

Swindon Borough Council

Schools Forum

Tuesday, 3 October 2017

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

Maintained School Members:

Janet Urban, Chair - Primary Headteacher
Rhian Cockwell, Primary Headteacher
Mark Edwards, Governor - Secondary
Charles Law, Special Governor
Alison Lowe, Primary Headteacher
Ben Slater, Pupil Referral Unit Headteacher
Jackie Smith, Special Schools Headteacher
Ray Williams, Primary Governor

Academy Members:

Andrew Henstridge, Academy Primary Headteacher
James Povoas, Academy School Representative
Clive Zimmerman, Academy Representative
VACANCY – Mainstream Academy
VACANCY – Mainstream Academy
VACANCY – Mainstream Academy
VACANCY – Mainstream Academy
VACANCY – Special Academy

Non-School Representatives:

Jo Morris, Early Years
Peter Smith, Trade Unions
Steve Wain, 16-19 Partnership
VACANCY - Diocese of Clifton/ Bristol Church of England
VACANCY - Black and Minority Ethnic (BME)

Observer Status

Education Funding Reform Team

Committee Officer: Rita Glen-Gallo

Telephone: 01793 463611 Email: rglen-gallo@swindon.gov.uk

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 of Previous Meeting (Pages 5 - 10)

To receive the minutes of the meeting held on 4th July 2017.

3. Public Questions

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

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

4. Schools Forum Membership Update HE (Pages 11 - 26)

5. 2017-18 Dedicated Schools Grant Budget Position FME (Pages 27 - 42)

6. 2017-18 Dedicated Schools Grant Budget and Forward Look HFT (Pages 43 - 52)

7. Alternative Provision and Exclusions Report HE (Pages 53 - 60)

8. Monitoring of School Balances FME (Pages 61 - 80)

Date of Despatch: 20 September 2017

Key:

Officers:

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

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

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

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

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

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

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

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SCHOOLS FORUM

TUESDAY, 4 JULY 2017

PRESENT: -

- School Members:** Jackie Smith, Vice-Chair - Special Headteacher
Rhian Cockwell, Primary Headteacher
Wendy Conaghan, Academy Headteacher
Charles Law, Special Governor
James Povoas, Academy Headteacher
Ben Slater, Pupil Referral Unit Headteacher
Ray Williams, Primary Governor
Clive Zimmerman, Academy Headteacher
- Non-School Members:** Peter Smith, Trade Unions
Ram Thiagarajah - Black and Minority Ethnic (BME)
- Officers:** Ian Burbidge (Head of Finance, Technical)
Anne Mackay (Finance Manager, Education)
Peter Nathan (Head of Education)

Apologies for absence were received from Janet Urban (Primary Headteacher), Mark Edwards (Governor - Secondary), Alison Lowe (Primary Headteacher) and Jo Morris (Early Years).

Also in attendance: Councillor Fionuala Foley, Cabinet Member, Children's Services and School Attainment.

1. Appointment of Chair

Resolved – That Janet Urban (Primary Headteacher) be Chair of the Schools Forum for the Municipal Year 2017/18.

2. Appointment of Vice-Chair

Resolved – That Jackie Smith be Vice Chair of the Schools Forum for the Municipal Year 2017/18.

3. Minutes of Previous Meeting

Resolved: That the minutes of the meeting held on 28th March 2017 be confirmed and signed as a correct record.

4. Public Question Time

No public questions were asked.

5. Schools Forum Membership

The Head of Education updated the Forum on Membership matters. He advised that, by September 2017, there would be five vacancies within the Academy block and that he had been in contact with the Academy Trusts regarding the election process.

The Head of Finance, Technical, explained that a report on membership of the Forum would be submitted at the October meeting as the term of office for some members would be expiring in August 2017.

Resolved: That Swindon Association of Primary Headteachers, Swindon Association of Secondary Headteachers and Association Swindon Special School Headteachers liaise together before the next meeting of the Schools Forum to elect five representatives to the Forum.

6. Post 16 High Needs Funding Update

The Education Commissioner, submitted a report updating the Forum on the level of funding available and the proposed funding allocations for 2017/18 for post 16 high need students that included students attending further education colleges, independent specialist college and other training providers. The Commissioner explained that whilst the budget for this year was less than that allocated last year, the banding values had not changed. The Forum noted that the Local Authority would fund element 3 top ups for a total of 453 students during the 2017/18 academic year and this was an increase of 146 pupils over the Education and Skills Funding Agency approved placements collated through the High Needs Return in October 2013.

Resolved – (1) That it be noted that:

(a) The Local Authority's latest estimate was that a total of 453 Full Time Equivalent ('FTE') post 16 (excluding sixth form) high needs students will need to be financed during the 2017/18 academic year, as detailed in Para. 3.1 – 3.5.

(b) The estimated annual net costs of 53 places at Independent Service Providers ('ISP') was £0.487m and would be charged to the 2017/18 financial year budget as detailed in Para. 3.6 – 3.12.

(c) The annual allocations for Further Education ('FE') College and Training Providers totalling £1.207m would be charged to the 2017/18 financial year as detailed in Para. 3.6 – 3.12.

(d) There was a contingency budget of £0.198m for 88 identified high needs students with no confirmed destination in the financial year as detailed in Para. 3.6 – 3.12.

(e) The current budgeted figures would result in an overspend of £17k, and that the banding values / contingency would be reviewed as part of the October Schools Forum report as detailed in Para. 3.6 – 3.12.

(f) The overall financial year and academic year budget position shown in Table 2 is detailed in Para. 3.6 – 3.12.

(2) That it be agreed that the 2017/18 indicative banding values shown in Table 2 and that these will be reviewed if there was significant variance due to actual take up of places as detailed in Para. 3.6 – 3.12.

7. 2016-17 Actual Year End School Balances

The Finance Manager, Education, submitted a report advising the Forum

regarding the final position on 31st March 2016 school revenue balances compared with the estimated position as forecast by schools in December 2015. The Forum noted that the Local Authority was required to monitor the level of school balances held by schools to provide assurance to the Council's Chief Finance Officer, Director of Children's Services and Cabinet Member for Children's Services and Schools Attainment regarding the financial sustainability of individual schools. The Finance Manager referred to Table 1 of the report, showing how the Local Authority monitored the accuracy of school financial forecasting.

The Finance Manager, Education, elaborated on the financial positions of Red Oaks, Robert Le Kyng and Westrop Primary Schools. The Head of Education responded to a query regarding the request for funding for Robert Le Kyng SRP as submitted at the Forum's meeting on 28th March 2017. The Chair requested that schools be advised what a reasonable brought forward balance should be at the end of the year. The Forum discussed the issue of carried forward balances and how a benchmark might be selected and adopted.

Resolved – That it be noted that:

(a) 26 of 39 (66.7%) of schools final year end reported balances were close to the estimates provided in December as measured by the thresholds agreed by Schools Forum.

(b) 9 of 39 (23%) of schools were reasonably accurate in forecasting their year end balances.

(c) Only 4 of 39 (10.3%) schools have reported significant variances between their final and December estimates of their projected year end balances.

(d) Final school balances, adjusted to exclude in-year Academy conversions, are forecast to be £4.6m which is 32% higher than the December estimates of £3.54million.

(e) One maintained school and the Special Resource Provision ('SRP') unit at one maintained school opened the year with a deficit, two maintained schools and one SRP unit were in deficit at 31st March 2017. The two maintained schools will be submitting balanced approved budgets for 2017/18.

(f) The Local Authority will present further information on the planned use of school balances to the October 2017 Schools Forum.

(2) That the Finance Manager, Education, be requested to submit further information to the Schools Forum on the surplus accrued by Robert Le Kyng Schools at the October 2017 Schools Forum.

(3) That the Finance Manager, Education, be requested to submit further information to the Schools Forum on Robert Le Kyng's SRP financial balance at the October 2017 Schools Forum.

(4) That the Finance Manager, Education, be requested to include information regarding best practice for carrying over financial balances at year end in the next report at the October 2017 Schools Forum.

8. Final Dedicated Schools Grant Outturn 2016/17

The Finance Manager, Education, presented a report regarding the final position of the 2016/17 retained Dedicated Schools Grant (DSG) budget following closure of the Local Authorities 2016/17 final accounts. The report provided information on the final spend against the 2016/17 centrally retained budget including commentaries on those areas of the budget where forecast figures proved to be inaccurate. The Finance Manager advised that the retained DSG is monitored in accordance with standard Council budgetary control procedures and submitted

monthly to the Education Leadership Team and periodically submitted to the Corporate Management Team and Cabinet. The Finance Manager referred to the decrease in the final turn-out position and explained that the reasons for the variance from the previous position of £0.424m were the increase in High Needs Top ups following banding adjustments, costs of a new tri-partite funded with Children Social Care and Health and the increase in pressure in Tuition service for pupils that were not funded.

Resolved: That it be noted that:

- (a) The final outturn position (subject to external audit) on the 2016-17.
- (b) Following the out-turn position, the unallocated DSG balance will increase to £0.568m.

9. 2017-18 Dedicated Schools Grant Budget Position

The Finance Manager, Education, submitted a report on the latest projected 2017/18 Dedicated Schools Grant (DSG) retained budget position. It was noted that the latest projection on the 2017/18 retained budget was an out-turn position that would be £0.142 above budget with the projected out-turn position for the unallocated DSG balance would decrease to £0.426m. The Finance Manager explained that Appendix A gave a detailed breakdown of figures and that this information was submitted to the Education Leadership Team at the end of May 2017. The Schools Forum noted the main budgetary pressures were an increase in the overall numbers of pupils in External Placements and High Needs Top-ups and the recoupment by the Education Funding Agency of 26 additional post 16 Element 2 payments that the Local Authority needs to pay for the academic year 2017/18.

Resolved: That it be noted that:

- (a) The final outturn position (subject to external audit) on the 2017-18 retained budget was £0.142m above budget.
- (b) Following the projected out-turn position, the unallocated DSG balance will decrease to £0.426m.

10. 2017-18 DSG budget and Forward Look

The Forum considered a report by the Head of Finance, Technical, updating members on various budget issues that remained unresolved following the Forum's meeting on 28th March 2017. The Head of Finance, Technical, advised that the report included information on the latest position of the 2017/18 Dedicated Schools Grant (DSG) settlements and budget. The Head of Education gave an update on the High Needs review being undertaken and advised that with the help of a steering group, a range of areas will be reviewed and these included commissioning of services and funding issues.

The Head of Finance, Technical, explained that St Luke's School had requested funding from reserves to help with its reorganisation of the school. It was noted that DSG would be affected when new schools open across the Borough.

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

- High Needs Review. There was no model to benchmark the Review against other local authorities and the consultant was using best practice from

various models.

- Composition of the High Needs steering group.
- Funding for St Luke's School. The school would be unable to obtain an external grant.
- Financing new schools and the financial effect on current schools after the opening of the new ones.

Resolved - That it be noted that:

(a) An update relating to Robert Le Kyng PD SRP will be submitted at the next meeting of the Forum in October 2017.

(b) The current state of the High Needs review as detailed in Para. 3.4.

(c) The Local Authority was looking for a sustainable financial model for the Oakfield project as detailed in Para. 3.7 – 3.10.

(d) Forecasts of required pupil growth funding will need to be considered as part of future budget setting processes as detailed in Para. 3.11 – 3.12.

(e) The current review of the apprenticeship levy arrangements for maintained schools as detailed in Para. 3.13.

(f) The Forum discussed the views of SAPH in relation to the Nylands Campus Outreach Team as detailed in Para. 3.14 - 3.15.

(2) That the Schools Forum approve the use of £22k of reserve to support St Luke's School.

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Schools Forum Membership Update

Schools Forum

Date 3rd October 2017

Author: Head of Education

Wards: All

Locality Affected: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1. The Local Authority has conducted a short review of Schools Forum to ensure that the current membership is appropriate in the light of the evolving balance of schools in Swindon and with regards to the 2002 Education Act, Schools Forum (England) regulations 2012 and Schools Forum Operational and Good Practice Guide 2015.
- 1.2. The review also considered actual membership and steps being taken to fill vacancies

2. Recommendations

The Schools Forum is asked to:

- 2.1. Agree that the number of members stays at 22 and that there are no changes to membership structure nor to the current representation on Schools Forum.
- 2.2. Note there is a vacancy for a BME representative and nominations will be sought through the Equalities Advisory Forum
- 2.3. Note there are currently 4 vacancies for representative of Academies and representation is being sought through the primary and secondary head teacher associations
- 2.4. Note there is one vacancy for a diocesan representative from the Bristol C. Of E diocese or the Clifton catholic Diocese (this is a shared position)

3. Detail

- 3.1. Section 43 of the 2002 Education Act required Local Authorities to establish a Schools Forum to represent its schools.
- 3.2. Schools Forum were put in place to support local authorities on matters relating to school budgets and therefore play an important part in the local decision-making process.

Schools Forum Membership Update

Schools Forum

Date 3rd October 2017

- 3.3. Each local authority must ensure that the Schools Forum for its area is constituted in accordance with regulations promulgated by the Education Funding Agency.
- 3.4. The existing representation of the Forum was last considered at the Schools Forum meeting held on 18th October 2016
- 3.5. As part of the regular committee process a short review of the Schools Forum membership structure has been undertaken. Because there has been little change in the numbers of academies in the borough, it was recommended that there needed to be no changes this year in terms of representation.

Current Schools Forum membership

- 3.6. There are currently a number of vacancies for membership to schools forum. The academy special school vacancy has been filled by Nick Capstick from Nylands School. Nylands is currently the only special school academy.
- 3.7. There are 4 vacancies for academy schools. These vacancies are not phase specific and do not have to be a head teacher or governor but can be anyone appropriate chosen to represent academies. Academy trusts were written to earlier in the year asking for representation and for this to be organised by the trusts working together and electing representatives. This has not happened. In the light of this, the local authority has written to the primary and secondary head teachers associations suggesting a way forward (letters attached) which would mean them selecting 2 primary and 2 secondary representatives through their meetings or other methods. The names of representatives is awaited at time of writing this report.
- 3.8. There is also a vacancy for a representative from the BME community. This will be sought from the Equalities Advisory Group.
- 3.9. The Bristol C of E Diocesan board and the Clifton Catholic Diocesan board have been contacted about the vacancy for a diocesan representative and a response is awaited.

4. Alternative Options

- 4.1. No alternative options were needed for this report.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1. There are no specific implications relating to this report.

Legal and Human Rights Implications

- 5.2. There are no specific implications relating to this report.

Schools Forum Membership Update

Schools Forum

Date 3rd October 2017

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

- 5.3. There are no such direct implications.

Diversity Impact Assessment (DIA)

- 5.4. The report reflects changes in the diversity of schools in Swindon.

- 5.5. Risk Assessment

There are no specific risk implications.

6. Consultees

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

7. Background Papers

- 7.1. Schools Forum: A Guide for Schools and Academies:
<https://www.gov.uk/guidance/schools-forum-a-guide-for-schools-and-academies>
- 7.2. Schools Forums Operations and Good Practice Guide 2015.
<https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015>

8. Appendices

- 8.1. Appendix 1 – Schools Forum Membership
- 8.2. Appendix 2 – Schools Forum Terms of Reference

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School Forum Membership (September 2017)

Maintained Schools
1 Pupil Referral Unit Headteacher or senior member of staff
2 Special School Headteacher, senior member of staff or Governor
1 Secondary Headteacher, senior member of staff or Governor
4 Primary Headteachers, senior members of staff or Governors

Academies – any type of member
7 Mainstream representatives
1 Special representative

Non Schools Members - any type of member
Diocesan
Early Years Private, Voluntary and Independent Provider representative
Black and Minority Ethnic (BME) Community representative
Trade Union representative

Observer Education Funding Agency (EFA)
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Further information on the subject of this report can be obtained from Peter Nathan,
Direct Dial 01793 463067, pnathan@swindon.gov.uk.

Current Schools Forum Representatives (September 2017)

Maintained School Representatives	Name	Term of office (4 years - HT/SLT 3 years - Governor)
Pupil Referral Unit Headteacher	Ben Slater	Sept 2014 - Aug 2018
Special School Headteacher	Jackie Smith	Sept 2014 - Aug 2018
Primary Headteacher	Janet Urban	Sept 2014 - Aug 2018
Primary Headteacher	Alison Lowe	Sept 2014 - Aug 2018
Primary Headteacher	Rhian Cockwell	Sept 2014 - Aug 2018
Governor - Special	Charles Law	Jan 2017 – Dec 2019
Governor - Secondary	Mark Edwards	Sept 2016 – Aug 2019
Governor - Primary	Ray Williams	Jan 2017 – Dec 2019

Academy Representatives	Name	Term of office (4 years)
Mainstream Academy (Secondary)	James Povoas	July 2016 - July 2020
Mainstream Academy (Secondary)	Clive Zimmerman	July 2016 - July 2020
Mainstream Academy (Primary)	Andrew Henstridge	Sept 2014 - Aug 2018
Mainstream Academy	Vacancy	
Mainstream Academy	Vacancy	
Mainstream Academy	Vacancy	
Mainstream Academy	Vacancy	
Special Academy	Nick Capstick	Sept 2017 – Aug 2021

Further information on the subject of this report can be obtained from Peter Nathan,
Direct Dial 01793 463067, pnathan@swindon.gov.uk.

Non-School Representatives	Name	Term of office (3 years)
Diocesan – Clifton Catholic / Bristol CE	Vacancy (Clifton Catholic) / Vacancy (Bristol CE)	
Early Years Private, Voluntary and Independent Provider	Jo Morris	Mar 2015 - Mar 2018
16 – 19 Partnership	Steve Wain	Sept 2017 - Aug 2020
Black and Minority Ethnic (BME)	Vacancy	
Trade Union	Peter Smith	Sept 2017 - Aug 2020
Observer Education and Skills Funding Agency (ESFA)	Named by ESFA	N/A

Further information on the subject of this report can be obtained from Peter Nathan, Direct Dial 01793 463067, pnathan@swindon.gov.uk.

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Swindon Borough Council

Schools Forum

Terms of Reference (Sept 2017)

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Further information on the subject of this report can be obtained from Peter Nathan,
Direct Dial 01793 463067, pnathan@swindon.gov.uk.

Schools Forum Membership – Revised Terms of Reference September 2017

1. Regulations

Section 43 of the 2002 Education Act required Local Authorities to establish a Schools Forum to represent its schools. Subsequent regulations have extended and amended the original Act. The current regulations are Statutory Instrument 2012 No. 2261 Education England: “The Schools Forums (England) Regulations 2012”. Guidance issued by the Department for Education available at: <https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015>

2. Functions

The Functions of the Schools Forum are set out in Appendix A.

3. Membership

School Members (Maintained Primary and Secondary Schools) (8)

- 1 Pupil Referral Unit (PRU) Headteacher or senior member of staff
- 2 Special School Headteacher, senior member of staff or Governor
- 1 Secondary Headteacher, senior member of staff or Governor
- 4 Primary Headteachers, senior members of staff or Governor

Academies (including the UTC and Free Schools) (8)

- 7 Mainstream representatives
- 1 Special representative
- 1 *Alternative Provision (AP) representative (as and when an AP free school opens)*

Non School Members (5)

- 1 Representative of the Roman Catholic and Anglican Dioceses
- 1 Early Years Representative
- 1 Representative of the 16-19 Institutions
- 1 Representative from the Black and Minority Ethnic Community
- 1 Representative of the Teachers’ Trade Unions

Observers (1)

- 1 Education Funding Agency

Other attendees permitted to contribute

The Chief Financial Officer

Further information on the subject of this report can be obtained from Peter Nathan, Direct Dial 01793 463067, pnathan@swindon.gov.uk.

The Director of Children's Services
 Head of Education
 Officers providing financial & technical advice to the Schools' Forum
 The Cabinet Member for Children's Services
 Presenters (restricted to the paper they are presenting)
 The Cabinet Member with responsibility for Resources

4. Period of membership

School and Academy Members

Governors	3 years
Headteachers/Senior member of staff	4 years

Non-School Members

All Members	3 years
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The varying lengths of membership terms are designated to ensure that continuity of experience is maintained within the Forum.

Where a vacancy arises, the Authority shall appoint a replacement elected by the members of the relevant group nominated in accordance with the set procedure for such nominations.

In addition to a term of office coming to an end, a schools' member ceases to be a member of the Schools Forum if he/she resigns from the Forum or no longer occupies the office that he/ she was nominated to represent.

5. Substitutes

No substitutes are allowed.

6. Election of members

Members will be elected through the following processes:

Election of Chair and Vice Chair

The Chair of the Forum will be drawn from schools members only. He/She will be elected by a simple majority vote of members at a quorate meeting. The Vice Chair will be elected by the same process.

Election for Chair will be held on an annual basis. The next election is to be held at the first meeting in the financial year 2018-19.

Further information on the subject of this report can be obtained from Peter Nathan, Direct Dial 01793 463067, pnathan@swindon.gov.uk.

In the absence of the Chair and Vice Chair at any quorate meeting, the members will elect a chair for the meeting, drawn from the whole membership present.

Maintained School Members

Each representative group will be responsible for the method by which they elect and nominate representatives and should take full account of the Department for Education guidance upon the election and nomination of school representatives. Members can be drawn from Headteachers, senior members of staff and governors.

Academy Members

Academies members must be elected to the schools forum by the proprietors of the Academies in the authority's area. Academies members are there to represent the proprietor bodies of academies and are, therefore, not necessarily restricted to principals, senior staff or governors. For the avoidance of doubt, Free Schools, University Technical Colleges and Studio Schools are classed as academies for this purpose. There is no distinction between sponsored, non-recoupment and converter academies.

There are three sub-groups for academy members: mainstream academies, special academies and alternative provision academies and it is for the proprietors of academies within each of these sub-groups to elect their representatives. It is not appropriate, therefore, for headteacher phase groups to determine representation unless the academy proprietors have agreed and even then the voting would need to exclude maintained school representatives. There is no requirement for academies members to be split into primary and secondary sub-groups. However, the local authority would encourage academies to consider the pupil proportions across all academies when electing their representatives.

7. Quorum

The Forum shall be quorate if at least 40% of total membership is present at the meeting. If a meeting is inquorate, it may proceed but it cannot legally make decisions. An inquorate meeting can respond to the local authority's consultation and give views to the authority. It would normally be good practice for the authority to take account of such "unofficial" views but it is not legally obliged to do so. An inquorate meeting would have to be reconvened for decisions to be legally taken.

8. Declaration of interest and conduct

In carrying out their functions, members of the Forum shall act in accordance with the seven principles of public life set out in The Code of Conduct drawn up by the Committee on Standards in Public Life (CSPL) in 1995 and the terms were

Further information on the subject of this report can be obtained from Peter Nathan, Direct Dial 01793 463067, pnathan@swindon.gov.uk.

clarified in 2013: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

At each meeting, members of the Forum shall declare an interest in any proposals, which directly affect a school at which they are a governor or headteacher or which their children attend or in which they have a pecuniary interest.

Forum members must declare an interest where relevant, for example, when discussing the letting of service contracts.

9. Voting arrangements

The voting arrangements shall be as follows:

- (a) Voting on the funding formulae will be restricted to school members and the Early Years member.
- (b) Voting on items which are subject to de-delegation will be restricted to the relevant phase of maintained school members.
- (c) Any other question to be decided at a meeting of the Forum shall be determined by a majority of the votes of members present. The Chair will not vote unless there is a need for a casting vote.

10. Conduct of meetings

Consultation on final changes to the formula will take place within a given period of the start of the financial year. Otherwise, meetings will take place a minimum of three times a year.

Extraordinary meetings may be called at the request of Council Officers and with the agreement of the Chair.

Meetings will be held at a time of day and at an appropriate location to allow full participation by members – 4.00 pm in the Civic Offices – or otherwise notified to Forum members ten days before each regular meeting.

These arrangements may be changed by a quorate meeting of the Forum.

Working groups or sub-groups of the Forum will be constituted as necessary to discuss specific issues and to produce draft advice for the Forum to consider. The Forum will agree the terms of reference of such groups and specify membership arrangements.

Sub-groups of the Forum will consider policy and make recommendations to the Forum but will not have delegated decision-making powers.

Sub-groups will be required to report to a full (quorate) meeting of the Forum for approval of findings before such findings are published or formally passed to the Local Authority.

Further information on the subject of this report can be obtained from Peter Nathan, Direct Dial 01793 463067, pnathan@swindon.gov.uk.

Meetings of the Schools Forum shall be open and notes of the meetings will be available to the public. This will apply to sub-groups.

Forum members must declare an interest where relevant, for example, when discussing the letting of service contracts.

The Forum shall inform the Governing Bodies of all schools of the results of these consultations within 14 days of the date of the consultation.

Reports on the action taken by the Local Authority in response to Forum advice will be given by the Director of Children's Services or his or her representative as necessary.

Feedback from Governing Bodies on the value of the Forum and the appropriateness of its response to consultations will be requested at regular intervals of 12 months.

11. Public access

Papers, agendas and minutes of the Forum will be publically available through the Council's website.

In accordance with Council Standing Order 28, public questions are to be submitted to the Clerk, in writing at least 24 hours before the meeting to enable officers to provide a written response.

Proceedings and meetings of the Forum shall be open to the public except in limited circumstances as decided by the Forum.

Appendix A**Schools Forum - Functions**

All Schools Forums must adhere to The Schools Forums (England) Regulations 2012.

- i) To be consulted on the LA's schools funding formula
- ii) To be consulted annually on the following specific issues relating to the Schools Budget:
 - a) special educational needs
 - b) pupil referral units and education otherwise than at school
 - c) arrangements for early years education
 - d) arrangements for the allocation of Government grants to schools
- iii) To be consulted (at least one month prior to the issue of tenders) on the terms of contracts to be let by an LA for services to schools where the contract is funded from within the Schools Budget and is of a size requiring adherence to relevant Public Services Contracts Regulations.
- iv) To be consulted on any proposed application to the DfE with regards to exclusions from the MFG
- v) By phase, to agree De-delegation for mainstream schools for:
 - a) Contingencies
 - b) Administration of free school meals
 - c) Insurance
 - d) Licence/subscriptions
 - e) Staff costs - supply cover
 - f) Support for minority ethnic pupils/underachieving groups
 - g) Behaviour support services
 - h) Museum and library services
- vi) To agree Central spend and the criteria for allocating funding from:
 - a) Funding for significant pre-16 pupil growth
- vii) To agree Central spend on:
 - a) Equal pay back-pay
 - b) Places in independent schools for non-SEN pupils
 - c) Early Years expenditure
 - d) Admissions
 - e) Servicing of schools forum
 - f) Capital expenditure funded from revenue

Further information on the subject of this report can be obtained from Peter Nathan, Direct Dial 01793 463067, pnathan@swindon.gov.uk.

- g) Schools budget centrally funded termination of employment costs
 - h) Licences negotiated centrally by the Secretary of State
 - i) Children and young people with high needs
-
- viii) To agree any carry forward of a deficit on central expenditure to the next year to be funded from the schools budget.
 - ix) To agree scheme of financial management changes (schools members only).
 - x) To agree to the level of school specific contingency at the beginning of each year
 - xi) In exceptional circumstances only:
 - To agree an increase in the amount of expenditure a local authority can retain from its Schools Budget above that allowed for in the regulations.

Members of the Schools Forum should respect the confidentiality of information received from the Council during processes leading up to contracts and sensitive commercial information from our suppliers in regard to contracts.

2017-18 Dedicated Schools Grant Budget Position

Schools Forum

Date: 3rd October 2017

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

1. Purpose and Reasons

- 1.1 To advise Schools Forum members of the latest projected 2017-18 Dedicated Schools Grant (DSG) retained budget position.
- 1.2 The Local Authority (LA) is required to report the position on the DSG budget to the Schools Forum throughout the year and at the financial year end. This report provides Forum Members with the projected year end position against the 2017-18 retained budgets based upon available information at the end of August 2017. In accordance with grant conditions, the year-end DSG balance (whether positive or negative) is ring-fenced and must be carried forward to the following year, and the Schools Forum must be consulted on how the surplus or deficit is managed
- 1.3 The retained DSG budget is monitored in accordance with standard Swindon Borough Council ("SBC") budgetary control procedures and a report is submitted to the Education Leadership Team each month. Updates are also periodically provided to Corporate Management Team, Cabinet and the People's Services Leadership Team ("PSLT").
- 1.4 Utilisation of the DSG contributes towards delivering the Council Vision Priority "Offer education opportunities that lead to the right skills and the right jobs in the right places".

2. Recommendations

The Schools Forum is recommended to:

- 2.1 Note that the latest projection on the 2017-18 retained budget is an out-turn position that will be **£0.180m** above budget.
- 2.2 Note that following the projected out-turn position the unallocated DSG balance will increase to **£0.366m**.

3. Detail

Latest 2017-18 Retained Budget Position

- 3.1 As reported to Schools Forum on 17th January 2017 the overall value of the 2017-18 centrally retained DSG budget is £33.346m, including £1.351m of 30 Hours Implementation Funding, which is included in the 3&4 year old budget.

Further information on the subject of this report can be obtained from Anne Mackay, Finance Manager Education, Tel: 07795 256545, amackay@swindon.gov.uk.

2017-18 Dedicated Schools Grant Budget Position

Schools Forum

Date: 3rd October 2017

-
- 3.2 Attached at **Appendix A** is the report that was issued on 12th September to the Education Leadership Team on based on information at the end of August. This shows that the projected out-turn position is forecast to be £0.180m above the overall budget. The main reasons for the projected variances and commentaries on all high risk areas are provided in Appendix A.
- 3.3 The projected position for August is an adverse movement of £0.038m when compared to the previous position reported to forum in July of £0.142m above budget, which was based on the position at the end of May.
- 3.4 The main changes are an increase in High Needs Top ups following banding adjustments in both special and mainstream settings and an increase in the number of pupils supported by High Needs Top ups. These additional costs are offset by a reduction in Early Years places taken up and an increase in the recoupment of pupil funding for permanently excluded pupils. Funding recouped for permanently excluded pupils follows the pupil when successfully reintegrated into a school.
- 3.5 At this stage the LA is expecting that, although there continues to be a risk associated with the projection, it is expected that the year-end position of £0.180m (0.54%) above budget will occur, which will reduce the existing unallocated DSG balance.
- 3.6 Following the projected forecast of £0.180m the value of the unallocated DSG balance will be £0.366m.

Members of the Schools Forum are now asked to:

- Note that the latest projection on the 2017-18 retained budget is £0.180m above budget
- Note that following the projected out-turn position the unallocated DSG balance will decrease to £0.366m

4. Alternative Options

- 4.1 There are no proposals included within this report.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

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

Further information on the subject of this report can be obtained from Anne Mackay, Finance Manager Education, Tel: 07795 256545, amackay@swindon.gov.uk.

2017-18 Dedicated Schools Grant Budget Position

Schools Forum

Date: 3rd October 2017

Legal and Human Rights Implications

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

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

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

Diversity Impact Assessment

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

Risk Management

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

6. Consultees

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

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Appendix A - Education Leadership Team budget monitoring report
- 8.2 Appendix B – DSG Budget analysis by expenditure type
- 8.3 Appendix C – DSG Profiled budget to date compared with forecast and actual expenditure to date

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Report to: **Commissioning – Education Leadership Team**
 From: Anne Mackay, Finance Manager – Education
 Date: 8th September 2017
 Subject: **Budget Monitoring Report 2017-18 DSG Services**
 Period: Period to August 2017

1) Background

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

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

A summary of how the 2017-18 DSG has been allocated is provided below. The 30 hours implementation grant is now included in the budgets for the DSG allocation and 3 & 4 year old nursery entitlement.

Table 1 – DSG 2017-18 Overview

	<u>£m</u>	<u>£m</u>
<u>Delegated</u>		
Maintained Mainstream schools	43.164	
Maintained Specialist settings (Special Schools and SRP's)	7.854	
Maintained Specialist Settings - £0.510m ESFA Post 16 funding	(0.510)	
Academy Mainstream Recoupment	82.597	
Academy Specialist settings (Special Schools and SRP's) Recoupment	2.147	
Post 16 Transfer for FE Colleges	1.484	
Commissioned Services	1.034	
		137.769
<u>Centrally retained for provision</u>		
Disadvantaged 2 year old nursery places	2.059	
Free Nursery Entitlement 3 & 4 year olds (<i>incl. 30 hrs £1.351m</i>)	11.574	
In Year Pupil Growth	0.580	14.213
<u>High Need SEN</u>		
Portage, SEN equipment, Therapeutic services etc.	0.809	
SBC top ups – mainstream settings	11.882	
HN Contingency	0.065	
Tuition Service	0.881	
Out of Borough placements	2.407	
Post 16 provision (new responsibilities)	1.875	
Exclusions income	(0.335)	17.582

Further information on the subject of this report can be obtained from Anne Mackay, Finance Manager Education, Tel: 07795 256545, amackay@swindon.gov.uk

Centrally retained to cover SBC and other costs

Admissions, Free School Meal eligibility checks, school licences, equal pay etc.	1.551	1.551
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33.346

Total DSG Allocation (including Early Years Pupil Premium of £0.128m)

171.115**2) Completion of Online Monitoring Forecasts**

As part of the budget monitoring reporting process the LA is required to report to Corporate Board how active Budget Managers have been in contributing to the on line information used to collate period end information. For DSG service areas the end of August completion rate increased to 97.3% (36/37). There is one cost centre that cannot be confirmed due to system parameters.

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

3) High Risk Areas and Latest Projections

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

<u>Table 2 – Latest Budget Monitoring Position</u>				
Item	Notes	Budget 2017-18 £'000	Projected Variance August 17 £'000	Projected Variance July 17 £'000
<u>High-Risk Areas</u>				
2 year old nursery place funding	2	2,059	(236)	(236)
Free nursery education 3 & 4 year olds	3	11,574	(389)	(389)
High Needs Top ups (Mainstream and High Needs)	4	11,882	114	0
Notional SEN supplements (Mainstream)		400	0	0
External Placement Fees	5	2,407	100	102
HN Contingency	6	65	(65)	(65)
Post 16 HN Provision - New Responsibilities		1,875	0	0
School Exclusions / Dual registrations	7	(335)	(70)	0
Tuition Service		881	0	0
Schools Equal Pay Claims		31	0	0
Subtotal High Risk Areas		30,838	(546)	(588)
Other Low risk retained budgets	8	2,508	9	9

Further information on the subject of this report can be obtained from Anne Mackay, Finance Manager Education, Tel: 07795 256545, amackay@swindon.gov.uk

Total Retained Budgets		33,346	(537)	(579)
Maintained School Budgets (Mainstream)		43,164	0	0
Maintained School Budgets (Specialist Settings)		7,854	(0)	(0)
Commissioned Services		1,034	(0)	(0)
ESFA 6 th Form Place Funding		(510)	0	0
Total DSG School Budgets		51,541	0	0
Total DSG Expenditure Budgets		84,888	(537)	(579)
Mainstream Academy budgets for recoupment		82,597	0	0
ESFA direct funding of High Need places	9	2,147	104	104
ESFA direct funding of Post 16 transfer FE Colleges		1,484	0	0
Total DSG Budget		171,116	(433)	(475)
DSG Funding allocation receivable	1	(84,888)	717	717
DSG Funding recouped ESFA for Academies		(82,597)	0	0
DSG Funding recouped ESFA for HN places	1	(2,147)	(104)	(104)
ESFA Post 16 transfer FE Colleges		(1,484)	0	0
Total DSG Funding Budgets		(171,116)	613	613
Total DSG Forecast		0	180	138

The Leadership Team is asked to note the risk areas above and the actual out-turn position, £0.180m above budget, will be reported to Corporate Management Team this month.

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

Note 1) DSG Funding Receivable
decreased funding

£0.717m

Budget allocation

The budgeted DSG allocation is **£171.116m** including funding for Early Years Pupil Premium and an estimate of the DSG based on January 2017 and January 2018 census for 2 year olds and 3 & 4 year olds. As reported in previous years the LA budgets for the full DSG allocation from the Education and Skills Funding Agency (ESFA) but the actual cash received is the DSG allocation less Academy Recoupment, High Need places funded directly by the ESFA and ESFA Post 16 Transfer for Further Education Colleges, new for 2017-18. The budgeted DSG receivable is **£84.888m**.

Actual receipt

As at (A) in table 3 below, after allowing for academy recoupment and ESFA Direct funding of HN places in Pre and Post 16 the 2017-18 DSG expected to be received is **£84.168m**, an overall variance in funding in 2017-18 of **£0.720m** when compared to budget. This reduction in funding is due to lower than anticipated census data for

Further information on the subject of this report can be obtained from Anne Mackay, Finance Manager Education, Tel: 07795 256545, amackay@swindon.gov.uk

Early Years pupils for 2 year olds **£0.235m** (note 2) and 3 & 4 year olds **£0.380m** (note 3).

Included in the variance is **£0.104m** due to a late notification from the ESFA that the LA needs to fund the Element 2 for 26 places at a provision in a different local authority (note 12), which reduces the value of the DSG funding receivable.

The ESFA have finalised the January 2017 spring census and the final numbers for 2 year olds were slightly higher than anticipated and for 3 & 4 year olds were slightly lower than anticipated at year end leading to the receipt of an additional **£0.003m**. As shown at **(B)** in Table 3 below, the total DSG expected to be received is **£84.171m**, an overall adverse variance of **£0.717m** when compared to the DSG budget allocation.

Table 3 – 2017-18 DSG receivable			
Allocation	Budget £m	Expected £m	Variance £m
ESFA's DSG Allocation	(157.482)	(157.482)	0.000
ESFA DSG Early Years for 2 year olds	(2.059)	(1.824)	0.235
ESFA DSG Early Years for 3 & 4 year olds	(10.094)	(9.714)	0.380
ESFA DSG Early Years 30 Hours implementation	(1.351)	(1.351)	0.000
ESFA DSG Early Years Pupil Premium	(0.129)	(0.129)	0.000
Total DSG allocation	(171.116)	(170.500)	0.616
Less Academy recoupment	82.597	82.597	0.000
Less ESFA Direct Funding of High Need places	2.147	2.251	0.104
Less ESFA Transfer for Post 16 FE Colleges	1.484	1.484	0.000
(A) DSG receivable 2017-18	(84.888)	(84.168)	0.720
Early Years Spring 17 Census 2 yr olds	0.000	(0.011)	(0.011)
Early Years Spring 17 Census 3 & 4 yr olds	0.000	0.009	0.009
Early Years Spring 17 census Pupil Premium	0.000	(0.001)	(0.001)
(B) DSG expected to be received in year 17-18	(84.888)	(84.171)	0.717

Note 2 – Disadvantaged two year old nursery funding £0.236m Decreased expenditure

£0.235m Decreased funding

Based on the confirmed January 2017 census the total payments for 2 year old places for the year are expected to be **£0.236m** lower than the budget of £2.059m in line with fewer places taken up overall than budgeted in the January 2017 pupil census. Expenditure for Private, Voluntary and Independent (PVI) settings is expected to be **£0.478m** below budget offset by Maintained setting expenditure which is expected to be **£0.242m** above budget.

The funding is based on the actual pupil numbers at the spring census 2017 (5/12ths) and spring census 2018 (7/12ths). The confirmed spring 2017 census

Further information on the subject of this report can be obtained from Anne Mackay, Finance Manager Education, Tel: 07795 256545, amackay@swindon.gov.uk

numbers were lower than anticipated and are expected to be at a similar level in the spring 2018 census so the funding forecast has been recalculated. The ESFA will not confirm the funding until July 2018 so the actual funding expected for 2017-18 is an estimate. Funding for early years is now calculated on the number of part time equivalents rather than full time equivalents.

Table 4 – Early Years 2 year old 2017-18 DSG Funding		
	2017-18 Budget	2017-18 Projection
January 2017 Census PTE (5/12) (confirmed)	679	600.00
January 2018 Census PTE (7/12)	679	602.40
Full Year Equivalent	679	601.40
2 year old funding rate per PTE	£3,032.40	£3,032.40
Total DSG receivable	£2,059,000	£1,823,691
Variance		(£235,308)

The estimated net decrease in 2 year old pupils of 77.6 PTE will also result in a **£0.235m** reduction of DSG. These projections will be updated following the Summer Term payments and subsequently through the year.

Note 3 – Free nursery education (3 & 4 year olds): **£0.389m Decreased expenditure**

£0.380m

Decreased funding

The 2017-18 forecast position for 3 & 4 year olds is **£0.389m** lower than budget based on the confirmed spring 17 census take up. The expenditure in Maintained settings is expected to be **£0.126m** less than budget and in Private, Voluntary and Independent (PVI) settings the expenditure is expected to be **£0.263m** less than budget.

This element of DSG is based on participation and the LA anticipates that along with the decrease in expenditure there will also be a decrease in the amount of Dedicated Schools Grant receivable as the PTE numbers were lower than budgeted in the recent spring census.

The budget for 3 & 4 year olds includes £1.351m for the 30 Hours Early Implementer scheme, the actual expenditure for this budget is currently expected to be in line with budget. The Pupil Premium expected to be paid through the 3 & 4 year olds budget is **£0.129m** and at this point in the year is also expected to be in line with budget.

The ESFA will not confirm the funding until July 2018 so the funding projection is still provisional. Early Years DSG is calculated based on 5/12ths of the confirmed January 2017 census and 7/12ths of the January 2018 Early Years Census. The latest DSG calculation compared to the 2017-18 budget agreed by Schools Forum is summarised below and is now on Part Time Equivalent (PTE).

Table 5 – Early Years 3 and 4 year old 2017-18 DSG Funding		
	2017-18 Budget	2017-18 Projection
January 2017 Census PTE (5/12) (confirmed)	3,880	3,733.20
January 2018 Census PTE (7/12)	3,880	3,733.13
Full Year Equivalent number of PTE	3,880	3,7433.16
3 and 4 year old funding rate	£2,587.38	£2,587.38
Subtotal DSG receivable	£10,039,034	£9,659,102
Disability Access Fund	£55,300	£55,300
Total DSG receivable	£10,094,300	£9,714,402
Variance		(£379,899)

The estimated net decrease in early years' pupils of approximately 146.84 PTE will result in a **£0.380m** reduction of DSG.

Note 4 – High Needs Top ups: £0.114m
Pressure

The forecast for expenditure is expected to be **£0.114m** above budget as the number of pupils supported at the start of the autumn term has increased at two mainstream schools £0.022m and in three special schools £0.066m. There have also been amendments to HN top ups paid due to the complexity of pupils needs £0.026m.

Note 5 – External placements: £0.100m
Pressure

The overall pressure in external placements is expected to be **£0.100m**. The net pressure is for one new residential placement plus additional costs for a number of placements offset by a reduction in costs due to the ending of two high cost placement.

Note 6 – High Needs Contingency: £0.065m
Below budget

During the 2017-18 budget setting process Schools Forum agreed that a contingency of £0.065m would be held to cover additional high need top up and external placements costs. The **£0.065m** budget is not spent but this saving is not enough to offset all of the emerging pressures in high Needs Top ups £0.114m (note 4) and External Placement fees £0.102m (note 5). There is an overall pressure between the three budgets of £0.151m, and there continues to be inherent risks with these demand led budgets.

Note 7 – School Exclusions: £0.070m
Below budget

During the previous academic year Swindon experienced a high rate of permanent exclusions and this has generated significantly higher levels of income than anticipated £0.120m, however short term placements are reducing (£0.050m), a net favourable movement of **£0.070m**.

Further information on the subject of this report can be obtained from Anne Mackay, Finance Manager Education, Tel: 07795 256545, amackay@swindon.gov.uk

Note 8 – Low risk budgets:**£0.009m****Pressure**

Business Rates (NNDR) payable for nursery buildings that have been taken over by maintained schools **£0.009m**.

Note 9 – ESFA recoupment for academies and HN places:**£0.104m****Pressure**

The ESFA recouped Element 2 funding to pay directly to a High Needs setting, the LA was informed of this in March 2017 **£0.104m**.

The Leadership Team is asked to note the actual out-turn position.

3) DSG Balance

In accordance with DfE grant conditions the DSG must be treated by the LA as being ring fenced for specified educational purposes and, in addition to consulting the Schools Forum on how each year's grant is allocated, the Forum must also be advised on any year end surplus or deficits. The forecast year end position incorporates agreement made at the March 2017 Schools Forum and is as follows:

Table 6 – DSG Balance	Latest Position
Opening DSG balance brought forward from 2016-17	£0.568m
Less support to St Luke's School (Schools Forum March 2017)	(£0.022m)
Less forecast year-end position (see table 2)	(£0.180m)
Actual DSG balance unallocated	£0.366m

At the 4th July Schools Forum meeting, the Schools Forum representatives agreed a one off use of £0.022m of the DSG brought forward balance to support St Luke's School.

The Leadership Team is asked to note that the unallocated DSG balance is expected to be £0.366m and that all expenditure funded from this balance will need to be allowed under the early years and school finance regulations and be agreed by Schools Forum.

4) Subjective Analysis

The table below shows a summary of the latest projected year-end pressure of £0.537m across the £33.346m centrally retained budget by type of expenditure, compared to the budget profiles is shown below. This presents a different view to the more traditional analysis by service area. This is a standard table used by the Finance Team which has been included in the DSG report to improve consistency.

Further information on the subject of this report can be obtained from Anne Mackay, Finance Manager Education, Tel: 07795 256545, amackay@swindon.gov.uk

Subjective analysis Delegated DSG August 2017

Group Budget position by expenditure type	Year to date budget £'000	Year to date actual £'000	Year to date variance £'000	Total Budget 2017-18 £'000	Forecast Variance 2017-18 £'000
Employees	656	661	5	1,568	(42)
Premises	1,042	1,029	(13)	1,098	8
Transport	5	7	2	13	0
Supplies & Services	567	742	175	1,384	154
3rd Party Payments	13,022	12,127	(894)	34,732	(664)
Internal Recharges	1,825	1,027	(797)	1,928	(11)
Capital Financing	0	0	0	0	0
Income	(2,996)	(2,998)	(2)	(7,377)	18
Total	14,121	12,596	(1,525)	33,346	(537)

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

- **Annex A** – this shows a breakdown of all the 2017-18 retained budgets by type of expenditure and income and produces the totals in the “Total budget 2017-18” column in table 7 above
- **Annex B** – this shows a breakdown of each services profiled budget to date compared with actual spend to date. This will present useful information for both year to date actuals and full year projections. The aim is to highlight and address variances now, rather than wait until nearer the year end where late changes undermine confidence in our reporting.

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

5) Improving Forecasting

Given that we are accountable to the Schools Forum regarding the effective management of the DSG, meetings with senior Budget Managers will be scheduled through to the end of 2017-18 to take place shortly after the month end forecasting deadlines. This will enable all high risk forecast figures to be regularly challenged and this enabled the wider budget position to be assessed, particularly on high need budgets, prior to reporting through to corporate board and in some months the Schools Forum.

6) Summary of Key Recommendations

The Leadership Team is asked to:-

- Note that the forecast out-turn position, which is a projection of £0.180m above budget, will be reported to Corporate Board this month
- Note the risk areas above, the forecast out-turn position and suggested actions
- Note the Schools Forum agreement to use £0.022m of DSG reserves to support one school
- Note that the unallocated DSG balance will be £0.366m.

Further information on the subject of this report can be obtained from Anne Mackay, Finance Manager Education, Tel: 07795 256545, amackay@swindon.gov.uk

DSG Budget Analysis by Expenditure Type

Appendix B

Service Area	2017/18 Budgets by Expenditure Type								
	Employees £'000	Premises £'000	Transport £'000	Supplies & Services £'000	3rd Party Payments £'000	Internal Recharges £'000	Capital Financing £'000	Income £'000	Total £'000
Free nursery education (3&4 year olds)	305.2	-	2.0	0.4	11,191.6	75.0	-	-	11,574.2
Pupil Premium and other grants	-	-	-	-	3,499.7	-	-	(3,499.7)	-
School subscriptions	-	-	-	194.5	-	-	-	(50.6)	143.9
Disadvantaged two year olds	-	-	-	-	2,059.0	-	-	-	2,059.0
Equal Pay	-	-	-	-	-	31.0	-	-	31.0
Central Charges	-	-	-	-	-	1,409.8	-	(277.1)	1,132.7
LAC Pupil Premium	-	-	-	361.1	-	17.0	-	(378.1)	-
DSG NNDR	-	1,014.8	-	-	-	-	-	(1,014.8)	-
Nyland Primary Behaviour Support	-	-	-	128.1	-	-	-	(128.1)	-
Trade Union Facilities	15.5	-	-	7.7	-	-	-	(23.2)	-
Schools' Forum	-	-	-	2.0	-	-	-	-	2.0
Admissions Forum	-	-	-	-	-	-	-	-	-
Trigger funding	-	-	-	-	533.9	-	-	-	533.9
Pupil Growth set up costs	-	-	-	-	46.0	-	-	-	46.0
Admissions	218.6	-	0.3	12.4	-	35.2	-	(35.4)	231.1
Free School Meals administration	-	-	-	-	-	22.3	-	(22.3)	-
Therapy	-	-	-	-	-	125.0	-	-	125.0
High Needs top ups	-	-	-	-	11,865.5	16.2	-	-	11,881.7
Statemented Pupils Equipment	-	-	-	130.0	-	-	-	-	130.0
Education Support Services Monitoring	-	-	-	-	-	10.0	-	-	10.0
Out of Borough fees	-	-	-	-	2,886.6	-	-	(480.0)	2,406.6
Travellers children	-	-	-	-	2.0	-	-	-	2.0
Tuition Services	626.6	25.8	6.5	44.7	119.9	80.3	-	(23.0)	880.8
Post 16 new responsibilities	-	-	-	-	2,063.3	-	-	(188.3)	1,875.0
Broadband Connectivity	-	-	-	383.8	-	-	-	(383.8)	-
The Oakfield project	222.2	47.4	2.2	11.1	-	-	-	(282.9)	-
Portage	161.0	10.4	2.1	1.8	-	-	-	(23.6)	151.7
Notional SEN	-	-	-	-	400.0	-	-	-	400.0
School Exclusions	-	-	-	30.0	-	-	-	(365.0)	(335.0)
High Needs Contingency	-	-	-	64.6	-	-	-	-	64.6
Expense Category Totals	1,549.1	1,098.4	13.1	1,372.2	34,667.5	1,821.8	0.0	(7,175.9)	33,346.2

Further information on this report can be obtained from Anne Mackay, Finance Manager Education, Tel: 07795 256545, amackay@swindon.gov.uk.

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Schools Forum 3rd October 2017 – DSG Retained Budget Monitoring Report

End of August 2017 Budget Monitoring

Appendix C

Service	Budget to date	Actual to date	Variance to date	Full Year budget	Full year forecast	Full Year Variance
Free Nursery Education Commissioning - three & four year olds	£3,910,989	£4,117,348	£206,359	£11,574,200	£11,185,049	(£389,151)
DFE Additional Grants	£583,280	£301,623	(£281,657)	£0	£0	£0
School subscriptions	£143,900	£142,930	(£970)	£143,900	£143,900	£0
Free Nursery Education Commissioning - two year olds	£686,333	£621,298	(£65,035)	£2,059,000	£1,823,028	(£235,972)
DSG Retained Equal Pay	£31,000	£31,000	£0	£31,000	£31,000	£0
DSG Retained Contingency	£1,132,700	£363,971	(£768,729)	£1,132,700	£1,132,700	£0
LAC pupil premium	£123,975	£76,180	(£47,795)	£0	£0	£0
DSG NNDR	£0	£8,960	£8,960	£0	£7,500	£7,500
Universal Infant Free School Meals	£0	(£692)	(£692)	£0	£0	£0
Nyland Primary Behaviour Support	(£74,725)	(£64,941)	£9,784	£0	£0	£0
Trade Union Facilities	(£8,990)	(£12,564)	(£3,574)	£0	£0	£0
Schools' Forum	£830	£1,032	£202	£2,000	£2,000	£0
Pupil Growth Trigger Funding	£0	£142,280	£142,280	£533,900	£533,900	£0
Pupil Growth Set Up Costs	£46,000	£23,000	(£23,000)	£46,000	£46,000	£0
Admissions	£116,815	£90,481	(£26,334)	£231,100	£231,100	£0
Free School Meals administration	£7,235	£8,653	£1,418	£0	£0	£0
Therapy	£31,250	£31,250	£0	£125,000	£125,000	£0
SEN Resourcing Assessment Panel	£4,950,670	£4,851,150	(£99,520)	£11,881,700	£11,995,805	£114,105
Statemented Pupils Equipment	£116,000	£106,082	(£9,918)	£130,000	£130,000	£0
Quality Assurance of commissioned services	£10,000	£10,000	£0	£10,000	£10,000	£0
Out of Borough School Fees	£1,082,740	£641,889	(£440,851)	£2,406,600	£2,506,600	£100,000
Travellers Children	£830	£210	(£620)	£2,000	£1,500	(£500)
Tuition Service	£327,191	£469,201	£142,010	£800,500	£800,053	(£447)
Post 16 - New Responsibilities	£859,700	£668,727	(£190,973)	£1,875,000	£1,875,000	£0
Broadband Connectivity	£0	£116,674	£116,674	£0	£0	£0
The Oakfield Project	£32,030	£96,964	£64,934	£0	£133	£133
Portage	£51,305	£64,993	£13,688	£151,700	£153,309	£1,609
Notional SEN	£0	£0	£0	£400,000	£400,000	£0
School Exclusions and short term placements	(£40,116)	(£312,420)	(£272,304)	(£254,700)	(£324,400)	(£69,700)
High Needs Contingency	£0	£0	£0	£64,600	£0	(£64,600)
OVERALL TOTAL	£14,120,942	£12,595,282	(£1,525,660)	£33,346,200	£32,809,177	(£537,023)

Further information on this report can be obtained from Anne Mackay, Finance Manager Education, Tel: 07795 256545, amackay@swindon.gov.uk.

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2017-18 Dedicated Schools Grant Budget and Forward Look

Schools Forum

Date: 3rd October 2017

Author: Head of Finance – Education

Wards: All

Locality Affected: All

Parishes Affected: All

1. Purpose and Reasons

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

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

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

2. Recommendations

The Schools Forum is recommended to:

- 2.1 Note the update from the admissions team as detailed in Para. 3.1.
 - 2.2 Note the update of arrangements for 2 year old education as detailed in Para. 3.4.
 - 2.3 Note the update relating to 30 hours of provision for 3 & 4 year olds as detailed in Para. 3.8.
-

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

2017-18 Dedicated Schools Grant Budget and Forward Look

Schools Forum

Date: 3rd October 2017

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

3. Detail

Admissions Update

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

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

2017-18 Dedicated Schools Grant Budget and Forward Look

Schools Forum

Date: 3rd October 2017

Members of Schools Forum are now asked to:

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

2 year olds update

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

Members of Schools Forum are now asked to:

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

2017-18 Dedicated Schools Grant Budget and Forward Look

Schools Forum

Date: 3rd October 2017

30 Hours provision

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

Members of Schools Forum are now asked to:

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

Education Services Grant and Education Function Charge

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

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

2017-18 Dedicated Schools Grant Budget and Forward Look

Schools Forum

Date: 3rd October 2017

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

Duties carried out on behalf of all schools and academies

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

Duties carried out on behalf of maintained schools

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

Members of the Schools Forum are now asked to:

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

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

2017-18 Dedicated Schools Grant Budget and Forward Look

Schools Forum

Date: 3rd October 2017

De-delegation

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

Members of the Schools Forum are now asked to:

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

New Schools Affecting Swindon's Mainstream Budget

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

2017-18 Dedicated Schools Grant Budget and Forward Look

Schools Forum

Date: 3rd October 2017

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

Members of the Schools Forum are now asked to:

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

National Fair Funding Formula

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

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

2017-18 Dedicated Schools Grant Budget and Forward Look

Schools Forum

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

Oakfield Project

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

Members of Schools Forum are now asked to:

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

4. Alternative Options

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

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

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

Legal and Human Rights Implications

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

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

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

Diversity Impact Assessment

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

Risk Management

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

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

2017-18 Dedicated Schools Grant Budget and Forward Look

Schools Forum

Date: 3rd October 2017

6. Consultees

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

7. Background Papers

- 7.1 None.

8. Appendices

- 8.1 None

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Alternative Provision and Exclusions Report

Schools Forum

Date: 3rd October 2017

Author:	Head of Education
Wards:	All wards
Locality Affected:	All locality areas
Parishes Affected:	All parish areas

1. Purpose and Reasons

- 1.1 The report aims to update schools forum on changes to the funding of EOTAS and the Tuition service and the impact this could have on the High Needs Block funding. It will also provide an update on the alternative provision working group which includes the consideration of introducing a charge for permanently excluding pupils.
- 1.2 Exclusions both fixed term, permanent and withdrawn exclusions continue to increase. This is putting a pressure on alternative provision capacity and EOTAS, and the high needs budget and does not fit with the aims of Swindon Challenge.

2. Recommendations

The Committee is recommended to note the report and that further recommendations will come back to the Schools Forum in December.

Detail

- 2.1 A report came to Schools Forum in 2016 which highlighted weaknesses in provision in the Tuition service. The recommendation agreed was that the Tuition service would move into EOTAS. This is now taking place with a transition process in place from September 2017 until April 2018. This is to allow time to address financial, staffing and accommodation matters.
- 2.2 The Tuition service has previously been allocated a fixed budget and this has been expected to meet the needs of any pupil that is allocated to it or the service has responsibility for. This has meant that it has been very difficult to offer full-time timetables pupils due to the potential cost of the provision required. Part-time timetables for pupils are only expected to be used in exceptional circumstances. One of the issues being addressed is to ensure that each part of EOTAS has a fixed number of pupils (with some flexibility) and that if this number is exceeded, then further funding would be required from the High Needs block to meet a pupil's needs. This aspect of alternative provision is part of the agenda of the alternative provision working group. This is because there may be funding pressures in other parts of the High Needs block if funding is increased for alternative provision.
- 2.3 An Alternative Provision consultation took place in terms 5 and 6 in 2017 with schools and alternative provision providers. This has led to the formation of an

Further information on the subject of this report can be obtained from Contact Person, Direct Dial Telephone Number, Employee@swindon.gov.uk.

Alternative Provision and Exclusions Report

Schools Forum

Date: 3rd October 2017

alternative provision working group. The working group consists of Headteacher Associations, Alternative Providers and Swindon Borough Council Officers. Between September and December 2017 the working group will meet to determine and agree next steps to deliver the outcomes agreed in the consultation, (see Appendix One).

2.4 The key aims of the working group are to:

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

One of the options being considered is to introduce a charge for permanently excluding a pupil to better meet the actual costs of educating a pupil in alternative provision. The actual cost is estimated at being between £18,000 and £20,000 per year. The aim of introducing a charge is to encourage schools to consider other strategies as well as alternative provision to meet a pupil's needs rather than exclusion. The Oakfield project currently offers places at between £10,000 to £12,000 per year but if a school decides to permanently exclude, the costs are significantly less to the excluding school. Introducing a charge for permanent exclusions would need the approval of schools forum. The charging system would need to have safeguards built into it as pupils sometimes move schools to avoid exclusion but are then excluded within a short time at the new school. Part of the process is likely to be for exclusion charging to be discussed at the Fair Access Panel.

The Oakfield project also faces considerable financial challenges and an option to address this would be to provide funding from the High Needs Block for places at the project. Funding alternative provision for alternative provision takes place in other local authorities such as Bristol.

2.5 Two Secondary Headteachers from Bristol presented the Bristol Protocol to SASH for joint management of placements via Fair Access Protocol and Shared Funding for School Exclusions. This was well received by headteachers although it was noted that Bristol schools are much better funded than Swindon. Furthermore in Bristol much alternative provision is funded through the High Needs block.

3. Alternative Options

3.1 The alternative option is to maintain the status quo which has the risk of exclusions continuing to rise.

Further information on the subject of this report can be obtained from Contact Person, Direct Dial Telephone Number, Employee@swindon.gov.uk.

Alternative Provision and Exclusions Report

Schools Forum

Date: 3rd October 2017

4. Implications, Diversity Impact Assessment and Risk Management

- 4.1 There is a risk of pressure re High Needs budget as all Alternative Provision will be place funded going forward. The working party will be exploring options re mitigating this financial risk and the educational risks of increasing exclusions.

Financial and Procurement Implications

- 4.2 Without a reduction in the number of exclusions the high needs budget will be at risk. Under a place funded model, exclusions exceed the number of places currently funded in EOTAS and Nylands. Historically the Tuition Service was grant funded and its capacity stretched to meet demand. This resulted in a significant number of part time Alternative Provision placements.

Legal and Human Rights Implications

- 4.3 None.

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

- 4.4 None.

Diversity Impact Assessment

- 4.5 None.

Risk Management

- 4.6 None.

5. Consultees

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

6. Background Papers

- 6.1 Alternative Provision Review.

7. Appendices

- 7.1 Appendix 1 – Alternative Provision working party plan.

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Alternative provision working party 2017-18

Members;

Marie Horton; Commissioner Education
Nigel Pickering; Additional Provision and Reintegration Manager
Darren Barton; Principal, Nova Hreod Academy
Clive Zimmermann; Executive Head Teacher Lydiard Park Academy and Abbey Park School
Tammy Van Der Meulen; Head Teacher Nyland Campus
Sally Clarke; Head Teacher Nythe Primary School
Ben Slater; Head Teacher EOTAS
Anne MacKay; Finance Manager, Education
Sue Rees; Head Teacher Oaktree Primary School (TBC)
Rhian Cockwell; Head Teacher Oliver Tomkins Infants and Junior School
Gareth Cheal; Strategic Planning Manager
Carey Tulloch; Commissioning Manager Vulnerable Young People.

Three key obsessions

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

Key principles

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

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

Aims

Children's needs

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

Swindon's strategic needs

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

- Embed a culture where alternative provision becomes short stay provision as far as possible.
- To ensure FAP model supports the aims above.
- To work with key partners including social care, early intervention services and health to ensure strong partnership working supports young people in alternative provision, learning from best practice.
- To forge alternative provision links with quality first teaching, secondary networks, Teaching School and Swindon Challenge.

Securing value for money

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

Risks

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

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Monitoring of School Balances

Schools Forum

Date: 3rd October 2017

Author: Finance Manager – Education

Wards: All

Locality Affected: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 The Local Authority ('LA') is required to monitor the level of school balances held by schools to provide assurance to the LA's Chief Financial Officer, Director of Children Services and Cabinet Member for Children Services regarding the financial sustainability of individual schools. The LA must work with individual schools where balances are low or where there are strong indications that they will be low in the immediate future.
- 1.2 To advise Schools Forum members of the planned use of 2016/17 surplus balances during 2017/18 and the use of 2017/18 surplus balances in 2018/19 and beyond.
- 1.3 To advise Schools Forum members of the estimated school revenue balances expected to be held on 31st March 2018 as forecast by schools in June 2017.
- 1.4 To advise Schools Forum members of the estimated school revenue balances expected to be held on 31st March 2019 and 31st March 2020 as forecast by schools in June 2017.
- 1.5 To advise Schools Forum members on the target balances to be held by schools on 31st March 2018, based on the per pupil values previously agreed by Schools Forum.
- 1.6 These proposals contribute towards delivering the Council Vision Priority "Offer education opportunities that lead to the right skills and right jobs in the right places."

2. Recommendations

- 2.1 The Schools Forum is recommended to:
 - Note the target balances to be held by schools based on the per pupil values previously agreed by Schools Forum compared to the actual uncommitted balances brought forward from 2016/17. (para.3.5 and **Appendix B**).
 - Note the schools' surplus balances brought forward at 1st April 2017 and the schools' committed use of these balances in 2017/18 (para 3.6 - 3.8, Table 1 and **Appendix C**).

Further information on the subject of this report can be obtained from Anne Mackay, 07795 256545, amackay@swindon.gov.uk.

Monitoring of School Balances

Schools Forum

Date: 3rd October 2017

- Note that based on the balance returns received 25 schools brought forward 2016/17 uncommitted balances which exceed the target per pupil values agreed by the Forum and 21 schools plan to hold uncommitted balances on 31st March 2018 which exceed the target per pupil values previously agreed by Forum (para. 3.9).
- Note the analysis of schools' planned use of March 2017 surplus balances in 2017/18 (para 3.11 and Table 2).
- Note the indicative future balances to be held by schools at 31st March 2019 and 31st March 2020, taken from the three year budget plans submitted by schools in June 2017 (para 3.12 – 3.14 Table 3 and Appendix D).
- Note the number of schools forecasting number of schools forecasting low balances on 31st March 2018, 31st March 2019 and 31st March 2020 (para. 3.15 – 3.16 Table 4).
- Note the school balances claw back mechanism remains in place and the circumstances that need to apply for it to be implemented by the LA available (para 3.17 – 3.20).
- Note the information on Robert Le Kyng Primary School's balance and Robert Le Kyng Primary SRP's balance (para. 3.21 – 3.24)

3. Background

- 3.1 The LA fully supports the principle that schools should hold a reasonable level of balances, which may be built up over a number of years for strategic purposes as well as providing a degree of contingency funding for unexpected costs or funding reductions. At the same time the Forum has agreed that Schools should be challenged and held accountable for the level of balances they hold.
- 3.2 Schools are encouraged to embed effective financial management procedures so that their forecasting of year-end balances is accurate and they have a clear understanding of the resources available to them. Schools are measured on how effective they are and this report provides a summary of the schools' actual year end 2016/17 balances compared to the per pupil values agreed by the Forum. It also provides information on the schools' planned use of their balances.

Control of Balances Scheme

- 3.3 The main focus of the LA's control of balances scheme is to improve forecasting and encourage schools with surplus balances to utilise them effectively for the benefit of pupils already in school as is expected by

Further information on the subject of this report can be obtained from Anne Mackay, 07795 256545, amackay@swindon.gov.uk.

Monitoring of School Balances

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Department for Education (DfE). It is also very important for schools with relatively low balances to undertake accurate forecasting to avoid them encountering a deficit position.

- 3.4 Further background information and the Control of Balances Scheme can be found at **Appendix A**.

Detail

Analysis of 2017/18 Estimated Year End Balances Returns

- 3.5 Target balances to be held by schools based on the per pupil values in 3.8 and October 16 census and commissioned place numbers 2017/18 can be found at **Appendix B**.
- 3.6 The LA is pleased to report that the balance returns continue to be included within the budget workbooks and therefore forms have been received from all maintained schools. A summary of the planned usage of surplus balances from 2016/17 and the projected year end position and planned usage of surplus balances for 2017/18 is provided in table 1 below:

Table 1 – Summary of balances and value of usage					
Total opening balances brought forward 1 st April 2017	Value committed for use in 2017/18	Sector	Total estimated 31 st March 2018 balances	Value committed for use in 2018/19	Value uncommitted school balances expected at 31 st March 2018
£3,447,950	£1,046,977	Primary	£2,506,267	£391,268	£2,114,999
£417,906	£78,500	Secondary	£431,286	£133,500	£238,055
£583,082	£200,000	Special	£591,954	£180,000	£411,954
£214,601	£0	PRU	£223,085	£0	£223,085
£4,663,539	£1,325,477	Totals	£3,752,591	£704,768	£3,047,823
100%	28.42%	%	100%	18.78%	81.22%

- 3.7 The above table is based entirely on submissions from schools that have been reviewed by the LA as part of its statutory role. A summary of the schools' returns is attached at **Appendix C**. There is a strong indication that overall balances are expected to continue to significantly reduce over the next three years from the value carried forward at the end of 2016/17.
- 3.8 It is relevant to note that the school balances information refer only to maintained schools and exclude Academies.

Further information on the subject of this report can be obtained from Anne Mackay, 07795 256545, amackay@swindon.gov.uk.

Monitoring of School Balances

Schools Forum

Date: 3rd October 2017

Members of the Schools Forum are now asked to:

- **Note the schools' surplus balances brought forward at 1st April 2017 and the schools' committed use of these balances in 2017/18**
- **Note the schools projected 31st March 2018 surplus balances and the schools' committed use of these balances in 2018/19**

3.9 Based on the balances returns received, 25 schools brought forward 2016/17 uncommitted balances which exceed the target per pupil values agreed by the Forum and 21 schools plan to hold uncommitted balances on 31st March 2018 which exceed the target per pupil values previously agreed by the Forum of:

- Primary settings £120 per pupil (minimum of £20,000)
- Secondary settings £100 per pupil (minimum of £60,000)
- Special/PRU £800 per pupil (minimum of £40,000)

Four schools and EOTAS provided a narrative explanation on their balances return regarding the exceptional circumstances for holding higher levels of uncommitted balances per pupil on 31st March 2018.

3.10 Other general observations from balance returns received are:

3.10.1 Seven primary schools anticipate carrying forward uncommitted balances of less than £20,000 by 31st March 2018 which, if realistic, would imply that the LA will need to work very closely with these schools to reduce their spending.

3.10.2 One special school anticipates carrying forward uncommitted balances of less than £40,000 by 31st March 2018. This school has been supported for over 2 years by the LA due to its previous deficit position, however, the school now expects to be in at least a balanced position by the end of the financial year.

3.10.3 One setting plans to use brought forward balances to support their three year plan during the review of Alternative Provision and relocation.

Monitoring of School Balances

Schools Forum

Date: 3rd October 2017

Members of the Schools Forum are now asked to:

- Note that based on the balance returns received 25 schools brought forward 2016/17 uncommitted balances which exceed the target per pupil values agreed by the Forum and 21 schools plan to hold uncommitted balances on 31st March 2018 which exceed the target per pupil values
- Note the target balances to be held by schools based on the per pupil values previously agreed by Schools Forum compared to the actual uncommitted balances brought forward from 2016/17

3.11 Analysis of the schools' planned use of 2016/17 surplus balances during 2017/18 is shown in table 2 below:

Table 2 – Planned use of March 2017 surplus balances during 2017/18		
Reason	Number of incidences	Total planned expenditure
Specific Premises Improvement	14	£365,914
Provision for unplanned responsive premises maintenance works	3	£14,000
ICT Investment	9	£92,100
Workforce restructuring one off costs	2	£66,516
Commercial / Traded Activities	0	£0
Funds on behalf of other clusters	1	£25,000
Other specific projects	16	£340,176
Staff Absence Reserve	9	£193,208
Purchase orders for goods ordered but not received by year end	18	£208,741
Setting the new year budget	1	£19,822
Total	26 schools	£1,325,477

Members of the Schools Forum are now asked to:

- Note the analysis of schools' planned use of March 2017 surplus balances in 2017/18

Further information on the subject of this report can be obtained from Anne Mackay, 07795 256545, amackay@swindon.gov.uk.

Monitoring of School Balances

Schools Forum

Date: 3rd October 2017

Indicative school revenue balances from three year budget plans

- 3.12 All maintained schools submitted budget workbooks showing their planned income and expenditure over the three financial years 2017/18, 2018/19 and 2019/20. A summary can be found at **Appendix D**.
- 3.13 Table 3 below shows the actual revenue balances brought forward from 2016/17 and the indicative revenue balances for 2017/18, 2018/19 and 2019/20 and the number of schools predicting a deficit balance in any of the financial years. The deficit calculation includes the balance of the school plus any SRP or commissioned service but excludes community funds held.
- 3.14 The table shows that the revenue balances held by schools are expected to fall significantly over the next three years when compared to the balances brought forward from 2016/17.

Table 3 – Indicative school revenue balances					
Sector	31/03/16 Actual	31/03/17 Actual	31/03/18 Indicative	31/03/19 Indicative	31/03/20 Indicative
Primary	£3,447,950	£2,506,267	£2,114,999	£2,160,709	£979,516
Secondary	£417,906	£431,286	£297,786	£316,607	£136,928
Special / PRU	£797,683	£815,039	£635,039	£682,093	£610,310
Total	£4,663,539	£3,752,591	£3,047,823	£3,159,409	£1,726,754
Change £		(910,947)	(£704,768)	£111,586	(£1,432,655)
Change %		(19.53%)	(18.78%)	3.66%	(45.35%)
<i>Schools predicting a deficit balance</i>	1	1	0	0	4

- 3.15 Table 4 below shows the number of schools forecasting excess uncommitted balances on 31st March 2018. It also shows the number of schools forecasting low balances on 31st March 2018, 31st March 2019 and 31st March 2020.

Table 4 - Forecast revenue balances 2017/18 to 2019/20						
Sector	Target per pupil values	Forecast excess uncommitted balances at 31st March 2018	Minimum balance expected to be held	Forecasting low/deficit balances at		
				31st March 2018	31st March 2019	31st March 2020
Primary	£120	19	£20,000	5	6	20
Secondary	£100	0	£60,000	0	0	1
Special / EOTAS	£800	2	£40,000	1	0	2
Total	-	21	-	6	6	23

Further information on the subject of this report can be obtained from Anne Mackay, 07795 256545, amackay@swindon.gov.uk.

Monitoring of School Balances

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3.16 General observations on the budget plans submitted by schools are:

- One school expects to carry forward a deficit at the end of financial year 2017/18, the deficit is related to the SRP unit. The school is being supported by the LA finance team.
- All submitted budget plans are balanced at the end of financial year 2017/18 and 2018/19, however four schools expect to have a deficit by the end of 2019/20. If the plans are realistic then the LA may need to work closely with the schools over the next two years to help them to reduce their expenditure. Where schools operate an SRP or run a commissioned service, the combined balance is taken into account in determining whether a deficit balance is predicted.
- The LA finance manager continues to support one special school and has started to visit one primary school and plans to continue to arrange visits during the autumn term.
- A large proportion of School's have submitted budget templates showing in year structural deficits that are unsustainable as they lead to low or very low balances at the end of 2019/20. An in year structural deficit is where in year expenditure (excluding committed expenditure funded by brought forward balances) exceeds in year income, the in year income does not include any balances brought forward.

Members of the Schools Forum are now asked to:

- **Note the indicative future balances to be held by schools at 31st March 2018, 31st March 2019 and 31st March 2020, taken from the three year budget plans submitted by schools in June 2017**
- **Note the number of schools forecasting number of schools forecasting low balances on 31st March 2018, 31st March 2019 and 31st March 2020**

School balances claw back mechanism

3.17 Given the uncertainty of medium term school funding and the need to implement substantial changes arising from the DfE school funding reform programme, the LA has not been overly concerned with the level of school balances over the last year. The focus of the LA balances control scheme is still essentially to encourage effective financial planning so that all schools have an accurate understanding of whatever levels of balances they hold. In line with DfE expectations the local scheme has scope for the LA to claw back

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excessive balances which would then be made available for distribution across other schools in the following years funding allocations.

- 3.18 The LA therefore retains the right to implement claw backs but only in circumstances where a school
- Is consistently inaccurate (Red rated) in forecasting their year end balances for 2 consecutive years and does not provide adequate explanations
- and
- Holds relatively high balances .i.e. above 8%, 5% or 2% of ISB depending on the size of the school budget.
- 3.19 Where the LA believes that clawbacks may be applicable schools will be given an opportunity to defend their positions prior to any claw backs being proposed to the Schools Forum. No school has been inaccurate over each of the last two years. Forum Members are advised that proposing claw backs is not the LAs preferred course of action but it would be inappropriate and unfair if any school had high balances which were not being adequately managed when funds could be used to raise standards in that school or re-distributed to other schools where they could be spent on current pupils.
- 3.20 It is important to acknowledge that forecasting is only one indication of how well schools are managing their balances and further information on school balances will be provided throughout the year to the Schools Forum.

Members of the Schools Forum are now asked to:

- **Note the school balances claw back mechanism remains in place and the circumstances that need to apply for it to be implemented by the LA**

Robert Le Kyng Primary School and Specialist Resource Provision (SRP)

- 3.21 The actual 2016-17 year end school balances were presented to Schools Forum on 4th July 2017. Schools Forum members requested that further information on the financial balances at Robert Le Kyng Primary School and the primary SRP be presented.
- 3.22 The school had a vacant position for a School Business Manager (SBM) and this delay in recruiting led to a number of premises projects being carried forward until the summer holidays. The SBM is now in post and the school has completed most of the major projects over the summer break. One other

Further information on the subject of this report can be obtained from Anne Mackay, 07795 256545, amackay@swindon.gov.uk.

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project is partially completed but has been delayed due to issues out of the school's control but the school fully intends to have the project completed.

- 3.23 The school have been retaining relatively high balances in their mainstream school's three year plan as the SRP balances fall to a deficit of (£171,966) by 2019/20. The school were mindful to keep the school's bank balance in surplus over the three financial years and remained focused on the 2019/20 net position between the mainstream school and SRP, which is a surplus of £11,376. The school intend to recruit additional mainstream support and this will affect the year end balances of the mainstream school over the three financial years.
- 3.24 The Finance Manager – Education is now supporting Robert Le Kyng Primary School to resolve the budget issues of the school's Specialist Resource Provision (SRP). The Finance Manager – Education has visited the school and will work with the Head teacher and School Business Manager to establish where efficiencies can be made.

Members of the Schools Forum are now asked to:

- **Note the information on Robert Le Kyng Primary School's balance and Robert Le Kyng Primary SRP's balance**

4. Alternative Options

- 4.1 There are no alternative options presented in this report.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 LA's and their Schools Forums are required to monitor the level of balances held by schools and to ensure local arrangements are in place which ensure excessive balances are not held

Legal and Human Rights Implications

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

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

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

Further information on the subject of this report can be obtained from Anne Mackay, 07795 256545, amackay@swindon.gov.uk.

Monitoring of School Balances

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Diversity Impact Assessment

- 5.4 A Diversity Impact Assessment (DIA) has not been done as this report does not make any recommendations that affect services.

Risk Management

- 5.5 The key risks arising from this report are that ineffective monitoring by schools could lead to them encountering financial difficulties. Conversely the LA would not wish to see any individual school accruing excessive surplus balances which could have been used to improve standards and attainment for pupils currently in school.

6. Consultees

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

7. Background Papers

- 7.1 None.

8. Appendices

- 8.1 Control of Balances Scheme – Appendix A
- 8.2 Target balances to be held by maintained schools and the PRU – Appendix B
- 8.3 Summary of School Balance Returns – Appendix C
- 8.4 Monitoring of School Balances – Appendix D

Monitoring of School Balances 2017/18 Appendix A

Background information and the control of balances scheme detail

Background information

- 1.1. As part of the Local Authority's ('LA') control of balances scheme, schools are encouraged to embed effective financial management procedures so that their forecasting of year end balances is accurate and they have a clear understanding of the resources available to them. Schools are measured on how effective they are and this report provides a summary of the differences between the estimates provided in December and final year-end reported figures.
- 1.2. The January 2012 Schools Forum agreed the criteria for a revised scheme to monitor and manage Swindon schools balances. The main focus of the revised scheme is to improve forecasting and encourage schools with surplus balances to utilise them effectively for the benefit of pupils already in school as is expected by the Department for Education ('DfE') and the Education, Skills and Funding Agency ('ESFA'). It is also very important for schools with relatively low balances to undertake accurate forecasting to avoid them encountering a deficit position.
- 1.3. The LA fully supports the principle that schools should hold a reasonable level of balances, which may be built up over a number of years for strategic purposes as well as providing a degree of contingency funding for unexpected costs or funding reductions. At the same time the Forum has agreed that Schools should be challenged and held accountable for the level of balances they hold.

The control of balances scheme

- 1.4. The main focus of the LA's control of balances scheme is to improve forecasting and encourage schools with surplus balances to utilise them effectively for the benefit of pupils already in school as is expected by Department for Education (DfE). It is also very important for schools with relatively low balances to undertake accurate forecasting to avoid them encountering a deficit position.
- 1.5. The balances control scheme is made up as follows.
 - 1.5.1. Schools are asked to project their closing year-end balance in December – these estimates are compared to the initial estimates submitted when annual budgets were set in June. (This information is usually reported to Schools Forum in March).
 - 1.5.2. After the year end when final school balances are quantified these values are compared to schools December estimates (Usually presented to Schools Forum in July). Explanation are sought from those schools whose estimates proved to be inaccurate as measured against the

Further information on the subject of this report can be obtained from Anne Mackay, 07795 256545, amackay@swindon.gov.uk.

Monitoring of School Balances 2017/18 Appendix A

Background information and the control of balances scheme detail

parameters agreed by the Forum which are proportionate to school budgets, as per the table below.

Key	R = Red	A = Amber	G = Green
SMP- Small / medium primary *ISB up to £1.2m	> £50k	< £50k	< £25k
LP - Large primary *ISB above £1.2m	> £80k	< £80k	< £40k
SEC - Secondary	> £100k	< £100k	< £50k
SPE - Special	> £80k	< £80k	< £40k
PRU – Pupil Referral Unit	> £80k	< £80k	< £40k

*ISB Individual School Budget

1.5.3. When setting their budget each June schools are asked to provide a summary of how and when they are planning to utilise their brought forward balances via a balances return. The LA reviews these plans to ensure funds are being committed against the areas which were approved by the Schools Forum and whether resulting uncommitted balances are in line with agreed target levels per pupil. (This information will be reported to Schools Forum in October and is the subject of today's report).

1.5.4. The LA finance and internal audit teams also assess whether committed balances are actually being spent in accordance with school plans on an on-going basis, targeting specific schools which are exhibiting signs of poor financial health and/or are being audited and/or are of concern to the schools improvement team.

1.5.5. Given the uncertainty of medium term school funding and the need to implement substantial changes arising from the DfE National Fair Funding reform programme, the LA has not been overly concerned with the level of school balances over the last year. The focus of the LA balances control scheme is still essentially to encourage effective financial planning so that all schools have an accurate understanding of whatever levels of balances they hold. In line with DfE expectations the local scheme has scope for the LA to claw back excessive balances which would then be made available for distribution across other schools in the following years funding allocations.

1.5.6. The target per pupil values previously agreed by the Forum are:

- Primary settings **£120 per pupil** (minimum of £20,000)
- Secondary settings **£100 per pupil** (minimum of £60,000)
- Special/PRU **£800 per pupil** (minimum of £40,000)

Further information on the subject of this report can be obtained from Anne Mackay, 07795 256545, amackay@swindon.gov.uk.

Monitoring of School Balances 2017/18 Appendix A

Background information and the control of balances scheme detail

1.6. The LA therefore retains the right to implement claw backs but only in circumstances where a school

1.6.1. Is consistently inaccurate (Red rated) in forecasting their year end balances for 2 consecutive years and does not provide adequate explanations

And

1.6.2. Holds relatively high balances .i.e. above 8%, 5% or 2% of ISB depending on the size of the school budget.

1.7. Where the LA believes that clawbacks may be applicable schools will be given an opportunity to defend their positions prior to any claw backs being proposed to the Schools Forum.

1.8. Forum Members are advised that proposing claw backs is not the LAs preferred course of action but it would be inappropriate and unfair if any school had high balances which were not being adequately managed when funds could be used to raise standards in that school or re-distributed to other schools where they could be spent on current pupils.

Further information on the subject of this report can be obtained from Anne Mackay, 07795 256545, amackay@swindon.gov.uk.

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Target balances as per the Control of Balances Scheme compared to actual opening balances 1st April 2017

Schools	A Total Opening Balances 1st April 2017	B Committed Balances 1st April 2017	C = A - B Uncommitted Opening Balances 1st April 2017	D <i>NOR or Commissioned Places</i>	E Target balances as per Control of Balances Scheme	F = C - E Variance between Uncommitted and Target	Forecast Revenue Balances 31/03/18 (at June 2017)	Category of school budget
Abbey Meads Community Primary School	£121,099	£38,600	£82,499	449.00	£53,880	£28,619	£94,352	Large Pri
Abbey Meads Community Primary School-Butterflies	£26,599	£0	£26,599	n/a	n/a	n/a	£30,298	n/a
Abbey Meads Community Primary School-Community	£114,816	£0	£114,816	n/a	n/a	n/a	£101,600	n/a
Beechcroft Infant School	£99,361	£64,137	£35,224	251.00	£30,120	£5,104	£56,067	Sm/Med Pri
Bishopstone Church of England Primary School	£26,553	£1,399	£25,154	47.00	£5,640	£19,514	£22,322	Sm/Med Pri
Bridlewood Primary School	£78,324	£37,850	£40,474	267.00	£32,040	£8,434	£30,576	Sm/Med Pri
Brook Field Primary School	£188,025	£62,822	£125,203	419.00	£50,280	£74,923	£107,402	Large Pri
Catherine Wayte Primary School	£178,295	£17,340	£160,955	412.00	£49,440	£111,515	£134,756	Large Pri
Chiseldon Primary School	£5,696	£780	£4,916	178.00	£21,360	(£16,444)	£58,596	Sm/Med Pri
Colebrook Junior School	£122,192	£64,000	£58,192	157.00	£18,840	£39,352	£47,510	Sm/Med Pri
Covingham Park Primary School	£22,708	£0	£22,708	371.00	£44,520	(£21,812)	£15,277	Sm/Med Pri
East Wichel Primary School	£102,062	£20,869	£81,193	345.00	£41,400	£39,793	£18,589	Sm/Med Pri
Eldene Primary School	£105,986	£14,500	£91,486	285.00	£34,200	£57,286	£32,461	Large Pri
Eldene Primary School SRP (CLD)	£30,015	£0	£30,015	n/a	n/a	n/a	£9,087	n/a
Even Swindon Primary School	£273,639	£128,114	£145,525	551.00	£66,120	£79,405	£132,292	Large Pri
Even Swindon Primary School - SRP Outreach	£817	£0	£817	n/a	n/a	n/a	£1,043	n/a
Even Swindon Primary School SRP (SSL)	£2,593	£0	£2,593	n/a	n/a	n/a	£3,071	n/a
Grange Infant Community School	£184,559	£61,204	£123,355	268.00	£32,160	£91,195	£219,121	Sm/Med Pri
Grange Junior School	£308,190	£121,480	£186,710	366.00	£43,920	£142,790	£331,493	Sm/Med Pri
Greenmeadow Primary School	£177,345	£59,680	£117,665	288.00	£34,560	£83,105	£138,027	Sm/Med Pri
Haydonleigh Primary School	£98,100	£35,323	£62,777	549.00	£65,880	(£3,103)	£20,002	Large Pri
Lainesmead Primary School	£56,778	£0	£56,778	398.00	£47,760	£9,018	£41,082	Large Pri
Lawn Primary School	(£19,291)	£0	(£19,291)	411.00	£49,320	(£68,611)	£2,075	Large Pri
Liden Primary School	£1,228	£0	£1,228	331.00	£39,720	(£38,492)	£542	Sm/Med Pri
Nythe Primary School	£41,656	£15,477	£26,179	168.00	£20,160	£6,019	£28,862	Sm/Med Pri
Oakhurst Community Primary School	£140,528	£111,724	£28,804	434.00	£52,080	(£23,276)	£77,870	Large Pri
Oaktree Nursery and Primary School	£78,062	£21,606	£56,456	333.00	£39,960	£16,496	£21,437	Large Pri
Oliver Tomkins Church of England Infant School	£18,247		£18,247	174.00	£20,880	(£2,633)	£24,523	Sm/Med Pri
Oliver Tomkins Church of England Junior School	£5,700		£5,700	203.00	£24,360	(£18,660)	£13,887	Sm/Med Pri
Orchid Vale Primary School	£43,446	£9,090	£34,356	376.00	£45,120	(£10,764)	£33,986	Sm/Med Pri
Red Oak Primary School	£180,110	£0	£180,110	501.00	£60,120	£119,990	£95,146	Large Pri
Robert le Kyng Primary School	£231,763	£94,160	£137,603	406.00	£48,720	£88,883	£163,382	Large Pri
Robert le Kyng Primary School SRP (PD)	(£57,376)	£0	(£57,376)	n/a	n/a	n/a	(£64,851)	n/a
St Francis Primary School	£164,589	£20,000	£144,589	421.00	£50,520	£94,069	£112,994	Large Pri
Wanborough Primary School	£26,822	£26,822	£0	205.00	£24,600	(£24,600)	£12,831	Sm/Med Pri
Westrop Primary School	£79,373	£20,000	£59,373	266.00	£31,920	£27,453	£92,745	Sm/Med Pri
Wroughton Infant School	£73,502	£0	£73,502	265.00	£31,800	£41,702	£166,153	Sm/Med Pri
Wroughton Junior School	£115,839	£0	£115,839	347.00	£41,640	£74,199	£67,661	Sm/Med Pri

Target balances as per the Control of Balances Scheme compared to actual opening balances 1st April 2017

Schools	A Total Opening Balances 1st April 2017	B Committed Balances 1st April 2017	C = A - B Uncommitted Opening Balances 1st April 2017	D <i>NOR or Commissioned Places</i>	E Target balances as per Control of Balances Scheme	F = C - E Variance between Uncommitted and Target	Forecast Revenue Balances 31/03/18 (at June 2017)	Category of school budget
Abbey Park School	£417,906	£78,500	£339,406	987.00	£98,700	£240,706	£371,555	SEC
Education Other Than at School (EOTAS)	£214,601	£0	£214,601	112.00	£89,600	£125,001	£223,085	PRU
Brimble Hill Special School	£167,405	£0	£167,405	77.00	£61,600	£105,805	£130,236	Special
Crowdys Hill School	£294,877	£180,000	£114,877	188.00	£150,400	(£35,523)	£300,074	Special
St Lukes School	(£49,782)	£0	(£49,782)	77.00	£61,600	(£111,382)	£4,129	Special
The Chalet School	£62,410	£20,000	£42,410	57.00	£45,600	(£3,190)	£45,210	Special
Uplands - Pre and post 16	£98,594	£0	£98,594	138.00	£110,400	(£11,806)	£109,262	Special
Uplands VI & AT	£2,444	£0	£2,444	n/a	n/a	n/a	£1,032	n/a
Uplands ASC	£7,134	£0	£7,134	n/a	n/a	n/a	£2,012	n/a

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Total	£4,663,539	£1,325,477	£3,338,062	12,078.00	£1,870,940	£1,340,080	£3,680,860
		<i>n/a balances</i>	<i>£127,042</i>		<i>E+F+n/a balances</i>	<i>£3,338,062</i>	

Target balances	Per Pupil	Minimum	Key
Primary	£120	£20,000	
Secondary	£100	£60,000	
Special and PRU	£800	£40,000	

The LA expects schools in or approaching deficit to exercise the highest levels of financial planning & monitoring until they are safely back into a sustainable surplus position.

Name of School:	Specific Premises Improvements	Provision for unplanned responsive premises maintenance works	ICT Investment	Workforce restructuring one off costs	Funds held on behalf of clusters	Other specific projects	Staff Absence Reserve	Purchase orders raised before year end but goods not delivered	Setting the new year budget	Total Committed Balances to be spent on specific items in 2017-18	i Total Committed Balances to be spent on specific items in 2018-19
	£	£	£	£	£	£	£	£	£	£	£
Abbev Meads Community Primary School	£35,000							£3,600		£38,600	£0
Abbev Meads - Butterflies										£0	£0
Abbev Meads - Community										£0	£0
Beechcroft Infant School	£22,000					£22,000		£20,137		£64,137	£26,000
Bishopstone Church of England Primary School	£1,250							£149		£1,399	£0
Bridlewood Primary School					£25,000	£10,000		£2,850		£37,850	£0
Brook Field Primary School	£15,000	£4,000	£3,000			£23,665	£4,500	£12,657		£62,822	£4,500
Catherine Wayte Primary School						£2,842	£12,000	£2,498		£17,340	£0
Chiseldon Primary School								£780		£780	£0
Colebrook Junior School	£15,000		£5,000			£44,000				£64,000	£14,000
Covingham Park Primary School										£0	£0
East Wichel Primary School	£2,675					£9,706		£8,488		£20,869	£0
Eldene Primary School	£14,500									£14,500	£0
Eldene Primary School SRP (CLD)										£0	£0
Even Swindon Primary School	£40,000					£26,785	£30,000	£31,329		£128,114	£0
Even Swindon Primary School - SRP Outreach										£0	£0
Even Swindon Primary School SRP (SSL)										£0	£0
Grange Infant Community School	£32,143		£6,600			£15,322	£3,000	£4,139		£61,204	£128,956
Grange Junior School	£49,346	£5,000	£15,000				£8,500	£43,634		£121,480	£116,069
Greenmeadow Primary School						£36,972	£20,000	£2,708		£59,680	£0
Haydonleigh Primary School				£16,516				£18,807		£35,323	£0
Lainesmead Primary School										£0	£0
Lawn Primary School										£0	£0
Liden Primary School										£0	£0
Nythe Primary School						£2,092		£13,385		£15,477	£15,741
Oakhurst Community Primary School							£92,208	£19,516		£111,724	£0
Oaktree Nursery and Primary School						£15,000		£6,606		£21,606	£0
Oliver Tomkins Church of England Infant School											£0
Oliver Tomkins Church of England Junior School											£0
Orchid Vale Primary School						£9,090				£9,090	£0
Red Oak Primary School										£0	£14,823
Robert le Kyng Primary School	£69,000					£10,702		£14,458		£94,160	£0
Robert le Kyng Primary School SRP (PD)										£0	£0
St Francis Primary School						£12,000	£8,000			£20,000	£0
Wanborough Primary School			£4,000					£3,000	£19,822	£26,822	£0
Westrop Primary School	£10,000		£10,000							£20,000	£5,000

Name of School:	Specific Premises Improvements	Provision for unplanned responsive premises maintenance works	ICT Investment	Workforce restructuring one off costs	Funds held on behalf of clusters	Other specific projects	Staff Absence Reserve	Purchase orders raised before year end but goods not delivered	Setting the new year budget	Total Committed Balances to be spent on specific items in 2017-18	i Total Committed Balances to be spent on specific items in 2018-19
	£	£	£	£	£	£	£	£	£	£	£
Wroughton Infant School										£0	£66,179
Wroughton Junior School										£0	£0
Abbey Park School		£5,000	£3,500	£50,000		£20,000				£78,500	£133,500
EOTAS										£0	£0
Brimble Hill Special School										£0	£0
Crowdys Hill School	£50,000		£35,000			£80,000	£15,000			£180,000	£180,000
St Lukes School										£0	£0
The Chalet School	£10,000		£10,000							£20,000	£0
Uplands - Pre and post 16										£0	£0
Uplands VI & AT										£0	£0
Uplands ASC										£0	£0
Total Maintained Schools	£365,914	£14,000	£92,100	£66,516	£25,000	£340,176	£193,208	£208,741	£19,822	£1,325,477	£704,768

Name of School:	Mar-17	School Size	Total Committed Balances to be spent on specific items in 2017-18
	£		£
Abbey Meads Community Primary School	£121,099	Large Pri	£38,600
Abbey Meads -Butterflies	£26,599	n/a	£0
Abbey Meads - Community	£114,816	n/a	£0
Beechcroft Infant School	£99,361	Sm/Med Pri	£64,137
Bishopstone Church of England Primary School	£26,553	Sm/Med Pri	£1,399
Bridlewood Primary School	£78,324	Sm/Med Pri	£37,850
Brook Field Primary School	£188,025	Large Pri	£62,822
Catherine Wayte Primary School	£178,295	Large Pri	£17,340
Chiseldon Primary School	£5,696	Sm/Med Pri	£780
Colebrook Junior School	£122,192	Sm/Med Pri	£64,000
Covington Park Primary School	£22,708	Sm/Med Pri	£0
East Wichel Primary School	£102,062	Sm/Med Pri	£20,869
Eldene Primary School	£105,986	Large Pri	£14,500
Eldene Primary School SRP (CLD)	£30,015	n/a	£0
Even Swindon Primary School	£273,639	Large Pri	£128,114
Even Swindon Primary School - SRP Outreach	£817	n/a	£0
Even Swindon Primary School SRP (SSL)	£2,593	n/a	£0
Grange Infant Community School	£184,559	Sm/Med Pri	£61,204
Grange Junior School	£308,190	Sm/Med Pri	£121,480
Greenmeadow Primary School	£177,345	Sm/Med Pri	£59,680
Haydonleigh Primary School	£98,100	Large Pri	£35,323
Lainesmead Primary School	£56,778	Large Pri	£0
Lawn Primary School	(£19,291)	Large Pri	£0
Liden Primary School	£1,228	Sm/Med Pri	£0
Nythe Primary School	£41,656	Sm/Med Pri	£15,477
Oakhurst Community Primary School	£140,528	Large Pri	£111,724
Oaktree Nursery and Primary School	£78,062	Large Pri	£21,606

Value of uncommitted school balances expected to be held 31st March 2018	October 2016 school census pupil numbers	Total uncommitted school balances held per pupil	Value of school balances expected to be held 31st March 2019	Value of school balances expected to be held 31st March 2020
£	NOR	£	£	£
£94,352	449.00	£210	£96,657	£35,941
£30,298	n/a	n/a	£828	£828
£101,600	n/a	n/a	£87,803	£74,436
£30,067	251.00	£120	£25,856	£1,895
£22,322	47.00	£475	£18,431	£1,973
£30,576	267.00	£115	£14,311	£7,014
£102,902	419.00	£246	£73,455	£8,890
£134,756	412.00	£327	£66,513	(£52,050)
£58,596	178.00	£329	£62,198	£52,216
£33,510	157.00	£213	£21,418	£22,232
£15,277	371.00	£41	£7,911	£6,206
£18,589	345.00	£54	£56,372	£27,555
£32,461	285.00	£114	£31,246	£9,376
£9,087	-	n/a	£8,855	£3,715
£132,292	551.00	£240	£125,851	£69,470
£1,043	-	n/a	£1,183	£778
£3,071	-	n/a	£1,413	£116
£90,165	268.00	£336	£228,757	£205,262
£215,424	366.00	£589	£303,120	£236,045
£138,027	288.00	£479	£113,145	£19,051
£20,002	549.00	£36	£20,206	£24,073
£41,082	398.00	£103	£45,141	£47,793
£2,075	411.00	£5	£37,195	£31,307
£542	331.00	£2	£29,693	£20,278
£13,121	168.00	£78	£13,121	£13,581
£77,870	434.00	£179	£69,362	£9,891
£21,437	333.00	£64	£50,290	£7,964

Name of School:	Mar-17	School Size	Total Committed Balances to be spent on specific items in 2017-18
	£		£
Oliver Tomkins Church of England Infant	£18,247	Sm/Med Pri	
Oliver Tomkins Church of England Junior School	£5,700	Sm/Med Pri	
Orchid Vale Primary School	£43,446	Sm/Med Pri	£9,090
Red Oak Primary School	£180,110	Large Pri	£0
Robert le Kyng Primary School	£231,763	Large Pri	£94,160
Robert le Kyng Primary School SRP (PD)	(£57,376)	n/a	£0
St Francis Primary School	£164,589	Large Pri	£20,000
Wanborough Primary School	£26,822	Sm/Med Pri	£26,822
Westrop Primary School	£79,373	Sm/Med Pri	£20,000
Wroughton Infant School	£73,502	Sm/Med Pri	£0
Wroughton Junior School	£115,839	Sm/Med Pri	£0
Abbey Park School	£417,906	Secondary	£78,500

EOTAS	£214,601	PRU	£0
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Brimble Hill Special School	£167,405	Special	£0
Crowdys Hill School	£294,877	Special	£180,000
St Lukes School	(£49,782)	Special	£0
The Chalet School	£62,410	Special	£20,000
Uplands - Pre and post 16	£98,594	Special	£0
Uplands VI & AT	£2,444	n/a	£0
Uplands ASC	£7,134	n/a	£0
Total Maintained Schools	£4,663,539		£1,325,477

Value of uncommitted school balances expected to be held 31st March 2018	October 2016 school census pupil numbers	Total uncommitted school balances held per pupil	Value of school balances expected to be held 31st March 2019	Value of school balances expected to be held 31st March 2020
£	NOR	£	£	£
£24,523	174.00	£141	£36,688	£19,675
£25,887	203.00	£128	£19,793	£19,935
£33,986	376.00	£90	£23,379	(£35,647)
£80,323	501.00	£160	£80,232	£51,534
£163,382	406.00	£402	£188,519	£183,342
(£64,851)	-	n/a	(£114,363)	(£171,966)
£112,994	421.00	£253	£92,374	£1,607
£12,831	205.00	£63	£13,169	(£7,034)
£87,745	266.00	£330	£64,639	£20,597
£99,974	265.00	£377	£99,974	£2,659
£67,661	347.00	£195	£45,974	£8,978
£297,786	987.00	£302	£316,607	£136,928

£223,085	112.00	£1,992		
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£130,236	77.00	£1,691	£71,243	(£30,496)
£120,074	188.00	£639	£311,584	£267,907
£4,129	77.00	£54	£151,179	£279,011
£45,210	57.00	£793	£40,738	£23,225
£109,262	138.00	£792	£100,067	£76,551
£1,032	-	n/a	£6,049	(£2,278)
£2,012	-	n/a	£1,233	(£3,610)
£3,047,823	12,078.00		£3,159,409	£1,726,754