3,616	149	2,768	149	2,739
Millbrook Primary	323	7,923	323	7,839	323	6,001	323	5,938
South Marston Church of England Primary School	106	2,600	121	2,937	106	1,970	121	2,224
Colebrook Infant School	111	2,723	121	2,937	111	2,062	121	2,224
Colebrook Junior School	170	4,170	170	4,126	170	3,159	170	3,125
Grange Junior School	363	8,904	363	8,810	363	6,745	363	6,673
Grange Infant Community School	256	6,280	256	6,213	256	4,757	256	4,706
Ruskin Junior School	373	9,150	373	9,052	373	6,930	373	6,857
Beechcroft Infant School	241	5,912	241	5,849	241	4,478	241	4,430
St Catherine's Catholic Primary School	206	5,053	206	4,999	206	3,828	206	3,787
Toothill Primary School	155	3,802	155	3,762	155	2,880	155	2,849
Wanborough Primary School	244	5,985	244	5,922	244	4,534	244	4,485
Westlea Primary School	305	7,482	305	7,402	305	5,667	305	5,607
Brook Field Primary School	401	9,837	401	9,732	401	7,451	401	7,371
Wroughton Junior School	325	7,972	325	7,888	325	6,039	325	5,974
Wroughton Infant School	221	5,421	221	5,364	221	4,106	221	4,063
Tregoze Primary School	238	5,838	238	5,776	238	4,422	238	4,375
sub-total	15,908	390,228	15,949	387,072	15,908	295,577	15,949	293,186
Secondary Schools								
Highworth Warneford School	910	22,323	910	22,085	910	16,908	910	16,728
Isambard School	212	5,200	480	11,649	212	3,939	480	8,824
Kingsdown School	1,277	31,325	1,277	30,992	1,277	23,727	1,277	23,475
The Ridgeway School	1,363	33,435	1,363	33,079	1,363	25,325	1,363	25,056
The Commonweal School	1,084	26,591	1,084	26,308	1,084	20,141	1,084	19,927
Churchfields School	984	24,138	984	23,881	984	18,283	984	18,089
Dorcan Technology College	1,292	31,693	1,292	31,356	1,292	24,006	1,292	23,750
Nova Hreod	1,329	32,601	1,329	32,254	1,329	24,693	1,329	24,431
St Joseph's Catholic College	1,251	30,687	1,251	30,361	1,251	23,244	1,251	22,997
Greendown Community School	1,150	28,210	1,150	27,910	1,150	21,367	1,150	21,140
sub-total	10,852	266,203	11,120	269,875	10,852	201,634	11,120	204,416

	Total Pupil Numbers excludes Nursery	Allocation Using Total Pupil Numbers £	Funded Numbers Excludes Nursery	Allocation Using Funded Pupil Numbers £	Total Pupil Numbers excludes Nursery	Allocation Using Total Pupil Numbers £	Funded Numbers Excludes Nursery	Allocation Using Funded Pupil Numbers £
Special Schools								
St Luke's School	270	6,623	270	6,553	270	5,017	270	4,963
Brimble Hill Special School	333	8,156	333	8,070	333	6,178	333	6,112
The Chalet School	170	4,170	170	4,126	170	3,159	170	3,125
Crowdys Hill School	635	15,577	635	15,411	635	11,799	635	11,673
Uplands School	393	9,628	393	9,526	393	7,293	393	7,215
Nyland School	180	4,415	180	4,368	180	3,344	180	3,309
Sub-total	1,980	48,570	1,980	48,053	1,980	36,789	1,980	36,398
TOTAL	28,740	705,000	29,049	705,000	28,740	534,000	29,049	534,000
Underspend		£705,000		£705,000		£705,000		£705,000
Top Slice for SENRAP		£0		£0		£171,000		£171,000
Allocation to Schools		£705,000		£705,000		£534,000		£534,000

Single Status Arrangements For Schools

Schools Forum

17th June 2008

Author: Directors of Finance and Human Resources

Parish / Wards Affected: All

Purpose

To provide a briefing to the Schools Forum on the potential financial impact of the Single Status project and potential equal pay claims and explore a range of options around financing any additional expenditure.

Recommendation

The Schools Forum is requested to:

- Note the report;
- Consider the range of options available and give some direction to officers of the funding sources it wishes them to explore further.

1. Reasons

- 1.1 The Single Status project is approaching a critical point whereby the financial impact of the project is likely to become evident in the current financial year.
- 1.2 The Council has received a number of claims under the Equal Pay Act 1970 that include staff employed in schools.
- 1.3 The Schools Forum and individual schools have asked for clarity on how the impact of the project on schools will be financed.

2. Detail

Single Status

- 2.1 Single Status is expected to be implemented in Swindon with effect from 1st April 2009 and originally was due to be implemented by all Local Authorities from 1st April 2007. It affects the roles of individuals employed by the Local Authority and therefore only applies to **non-teaching** staff within those schools that are **not Foundation or Voluntary Aided**. Typically those posts affected in schools are office based staff and mid-day supervisors.
- 2.2 To date approximately 40% of local authorities within the United Kingdom have implemented or part-implemented single status.

Further information on the subject of this report can be obtained from Kirsty Cole on 01793 464610 or Email kcole@swindon.gov.uk.

Single Status Arrangements For Schools

Schools Forum

17th June 2008

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- 2.3 The strategies, policies and implementation team for the project are being financed by Swindon Borough Council. Part of the work of the project team has been to benchmark and identify the potential costs that could result from implementing single status at Swindon. Benchmarking data from authorities that have implemented single status show a range of results but typically approximately one-third of posts result in a greater financial reward, one-third go down and one-third remain broadly the same. However, there are a range of options around the timing of implementation and the protection offered to staff whose grades change.

Equal Pay

- 2.4 The Equal Pay Act 1970 stipulates that individuals should be financially reimbursed at the same level for like roles. The bulk of the claims made under this act that result in industrial tribunals reflect claims where it is felt that women are paid less than men undertaking similar roles. There has been an increase in the number of claims being made under this act since the single status legislation became effective in April 2007.

Managing and Financing the costs of Single Status and Equal Pay

- 2.5 A Project Board and Steering Group was established for both the Single Status project and to consider the Authority's position on Equal Pay claims. Representatives from across the organisation have attended these meetings from the start of the project in 2004 including the Group Director, Children's Services. At these meetings and at the Council's strategic Corporate Board, estimates of potential changes in the Council's pay bill have been discussed and reflected in the Council's medium term financial plans.
- 2.6 In March 2008, the Department for Children, Schools and Families issued guidance on the financing arrangements of single status and, in particular, back pay owing for backdated pay increases for Education staff. This is attached as appendix one.
- 2.7 In summary, the guidance states that any costs associated with single status for staff chargeable against Schools Budgets, are to be met by Schools budgets but it does propose a number of ways that Schools and Local Authorities can work together to ease the pressure that this may create.
- 2.8 The costs take four different forms.
- Set-up costs associated with carrying out the job evaluations and implementing the project
 - On-going increases in pay budgets as a result of implementing single status
 - Backdated costs associated with backdating pay increases
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Single Status Arrangements For Schools

Schools Forum

17th June 2008

- Backdated costs associated with settling equal pay claims

Set-Up Costs

- 2.9 A reserve has been established by the Local Authority and the set up costs of the project (currently estimated at £700k) will be met from this. These costs cover the staff time, project management and liaison and job evaluation costs associated with the project for all affected jobs including those in schools.

On-going increases in pay budgets

- 2.10 Any change to the on-going pay budget of a service as a result of single status is chargeable to the relevant service area – i.e. the school in this instance. Schools will be able to use any balances they may have built up to smooth the impact of this provided that rigorous plans are in place to build sufficient funds for the on-going pay bill into the base budget over time.

- 2.11 The Council does not have access to benchmarking data showing the impact of single status on school budgets but at this stage, it is not expected that this will be significant.

Backdating the cost of any on-going increase in the pay bill

- 2.12 Any backdated pay increase will be chargeable to the service area which employs the individual affected – i.e. the school.
- 2.13 The legislative implementation date for single status was 1st April 2007. Whether or not changes in individual's pay are backdated to this date is something that individual local authorities negotiate with their respective union representatives as part of the implementation of the project. Affordability will be a key part of any discussions and, until the project reaches a stage where the proposed change in the cost of the pay bill is fully understood, these negotiations will not commence.
- 2.14 Options will include backdating all changes (ie. whether pay goes up or down) to 1st April 2007 to only backdating increases in pay and most authorities will arrive somewhere in the middle with perhaps no backdate at all. Funding arrangements will be explored further as part of any negotiations.

Backdated Equal Pay Claims

- 2.15 Any costs resulting from Equal Pay claims will be chargeable to the service area which employs the individual affected – ie. the school. However, the guidance does give flexibility to help cash flow these costs rather than them being charged to a school's budget in a single financial year. There are a number of funds that can be accessed to pay for the

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Single Status Arrangements For Schools

Schools Forum

17th June 2008

costs up front and then recover them from schools budgets over a period of time as follows:-

- o Schools Individual Balances – if a school affected by Equal Pay Costs was holding sufficient balances, it could draw on these to pay for the costs or to help smooth the impact of the costs over a number of years
- o Total Schools Balances – there is an option of top-slicing a sum from all schools' balances, or those over a certain threshold level to pay for Equal Pay Costs. This could either be as an outright payment or as a loan to be replenished from the individual schools affected over a period of time.
- o Individual School Balances Loans – a school with spare balances could loan funds to another school to help smooth the costs over a period of time either on an interest free or interest charged basis.
- o Top-Slice of the Dedicated Schools Grant (DSG) – funding could be top-sliced from the DSG to create a fund to pay for Equal Pay costs before budgets are delegated to schools.
- o General balances – the Council could fund the costs up front from its own balances and recover the costs from the individual schools over a period of time either on an interest free or interest charged basis.
- o Capitalisation – the Government has issued guidance to Councils to allow them to apply to the Government for permission to charge costs of Equal Pay Claims as capital where they can demonstrate that no other funds are available. Until the level of costs are known, it is unclear whether this option will be available to Swindon. Capitalising these costs would result in the costs being met from borrowing or the sale proceeds from land or building disposals and then recovered from DSG over an agreed "mortgage" period (at say 9% over say 25 years depending on the amount). This recharge to the DSG could be either as a top-slice before budgets are delegated to Schools or as a charge to individual schools' budgets.

2.16 Costs associated with the implementation of single status are likely to commence during the financial year 2009/10. Costs relating to Equal Pay claims could potentially fall in the current financial year and therefore could impact on the funding source available. As the project progresses and costs and timings becomes clearer, the Project Team will liaise with the schools affected and the School Forum to ensure they are kept fully informed. In the meantime, Schools have been made aware of the potential costs associated with regrading staff under single status in order that they can build assumptions into their future financial plans.

2.17 The Schools Forum is asked to consider the range of options available and give some direction to officers of the funding sources it wishes them to explore further.

Further information on the subject of this report can be obtained from Kirsty Cole on 01793 464610 or Email kcole@swindon.gov.uk.

Single Status Arrangements For Schools

Schools Forum

17th June 2008

Risk Management

Financial and Procurement Implications

- The costs that Schools could potentially be exposed to in respect of single status and equal pay claims are not currently contained within existing budgets. This report therefore sets out options to enable schools to help manage these costs going forward and to smooth the impact over a number of years. At this stage, the costs are unknown.

Legal / Human Rights Implications

- None

Links to Corporate Plans and Policies (in particular to Swindon 2010 Promises)

- None

Consultees

- The Director of Finance, and the Director of Law and Democratic Services are consulted on all reports.

Background Papers and Appendices

- Appendix 1

Further information on the subject of this report can be obtained from Kirsty Cole on 01793 464610 or Email kcole@swindon.gov.uk.

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GUIDANCE ON BACK PAY FOR EDUCATION STAFF

Introduction

1. This guidance sets out the broad legal and financial framework on back pay for education staff within which decisions may be made. However, the Government is clear that in implementing equal pay, local authorities must consider the impact on service delivery, including standards in schools. They should ensure that these are not jeopardised, by assisting schools in the management of costs where appropriate. Local authorities should discuss the proposed costs and methods of paying these costs with their Schools Forum.

Synopsis of Issue

2. Where local authorities have identified pay inequalities amongst their employees, back-pay is likely to be due to individuals who have been unfairly paid. Where these employees work in schools, what are the financing options available? Whilst it is for local authorities and schools to agree the arrangements locally, this note sets out how use of balances and capitalisation to meet the one-off costs of back-pay can help to smooth the financial pressures on local authority and LEA budgets, the Schools Budget and budgets for individual schools.

Coverage for education employees

3. This guidance concerns the treatment of back pay for education staff other than teachers who work in community schools and voluntary controlled schools in England. Their employer is the local authority, but their pay is funded from the Schools Budget. Foundation and voluntary aided schools employ their own staff and so they are not directly covered by these arrangements. However, local arrangements may have been agreed, or may be agreed so that such staff are treated on a comparable basis to staff in community schools (see also paragraph 11).

Scale of problem

4. Although there is uncertainty about the scale of the national cost pressure, approximately one-third of the workforce is affected. The effects vary between regions and depend on the nature of the workforce and historic pay decisions made by authorities and schools. Some authorities are facing significant costs, and the back-pay bills potentially attributable to some individual schools could represent a significant portion of their annual budget.

Definition of back-pay

5. The term 'back pay and payments in lieu of back pay' is a term used in publications issued by the Department for Communities and Local Government. The School Finance (England) Regulations 2008 ("the

Regulations”) use the term ‘pay arrears’. In this guidance, ‘back pay’ means back dated pay, payments in lieu, pay arrears and equal pay back pay. The function of this paper is to explain how the Regulations operate to facilitate payment of back pay. Parts of the paper comprise the Department’s view on matters of interpretation. This is subject to the proviso that such matters are ultimately for the courts to determine.

Tax and National Insurance

6. Payments in lieu of back pay are not exempt from tax or national insurance.

Background to pay reviews

7. Many local authorities in England are reviewing their pay and grading structures to identify and address pay inequalities. These reviews cover pay arrangements for most staff other than teachers who are covered by separate negotiating arrangements. Much of this activity follows on from the 1997 Single Status Agreement reached between employers and trade unions, and the 2004 local government pay settlement. There has also been a growth in claims under the Equal Pay Act 1970 to Employment Tribunals.

8. Many reviews are reaching their final stages and local authorities are seeking to agree changes to the relative pay of staff. Staff whose pay is increased may be entitled to up to six years’ back pay, depending on agreements made locally. Back pay and payments in lieu of back pay can also be due following Employment Tribunal hearings, or from out-of-Tribunal settlements.

Processes and responsibilities for resolution

9. The detailed responsibilities and regulatory parameters are set out below. Whilst every situation is different, a fair and manageable route through the funding decisions might look like this:

- Local authority anticipates significant costs and builds up reserves,
- Local authority considers how to share costs between the Schools Budget, and the LEA or other LA budgets.
- Local authority and workforce representatives reach agreement on the package of pay changes.
- Local authority keeps education colleagues (including the Schools Forum) informed as financial parameters and distribution of liability are firmed up.
- Local authority makes capitalisation request for anticipated costs which cannot be met from reserves.
- Local authority firms up decision on allocation of education costs.
- Costs are crystallised, payments are made and contributions are made from authority reserves, any reclaimed excess surplus schools balances or from the schools budget including from individual schools after full discussion of the options with the schools forum.

- Where capitalisation is secured, repayment of the borrowing costs are shared between schools (through the Schools Budget or individual schools' budgets) and the local authority budgets.

Local authority as employer and service provider

10. Ultimately the local authority is responsible for meeting their legal obligations as employers, and for balancing the risks and financial impacts between employees, council tax payers and service users. They will need to consider, in negotiation with workforce representatives, the options available to them on the cost of the package offered to employees, including school support staff. They will also need to consider the sources of funding available, including the use of the authorities' reserves, any excess surplus schools balances, the Schools Budget, and capitalisation.

11. The governing bodies of voluntary aided (VA) and foundation schools are the employer of staff in their schools and have autonomy to set their own pay and conditions for support staff – the governors may choose to mirror the local authority's pay and grading arrangements. They are similarly free to use the local authority's payroll service or to engage an alternative supplier; however the details of how this affects employees at each school will depend on local agreements and contracts of employment. But as a general principle, where a VA or foundation school has chosen to match local authority pay and conditions, it would still be for the governing body to decide whether it will match any increase in salary, and any back pay or pay in lieu of back pay, arising from the local authority's single status review. But it would not be obliged to do so unless, of course, there were contractual obligations.

Communities and Local Government: arrangements for capitalisation

12. Local authorities may apply to Communities and Local Government (CLG) to capitalise the cost of back pay. This enables authorities to borrow or use capital receipts to meet their one-off costs. Guidance on the scheme for 2008-09 should be made available by end March 2008 at www.local.communities.gov.uk/finance/capital/guidance0809.pdf.

13. In 2007-08, CLG issued £500m of equal pay capitalisation directions to 46 authorities, enabling them to speed up the delivery of equal pay. One of the criteria used for reaching decisions on the allocation of capitalisation directions was the level of unallocated balances held by the authority

LEA and Schools Budgets

14. The salaries of education staff are chargeable either to the LEA Budget or the Schools Budget, both of which are defined in the School Finance (England) Regulations 2008. Where the salaries of staff are chargeable to the Schools Budget, their back pay (or payments in lieu thereof) is also so chargeable. Where salaries are chargeable to the LEA Budget, neither the salaries nor the back pay may be charged to the Schools Budget.

15. The Government regards back pay (as defined in this document at paragraph 5) as simply a form of pay and therefore chargeable to the same place as pay. Capitalisation of back pay is only a device to make the back pay more affordable by spreading the cost over a longer period, and does not change the nature of the expenditure as pay. An adjustment has been made to the wording of the School Finance (England) Regulations 2008 to make this entirely clear. Where capitalisation has already been secured and repayment costs are already underway, the authority may seek an education contribution to this ongoing cost.

16. For the costs to be charged to the Schools Budget, staff must be employed to work directly for the school. Back pay for staff who are employed by the local authority or any other supplier to provide services to schools for which a payment is made under contract (including PFI contracts) or as part of a service level agreement or direct service order, (for example catering or cleaning) may not be met from the Schools Budget but must be met from other local authority budgets.

17. Back pay for staff whose salaries are charged to the centrally held part of the Schools Budget (except where they fall under paragraph 16) may also be so charged. Back pay for staff of schools would normally be charged to the budget share of the individual school: most authorities' funding schemes require salaries to be charged at actual cost. Where an authority is not confident that its scheme would provide for the charging of back pay to individual schools, it could seek to amend the scheme with the consent of its Schools Forum, or if the Schools Forum will not agree, with the consent of the Secretary of State. The 2008 Regulations provide that expenditure on back pay which cannot be charged to individual schools' budget shares may be held centrally.

18. Additional text has been put into Schedule 3 to the 2008 Regulations to make it clear that authorities may use the cost of back pay as a factor in their formula, based on actual cost if they wish. This will enable the cost of back pay to be spread among all local schools through the formula, where the authority and its Schools Forum think this appropriate.

19. Authorities may choose not to charge the cost of back pay against the DSG, although in some circumstances this may be unaffordable. It is open to authorities to add to the Schools Budget from local resources to cover the cost of back pay. We know that some authorities have made provision for back pay centrally, and we would expect them to use such provision for costs falling to the Schools Budget as well as elsewhere.

The role of the Schools Forum

20. Local authorities have a statutory duty to consult their Schools Forum on proposed changes to factors and criteria, or the methods, principles and rules used in their formula, and to gain the agreement of the Schools Forum to the retention of funding from the Schools Budget that breaches the Central Expenditure Limit. Therefore any local authority that is considering making

charges to the Schools Budget will need to consult and work in partnership with their Schools Forum to find the most satisfactory way to manage the costs.

Service delivery (The education of pupils in schools)

21. It is very important that local service delivery is not compromised by excessive costs of back pay, including the ability of schools to develop their provision for pupils and to raise standards. Authorities should take steps to ensure that this does not happen: these steps might include spreading the impact of one-off costs by making appropriate use of reserves, including where possible schools balances, and by seeking capitalisation directions. We know that some authorities have advised schools to put sums aside for this purpose.

DCSF & Schools

22. Where the Department for Children, Schools and Families receives complaints from schools that their work is likely to be damaged by excessive costs of back pay, it may seek a view from the authority concerned. It will not be possible for the DCSF to provide additional funding to authorities in this position.

Department for Children, Schools and Families Communities and Local Government

March 2008

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Early Years Flexible Offer

Schools' Forum

Date: 17th June 2008

Author: Group Director, Children

Parish / Wards Affected: All

Purpose

- To discuss and agree the project plan for the delivery of the flexible offer for early education

Recommendation

- Schools' Forum is requested to consider and approve the project plan for the delivery of the flexible and extended offer for early education and the terms of reference for the working party.

1. Reasons

- 1.1 The Department for Children, Schools and Families (DCSF) requires Local Authorities to revise their funding mechanisms for early education to ensure that they are consistent, fair and equitable across the private, voluntary and maintained sectors.
- 1.2 Parents' entitlement for funded early education will be increased from the current 12.5 hours to 15 hours.
- 1.3 This will be introduced in the 30% most disadvantaged areas by September 2009 and universally by September 2010. Additionally parents will have the right if they so choose to access their entitlement more flexibly rather than in 2 half an hour sessions as now.
- 1.4 The duty on local authorities is to make this offer available. It does not mean that any particular setting has to offer this flexibility or the increased entitlement.

2. Detail

- 2.1 Through, the ten year childcare strategy *Choice for Parents, the Best Start for Children*, the Government is committed to extending the free nursery entitlement for 3 and 4 year olds from 12.5 hours per week over 38 weeks

Further information on the subject of this report can be obtained from Sue Wald on (01793) 465713 or Email swald@swindon.gov.uk

Early Years Flexible Offer

Schools' Forum

Date: 17th June 2008

- of the year to 15 hours per week. It is also committed to make access to it more flexible in response to parental demand.
- 2.2 Currently parents have an entitlement to access funded nursery education for 3 and 4 year olds in the private, voluntary or maintained sector.
 - 2.3 They have an entitlement to five two and a half hour sessions, which they may take across a mixture of provision.
 - 2.4 The new entitlement will both increase the number of hours funded per week to fifteen and give parents the right to request that their entitlement is taken over 3 days rather than in sessions as now.
 - 2.5 The method of funding used across the sectors is currently different. In the maintained sector funding is per place, irrespective of the number of children attending. In the private and voluntary sector, funding is based on head count. The rates of funding for the two sectors are currently different.
 - 2.6 It is proposed to set up a cross sector working party to look both at achieving a fair and equitable system of funding and to examine the issues involved in delivering early education more flexibly.
 - 2.7 Funding to support the delivery of the extended and more flexible offer is available from the DCSF through Standards Fund. Swindon has been allocated £234k for 2009-10 and £980k for 2010 –11.
 - 2.8 Full details of the terms of reference for the working party are attached at Appendix A. The project plan is attached at Appendix B.

Risk Management

Financial and Procurement Implications –

The DCSF has allocated standards fund grant of £1,213,965 to support local authorities deliver greater flexibility and the extended provision. Therefore the costs relating to this report, including any additional capacity required to enable the Council to implement the flexible and extended provision, will be funded through this grant at no additional cost to the Council. There are no procurement implications.

*Legal / Human Rights Implications –*The provision of early education is a statutory responsibility on local authorities. Section 7 of the Childcare Act 2006 places a duty on local authorities to provide free early years provision of a prescribed description. This is the legislative basis for the government's commitment to flexibility.

Links to Corporate Plans and Policies (in particular to Swindon 2010 Promises) – Children are at the heart of the Corporate Plan and the Children & Young People's

Further information on the subject of this report can be obtained from Sue Wald on (01793) 465713 or Email swald@swindon.gov.uk

Early Years Flexible Offer

Schools' Forum

Date: 17th June 2008

Plan. Promise 45 encapsulates the support for parents “we’ll provide even more support for families to help them maintain their independence”.

Consultees

- . The Director of Finance and the Director of law and Democratic Services are consulted on all reports.

Background Papers and Appendices

Appendix A: Terms of Reference for the Working Party

Appendix B: Project Plan

Further information on the subject of this report can be obtained from Sue Wald on (01793) 465713 or Email swald@swindon.gov.uk

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TERMS OF REFERENCE

Early Years Flexible Offer Working Party

1. PURPOSE

The purpose of the group is to consider the options for the delivery of the extended and flexible offer for funded nursery education in the maintained, private and voluntary sector in Swindon.

2. CONTEXT

The DCSF require Local Authorities to revise their funding mechanisms for early education to ensure that they are consistent, fair and equitable across sectors. Parents' entitlement for funded early education will be increased from the current 12.5 hours to 15 hours. This will be introduced in the 30% most disadvantaged areas by September 2009 and universally by September 2010. Additionally parents will have the right if they so choose to access their entitlement more flexibly rather than in 2 ½ hour sessions as now. The duty on local authorities is to make this offer available. It does not mean that any particular setting has to offer this flexibility or the increased entitlement.

3.OBJECTIVES

- To investigate funding methodologies for consistent funding across the sectors
- To make recommendations about funding models to schools forum
- To lead consultation with the sectors to identify the challenges posed by the delivery of longer hours
- To lead consultation with the sectors to identify the challenges posed by the delivery of increased flexibility

4.ACCOUNTABILITY

The group will report to Schools Forum

5.MEMBERSHIP

Sure Start Partnership Manager

Early years Adviser

Representative from SBC Children's Services Finance team

Maintained nursery representative

Early Years School Forum representative

Early Years Reference group members as follows :-

Voluntary sector representative

Private sessional pre school representative

Private sector nursery representative

Nursery Managers Forum representative

6.FREQUENCY

The group will meet monthly.

7.ADMINISTRATION

Swindon Sure Start partnership will be responsible for the production of agenda and papers and will provide a minute taker for the meetings. Agendas will be circulated 5 working days prior to meetings and minutes within 7 working days following

8.CHAIR

The chair will be elected from the membership.

Date: 15th May 2008

Action	Lead	Supported by	By end
Seek volunteers for working party from EY Reference Group	Carmel Burton		June 2008
Seek volunteers for working party from the private nursery chains	Carmel Burton		June 2008
Seek volunteers for working party from schools	Carmel Burton		June 2008
Research progress made by other LA's	Nicola Perrett	Denise Stewart Kim Poulton	July 2008
Set up Working party meeting to examine issues	Carmel Burton	Sandra Cooke	July 2008
Draft proposal for consultation	Nicola Perrett	Denise Stewart Kim Poulton	Sept 08
Work with finance to draft funding proposals	Carmel Burton	Finance Denise Stewart	Oct 2008
Hold consultation events <ul style="list-style-type: none"> • Schools • Sessional pre schools • Private full day care • Parents • Children's Centres • Childminders 	Kim Poulton	Nicola Perrett Denise Stewart	Dec 2008
Produce recommendation for Schools Forum	Nicola Perrett	Denise Stewart Kim Poulton	Jan 2009
Publicise roll out to providers	Denise Stewart	Kim Poulton	Feb 2008
Work with providers to support their delivery of flexibility (including use of peer support) <ul style="list-style-type: none"> • Schools • Sessional pre schools 	Kim Poulton	Nicola Perrett Denise Stewart	Ongoing but to start May 2008

<ul style="list-style-type: none"> • Private full day care • Childminders 			
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Parent Support Advisers

Schools Forum

Date: 17th June 2008

Author: Director, Strategy & Commissioning

Parish / Wards Affected: All

Purpose

- To present proposals for the delivery of Parent Support Advisers following consultation with Headteacher representatives from SASH, ASSSH and SAPH and further consultation with extended services clusters and the Schools Forum Sub Committee

Recommendation

- Schools' Forum is requested to consider the following two proposals for the management of Parent Support advisers and decide which model to adopt:***
Model 1: Management of all Parent Support advisers through multi agency teams employed by the local authority and placed in extended services clusters
Model 2: Management of Parent Support Advisers by extended Schools Clusters with four senior Parent Support advisers employed by the local authority and based in multi agency teams providing professional supervision and training for cluster based Parent Support advisers. This model is recommended by the Task Group who developed the proposals
- Schools Forum is requested to consider two proposals for the financial allocation of Parent Support advisers and Extended Services for the delivery of Parent Support Advisers and decide which model to adopt***
Option A: Funding for extended services is maintained 2008 – 2011 at the funding level of 2007/08 with additional funding for Parent Support Advisers who will be recruited as new additional posts
Option B: the funding for extended services reduces over the three years whilst more money is allocated for Parent Support Advisers

1. Reasons

- 1.1 Members of the Schools Forum discussed the recommendations outlined above at the meeting on the 29th April 2009. A decision on the recommendations listed was deferred to enable all extended schools clusters to consider the proposals.
- 1.2 The Director Strategy & Commissioning wrote to all chairs of extended services clusters in May 2008 and asked for views to be forwarded to sub group members and the Director Strategy & Commissioning.
- 1.3 The sub group meeting on 5th June 2008 considered all submissions and a verbal report will be given at the full Schools Forum Meeting on the 17th June 2008.

Further information on the subject of this report can be obtained from Sue Wald on (01793) 465713 or Email swald@swindon.gov.uk

Parent Support Advisers

Schools Forum

Date: 17th June 2008

- 1.4 The Department for Children, Schools and Families (DCSF) published the Children's Plan – Building Brighter Futures in December 2007. It sets out both long-term ambitions as well as specific new policies to accelerate progress over the Comprehensive Spending Review (CSR) period.
- 1.5 As part of the November 2007 school funding settlement, DCSF announced £33.5m/£34.5/£34.5m to expand the availability of Parent Support Advisers (PSAs) in every local authority. Swindon Borough Council (SBC) has been allocated £1,250,060 Area Based Grant, £1,487,856 Standards Fund Grant and £210,029 Sure Start Revenue for delivering Extended Services. It is a requirement that part of this funding is used to appoint PSAs.
- 1.6 PSAs will work with parents to improve children's behaviour and school attendance, offering advice with parenting and providing support for families at the first sign a child or young person may be experiencing social, health or behavioural issues. This support includes help where parents need it to address their children's communication needs.
- 1.7 Additionally the DCSF, as outlined in the Children's Plan, has allocated funding through the Parenting Strategy Support Grant for Local Authorities to employ Parenting Experts. Guidance states that this funding should be used to employ parenting practitioners who will be able to deliver evidenced based, structured parenting programmes on a one to one and group basis. They should target the parents of children and young people who are at risk or those parents with problems that are known to put their children at risk.
- 1.8 Swindon has been allocated funding for two Parenting Experts. (The amount of funding has not yet been confirmed).

2. Detail

- 2.1 The role of the PSAs is to assist in tackling underachievement by working in partnership with families, parents, carers and pupils in a school context to enable pupils, particularly the most disadvantaged, to have full access to educational opportunities and overcome barriers to learning and participation.
- 2.2 The focus of the PSA role is on preventative and early intervention and providing information and support to all parents, including those with children with additional needs.
- 2.3 The PSA will be part of the Common Assessment Framework (CAF) and will assume the Lead Professional role within a Local Preventative Group

Further information on the subject of this report can be obtained from Sue Wald on (01793) 465713 or Email swald@swindon.gov.uk

Parent Support Advisers

Schools Forum

Date: 17th June 2008

(LPG). Where a need for outside help is identified, PSAs will provide signposting and access to the relevant specialist services.

2.4 The work of the PSA will include targeting individual families to address:

- Children and young people who are at risk of exclusion
- Transition for children and young people who will struggle or who are at risk
- Children and young people experiencing domestic violence
- Hard to reach parents
- Children and young people experiencing more than one vulnerability factor

PSAs will also work with parents in groups delivering evidence based parenting programmes and other group based interventions as appropriate.

2.5 Parent Experts will target the parents of children and young people whom local agencies agree to be at risk or those parents with problems that are known to put their children at risk, for example, parents who are offenders (including those in prison and involved in domestic violence), have mental health problems or with drug and alcohol problems. A key focus of their role is to ensure that they engage with those parents who are difficult to reach and resistant to using services. They will also be required to deliver evidence based parenting programmes. DCSF guidance requires that the work of the Parenting Experts should link closely with the work of the PSAs.

2.6 Twenty Local Authorities have taken part in pilot projects delivering the core offer of support to parents, as part of the Extended Services programme, through PSAs. We are drawing upon the experiences from the evaluation of the pilots across the country to develop a Swindon approach.

2.7 The Swindon approach is that PSAs will work within the existing cluster configuration ensuring each and every school has a named PSA attached to it. Each cluster will have at least one full time equivalent (FTE) PSA.

2.8 Evidence shows that access to good quality supervision is crucial to effective delivery of parenting support and retention of parents. Therefore, in establishing the posts it will be important to ensure that the practitioner receives:

- Line management supervision that addresses both strategic and practice elements of the post.
- Practice supervision from a supervisor with expertise in the interventions being employed by the practitioner and with experience of the client group.

Further information on the subject of this report can be obtained from Sue Wald on (01793) 465713 or Email swald@swindon.gov.uk

Parent Support Advisers

Schools Forum

Date: 17th June 2008

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- 2.9 It is proposed that the Local Authority retain funding to employ two senior PSAs and matches it with its funding for two Parenting Experts, so that there are four senior posts. These four posts will be located one in each of the Multi-agency teams and will receive line management and practice supervision through the Multi-agency teams. A key responsibility for the Senior PSA and Parenting Experts will be the delivery and co-ordination of evidence based parenting programmes and the training of the PSAs in the delivery of these programmes. Each Senior PSA and Parenting Expert will have a responsibility for practice supervision of the PSAs working within their area. In addition they will be recruited to lead in a specific area of expertise. These areas will be:
- Black and minority ethnic families
 - Families with challenging behaviour including mental health
 - School transition
 - Involving fathers
- 2.10 It is proposed that the rest of the funding will be allocated to clusters using the same formula currently used for the Extended Services funding ie each cluster is allocated a lump sum of 60%. The remaining 40% is allocated based on pupil number with a weighting for the Special Schools. Two options are proposed. **In option A** funding for Extended Services is maintained throughout the period in line with the 2007/08 level. **In option B** funding for PSAs is at a higher level. Thus in 2010/11 there is a reduction of Extended Services funding from 2007/08 of £467,513 to £376,591. Full details are attached Appendix 1.
- 2.11 Support for Parents is one of the four strands of the Extended Services agenda. Swindon is successfully delivering Extended Services through a cluster-based model. Both the PSAs and Parenting Experts will be pivotal in the delivery of support to parents and as such a key part of the Extended Services agenda. It is therefore proposed that PSAs work through the clusters thus ensuring that every school has access to this additional source of support. It will be the schools working as a cluster that will be responsible for identifying which families the PSAs need to support.
- 2.12 To ensure consistency a generic job description for PSAs will be developed. However in order to ensure that local needs are reflected in the job role clusters will be able to include additional responsibilities appropriate to the needs of their cluster.
- 2.13 Representatives from the Special Schools, Primary Schools and Secondary Schools were consulted about possible management models. As a result of this consultation the two alternative management options detailed below were identified.
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Further information on the subject of this report can be obtained from Sue Wald on (01793) 465713 or Email swald@swindon.gov.uk

Parent Support Advisers

Schools Forum

Date: 17th June 2008

Model 1: Multi Agency Team Model

- Funding for the PSAs will be centrally retained
- All PSAs will be employed and recruited by SBC working in partnership with the Senior PSAs or Parenting Experts and the clusters
- They will be based in a school nominated by the cluster
- Line management and practice supervision will be provided through the Senior PSA or Parenting Expert

Model 2 - Extended Services Model

- Funding for the PSAs will be devolved to a fund holding school nominated by each cluster
- PSAs will be employed by extended services cluster
- Recruitment will be managed through the cluster supported by SBC and the Senior PSAs or Parenting Experts
- They will be based in a school nominated by the cluster
- Line management will be provided by the fund holding school
- Practice supervision will be provided through the Senior PSA or Parenting Expert

Risk Management

Financial and Procurement Implications –

The DCSF has allocated a grant of £2,947,945 for the employment of Parent Support Advisers and Parenting Experts from 2008 to 2011. Therefore the costs relating to this report will be funded through this grant at no additional cost to the Council. There are no procurement implications.

Legal / Human Rights Implications – The overarching framework of principles for Parenting Support strategies is provided by DCSF in “Parenting Support Guidance 2006”. Funding for Parent Support Advisers and Parenting Experts is being provided by the DCSF to enable Local Authorities to deliver their Parenting Strategy.

Links to Corporate Plans and Policies (in particular to Swindon 2010 Promises) – Children are at the heart of the Corporate Plan and the Children & Young People’s Plan. Promise 45 encapsulates the support for parents “we’ll provide even more support for families to help them maintain their independence”. The role of schools in this support is also emphasised in Promise 45 “We will make sure that schools will be at the heart of each community delivering a range of services to meet the community’s need”.

Consultees

The Director of Finance and the Director of Law and Democratic Services are consulted on all reports.

Further information on the subject of this report can be obtained from Sue Wald on (01793) 465713 or Email swald@swindon.gov.uk

Background Papers and Appendices

- **Appendix 1** Funding levels 2008-2011

OPTION A

Area Based Grant	384,113	
Less PSA Snr	50,000	
Less for Co-ordinator	64,487	
Standards Fund	275,113	
Sure Start Revenue	210,029	
Total available funding	754,768	

Less £5k each cluster set up costs

60,000

Total to be

spread

across 12

clusters for

extended

services

-60,000

Extended Services	Parent Support Adviser	TOTALS
TOTAL	TOTAL	
£46,117.09	£17,458.29	£63,575.37
£45,378.60	£17,278.30	£62,656.90
£48,677.71	£18,082.36	£66,760.07
£25,343.15	£12,395.25	£37,738.40
£48,597.44	£18,062.80	£66,660.23
£64,017.35	£21,820.95	£85,838.29
£44,583.92	£17,084.62	£61,668.55
£44,632.09	£17,096.36	£61,728.45
£41,854.74	£16,419.46	£58,274.20
£40,096.82	£15,991.02	£56,087.84
£53,518.00	£19,262.04	£72,780.04
£44,046.11	£16,953.55	£60,999.66
£546,863.00	£207,905.00	£754,768.00

Grand Total

Please note

Figures have been based on NOR Jan 08

OPTION A

Funding Detail	Amount available £	Amount Available
Area Based Grant	613,606	975,622
		Less sum
		Total to be
		spread
		across 12
		clusters .
Less PSA Snr	75,000	365,622
Less for Co-ordinator	66,422	
Standards Fund	503,438	
Total available funding	975,622	

~minimum of £27k to ensure at least one fulltime equivalent per cluster

^figures from 2008-09 + 3%

Extended Services TOTAL	Parent Support Adviser TOTAL	GRAND TOTAL
£51,381.32	£30,796.95	£82,178.27
£50,639.02	£30,352.03	£80,991.05
£53,955.18	£32,339.67	£86,294.85
£30,500.00	£18,281.10	£48,781.10
£53,874.49	£32,291.31	£86,165.80
£69,374.11	£41,581.48	£110,955.59
£49,840.23	£29,873.26	£79,713.49
£49,888.64	£29,902.27	£79,790.92
£47,096.94	£28,228.98	£75,325.92
£45,329.93	£27,169.87	£72,499.80
£58,820.49	£35,255.85	£94,076.34
£49,299.64	£29,549.24	£78,848.88
£610,000.00	£365,622.00	£975,622.00
Grand Total		

Please note

Figures for 2009-10 are provisional.
Funding has been based on NOR Jan 08 and will
be adjusted to align with pupil numbers

OPTION A

Area Based Grant	252,341	Total to be spread across 12 clusters	0
Less PSA Snr	77,250	3% added to 2009-10 figure	
Less for Co-ordinator	68,356		
Standards Fund	709,305		
	816,040		

^figures from 2008-09 + 6%

Extend Services	Parent Support Adviser	TOTALS
TOTAL	TOTAL	
£37,015.52	£31,720.89	£68,736.41
£36,480.76	£31,262.62	£67,743.38
£38,869.75	£33,309.89	£72,179.64
£21,972.45	£18,829.55	£40,802.00
£38,811.63	£33,260.08	£72,071.71
£49,977.68	£42,828.96	£92,806.64
£35,905.31	£30,769.48	£66,674.79
£35,940.19	£30,799.37	£66,739.56
£33,929.02	£29,075.87	£63,004.89
£32,656.06	£27,984.99	£60,641.05
£42,374.76	£36,313.55	£78,688.32
£35,515.87	£30,435.74	£65,951.61
£439,449.00	£376,591.00	£816,040.00

Grand Total

Please note

Figures for 2010-11 are provisional.

Funding has been based on NOR Jan 08 and will be adjusted to align with pupil numbers

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Author: Director of Access & Provision

Parish / Wards Affected: All

Purpose

To inform the Schools' Forum about the outcome of a meeting with Department for Children, Schools & Families (DCSF) representatives regarding the Educational Procurement Centre and an opportunity for schools to improve their procurement capability through the Schools Procurement Partners (SPP) service

Recommendation

The Schools' Forum is recommended to note this report and to support the proposal for improved procurement capability to be explored further with schools.

1. Reasons

- 1.1 The DCSF has created the Educational Procurement Centre to work with schools to improve their procurement capability through the SPP service and for the implementation of a range of procurement tools designed specifically for schools.
- 1.2 A meeting has been held between representatives of the DCSF and officers from the Procurement, Finance and Access & Provision Directorates to explore the scope for this initiative being pursued in Swindon. A meeting has since been arranged between a number of schools, the DCSF and officers to examine this further.
- 1.3 In the light of this, it was considered important that the Schools' Forum was made aware of these developments and the scope for schools achieving greater value for money and reduced bureaucracy in relation to their procurement processes.

2. Detail

- 2.1 The DCSF has established an Educational Procurement Centre to improve schools' procurement capability. This involves, amongst other things:
 - > an online e-procurement portal called "OPEN";
 - > a School Procurement Partner (SPP) role, to work with schools to deliver this project;
 - > training for schools to promote best practice in relation to procurement.

Further information on the subject of this report can be obtained from Ian Bickerton on 01793 465724 or Email ibickerton@swindon.gov.uk.

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- 2.2 A summary of this initiative produced by the DCSF is attached at **Appendix 1.**
 - 2.3 As indicated in the Appendix, the DCSF wishes to offer schools easy access to local, regional and national value for money contracts in one place, allowing them to transact electronically with suppliers. The benefits of this process, as envisaged by the DCSF, are also set out in the Appendix. The DCSF has piloted this project in several Authorities, including Cambridgeshire and East Sussex.
 - 2.4 The DCSF is willing to fund a full or part-time post in Swindon for three years to promote and support this project. It is expected that this would be an existing member of staff, probably from a school, who would be seconded to this role for that period.
 - 2.5 Key representatives from the DCSF have been invited to the next Schools Finance Liaison Meeting on 8th July where they will carry out a demonstration of the system and cover in more detail the potential benefits for schools.
 - 2.6 This project, although it needs to be examined in more detail, has potential benefits in terms of value for money and reduced bureaucracy and, in addition, is fully supported by the DCSF. It is, therefore, hoped that the Schools' Forum will endorse this being explored further by schools and other key stakeholders. A further report on the outcome of the discussions will be made to the Schools' Forum at a later date.

Alternative Options

The alternative option is not to explore this project. However, if it can result in benefit to schools in terms of their procurement processes and practices, then it is considered worthwhile to examine it in more detail.

Risk Management

Financial and Procurement Implications

This initiative has the potential to improve schools' procurement capability and generate value for money savings. This would apply to up to 20% of a school's budget, on the basis that normally around 80% is funding staffing costs.

The costs of this project are being fully supported by DCSF up to 2011. There are no estimates at this stage as to the level of maintenance costs to schools after that date but indications are they are likely to be minimal.

Legal / Human Rights Implications

None apparent at this stage

Further information on the subject of this report can be obtained from Ian Bickerton on 01793 465724 or Email ibickerton@swindon.gov.uk.

Links to Corporate Plans and Policies (in particular to Swindon 2010 Promises)

Council Promise 5 states that, "We will buy goods and services more efficiently to help us save money." Achieving more efficient purchasing and better value for money is also a key aim of the Council's Financial Regulations and the Local Management of Schools scheme.

Consultees

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

Background Papers and Appendices

Appendix 1 – Educational Procurement Centre

APPENDIX 1**Educational Procurement Centre (EPC)**

The Department for Children, Schools and Families has created the Educational Procurement Centre to work with schools to improve their procurement capability through the Schools Procurement Partners (SPP) service and the implementation of a range of procurement tools designed specifically for schools.

EPC will focus on supporting those responsible for procurement in schools through access to experience and knowledge in e-procurement, category management, best practice and training opportunities.

The local EPC will support schools within its geographical area through the provision of locally based staff. A School Procurement Partner (SPP) role has been created to work directly with schools to provide information on existing contractual opportunities available for schools. Schools will be offered training relating to current best practice including procurement health checks and assisting with the identification of best value procurement opportunities. SPPs will also work closely with schools assisting them in the use of OPEN: The Marketplace for Schools, an online e-procurement portal – see below.

EPC will also support schools by identifying opportunities for improved procurement and collaboration. An online e-community tool will be put in place where schools can start to share assets and resources, where schools can join forces and purchase goods and services collaboratively or from one another. It will act as an online forum where school staff can share knowledge and experiences.

OPEN: The Marketplace for Schools

OPEN is the 'Online Procurement for Educational Needs' marketplace for schools. Its vision is to offer schools easy access to local, regional and national value for money contracts in one place, allowing them to transact electronically with suppliers.

Accessible through standard internet software, users visit the web site and enter their log-in and password details, then proceed to browse the catalogues and place orders. It works in the same way as the familiar Internet shopping sites, but with added benefits for schools.

Schools can invite suppliers onto the marketplace, content is schools focused, and most importantly the market place is designed to interface with your existing Financial Management Systems (FMS). This means that any orders you make are immediately uploaded into your FMS system, removing the need to double type entries. It also means that reconciliation of deliveries can be automated, saving you more time and effort.

OPEN has been piloted by pathfinder schools and their rigorous testing has resulted in feedback that has been taken and used to further develop the system, ensuring that it is easy to use and comprehensively meets schools' needs before a wider roll out.

Benefits

Further information on the subject of this report can be obtained from Ian Bickerton on 01793 465724 or Email ibickerton@swindon.gov.uk.

OPEN has real and significant benefits for schools, including:

- saving time, for example, with automatic reconciliation and analysis of expenditure by integrating to the Financial Management Systems that schools already use;
- providing a single point of access to many suppliers;
- providing the ability to compare products and suppliers on a single screen;
- reducing the need to have numerous paper brochures and avoid using out of date prices;
- creating more efficient transactions;
- providing the opportunity for making savings through better access to collaborative arrangements;
- giving schools access to local and national contacts;
- both schools and suppliers will have access to a managed help desk, training and forums to support them in using OPEN;
- giving schools control over which suppliers are invited onto OPEN, ensuring that all goods are relevant; and
- collating spend and savings data, giving schools better control over their finances.

For **further information** about EPC and OPEN please visit our websites:

www.dcsf.gov.uk/epc and www.dcsf.gov.uk/open or email us at: epc.enquiries@dcsf.gsi.gov.uk

Recruitment Opportunities: www.edprocurementcentres.com

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