

## Schools Forum Meeting Agenda

Thursday, 19<sup>th</sup> November 2020 at 9.00 am  
to be held via Zoom

### Membership

Stewart Biddles ( <i>Chair &amp; Primary Academy Head</i> )	Lisa Finn ( <i>Vice-Chair &amp; Secondary Academy Rep</i> )
Ken Kies ( <i>Primary Academy Head</i> )	Tim Stephens ( <i>Primary Academy Governor</i> )
Maurice Codd ( <i>Primary Maintained Governor</i> )	Jim Piper ( <i>Primary Academy Deputy Head</i> )
Adam Morris ( <i>Primary Maintained Head</i> )	Daneian Rees ( <i>Secondary Academy Rep</i> )
Lindsey Kings ( <i>Secondary Academy Deputy Head</i> )	Clive Star ( <i>Secondary Academy Governor</i> )
Sally Timmins ( <i>Secondary Academy Governor</i> )	Mike Lock ( <i>Special Schools Head</i> )
Jayne Jones ( <i>Early Years</i> )	Steven Hulme ( <i>PRU Head</i> )
Dan Hallam ( <i>Post 16</i> )	

- 1. Apologies/Changes to Membership**
- 2. Minutes of the last meeting** (Pages 2 - 7)
- 3. Financial Report** (Pages 8 - 12)
- 4. De-Delegation and Centrally Retained Items** (Pages 13 - 15)
- 5. Special School Funding** (Pages 16 - 22)
- 6. Management Plan Update**
- 7. Audit Action Plan Update** (Pages 23 - 24)
- 8. Membership and length of office** (Page 25)
- 9. Items for next meeting**
- 10. Future meeting dates**
  - Thursday 14<sup>th</sup> January 2021

*For information relating to this meeting or to request a copy in another format or language please contact:*

**Mike Freeman, Clerk**  
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## Minutes of the Schools Forum

Thursday 8th October 2020

**-: Present :-**

**Stewart Biddles (Chairman)**, Primary Academy Head; **Lisa Finn (Vice-Chair)** Secondary Academy Rep; **Adam Morris**, Primary Maintained Head; **Ken Kies**, Primary cademy Head; **Tim Stephens**, Primary Academy Governor; **Lindsey Kings**, Secondary cademy Deputy Head; **Daneian Rees**, Secondary Academy Rep; **Clive Star**; Secondary demy Rep; **Jim Piper**, Primary Academy Deputy Head; **Mike Lock**, Special Schools Head; and **Jayne Jones**, Early Years Rep

**-: Also in attendance :-**

**Rachael Williams**, Assistant Director for Education, Learning and Skills; **Martin Phillips**, Head of Finance; **Laureen Wardle**, SEN Post 16 Caseworker; **Rob Parr**, Principal Accountant; **Dan Hamer**, Head of Vulnerable Pupils; **Michael Freeman**, Clerk

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### 1. **Apologies/Changes to Membership**

Apologies were received from Maurice Codd. The Forum welcomed Laureen Wardle, Post 16 casework officer, to the meeting on behalf of Dorothy Hadleigh.

### 2. **Minutes of the last meeting**

From item 5 of Junes meeting, Rachael informed members that the SEN review has not been published yet, and therefore we have not been able to invite Keith Hawkins (ESFA) to re-attend Forum.

Form Item 7, Adam Morris announced that he will be meeting with Nancy Meehan, Director of Children's Services, on Monday 12<sup>th</sup> October for a discussion on the work of Schools Forum. Other members expressed an interest in meeting Nancy as well, Rachael will feed this back to her.

Due to the ongoing COVID pandemic, the Audit Action Plan scheduled for today's meeting has been postponed and will be added to Novembers Agenda.

Minutes were agreed as a true record.

### 3. **Financial Report**

Rachael Williams, Assistant Director of Education, Learning and Skills, shared an

updated financial report, detailing the current outturn position and the factors contributing to this.

Current overspend now stands at £2.1m, down from £2.2m. Pressures remain in same parts of system, with the additional impact of the COVID-19 pandemic. Members were asked to note that the overspend would be higher but the ESFA has not recouped funds for the delayed opening of St Michaels Primary.

The Early Years block continues to be under pressure. There has been a claw back of £45k, due to the calculation of the adjustment figure from the DfE. Census headcount data is being collected, but COVID has had a significant impact on the sector, as many children are not returning to Early Years provisions when compared to schools. Their ability to draw income has been greatly reduced, and despite guaranteed funding being in place for the Autumn term members were concerned that no decisions have yet been made by the DfE on the Spring and Summer terms.

Members asked whether Schools Forum could take action to support the EY sector further, however without the reassurance of Spring and Summer term mitigations from the DfE it was felt that this was difficult to prepare.

Rachael explained that this was a national challenge not unique to Torbay, and agreed to a review of the underspend for the next Forum meeting.

There remains pressure on the Higher Needs block due in part to the greater number of children in Torbay requiring additional support. Members were shown a table detailing in year adjustments, and whilst figures remain similar to last year it was felt that ongoing work on the allocation of funds above £6k is beginning to have an impact. However, members were asked to be mindful of the pressures that COVID-19 is having on the system.

Members noted the findings of the report, and agreed to the recommendation to continue the work of the Higher Needs Recovery Group to enact the financial recovery plan.

#### **Action**

- **The LA to conduct a review of the in-year underspend of the Early Years block to present at November's Schools Forum.**

#### **4. Future budget indications**

Rob Parr, Principal Accountant, presented members with an overview of the provisional DSG position for 2021/22. There is expected to be increases in minimum per pupil funding levels for both Primary and Secondary pupils, as well as an increase of 2% (from 1.84% in 2020/21) per pupil for schools on the Minimum Funding Guarantee. The biggest upshift will be in the Higher Needs block, with an 8% increase.

Although positive, Members were mindful that the increases are related to changes in baseline figures, with the Teachers Pay and Pensions Grants now being included instead of being paid as separate grants as was previously the case. Colleagues noted the findings, but were in agreement that the proposed increase is not enough, only covering the proposed Teachers Pay Award for next year.

Members remain keen to stick to principles already agreed by Schools Forum, and requested that a report based on these principles be presented at November's meeting.

A separate paper on Special Schools funding and allocations will also be presented at November's meeting, Mike Lock asked to be involved in the process in his role as Special Schools representative.

## **5. Deficit position statement**

An update on the current Deficit position was presented to members. Whilst the current budget deficit stands at £3.778m, there is an anticipated £2.109m outturn position in 2021, leading to a potential £5.887m deficit overall. Rachael explained the challenges in trying to recall the historic deficit during the COVID-19 pandemic, and presented two actions that the Forum could take in line with 2021/22 regulations:

1. Transfer 0.5% of Schools Block to Higher needs block, subject to Schools Forum approval.
2. Submit a disapplication request to the Secretary of State for movements above 0.5%

The LA is of the opinion that action 1 would offer a more realistic opportunity to get as close as possible to a balanced budget for 2021/22, before addressing the historic deficit in 2022/23. This upshift in funds would be approximately £430K, based on provisional DSG allocations.

Rachael explained to members that the number of pupils, not the per pupil costs continue to be the reason for the deficit. Torbay remains an outlier in comparison to statistical neighbours, but this is a growing problem in other LAs. Members requested that this data be shared at the next Schools Forum.

The ESFA are aware of the challenges, and are asking Schools Forum to complete a Deficit Management Plan. Members were in agreement to seek representation from School colleagues on the possible actions, with a view to recording a decision at November's meeting.

### **Actions**

- **Rachael to share this paper with Torbay headteachers.**
- **Members to seek comments from colleagues on deficit position and available actions before November Schools Forum.**

## 6. COVID Update

Rachael gave a verbal update on the challenges being presented by the COVID-19 pandemic.

Members were asked to recognise the additional pressures that the pandemic is having on budgets. Rachael explained that there is currently £3800 per week for COVID mitigations, and has written to Headteachers/CEOs asking for their individual mitigations. Dan Hamer is in the process of collating Schools Attendance information.

The LA is experiencing issues with schools transport. The Department for Transport has allocated £134k in funding for commission of additional public buses, however the LA has expressed that this is not sustainable.

Members asked about the COVID grant that schools claimed for in the Summer, and whether schools have received it yet. Rachael agreed to raise this with headteachers at next weeks' COVID Briefing.

## 7. Post 16 Report

The Forum heard from Laureen Wardle, Post 16 officer, who provided an update on the work of the Post 16 team and the key expenditure relating to this. There has been a significant increase on the number of Post 16 children with EHCPs (current cohort is 476, up from 378 in January 2020). This is explained in part due to the large number of RSAs in Torbay and an increase in families moving into the area. However, the main reason for the increase is the ongoing COVID-19 pandemic, as a lack of employment opportunities has led to students opting to remain in further education.

There has been a mixed response to the move to online learning. Whilst it was pleasing to hear that some students have engaged well, some students with SEMH/Anxiety issues have regressed slightly.

Laureen thanked members on behalf of South Devon College for the investment in their bespoke provision. 5 students have successfully completed their placements and have moved on to mainstream college, and the 6 students on role this year, previously on Out of Area placements, have all made excellent starts.

Demand at both Eat That Frog and ROC college continues to grow, but members were pleased to note that these more solution focused providers have been responsive in meeting the demand, and are demonstrating great outcomes for their students. Regular review panels are in place, and the Post 16 and SEND Monitoring teams continue to monitor the outcomes for students.

Members thanked Laureen for the ongoing work of her team, and requested that a further update be presented in January.

## 8. EHE recharge decision

At the request of schools, Dan Hamer, Head of Vulnerable Pupils has reviewed the current policy of recharging for Elective Home Education (EHE) places at the rate of the MFG, plus all personalised funding, at a weekly rate. Dan proposed to members that for the year 2020/21 EHE should be recharged at 50% for all children, except children who were persistently absent or had greater than 4 session of fixed term exclusion (FTE). This would be for a period of 1 year only, with a return to the agreed system in 2021/22.

Members felt that the proposal was reasonable in light of the current pandemic, but sought assurances from the LA the adjustment figures be based on current figures, (the EHE cohort has risen from 35 children to 58 at present). It was felt fair to share the burden with all schools, given that any school could be in a difficult position should they have any cases of COVID.

It was asked how this would impact the forecast outturn position, however this would be difficult to predict given that there has been no recharging during lockdown. The expectation remains that schools will work to prevent EHE. It is recognised that some schools have engaged with parents, but parents are refusing to send children back to school. Mediation services has worked with families and penalty notices are being issued.

After discussion, member voted on the proposal as follows:

*To adopt recharging EHE at 50% for 2020/21, with the above exception:*

**For: 11**

**Against: 0**

**Abstain: 0**

Unanimous

## 9. Outreach service decision

Dan gave an update on the Primary phase outreach services. A Service Level Agreement has now been agreed with Mayfield Chestnut to support Primary school children with SEMH, ASC and learning difficulties. However, outreach services are still stretched by demand, and analysis of the SLA has identified a pressure of £38k on the service due to uncosted management and administration.

After conversations with Mayfield School, Dan presented a proposal to Forum for the outreach services budget to be increased to £200k (an increase of £16,258). Mayfield School have agreed to cover the remaining £21,742 to meet the increased demand. Members voted as follows:

*To increase the Outreach Services budget to £200k, from the £183k as previously agreed by Forum:*

**For: 11**  
**Against: 0**  
**Abstain: 0**

Unanimous

Members gave thanks to Dan and Mayfield outreach for their hard work.

**10. Items for next meeting**

- Audit Action Plan
- Early Years update
- Management Plan update
- Vote on De-delegation and Centrally retained items.

**11. Future meeting dates**

- Thursday 19<sup>th</sup> November 2020
- Thursday 14<sup>th</sup> January 2021

### Financial Report School Forum 19<sup>th</sup> November 2020

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#### Introduction

The following report contains a detailed breakdown of the projected position of the Local Area for 2020/2021. The report enables members to note the outturn position and the significant factors contributing toward the spend. The report covers the following items

- Forecast outturn position 2020/2021
- Contextual information regarding Early Years Block
- Contextual information regarding Higher Needs Block
- Position and Recommendations

#### Forecast Outturn Position 2020/21

Dedicated Schools Grant (DSG) funded activities are currently forecast to **overspend by £2.495m**. This is an additional pressure of £386k since the previous meeting.

The following table details the main areas of both over and under spend. Many of these budgets are demand led and will be monitored during 20/21 and revisions reported accordingly.

Budget Heading	Budget	Actuals to date	Projected Outturn	Over / (Under) Spend
Early Years 2, 3 & 4 yr old payments – PVI's & Academies	£5.604m	£3.327m	£5.604m	£0
Early Years – ALFEY	£265k	£180k	£265k	£0
Early Years – Pupil Premium & Disability Access Fund	£130k	£38k	£100k	(£30k)
Early Years – 5% retained element	£364k	£162k	£347k	(£17k)
Reclaim from ESFA of Early Years pupil no. adjustments between Jan 19 and Jan 20 higher than anticipated.				£45k
Joint Funded Placements	£600k	£414k	£575k	(£25k)
Recovery of funding from schools for Excluded Pupils, Medical Tuition Service and Elective Home Education	(£386k)	(£37k)	(£140k)	£246k
Independent Special School Fees	£2.685m	£1.200m	£2.803m	£118k
Other packages for EHCP pupils and SEND personal budgets	£1.121m	£580k	£1.400m	£279k
Payments to / recoupment from other authorities for Special School places	(£230k)	(£4k)	(£126k)	£104k
Medical Tuition Service / Virtual School / Hospital Tuition / Vulnerable Students Team	£1.404m	£770k	£1.354m	(£50k)
School contingencies (Rates, planned pupil growth, NQT induction etc)	£261k	£155k	£162k	(£99k)
EHCP in-year adjustments (see separate paper for details)	£350k	£214k	£289k	(£61k)
Special Schools / High Needs in-year adjustments (see separate paper for details)	£600k	£534k	£675k	£75k
School Intervention / Commissioning (includes School Improvement Grant)	£142k	£40k	£100k	(£42k)



Business Support	£190k	£98k	£160k	(£30k)
Other – including Admissions, EAL / Travellers, Advisory Teachers				(£49k)
Delay in opening of St Michael’s Primary, no ESFA recoupment of funds in 20/21.				(£217k)
High Needs in-year pupil number adjustment– Net import of pupils from other authorities reduced from 103 to 95 pupils				£48k
Deficit DSG budget set for 20/21	(£2.2m)	£0	£0	£2.2m

The two areas of significant volatility are within the Early Years Block and Higher Needs Block.

### Early Years Block

The Early Years autumn headcount is currently being processed. This information will give us the latest position on uptake in the early years and projections of numbers moving forward. Intelligence held within the sector indicates that many families are not taking up all entitlements and the sector is at risk of not being able to gain business through the parental fees for paid hours.

At present the early years providers remain open, however we are raising concerns with the Department for Education about the long term viability of the sector if there are repeated lockdowns or an introduction of a tiered system. The sector has also not received any Covid 19 grants to support additional costs. The DfE announcements on funding post January 2021 have not been finalised and as a result we are not in a position to advise on the impact of funding for this sector moving forward.

The Local Authority remains committed to reviewing the funding provided to the Early years sector, but need greater certainty on central funding to enable this to progress.

### Higher Needs Block

Torbay continues to have a greater number of children requiring additional support up to and including a special school place than the funds available in the higher needs block can meet. Although the normal pressures on additional requests for support remains, there are additional challenges that have been brought about by the pandemic.

The additional costs can be summarised into the following points:-

#### Pre 16

Bespoke packages as a result of children and young people not managing the return to school in September 2020. All of these packages have been created to either bridge a return to mainstream education or provide an alternative delivery method during the pandemic. The process of signing of a package is a rigorous three step approval process with all packages being agreed by disputed by the Assistant Director of Education.

We have reunified a young person back to Torbay having previously being out of area. The cost of this education package on reunification is an addition £27k.

A new family to Torbay had previously secured a specialist placement in Devon, As they were already settled and attending the cost of £53k was transferred to the local area.

A failed placement at an enhanced resource base within our local area, has led to an expensive bespoke package at the cost of £47k

To meet increasing demand of a challenging SEMH cohort that can cause significant risks to both pupils and adults additional support has been required for 13 student at Brunel Academy.

### Post 16

Within post 16 learning a large number of young people's destinations changed as a result of Covid 19. Young people that were due to move to employment often no longer had this opportunity. For the SEND cohort this has resulted in an additional 22 students being enrolled against the predicted numbers which were agreed with the EFSA in November 2019. The young people securing the next step is a positive outcome, however this level of additional demand could not have been predicted when completing paperwork in 2019. An additional £212k since last reported.

An additional cost of £65k has also been added as a result of a Tribunal order. We have been requested to provide a significant out of area placement for a young person with specific needs.

For some young people at Eat that Frog they were unable to complete their final modules and exams. To enable these young people to complete their courses we have agreed to additional time within these placements.

### Reporting table on EHCP Allocation above £6k

<b>Education, Health &amp; Care Plan Funding for 19/20 &amp; 20/21</b>			
	<b>19/20</b>	<b>20/21</b>	<b>Increase / (Decrease)</b>
Number of pupils with EHCP	444	470	26.00
Number of FTE's with EHCP	401	429	28.00
	<b>£</b>	<b>£</b>	<b>£</b>
Funding below £6k allocated through school formula elements	2,383,233	2,554,879	171,646
Funding above £6k allocated as a top-up per eligible pupil	1,929,955	2,122,040	192,085
EHCP Contingency	500,000	350,000	(150,000)
<b>In-Year adjustments</b>			
April	89,037	16,946	(72,091)
May	(2,510)	(104)	2,406
June	21,302	(11,737)	(33,039)
July	12,688	4,062	(8,626)
August	4,248	42,398	38,150
September	84,471	89,367	4,896
October	32,871	72,833	39,962
November	24,573	24,573	0
December	35,172	35,172	0
January	9,789	9,789	0
February	5,291	5,291	0
March	591	591	0
<b>Total - In-Year adjustments</b>	<b>317,523</b>	<b>289,181</b>	
<b>Projected (underspend) / overspend</b>	<b>(182,477)</b>	<b>(60,819)</b>	
<b>Notes</b>	Based on Apr 20 to Oct 20 in-yr adjustments, and the same allocation for the remainder of the financial year as 19/20, it is anticipated the EHCP contingency will underspend by		
			<b>(60,819)</b>

The following table demonstrates the numbers of Special School Commissioned Placements and Adjustments.:

**Special School and other High Needs funding adjustments for 20/21**

	<b>Combe Pafford</b>	<b>Combe Pafford</b>	<b>Mayfield School</b>	<b>Mayfield Chestnut</b>	<b>Mayfield Total</b>	<b>Brunel SEMH</b>	<b>Burton AP</b>	<b>B &amp; B Total</b>	<b>Totals</b>	<b>Totals £</b>
Number of places - January 20	252		217	33	250	56	50	106.00	608.00	
Number of pupils - January 20	248		216	33	249	47	60	107.00	604.00	
Number of places - September 20	262		231	32	263	56	55	111.00	636.00	
Initial Place led funding		2,578,333			2,575,833	560,000	529,167	1,089,167		6,243,333
Initial Pupil led funding		981,746			2,315,603	680,090	634,380	1,314,470		4,611,819
Initial pupil specific additional funding		25,362			54,176	51,967	0	51,967		131,505
Other funding - Outreach / exclusions / rent					235,921			0		235,921
Pupil Premium		153,025			152,205	62,553		62,553		367,783
<b>Total initial funding</b>		<b>3,738,466</b>			<b>5,333,738</b>	<b>1,354,610</b>	<b>1,163,547</b>	<b>2,518,157</b>		<b>11,590,361</b>
<b>In-Year adjustments</b>	<b>Pupils</b>	<b>Funding £</b>	<b>Mayfield Pupils</b>	<b>Chestnut Pupils</b>	<b>Funding £</b>	<b>SEMH Pupils</b>	<b>AP Pupils</b>	<b>Funding £</b>	<b>Pupils</b>	<b>Funding £</b>
April	248	22,645	216	34	15,691	49	64	182,065	611	220,401
May	248	0	216	34	0	50	63	3,572	611	3,572
June	248	4,607	216	34	0	51	65	38,013	614	42,620
July	248	0	215	34	(10,285)	53	50	(97,241)	600	(107,526)
August	248	0	215	34	0	53	50	0	600	0
September	258	38,944	227	31	37,741	49	43	(76,936)	608	(251)
October	257	(226)	227	30	(6,030)	50	44	12,522	608	6,266
November									0	0
December									0	0
January									0	0
February									0	0
March									0	0
<b>Total In -year pupil / place led adjustments</b>		<b>65,970</b>			<b>37,117</b>			<b>61,995</b>		<b>165,082</b>
Enhanced Provision (in-year changes in pupil numbers)										19,728
Excluded Pupils / 6th Day Provision Mayfield (Sept - Dec)										38,000
Excluded Pupils / 6th Day Provision Mayfield or other provision (Jan - Mar)										28,500
In-year pupil specific additional funding		49,405			132,327			102,001		283,733
<b>Total - In-Year adjustments</b>		<b>115,375</b>			<b>169,444</b>			<b>163,996</b>		<b>535,043</b>
Special School / High Needs contingency budget										600,000
<b>Current (underspend) / overspend</b>										<b>(64,957)</b>

## **Position**

The final outturn position of the Local Area continues to be of significant concern. The position remains volatile and continued actions need to be taken to try and mitigate spend.

**The cumulative overspend of the DSG is now £3.778m.**

## **Recommendation and Decisions**

It is requested that Schools Forum:

1. Note the financial position and continue to work with the Local Authority through the mechanism of the Higher Needs Recovery Group to enact the financial recovery plan.
2. Request Officers and the Cabinet Member for Children to make representation on the additional demands within the Higher Needs Block on behalf of the School Forum.

**Rachael Williams**  
**Assistant Director Education, Learning and Skills**

## **De-Delegation and Centrally Retained Decisions for 2021/22**

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### **1. Why is this coming here – what decision is required?**

Under the Government's current funding rules there is an assumption of delegation for a number of budget areas which are currently held centrally for maintained schools and are delegated for academies. Each year maintained schools' representative on the Schools Forum vote, by phase and on behalf of the schools they represent, to de-delegate these areas i.e. allow the LA to hold the budgets rather than delegate to schools; where it is proposed by the local authority. The outcome of the vote is binding for all maintained schools of that phase.

For 2021/22, Torbay Council Children's Services is proposing the option of de-delegation for all of the areas shown in the table below. It is for Torbay's Schools Forum to vote on each on behalf of schools. The vote is being carried out at this time to enable schools and services time plan for their budgets and responsibilities for 2021/22.

Under the national funding arrangements the government wants schools to have the opportunity to have as much funding and responsibility delegated to them as possible. The vote determines whether or not a range of costs currently met centrally will transfer to maintained schools for them to manage themselves.

Academies are not part of these arrangements since these responsibilities and the funding for them are automatically delegated to academies through the ESFA.

Actual figures for 2021/22 will change from those presented, as they will be based on the October 20 census, this data will be available towards the end of December. See individual sheet for detail and voting boxes.

### **2. Centrally Retained budgets**

These budget areas can be retained with the agreement of the Schools Forum. For Torbay this is Planned Pupil Growth, School Admissions Service, Servicing the Schools Forum, Centrally retained element of the Early Years Block (5%) and request to transfer funds from the School Block to High Needs. The School Forum is required to approve the amounts against each budget area. See individual sheet for detail and voting boxes.

All Members of the Schools Forum have an EQUAL vote on these items.

### **3. Recommendations**

That the Schools Forum considers the proposals and for:-

Maintained schools members vote on the de-delegation items on behalf of the phase of schools they represent.

All schools and academies vote on centrally retained items.

SCHOOLS FORUM 19/11/20  
 DE-DELEGATION FOR 21/22 - DECISION FOR SCHOOL FORUM (MAINTAINED PRIMARY & SECONDARY SCHOOL MEMBERS ONLY)  
 THESE FIGURES WILL BE UPDATED ONCE OCT 20 PUPIL NUMBERS ARE KNOWN

DfE No.	School Name	Pupil Numbers NOR Oct-19	Eligible FSM Nos.	EAL Pupils	FSM Eligibility £	Insurance £	EAL £	Travellers Education £	Rates £	Total De-delegation £
2407	Furzeham Primary	276	57.00	9.28	(447)	(4,132)	(1,954)	(342)	(1,521)	(8,396)
2439	White Rock Primary	602	95.00	4.71	(746)	(9,012)	(992)	(746)	(3,317)	(14,813)
2455	Homelands Primary	205	47.00	5.89	(369)	(3,069)	(1,240)	(254)	(1,130)	(6,062)
2460	Watcombe Primary	202	73.00	1.19	(573)	(3,024)	(251)	(250)	(1,113)	(5,211)
2469	Sherwell Valley Primary	650	85.00	6.95	(667)	(9,731)	(1,463)	(806)	(3,582)	(16,249)
	<b>TOTAL PRIMARY SCHOOLS</b>	<b>1,935</b>	<b>357.00</b>	<b>28.02</b>	<b>(2,802)</b>	<b>(28,967)</b>	<b>(5,900)</b>	<b>(2,399)</b>	<b>(10,662)</b>	<b>(50,731)</b>
4117	The Spires College	973	226.00	22.07	(1,774)	(14,566)	(4,647)	(1,207)	(5,361)	(27,555)
4601	St Cuthbert Mayne School	768	199.00	23.00	(1,562)	(11,497)	(4,843)	(952)	(4,232)	(23,086)
	<b>TOTAL SECONDARY SCHOOLS</b>	<b>1,741</b>	<b>425.00</b>	<b>45.07</b>	<b>(3,336)</b>	<b>(26,063)</b>	<b>(9,490)</b>	<b>(2,159)</b>	<b>(9,593)</b>	<b>(50,641)</b>
	<b>TOTAL PRIMARY AND SECONDARY</b>	<b>3,676</b>	<b>782.00</b>	<b>73.09</b>	<b>(6,139)</b>	<b>(55,030)</b>	<b>(15,390)</b>	<b>(4,558)</b>	<b>(20,255)</b>	<b>(101,371)</b>
PRIMARY - Is funding going to be de-delegated (Y/N)										
SECONDARY - Is funding going to be de-delegated (Y/N)										

	Unit Value per pupil £	Unit Value per FSM pupil £	Unit Value per EAL pupil £
Rates (Contingency)	5.51		
Travellers Education - EAL	1.24		
Free School Meals eligibility		7.85	
Insurance	14.97		
Support to ethnic minority groups - EAL			210.56

## SCHOOLS FORUM 19/11/20 - DECISIONS FOR CENTRALLY RETAINED SERVICES 2021/22 - ALL SCHOOLS

Number	Service Type	2020/21	Proposed 2021/22	Vote Y/N	Note
1	Planned Pupil Growth	£643,000	£643,000		1
2	Schools Admissions Services	£109,943	£112,142		2
3	Servicing the Schools Forum	£30,825	£31,442		2
4	Central Early Years Block provision (5% retained)	£364,000	£364,000		3
5	Funding moved from Schools Block to High Needs	£415,000	£430,000		4

### All Members of Schools Forum have an equal vote

#### Notes:

- 1 The Planned Pupil Growth is based on the 20/21 allocation as the 21/22 allocation is not yet known. PPG is required for PCSA (30 pupils) £72k, St Cuthbert Mayne (60 pupils) £144k & new school St Michael's Primary from Sept 2021 £230k, the remaining £197k to fund increases in Special School places.
- 2 The 20/21 figures have been taken from the 19/20 Section 251 budget return to DfE (plus 2.75%) as 20/21 return was cancelled due to Covid. For 21/22 a 2% pay award is assumed.
- 3 Subject to a small variation when final 21/22 Early Years allocations are known.
- 4 This is 0.5% of the provisional 21/22 Schools Block of £86.023m (£89.884m minus £3.861m Teachers Pay & Pension Grants).

### Special School Funding Allocation 2021/2022

#### Introduction

Special School Funding is allocated from within the Higher Needs Block. Unlike the schools block there is not a recommended formula for the distribution of funds to this sector. As agreed at the last Forum meeting, we have met with the Special School Forum representative and modelled some proposed allocations for school forum to consider. As part of our meeting, the local authority was asked to make available a comparator data set on the increase of funding to schools and special schools over a number of years. This information was prepared and debated.

We have modelled a special school proposed allocation with two factors, the first model to consider the funding mechanism for special school increase in 2021/22 and the second to model and increase and addressing the historic funding position.

#### Comparator Historic Increase Data

It is important to note that the data from the higher needs block and schools block is not directly comparable due to the different factors that determine allocation. However the following factors are considered to be appropriate for comparison.

Increases in Schools Block funding from 18/19 to 21/22 and Special School increases			
<b>18/19 Primary &amp; Secondary</b>		<b>19/20 Primary &amp; Secondary</b>	
£		£	
3,690,985	Increase from 17/18 allocation	4,143,031	Increase from 18/19 allocation
(1,251,000)	Relates to pupil number increases	(1,905,000)	Relates to pupil number increases
(369,000)	0.5% virement from SB to NHB	(424,000)	Planned Pupil Growth increase
<b>2,070,985</b>	<b>Total additional funding</b>	<b>(1,396,000)</b>	1.79% Disapplication virement from SB to NHB
70,152,345	17/18 DSG - Schools Block	<b>418,031</b>	<b>Total additional funding</b>
2.95	% increase Primary & Secondary	73,843,330	18/19 DSG - Schools Block
2.00	% increase for Special Schools	0.57	% increase Primary & Secondary
		0.00	% increase for Special Schools
<b>20/21 Primary &amp; Secondary</b>		<b>21/22 Primary &amp; Secondary (Provisional)</b>	
£		£	
5,042,913	Increase from 19/20 allocation	6,854,796	Increase from 20/21 allocation
(1,100,000)	Relates to pupil number increases	(3,861,000)	Teachers Pay & Pension Grants
(76,000)	Planned Pupil Growth increase	(430,000)	0.5% virement from SB to NHB if agreed
(415,000)	0.5% virement from SB to NHB	<b>2,563,796</b>	<b>Total additional funding</b>
<b>3,451,913</b>	<b>Total additional funding</b>	83,029,274	20/21 DSG - Schools Block
77,986,361	19/20 DSG - Schools Block	3.09	% increase Primary & Secondary
4.43	% increase Primary & Secondary	3.09	% increase for Special Schools
4.00	% increase for Special Schools		
11.03	Total % increase Primary & Secondary		
9.09	Total % increase Special		

The comparator data, is indicative that there is a 1.94% gap between the funding increase within special schools and other schools.

#### Models of funding

Attached are the models of funding that have been considered at the meeting.

Option 1 – 3.09% increase



This model is based on a percentage increase in line with schools if we remove 0.5% from the Schools Block

Option 2- 3.6% increase

This model is based on a percentage increase in line with schools block before removal of 0.5%.

Option 3 – 5.03% increase

This model is based on a percentage increase in line with schools if we remove 0.5% from the Schools Block, but recognise the 1.94% historic allocation position.

Option 4 - 5.54% increase

This model is based on a percentage increase in line with schools before removal of 0.5%, and recognises the 1.94% historic allocation position.

## **Recommendation**

- Schools Forum to consider the historic funding position and decide if this is to be addressed within the year 2021/22
- Schools Forum take a decision on the option to be applied in 2021/22

**Rachael Williams**  
**Assistant Director Education, Learning and Skills**

## SPECIAL SCHOOL FUNDING - OPTIONS 1 & 2

### COMPARISON BETWEEN 20/21 ALLOCATIONS (Place & Pupil Top-ups only) & 21/22 ALLOCATIONS WITH INCREASED PUPIL TOP-UP VALUES

	20/21 Top-up per pupil	21/22 Top-up per pupil Option 1	21/22 Top-up per pupil Option 2	Number of Places Jan 20	Number of Places Sep 20	Number of Pupils Jan 20	20/21 Funding Position			3.09% increase from 20/21		3.09% Funding Increase Option 1 20.83% of £1.610m provisional growth £	3.6% increase from 20/21		3.60% Funding Increase Option 2 24.27% of £1.610m provisional growth £
							Place Funding A	Pupil Funding	Total Funding	Pupil Funding B	Total Funding A + B		Pupil Funding C	Total Funding A + C	
							£	£	£	£	£		£	£	
<b>Combe Pafford</b>															
Autism	5,979	6,649	6,760	38	43	66	409,167	394,614	803,781	438,831	847,998	44,217	446,129	855,296	51,515
BESD 1	6,629	7,372	7,494	19	19	15	190,000	99,435	289,435	110,577	300,577	11,142	112,416	302,416	12,981
SLD	6,486	7,213	7,333	6	4	7	48,333	45,402	93,735	50,489	98,823	5,087	51,329	99,662	5,927
Hearing	6,342	7,053	7,170	1	1	1	10,000	6,342	16,342	7,053	17,053	711	7,170	17,170	828
MLD 1	642	714	726	61	70	49	662,500	31,458	693,958	34,983	697,483	3,525	35,565	698,065	4,107
MLD 2	1,633	1,816	1,846	53	54	40	535,833	65,320	601,153	72,639	608,473	7,319	73,847	609,681	8,527
MLD 3	2,957	3,288	3,343	24	28	22	263,333	65,054	328,387	72,343	335,677	7,289	73,547	336,880	8,493
PD	5,979	6,649	6,760	10	8	11	88,333	65,769	154,102	73,139	161,472	7,370	74,355	162,688	8,586
SpecLD	2,886	3,209	3,263	4	0	2	16,667	5,772	22,439	6,419	23,085	647	6,526	23,192	754
SLCN	5,788	6,437	6,544	36	35	35	354,167	202,580	556,747	225,279	579,446	22,699	229,026	583,193	26,446
Visual	9,940	11,054	11,238	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>				<b>252</b>	<b>262</b>	<b>248</b>	<b>2,578,333</b>	<b>981,746</b>	<b>3,560,079</b>	<b>1,091,752</b>	<b>3,670,086</b>	<b>110,006</b>	<b>1,109,909</b>	<b>3,688,242</b>	<b>128,163</b>
<b>Mayfield &amp; Chestnut</b>															
PMLD	13,713	14,608	14,756	50	52	52	511,667	713,076	1,224,743	759,620	1,271,287	46,544	767,302	1,278,969	54,226
BESD1 - Chestnut	12,059	12,846	12,976	33	32	33	324,167	397,947	722,114	423,922	748,089	25,975	428,209	752,376	30,262
SLD	7,345	7,824	7,904	167	179	164	1,740,000	1,204,580	2,944,580	1,283,206	3,023,206	78,626	1,296,183	3,036,183	91,603
<b>Totals</b>				<b>250</b>	<b>263</b>	<b>249</b>	<b>2,575,833</b>	<b>2,315,603</b>	<b>4,891,436</b>	<b>2,466,748</b>	<b>5,042,582</b>	<b>151,145</b>	<b>2,491,695</b>	<b>5,067,528</b>	<b>176,092</b>
<b>Burton &amp; Brunel</b>															
Brunel - SEMH	14,470	15,288	15,423	56	56	47	560,000	680,090	1,240,090	718,518	1,278,518	38,428	724,860	1,284,860	44,770
Burton - AP	10,573	11,170	11,269	50	55	60	529,167	634,380	1,163,547	670,225	1,199,391	35,845	676,141	1,205,308	41,761
<b>Totals</b>				<b>106</b>	<b>111</b>	<b>107</b>	<b>1,089,167</b>	<b>1,314,470</b>	<b>2,403,637</b>	<b>1,388,742</b>	<b>2,477,909</b>	<b>74,272</b>	<b>1,401,001</b>	<b>2,490,168</b>	<b>86,531</b>
<b>Special School Totals</b>				<b>608</b>	<b>636</b>	<b>604</b>	<b>6,243,333</b>	<b>4,611,819</b>	<b>10,855,152</b>	<b>4,947,243</b>	<b>11,190,577</b>	<b>335,424</b>	<b>5,002,604</b>	<b>11,245,938</b>	<b>390,785</b>
	<b>20/21 Allocation</b>	<b>Option 1 3.09% Increase</b>	<b>Option 1 Pupil top-up increase %</b>	<b>Option 2 3.60% Increase</b>	<b>Option 2 Pupil top-up increase %</b>		<b>Option 1</b>	3.09% - Provisional % the School Block has increased by, after 0.5% virement from Schools Block to HNB (if agreed by Forum).							
	<b>£</b>	<b>£</b>	<b>%</b>	<b>£</b>	<b>%</b>		<b>Option 2</b>	3.6% - Provisional % the School Block has increased by, before 0.5% virement from Schools Block to HNB (if agreed by Forum).							
Combe Pafford	3,560,079	110,006	11.21	128,163	13.05										
Mayfield & Chestnut	4,891,436	151,145	6.53	176,092	7.60										
Burton & Brunel	2,403,637	74,272	5.65	86,531	6.58										
<b>Totals</b>	<b>10,855,152</b>	<b>335,424</b>		<b>390,785</b>											
% of £1.610m provisional growth		20.83%		24.27%											

## SPECIAL SCHOOL FUNDING - OPTIONS 3 & 4

### COMPARISON BETWEEN 20/21 ALLOCATIONS (Place & Pupil Top-ups only) & 21/22 ALLOCATIONS WITH INCREASED PUPIL TOP-UP VALUES

	20/21	21/22	21/22	Number of Places Jan 20	Number of Places Sep 20	Number of Pupils Jan 20	20/21 Funding Position			5.03% increase from 20/21		5.03% Funding Increase Option 3 33.91% of £1.610m provisional growth £	5.54% increase from 20/21		5.54% Funding Increase Option 4 37.35% of £1.610m provisional growth £
	Top-up per pupil	Top-up per pupil Option 3	Top-up per pupil Option 4				Place Funding A	Pupil Funding	Total Funding	Pupil Funding B	Total Funding A + B		Pupil Funding C	Total Funding A + C	
	£	£	£				£	£	£	£	£	£	£	£	
<b>Combe Pafford</b>															
Autism	5,979	7,070	7,180	38	43	66	409,167	394,614	803,781	466,592	875,759	71,978	473,890	883,057	79,276
BESD 1	6,629	7,838	7,961	19	19	15	190,000	99,435	289,435	117,572	307,572	18,137	119,411	309,411	19,976
SLD	6,486	7,669	7,789	6	4	7	48,333	45,402	93,735	53,683	102,017	8,281	54,523	102,856	9,121
Hearing	6,342	7,499	7,616	1	1	1	10,000	6,342	16,342	7,499	17,499	1,157	7,616	17,616	1,274
MLD 1	642	759	771	61	70	49	662,500	31,458	693,958	37,196	699,696	5,738	37,778	700,278	6,320
MLD 2	1,633	1,931	1,961	53	54	40	535,833	65,320	601,153	77,234	613,068	11,914	78,442	614,276	13,122
MLD 3	2,957	3,496	3,551	24	28	22	263,333	65,054	328,387	76,920	340,253	11,866	78,123	341,456	13,069
PD	5,979	7,070	7,180	10	8	11	88,333	65,769	154,102	77,765	166,099	11,996	78,982	167,315	13,213
SpecLD	2,886	3,412	3,466	4	0	2	16,667	5,772	22,439	6,825	23,491	1,053	6,932	23,598	1,160
SLCN	5,788	6,844	6,951	36	35	35	354,167	202,580	556,747	239,531	593,698	36,951	243,277	597,444	40,697
Visual	9,940	11,753	11,937	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>				<b>252</b>	<b>262</b>	<b>248</b>	<b>2,578,333</b>	<b>981,746</b>	<b>3,560,079</b>	<b>1,160,818</b>	<b>3,739,151</b>	<b>179,072</b>	<b>1,178,974</b>	<b>3,757,308</b>	<b>197,228</b>
<b>Mayfield &amp; Chestnut</b>															
PMLD	13,713	15,170	15,318	50	52	52	511,667	713,076	1,224,743	788,842	1,300,509	75,766	796,524	1,308,191	83,448
BESD1 - Chestnut	12,059	13,340	13,470	33	32	33	324,167	397,947	722,114	440,230	764,397	42,283	444,517	768,684	46,570
SLD	7,345	8,125	8,205	167	179	164	1,740,000	1,204,580	2,944,580	1,332,570	3,072,570	127,990	1,345,547	3,085,547	140,967
<b>Totals</b>				<b>250</b>	<b>263</b>	<b>249</b>	<b>2,575,833</b>	<b>2,315,603</b>	<b>4,891,436</b>	<b>2,561,642</b>	<b>5,137,476</b>	<b>246,039</b>	<b>2,586,589</b>	<b>5,162,422</b>	<b>270,986</b>
<b>Burton &amp; Brunel</b>															
Brunel - SEMH	14,470	15,801	15,936	56	56	47	560,000	680,090	1,240,090	742,644	1,302,644	62,554	748,986	1,308,986	68,896
Burton - AP	10,573	11,545	11,644	50	55	60	529,167	634,380	1,163,547	692,729	1,221,896	58,349	698,645	1,227,812	64,265
<b>Totals</b>				<b>106</b>	<b>111</b>	<b>107</b>	<b>1,089,167</b>	<b>1,314,470</b>	<b>2,403,637</b>	<b>1,435,373</b>	<b>2,524,540</b>	<b>120,903</b>	<b>1,447,631</b>	<b>2,536,798</b>	<b>133,161</b>
<b>Special School Totals</b>				<b>608</b>	<b>636</b>	<b>604</b>	<b>6,243,333</b>	<b>4,611,819</b>	<b>10,855,152</b>	<b>5,157,833</b>	<b>11,401,166</b>	<b>546,014</b>	<b>5,213,194</b>	<b>11,456,528</b>	<b>601,375</b>
		<b>Option 3</b>	<b>Option 3</b>	<b>Option 4</b>	<b>Option 4</b>		<b>Option 3</b>	3.09% - Provisional % the School Block has increased by, after 0.5% virement from Schools Block to HNB (if agreed by Forum). Plus additional 1.94% which is the difference between increases in Primary & Secondary and Special Schools between 18/19 & 20/21.							
	<b>20/21</b>	<b>5.03%</b>	<b>Pupil top-up</b>	<b>5.54%</b>	<b>Pupil top-up</b>		<b>Option 4</b>	3.6% - Provisional % the School Block has increased by, before 0.5% virement from Schools Block to HNB (if agreed by Forum). Plus additional 1.94% which is the difference between increases in Primary & Secondary and Special Schools between 18/19 & 20/21.							
	<b>Allocation</b>	<b>Increase</b>	<b>increase</b>	<b>Increase</b>	<b>increase</b>										
	£	£	%	£	%										
Combe Pafford	3,560,079	179,072	18.24	197,228	20.09										
Mayfield & Chestnut	4,891,436	246,039	10.63	270,986	11.70										
Burton & Brunel	2,403,637	120,903	9.20	133,161	10.13										
<b>Totals</b>	<b>10,855,152</b>	<b>546,014</b>		<b>601,375</b>											
% of £1.610m provisional growth		33.91%		37.35%											

## Early Years SEND Inclusion Funding (ALFEY Funding)

### Contextual Information

It is the duty of all providers delivering funded early education places to meet the needs of children with SEN and disabilities. In order to do this the Local Authority follow recommended guidelines to ensure the funding arrangements for early education reflect the need to provide suitable support for these children.

It is at the discretion of each private, voluntary and independent (PVI) provider to decide how to spend their allocation for special educational needs. Some providers choose to fund extra teaching or non-teaching staff to support pupils with special educational needs and/or use this funding to provide interventions and resources. Others may pay for additional time for the provider's special educational needs coordinator (SENCO) to work with pupils. This funding also covers the providers duties around the provision of specialist equipment and aids.

### Local Practice

Settings make applications using a form which is submitted to the Alfeiy Funding Panel (the panel is comprised of LA Officers and PVI sector representatives). The panel assess the applications against criteria developed by the Inclusion Advisory Teacher prior to the panel meeting. During the panel meeting each application is discussed and a score is agreed and awarded to the child. Depending on the application, there may be some recommendations made in regard to the child or funding awarded. Funding is usually allocated to the child for a period of one year, unless the panel require further information and request this for the next panel meeting. The score allocated to the child dictates how much additional funding the setting will receive for the child. The scores are set out below:

ALFEY Score	% of hourly rate received	£ hourly rate received
1	This level is no longer awarded	
2	40%	£3.60
3	60%	£5.40
4	80%	£7.20
5	100%	£9.00

### Spend

There has been an evidenced increase in level of need which is clear from the information that follows detailing the increased spend and increase in average score across the terms.

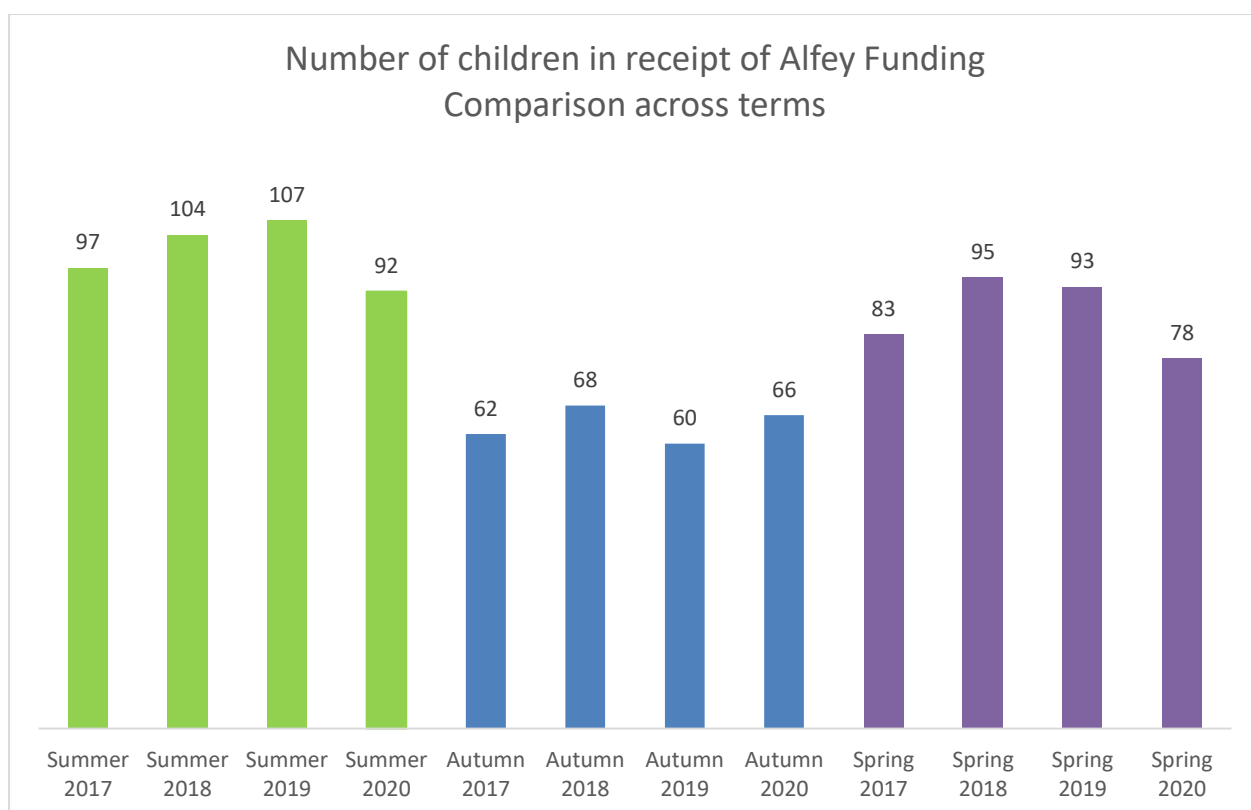
The following table provides a breakdown by term since 2015 of numbers of children, total spend, average spend per child, average score as well as the number of children accessing the extended entitlement.

	Number of children	Spend	Average Spend per child	Average Score	Number of children receiving more than 15 hrs
Summer 2015	65	£43,960.50	£676.32	2.5	
Autumn 2015	50	£39,073.50	£781.47	2.9	
Spring 2016*	69	£50,738.22	£735.34	2.9	
Summer 2016	79	£68,493.96	£867.01	2.9	

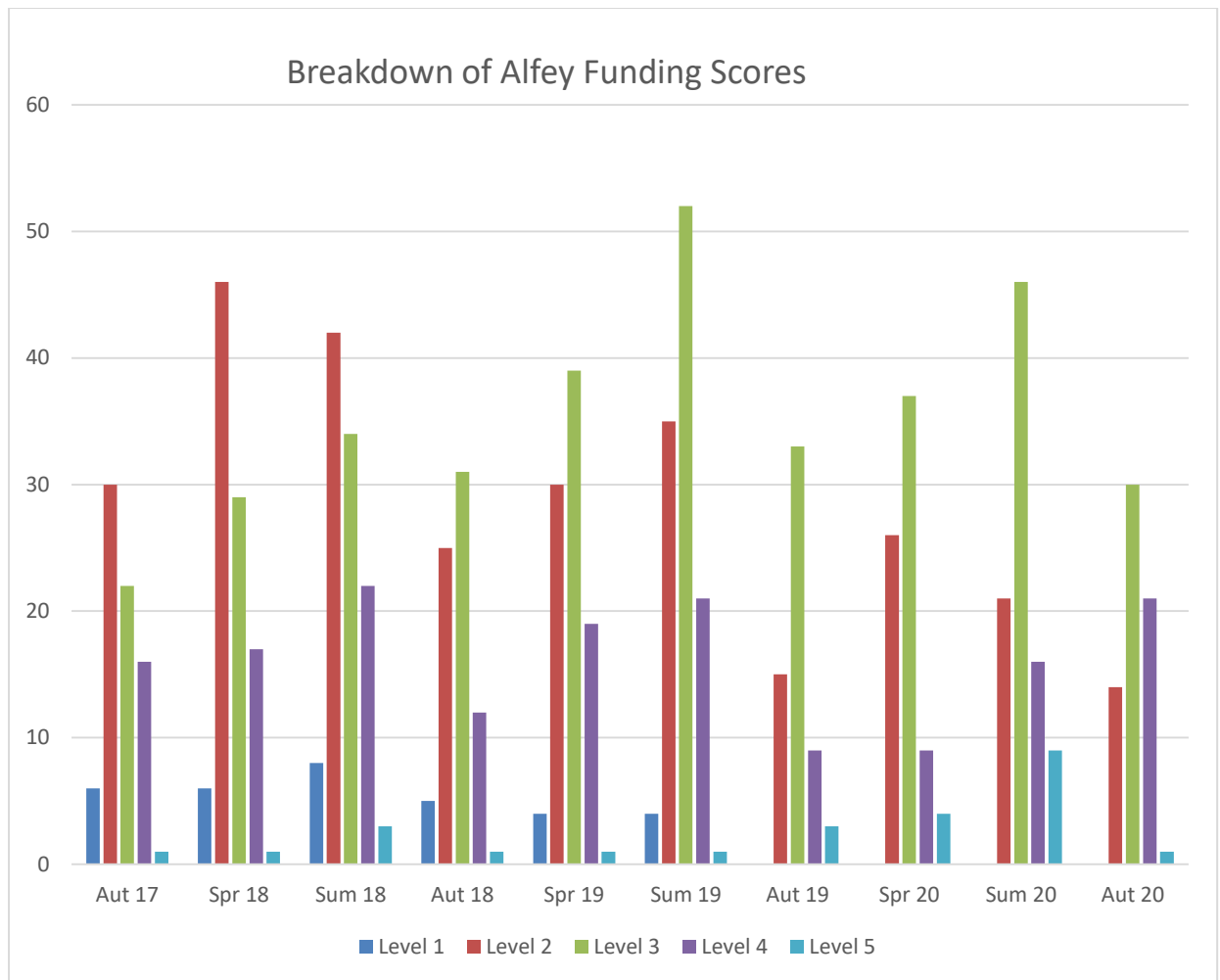
<b>Autumn 2016</b>	67	£67,906.08	£1,013.52	3.1	
<b>Spring 2017</b>	83	£71,767.44	£864.67	2.9	
<b>Summer 2017</b>	97	£82,889.64	£854.53	2.9	
<b>Autumn 2017</b>	62	£59,232.60	£955.36	2.7	7
<b>Spring 2018</b>	95	£75,432.60	£794.03	2.6	14
<b>Summer 2018</b>	104	£98,702.10	£949.06	2.7	25
<b>Autumn 2018</b>	68	£75,412.35	£1109.01	2.7	16
<b>Spring 2019</b>	93	£89,802.00	£965.61	2.8	23
<b>Summer 2019</b>	107	£106,501.95	£995.35	3.0	26
<b>Autumn 2019</b>	60	£66,222.45	£1103.71	3.0	17
<b>Spring 2020</b>	78	£76,171.95	£976.56	2.9	22
<b>Summer 2020</b>	92	£113,833.80	£1,237.32	3.1	24
<b>Autumn 2020</b>	66	£75,519.00	£1,144.23	3.1	11

*\*Important note – the hourly rate increased from £7.50 ph to £9.00 ph in Spring 2016.*

The chart below compares the number of children in receipt of Alfey Funding over the three terms and clearly demonstrates an increase in need over the last 4 years which has subsequently dropped slightly in 2019 and 2020. This is likely to be due to the drop in the number of children overall this academic year and the impact of the covid-19 pandemic.



The chart below shows a trend of increasing levels of need; with lower level scores decreasing and higher level scores increasing.



Alfey Funding has continued to be paid to providers as normal throughout the covid-19 pandemic and there has been no interruption to the panel meetings which are now hosted virtually.

Audit Ref	What? (as per Devon Audit Partnership report)	Who?	Task Number	Task	By When	Success Measures	Status	Priority	Comments
1.1.1	Terms of reference should be completed in order to define the purpose and structure of the Torbay Schools Forum. It should contain clear and specific information on how the forum is organised and what they are trying to achieve.	RW	1	Re-name the document to "Standing Orders and Terms of Reference" and review to include all items listed are included.	Mar-18	Terms of Reference and Standing Orders define the purpose and structure of the School Forum and enables members to know how it is organised and the overall aim.		High	Terms of References have been updated.
1.2.1	Forum members should be proactive in raising the profile of issues from their represented group within the forum meetings. Discussions regarding any issues/questions etc. from their represented group should be raised at the forum meetings and recorded in the minutes for review. To ensure responsibilities and processes for communication with represented groups are clear they should be set out in Terms of Reference.	RW/MF	2	Ensure the review of the terms of Reference takes into consideration the recommendations that a members responsibility will be to seek the views of their group. Ensure that the minutes reflect the detailed discussions conducted at the meeting.	Mar-18	School Forum should be aware of the views of stakeholders through their representatives at Forum. The questions and issues raised by members will be accurately minuted. The role of Forum Members will be understood through the inclusion of responsibilities through the Terms of Reference and Standing Orders document.		High	Terms of Refence have been updated to include the roles and responsibilities of Forum Members to consult with their represented group. Minutes are becoming increasingly detailed. This needs to be monitored over time.
1.3.1	The meeting minutes should clearly record the level of challenge and discussion of each of the agenda items. They should provide a sense of the discussions held and the options presented at the meeting to non-attendees and then clearly record the conclusions and action agreed in relation to each of the agenda items.	MF	3	Ensure that minutes provide more detailed summaries of points raised in discussions leading to a decision.	Jan-18	Minutes accurately reflect the full discussion that has taken place at the Forum.		High	Minutes of the forum held in January 18 demonstrated greater detail. This needs to be monitored over time.
1.4.1	Clear votes should be taken in relation to recommendations and decisions. To ensure clarity in the voting process it is important to document the procedures for making decisions. There is the opportunity or include these as part of the Forum Terms of Reference.	RH/MF	4	Ensure voting procedures remain in the revised standing orders and Terms of Reference. Use voting more often and record outcomes in minutes.	Jan-18	Voting is used to take forward recommendations and decisions for all relevant matters. Standing Orders include voting procedures.		High	Voting continues to be used at Forum Meetings and the group need to challenge and review if this is being used as frequently as needed.
1.5.1	Due to a significant increase on a forecast overspend an urgent/unscheduled meeting should have been called by Schools Forum. Leaving the discussions until the June meeting has meant that there was insufficient time for the Forum to make a decision, and a working group had to set up to manage and make decisions required on the overspend. In addition, due to the known overspend issue that needed to be discussed, and as an urgent meeting had not been scheduled, extra time should have been allocated to this meeting and advanced notice given to ensure that all members of the forum could attend the entire meeting.	RW/RH	5	The Local Authority to notify the Chair in the circumstances of significant and unexpected events. Chair to consider email discussion or an extra meeting. Indicate anticipated length of the meeting on the agenda.	As needed	Extrodinary meetings and e-mails will be used to cascade information between meetings where appropriate.		High	Recommendations have been put in place, an exceptional meeting was called at the start of October.
1.6.1	It is recommended that the more long term budget projections are developed and requested from the LA for monitoring by the Forum. This will enable the Forum to scrutinise future budgets and identify savings in the long term, therefore avoiding having to make immediate budget decisions as is currently required.	RW/ members of the Working Party.	6	The Forum is calling together a working party to develop and monitor a Recovery Plan for costs associated with High Needs Pupils.	Apr-18	Longer term budget forecasting are in place and can used by the Higher Needs Recovery Group.		High	Trajectory work has started to be conducted by the LA and will form part of the agenda for the Higher Needs Recovery Group.

Audit Ref	What? (as per Devon Audit Partnership report)	Who?	Task Number	Task	By When	Success Measures	Status	Priority	Comments
1.7.1	The Forum members should be communicating the budget pressures with the educational groups they are representing and reporting any feedback at Forum meetings. By including the Local area, ideas, savings and opportunities can be identified and discussed at Forum meetings, which could contribute to balanced budgets and prepare for the possibility of the hard funding blocks in the future. For example, Forum members have identified that the area of pupil exclusions are well managed within some schools without the need for a pupil placement, which can be very costly. By identifying and sharing areas of good practice the local area community could potentially contribute to the better management of budgets within the individual funding blocks.	RW/ members of the Working Party.	7	The Higher needs Recovery Group Terms of Reference will include the identification of good practice.	Mar-18	School Forum are able to find solutions through the identification and implementation of good practice.		High	Higher Needs Recovery Group identified good practice and value for money examples at a local secondary school. This will continue to be a focus of the group.
1.8.1	Forum members should be reporting back to their represented areas to ensure good open channels of communication are being achieved. The members should report that needs to be achieved, decisions made and the outcomes of the Forum meetings. By involving the educational community it means that they are aware of the budget pressures being faced and potentially how they could contribute to ideas to address any future overspend. The good practice guide includes how the Forum members could consider communicating with the community. It is a requirement that information relating to the schools forum is publicly available.	RW/RH	8	Re-name the document to "Standing Orders and Terms of Reference" and review to include all items listed are included.	Mar-18	Mechanisms for communication ensure that all schools and stakeholders are aware of the work of Forum and the situations that are being addressed.		High	Education Newsletter in place that will be cascaded to Heads, Governors and wider stakeholders. This will include an update from the forum chair. Forum chair is sharing a communication straight after the meeting with all Headteachers.
1.9.1	The Schools Forum area of the Torbay Council website should be made more accessible and clearly signposted for public review. All papers, documentation and information regarding the Forum including its roles and responsibilities and contact details, as required by the practice guide, should be made available. Many local authorities' dedicated Schools Forum websites post key information for members and any other interested parties and can be reviewed for ideas regarding the information included on the Torbay Forum.	RW/MF	9	Local Authority to provide a dedicated School Forum Web page that is accessible and inclusive of all relevant information.	Sep-18	The website will be accessible and used by the school community including governors.		High	Minutes and Agendas have been uploaded and a link sent to where to find the information. Minutes are now sent to all Headteachers & Early Years Providers. Headteachers are also requested to cascade minutes to Governors. The Website is now in the process of being updated to reflect current membership, and to make it more accessible to members of the public.
1.10.1	The Forum should take full advantage of all opportunities to raise the profile of the Schools Forum and encourage the local area to engage with them	RW/RH	10	Arrange for Forum members to receive the "Schools Forum Operation and Good Practice Guide Revised September 2017". Forum to discuss the possible implementation of other opportunities to raise the profile of its work.	Jan-18	Members have a copy fo the School Forum Operation and Good Practice Guide and are acting to seek representation from colleagues.		High	Forum Members received this in January 18



## School Forum Representation

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### Introduction

We have received an enquiry regarding the membership of School Forum and the process used to elect members. The process for recruiting members has always been open and transparent with an annual review of the member positions based on pupil numbers and contact with schools at the point of seeking new representatives.

All existing members have been recruited through the process of schools nominations. Unfortunately we have never been in the position to have more nominations than positions, so a vote at this stage has not been required.

Some members have gained considerable experience as board members and have served as consistent representatives spanning over a number of years.

### Terms of Reference

- 6. The term of office for members of the Schools Forum will be a maximum of three years, subject to their eligibility. At the end of their term of office, individuals may stand down or the group they represent may replace them. There is no limit to the number of consecutive terms of office an individual may serve, subject to their eligibility. :*

<https://www.torbay.gov.uk/DemocraticServices/documents/s62904/Draft%20Schools%20Forum%20Terms%20of%20Reference%20Nov%2018.pdf> (available on the council website)

### Position

In line with our terms of reference, we need to review the position of members and formally ask the sector to adopt these representatives as their nominated members. Due to this being a historic issue, this will impact on the majority of Forum Members.

There is a considerable risk that as a consequence we could lose a significant wealth of experience and momentum of work. However it is an important issue to address.

### Recommendation and Decisions

It is requested that Schools Forum:

1. Write out to all schools to ask them to vote in members or propose representatives that can then be taken to a vote.

**Rachael Williams**  
**Assistant Director Education, Learning and Skills**