



Schools Forum Meeting Agenda

Thursday, 17 October 2013 at 9.00 am
to be held in Board Room, Town Hall, Torquay, TQ1 3DR

Membership

Jeanne Cook
James Evans
Roger Hughes
Jessica Humphrey

Colin Kirkman
Mike Lock
David Theobald
Frances Ward

1. **Apologies/Changes to Membership**
2. **Minutes** (Pages 1 - 4)
To confirm as a correct record the minutes of the meeting held on 4th July 2013
3. **Matters Arising**
4. **Update on SEN high cost places and Joint funded places- Report on updated position for 2013/14.** (Page 5)
School Forum to note. Dorothy Hadleigh in attendance.
5. **Feedback from FAR7 and consultation on proposed changes to the 2014/15 Torbay school funding formula** (Page 6)
School Forum to decide on consultation on School Funding formula changes.
6. **Projected 2013/14 DSG outturn** (Page 7)
School Forum to note.
7. **Use of the planned pupil growth contingency-Report on the use of this contingency.** (Page 8)
School Forum to approve.

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

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8. **Securing appropriate representation on School Forum**

(Page 9)

Advice of School Forum is requested

9. **Appropriate protocol for dissemination of information from school forum**

Advice of School Forum requested.

10. **Future Meeting Dates**

17th October 2013 0900-1130 Boardroom Town Hall

5th December 2013 0900-1130 Boardroom Town Hall

9th January 2014 0900 0 1130 Boardroom Town Hall

6th March 2014 0900-1130 Boardroom Town Hall



Minutes of the Schools Forum

4 July 2013

-: Present :-

Schools: Primary Mike Lock (Vice Chair), David Theobald Debbie Main, Helen Brown,
Schools: Secondary: Sue Foot, **Non-School: Early Years** Jean Cook, **Non-Schools:**
14-19 Daneian Rees, **Observer:** Councillor Ken Pritchard, **Officers:** Matt Redwood, Lisa Finn, Rob Parr and Sue Moses (Clerk)

1. Apologies

Apologies were received from Roger Hughes, Suzie Franklin, James Evans, Colin Kirkman and Jessica Humphrey.

Mike Lock, Vice Chair introduced the meeting on behalf of Roger Hughes and welcomed two Primary representatives: Helen Brown representing Jessica Humphrey and Debbie Main representing Roger Hughes.

2. Minutes

The Minutes of the meeting of the Schools' Forum held on 4th July 2013 were agreed as a true record. Amendment to item 9 (i) tocomments by 11 March to be made.

3. Matters Arising

Item 3(i) & (ii) Membership of School Forum: The Head of School Commissioning reported that having checked the Schools Funding Reform (School Forums 2014) proposed changes states that:-

"we will require that all Forums include one elected representative from an institution (other than from a school or academy) providing education beyond age 16 (but may also be providing education for 14-16 year olds). This will replace the current requirement for a representative from the 14-19 partnership.

The School Forum agreed to the proposal of appointing a Post 16 Education representative and thanked Daneian Rees for his contribution as the 14-19 representative.

Item 3: (4) Funding for Induction for newly Qualified Teachers (NQTs). Chair of TASH has informed schools of the changes to the funding for NQT induction and schools have been billed for their contribution to continue to buy into Oldway School programme.

Item 5: Head of Schools Commissioning has informed schools of the agreed changes to funding adjustments for permanently excluded pupils

Item 7: School Allocations 2013/14: The Chair received no feedback on the proposals outlined in Appendix 1 and 2

Item 9: 2013/14 Review Consultation: The Chair received no feedback on the review of the funding changes for the 2013/14 School Funding arrangement.

Action

- i) **Head of School Commissioning to clarify School Forum Membership, ask South Devon College for Post 16 Education and to propose effective ways to seek appropriate representatives for both a Primary/Academy Governor.**

4. 2012/13 Dedicated Schools Grant Out turn position

The Head of School Commissioning confirmed that the outturn for 2012/13 outturn was £126k despite significant overspends and under spends in the EOTAS and SEN budgets.

The School Forum thanked the Children's Services finance team for effectively managing the DSG to achieve a positive outturn.

The School Forum were asked to consider two possible options; to share the £126k out to schools or carry this forward to the next financial year.

The School Forum agreed that this should be carried forward in light of the unknown high needs SEN Post 16 pressure.

The Chair asked for a vote to agree to carry forward the £126k which was proposed by Sue Foot and seconded by Debbie Main.

Actions

- (i) **Expected SEN Post 16 pressure to be projected in out turn report at next meeting in October (MR)**

5. 2012/13 Maintained School Balances

Lisa Finn asked the School Forum to note the contents of a briefing paper regarding the School Budget Return Analysis 2013/14. This return details how schools plan to spend any unspent balance from the previous financial year. It was noted that a number of schools had dropped out of the data as a result of becoming an Academy.

The School Forum noted that the Local Authority has limited powers in how this money is used but does review schools whose balances are significant as a percentage of their revenue allocation. No capital balances are included in the data.

6. Formula Allocations Review Group(FAR 7)

Lisa Finn informed the School Forum that two FAR meetings had taken place; the purpose of the group which was comprised of school representatives (including Academies) and CS officers was to review the 13/14 formula and debate the EFA 14/15 formula changes and make recommendations for any changes.

The School Forum acknowledged the views and discussions in the Far 7 papers.

School Forum were asked to consider a concern raised as to whether another FAR meeting should be arranged in light of new information being available relating to Pupil Mobility. It was noted that the FAR group had agreed that a further meeting was no longer required as the Group had already agreed on their views on Pupil Mobility and Transience (no change).

The School Forum agreed that in view of the new guidance from the DfE concerning Pupil Mobility that another FAR meeting should be arranged to discuss the principle in September.

Actions

- i) **Further FAR meeting to be arranged in September to focus on Pupil Mobility (MR/LF)**
- ii) **Mobility recommendations of FAR meeting in September to October meeting (MR)**

7. Torbay School Funding Formula 2014/15

The Head of School Commissioning asked the School Forum to note the paper on School Funding Reform which had been reflected upon in FAR discussions. He reported that there were no mandatory changes that Torbay had to do to be compliant with national regulations but that there are discretionary areas that Torbay can change if it wishes.

The School Forum reflected on how to promote and create changes in a fair and transparent way by better communication with schools.

It was agreed that the current ways of communicating information with schools should be explored and investigated.

Action

- i) **Report on effective information sharing with schools to be tabled at meeting in October 2013.**

8. School Forum membership to reflect Post 16 provider.

Discussed in item 3: Matters arising

9. Future Meeting Dates

The Forum agreed the following future meeting dates:

17th October 2013 0900-1130 Boardroom Town Hall
5th December 2013 0900-1130 Boardroom Town Hall
9th January 2014 0900-1130 Boardroom Town Hall
6th March 2014 0900-1130 Boardroom Town Hall

School Forum 17th October 2013

High Cost SEN placements

At the School Forum meeting on 7th March Forum requested an update about High Cost SEN placements.

No details of individual placements have been included to avoid the possibility of child identification as there are very small numbers of pupils at individual schools.

Joint Funded Places

The budget for this in 2012/13 was £370k but was increased in 2013/14 to £840k due to higher placement levels in 2012/13 and the outturn position. In 2012/13 there were 11 pupils in 6 schools. In 2013/14 there are 17 pupils in 9 schools. They are all residential placements in this element of the budget and costs are shared between Education, Social Care and Health. These 17 account for the large majority of the budget. They are all secondary age pupils. Many of these pupils have very significant needs and some placements are £80k per year.

Placement for these children are made after a multi disciplinary panel to consider the child's complete needs and the financial contributions for education, social care and health.

There is a £113k commitment towards the cost for the provision of education in residential provision for 9 Children Looked After - 2 primary and 7 secondary.

The projected forecast is that this budget will be at break even at year end.

Independent Special Schools

The budget for 2012/13 was £860k. This was increased in 2013/14 to £1,060k to reflect the number of placements.

In 2012/13 this budget covered 42 pupils at 8 schools. Royal School for the Deaf – 2, West Of England – 5, Chelfham Mill – 2, Advance Education – 7, On Track – 23, and 3 miscellaneous.

In September 2013 this budget covers 26 pupils as there were 17 summer leavers. The 26 are at 9 schools. Royal School for the Deaf – 2, West Of England – 5, Chelfham Mill – 2, Advance Education – 2, On Track – 13, and 5 miscellaneous.

They are all secondary age pupils. These pupils are placed after considerable discussion at a placement panel including representation from a variety of Education colleagues. All local options are fully explored prior to an out of area placement being considered.

The projected end of year spend on this budget is £940k. Levels of placement will be taken into account when setting the 2014/15 budget.

Agenda Item 5

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Review of Possible Changes to the Torbay Schools Funding Formula 2014/15

At its meeting on 4th July School Forum noted the recommendation of the FAR & group and the DfE guidance on possible changes to the 2014/15 Torbay Schools Funding Formula.

Forum noted that FAR 7 had a further meeting scheduled for September and requested that the group reconsider the position on using pupil mobility rates within the formula.

FAR 7 met and their recommendation is that mobility is not used in the 2014/15 funding formula. The reason for this is that setting the level of 10% mobility across both sectors sets this at a low limit for primary schools, where the average mobility rate is 17/18% and high for the secondary schools where the rate averages 7/8%. The view of the group is that this would lead to a redistribution of funding that would not address the issues raised by high pupil mobility.

The group support the idea of using mobility in the formula but given the constraints of the current DfE regulations their view was this was not appropriate for Torbay funding formula at this time.

FAR 7 also reviewed the position of the school lump sum with further modeling information produced by Children's Services finance section.

The group's recommendation to School Forum was that Torbay should consider using the new flexibility with regard to school lump sums and set a different primary and secondary lump sum.

The group's recommendation is that no change is made to the primary school lump sum but that the secondary lump sum should revert to the level of 2011/12 before the national changes imposed in 2013/14. The practical effect of this proposal is that the secondary lump sum would revert to its 2011/12 level of £122k from the £72k in 2013/14. Attached is the working of this example. Primary change is also modeled although the recommendation is that this remains at £72k so there would be no readjustment of funding.

If School Forum support this recommendation then the timetable for consultation on this change would be:

October 2013 e-mail consultation with all schools lasting 3 weeks

Report results of consultation to December 5th School Forum

Director of Children's Services decision in January 2014.

To – Schools Forum – 17th October 2013

2013/14 Dedicated Schools Grant (DSG) – Forecast Outturn

Introduction

The DfE confirmed that the 2012/13 Dedicated Schools Grant (DSG) is £86m of which an estimated £40m is deducted to fund Academy Schools leaving £46m for our maintained schools and education services.

Dedicated Schools Grant (DSG) funded activities are forecast to underspend by £1.1m. This is mainly due to further DSG funding received after April 13. The 2012/13 outturn was an underspend of £126k which Schools Forum agreed to add to reserves.

The main areas of under/overspends

The overall forecast is an underspend of £1.1m. This includes further allocations to Torbay for post 16 SEN pupils totalling £600k. Independent special school costs are a volatile area and the current forecast underspend could quite easily turn into a significant overspend. Any DSG underspend can be carried forward to 14/15.

In-Year Adjustments (NNDR, planned pupil growth) underspend £100k
 DSG – additional DfE funding underspend £500k
 Post 16 funding from EFA underspend £400k
 Interim Tuition (incl hospital) overspend £100k
 Special School places overspend £50k
 Independent School Fees underspend £100k
 Joint funded placements breakeven
 Delegated Statementing breakeven

Recommendation

This is a significant forecast underspend and the proposal from the Director of Children's Services is that this is a substantive item for the December 5th School Forum meeting where a detailed report on appropriate options can be discussed.

Agenda Item 7

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Planned Pupil Growth

This is a central contingency agreed by School Forum. It is to fund those schools which have planned pupil growth in year, usually September that would not be reflected in their formula allocation. For example if a school is increasing its PAN from 45 to 60 incrementally each year. Therefore to enable the school to fund the additional teacher needed for the additional class from the September the school is allocated 7/12ths of the primary per pupil entitlement to account for the September to March funding gap.

Due to pressure on primary places in Paignton and Torquay two other scenarios for planned pupil growth have emerged.

Firstly, at Reception intake the number of pupils needing places in an area exceeded the number of places available. There were not a full 30 additional places but more than the total PAN intake. Therefore, to provide enough places a 'bulge' class had to be set up ahead of the September Reception intake. In order to do this an allocation equivalent to the cost of the teacher (M6 plus oncost) was allocated to a school to enable a teacher to be employed and a bulge class set up ready for the September intake. The practicalities of this situation are that reception age pupils who move into the area will be allocated to this school so the 'bulge' class will gradually increase as it progresses through the primary phase. The proposal is that in the second year the school is allocated the difference between the cost of an M6 teacher plus oncost and the funding generated by the additional pupils above the school's PAN on roll at census.

The second situation is where a year group already within the schools, e.g year 2, increases above PAN capacity due to migration. If a school agrees to increase its intake number above its PAN in order that a school can accommodate a higher number of pupils an allocation is made to the school equivalent to the appropriate % of the per pupil entitlement if the increase is after census date. This is to enable the school to appoint additional staff to cater for the increase in pupil numbers.

To use the Planned Pupil Growth funding in this way is fair to schools and enables the Local Authority and schools to work together to ensure there are enough school places available for children across Torbay.

The Planned Pupil Growth budget for 2013/14 is £142k and is projected to outturn at an underspend at the end of the financial year.

Attendance List for Schools Forum Meeting

Date: 17th October 2013

(A= Academy)

Sector	Name	Apologies	Name of Replacement	Attended	Unauthorised absence
Schools (Primary)	Roger Hughes Chair				
	David Theobald				
	Debbie Main				
	Jessica Humphry (A) Elaine Gill (A)				
Primary Governors					
	Frances Ward				
School (Secondary)	Colin Kirkman				
	Sue Foot (A)				
Secondary Governors	Vacant				
School (Special)	Mike Lock				
School (PRU)	James Evans				
Non School Early Years					
	Jean Cook				
14-19 Provider	Vacant				
Observer	Ken Pritchard				
Officers	Lisa Finn				
	Suzie Franklin				
	Matt Redwood				
	Rob Parr				
Clerk	Susan Moses				

Membership correct as at