

School Forum 11th October 2012

As part of the changes to school funding for April 2013/14 there is further delegation to schools of a range of budgets that have in previous years been spent centrally on providing services to schools.

It is important to note that budgets and services are often inter dependant and removal of one can have a knock on effect to other budget lines and services. For example removal of support provided by members of the localities team such as targeted youth workers, family support or behaviour advice can lead to children facing greater problems that lead to a need for alternative provision. If alternative provision has to be made within either EOTAS or Special Education this will be a considerable cost which will fall within the DSG to provide. Therefore provision that is coordinated and provided by resources from the LA, schools delegated budgets and the High Needs block of the DSG may be the most appropriate approach both in terms of appropriate provision for individual pupils and overall value for money.

It is also worth highlighting that if buy back levels are partial this is likely to place the continued provision of the service in doubt

The table below outlines how centrally allocated budgets can now be treated.

(a) Has to be delegated; cannot be de-delegated but schools can buy into service where relevant

1. Threshold and performance pay
2. 14-16 practical learning options
3. Primary/special school meals
4. Extended services

(b) Has to be allocated through formula but can be de-delegated for maintained schools (approval is by the relevant phase members of the schools forum)

1. Contingencies (including previous amounts for schools in financial difficulties)
2. Free school meals eligibility
3. Insurance
4. Licenses /subscriptions
5. Staff costs – supply cover
6. Support for minority ethnic pupils

- and underachieving groups
- 7. Behaviour support services
- 8. Library and museum services

(c) Can be centrally retained before allocating formula with agreement of schools forum

- 1. Funding for significant pre-16 pupil growth (any underspend has to be added to the following year's formula allocations)
- 2. Equal pay back-pay
- 3. Places in independent schools for non-SEN pupils

(d) Can be centrally retained before allocating formula but no new commitments or increases in expenditure from 2012-13 (schools forum approval is required to confirm the amounts on each line)

- 1. Admissions
- 2. Servicing of schools forum
- 3. Carbon reduction commitment
- 4. Capital expenditure funded from revenue
- 5. Contribution to combined budgets (including expenditure shown under miscellaneous if appropriate)
- 6. Schools budget centrally funded termination of employment costs
- 7. Schools budget funded prudential borrowing costs

(e) Can be centrally retained by agreement of individual schools

Schools can buy into any service with funding from their delegated budget; the service would then be provided by the authority on a buyback basis. This could provide additional income on top of what is centrally retained in boxes (c) and (d) above

The amounts of overall budget and per school delegated sums are included in Appendix 1 for primary and secondary schools and Appendix 2 for special schools

Funding for Services which have to be delegated to schools

A.1 Threshold.

This has always been delegated to schools via the formula.

A.2 14-16 Practical Learning. This funding has been used to provide a range of alternative curriculum options for secondary age pupils. Elements of this service have been offered to academies to buy back in 2012/13 and will be offered to all schools from April 2013.

A.3 Primary /Special school meals

This funding for the delivery of the service has been delegated for many years. The only part of this budget that has been centrally managed is contract management client officer, £24,000, and the kitchen repairs and maintenance budgets on behalf of those primary and special schools in the central Eden contract.

The delegation of this funding means that all the schools within the central Eden contract will have to pay for any kitchen repairs and maintenance and the purchasing of minor equipment within this contract. This will have to be according to an agreed quality specification. Schools can agree to pool this funding and therefore repairs would remain to be administered centrally. The contract management of the Eden contract ensures monitoring of provision, payment of bills, completion of statutory returns and a general troubleshooting. The proposal is that for those schools in the central Eden contract this funding for the contract management costs to be included as part of the buy back for the cost of the service.

The kitchen repairs and maintenance funding for self providing schools has always been delegated to them so further delegation across all schools will mean that the self providing schools outside the Eden contract will effectively be getting double funded for this area of formula funding.

A.4 Extended Services.

Extended Services will be circulated to all schools outlining services available and the cost of these services. This will be available for academies in the near future and all schools from April 2013.

Optional de-delegation for maintained schools

There are some services where the Schools Forum on behalf of maintained schools are able to decide that some funding should be taken out of their pre-16 formula budgets before they receive them and moved to central funding. These are:

- a. contingencies (including support for schools supporting schools networks, KS1 class size contingency and NNDR re evaluations);
- b. administration of free school meals (FSM) eligibility;
- c. insurance;
- d. licences/subscriptions;
- e. staff costs – supply cover (long-term sickness, maternity, trade union and public duties);
- f. support for minority ethnic pupils or underachieving groups;
- g. behaviour support services; and
- h. library and museum services.

For each of these, it is for the schools forum members in the relevant phase (primary or secondary) to decide whether that service should be retained centrally. The decision will apply to all maintained schools in that phase and will mean that the funding for these services was removed from the formula before school budgets were issued. There could be different decisions made for each phase. Academies would, of course, be free to buy back into local authority services, as is the case for maintained schools where funding remains delegated. There is an issue here that if only some schools buy back a service the delivery of the service may not be viable and will not be available to any schools.

Special schools will not in future have delegated budgets on the same basis as primary and secondary schools. They will get £10,000 per place pre-16, plus top-up funding for each pupil they have, from the commissioner to make up the rest of their budget. The principle of the new system for high needs pupils is to make costs comparable between schools so that they don't distort placements, so de-delegation is not consistent with this framework. Any existing central budgets can be transferred to the high needs block and

form part of the top-up. The schools concerned can of course contribute to pooled arrangements or buy back a service out of their budgets.

B 1. Contingencies –KS1 class size , School Improvement , NNDR re-evaluations , TAPS ,TGA

Key Stage 1 class size contingency was reduced considerably some years ago with the very large proportion of this funding delegated to primary schools. Delegation of this funding would remove any central facility to help a school facing additional expense due to compliance with Key Stage 1 class size legislation.

National Non Domestic Rates(NNDR) contingency is for in year support to schools who have rate re evaluations and have to pay higher rates as a result. The higher amount is fed into the following years formula allocation this is just for the in year increases which can be substantial. Delegation will mean that schools who have in year re evaluations will have to pay for these and any previous years back payments from within their formula allocation. These can be substantial.

School Improvement funding largely pays for the schools supporting schools network . Subscription to this service provides access to:

- all curriculum networks- literacy network, maths network, ICT network, SEN and Inclusion network, Curriculum Development network.
- school evaluation partner annual data/head teachers performance management visit.
- activities outlined for the school leadership Academy which supports newly qualified head teachers, aspirant leaders
- support for all primary and special school NQTs including additional support for those not making appropriate progress.

Torbay Association of Primary schools (TAPS) This funding is to contribute towards the administration costs of TAPS to better aid the communication between primary schools and with the LA.

Torbay Governors Association

This funding is to contribute towards the administration costs of TGA to aid the communication between TGA, schools and the LA.

B 2. Administration of free school meals (FSM) eligibility

Introduction

A parent or guardian can claim free school meals for their child if they meet specific criteria related to benefit entitlement and level of income. This is to ensure that children from low income families receive a nutritious meal each day to maximise their capacity for learning. For every child who receives free school meals the school can claim a pupil premium to pay for the additional support these children are likely to need. This is currently worth £630 per year for each pupil who has been entitled to free school meals at any time in the last 6 years and is rising to £900 in 2013/14. It is therefore in a school's interest to ensure that all pupils who are entitled to free school meals are identified. It is also worth noting that more than £4m is distributed through the Torbay Schools Funding Formula according to the numbers of pupils in a school eligible for free school meals.

Entitlement Process

The Department for Education has a database, the Eligibility Checking Service, that organisations can use to check eligibility of individual parents and guardians. The process involves inputting national insurance number, parent's date of birth and surname. The system then checks against listed benefit claimants and indicates whether there is a match with the data on the system.

Options

Schools have the option of purchasing an eligibility checking service that will undertake the above process very cheaply. However, this is generally where the service stops.

Torbay Council's Free School Meals Service, however, will contact any parent who has applied for free school meals and who is not found on the system and will invite them to provide other proof of entitlement e.g. a letter from the relevant government department. This is important because there is often a considerable time lag between date of entitlement and listing on the database.

Often the parent has made a simple error, e.g. an incorrect digit in their national insurance number. The council checks these details with parents who believe that they should be entitled.

The council notifies schools of all pupils who are recorded as being entitled to free school meals and all pupils where a query is being followed up.

The council checks all claimants periodically to verify their continued entitlement and again, will pursue any claimant who is shown as no longer entitled. Schools are notified about these parents and encouraged to support them in providing new evidence if their claim should be ongoing.

The fee for this work is £10 per pupil application.

When the last check was made against the database, of approximately 3,200 children there were 328 queries, i.e. where the database indicated no entitlement. When these were followed up individually 33 pupils were found to still be entitled to free school meals i.e. 10% of rejected claims.

Equality issues

It is important that children who are entitled to free school meals receive them; also that parents who are no longer entitled to claim are identified and asked to pay for school meals. The council undertakes to check eligibility during the second part of the summer term for existing pupils and in September for new pupils so that schools have accurate data for the October census date. Additional checks are undertaken during the winter months. The council checks eligibility for all children at the same time, including siblings attending different schools. This ensures consistency.

Conclusion

A free school meals service for £10 per child is good value and supports

- Children from low income families in receiving regular nutritious meals
- Parents in receiving the financial help to which they are entitled
- Schools in receiving appropriate funding for the entitled pupils who are more likely to need additional support

B 3. Insurance.

School Insurance Service

The Council's dedicated Insurance and Claims Handling Team is responsible for arranging and administering the Council's Corporate insurances as well as providing advice and guidance with all insurance/claims related matters, general risk management and dealing with all aspects of civil liability.

Structure and Functions of the Insurance and Claims Handling Team

The Insurance team will:

- arrange placement of a comprehensive package of insurances
- information and clarification on existing policy cover.
- advice and guidance regarding insurance implications for events and activities, property issues, school trips and hiring of school facilities.
- advice on potential claims and management of claims along with associated correspondence.
- undertake mid term adjustments, additions and deletions in cover required to reflect risk exposure as well as arrangements and management of engineering inspection reports.
- Upon request, the team can assist in scrutinising legal documentation, such as contracts with third parties, to ensure that as far as possible any residual risk is transferred through appropriately worded indemnities.
- arrange statistical reporting and claims analysis

The Civil Litigation Claims Handling will:

In the event a liability claim arises, a legally qualified member of the claims handling team will deal with all correspondence with Solicitors and third parties and undertake a detailed investigation into the causes of the incident. This may involve interviewing staff and inspecting the accident location by prior arrangement with the school.

The Insurance and Claims Handling teams are based at the Town Hall in Torquay. However, there may be occasions when attendance at schools is appropriate and these visits can be arranged by appointment.

Advantages of the Council's Corporate Insurance and Claims Handling Services

There are many advantages of being part of the Council's corporate insurance and claims handling service, not least because of:-

- The economy of scale and managed risk profile ensures that Torbay Council are able to pass on to Schools the advantageous premium costs and insurance terms obtained.
- The provision of a comprehensive range of insurance policies with high levels of indemnity to ensure financial risk protection of key exposures which includes:- public and employer's liabilities (including Governors liability whilst acting on behalf of the LA), motor, officials' indemnity, fidelity guarantee, property (buildings and contents), school journey and personal accident insurance – all arranged through a competitive tender in accordance with industry best practice, EU Service Procurement Directives and Financial regulations.
- Financial security for schools with excess payments being centrally met by the Council.
- management of all corporate insurance claims related matters
- advice and guidance regarding insurance implications for events and activities, property issues, school trips and hiring of school facilities
- reinstatement valuations of LA properties
- Regulatory engineering inspections
- guidance and support on day to day management of risks and Insurance implications
- mid term adjustments, additions and deletions in cover required to reflect risk exposure
- Continuity of service.
- Proven track record for schools with existing local knowledge of specific insurance and claim requirements enabling closer communications.
- Support and access to the Council's corporate services.

Please note that when funding for insurance is delegated to any school, the school shall demonstrate at the time of application for delegated funds, to the satisfaction of the Section 151 Officer (Executive Head of Finance), that cover relevant to the Council's insurable interests, under a policy/policies to be arranged by the Governing Board, is as good as the relevant minimum cover arranged by Torbay Council and is sufficient to protect Torbay Council.

Failure to comply with the minimum levels of insurance cover may result in additional costs being recharged to Schools.

B 4. Licenses /subscriptions.

This funding is already delegated to schools.

B 5. Staff costs – supply cover (long-term sickness, maternity, trade union and public duties).

The only budget funded from this area is the Teacher Unions Facilities funding which releases union representatives to negotiate with the Council to resolve disputes and produce draft school policies. Detailed discussion about the de delegation of this budget will be an agenda item for the School Forum meeting on 6th December.

B 6. English as an Additional Language support service and Support for minority ethnic pupils or underachieving groups

Gypsy Roma and traveler education.

Local context	Need for central EAL service	Risks of not providing a service
<p>Approximately 2% of the school population across Torbay (children of compulsory school age have EAL. This figure varies greatly between schools, some having up to 20% EAL. Between 35 and 40 different first languages are represented within the EAL group at any one time.</p>	<p>Because Torbay has a relatively small EAL, it is difficult for individual schools to develop and maintain specialist knowledge about supporting the acquisition of English language skills, and the needs of pupils from many different cultural and linguistic backgrounds.</p> <p>Local authorities have the discretion to retain funding to continue to run a centralised service in cases where local school forums consider that this would be appropriate.</p> <p>Funding would be spread too thinly if it was all funding devolved to</p>	<p>Specialist knowledge lost</p> <p>Funding not targeted to areas of most need.</p>

	schools.	
Raising attainment	Need for central service	Risks of not providing a service
Local and national aims are to maintain improvement in the numbers of pupils gaining 5 or more A* to C grades including English and mathematics, improvement in KS2 result for English and maths and to ensure that fewer pupils leave school with no qualifications.	It is essential that an Ethnic Minority Achievement Service is retained in its current form. Taking immediate steps to ‘mainstream’ EAL funding will not support the government’s aim of ensuring ‘funding reflects pupil characteristics more closely’ and jeopardises the academic progress and well being of many of our most vulnerable learners. It is more cost-effective to maintain a central service to help schools to meet the needs of bilingual learners and to support schools in narrowing achievement.	Pupils who arrive at upper KS2 beyond would not receive adequate or appropriate support and may not reach full potential for academic progress.
Quality of provision	Need for central service	Risks of not providing a service
Effective use of data Specialist advice, support and intervention EAL assessment Rapid response to	Data collection and analysis – <i>spreadsheet design, comparing like with like, identifying problems</i> Specialist support. Advisory teacher and TA - <i>Targets, assessment, monitoring impact, resources – T&L materials, schemes of work, lesson plans</i> Assessing impact of support – <i>impact sheets shared with school</i> EAL assessment – <i>materials linked to national scale, training,</i>	Data relating to EAL children will not be collected and analysed as a group. Problems will not be identified or addressed appropriately. Specialist knowledge and expertise lost. Effectiveness of intervention will not be measured. EAL assessment in

<p>requests for information and advice</p> <p>Access to resources</p> <p>Training</p>	<p><i>monitoring, targets</i></p> <p>Availability – close <i>links with EAL coordinators for telephone/email advice. Quick response</i></p> <p>Training – <i>central training sessions to reflect national initiatives, local need (responsive)</i></p>	<p>line with national guidelines not carried out.</p> <p>Schools may not know where to access information and resources. Time wasted.</p> <p>Opportunities for CPD through annual programme of training sessions at PDC lost. Knowledge and expertise in schools diminished</p>
Efficient use of funding	Need for central service	Risks of not providing a service
<p>Government guidelines now state that EAL funding to schools should be for the first 3 years only. (This seems to assume that children arrive in pre-school or KS1)</p>	<p>Every year, a significant number of children arrive at upper KS2, KS3 and KS4 with little English. It potentially takes these children 5-7 years to reach the level of English required for academic proficiency. They need to be monitored and given appropriate support throughout their school life. Learners of EAL have, on average, lower levels of attainment than pupils whose first language is English</p>	<p>Children who arrive 'late' will develop adequate understanding and communication skills for every day use but they may not receive targeted and adequate support for reading and writing skills. SAT's and GCSE results will be lower.</p>
Vulnerable children	Need for central service	Risks of not providing a service
<p>Refugees/asylum seekers</p>	<p>When these children arrive in schools, it is essential that a sensitive induction procedure is followed which includes all</p>	<p>Specialist knowledge and experience lost</p>

<p>EAL children who also have SEN</p>	<p>agencies involved. EAL/EMA service has knowledge and experience in this area – with flexibility to attend multi-agency meetings. As there are only a few of these children, schools do not have the capacity to develop this experience.</p> <p>It is important that these children accurately identified and receive the support/funding to which they are entitled. The EAL service has developed a list of procedures and comprehensive questionnaires/checklists to ensure that this is the case. This includes an assessment of first language skills through an interpreter. Central EAL funding covers the cost of an interpreter. The EAL service also has close liaison with educational psychologists, SEN department and with advisory teachers and speech and language therapists.</p>	<p>Schools will find it difficult to follow the necessary procedures. Interpreters may not be used. EAL children may be identified as SEN inappropriately. EAL children who have SEN may not be recognised.</p>
<p>Dealing with racism</p>	<p>Need for central service</p>	<p>Risks of not providing a service</p>
<p>Publicly-funded schools remain under a statutory duty to promote community cohesion. It is for schools themselves to decide how to fulfil this duty in the light of their local circumstances.</p>	<p>The Ethnic Minority Achievement services is able to collect and analysis racist incident report forms and to provide central or INSET sessions to help schools to recognise and address issues of racism. Pupil voice sessions organised in schools by EMA empower children to talk about their experiences.</p>	<p>Some racist bullying in schools may not be identified. Schools often do not feel confident about addressing wider issues of racism. Racism in schools may not be addressed.</p>

Home school liaison	Need for central service	Risks of not providing a service
<p>Providing information and advice</p> <p>Facilitating meetings</p>	<p>The EAL service provides leaflets in a range of languages for parents about the requirements of the English education system and how to find a school in Torbay + additional advice about attendance.</p> <p>The EAL service provides funding for the use of interpreters and advice about how to access interpreters</p>	<p>Parents/carers may not be able to access appropriate information.</p> <p>We have recently become aware of a small number of children being kept out of school beyond the statutory school age due to the parents' lack of awareness.</p> <p>Parents and teachers may not be able to access interpreters when they need to.</p>
Gypsy Roma Traveller children	Need for central service	Risks of not providing a service
<p>Traveller achievement service currently bought in from Devon EMA.</p> <p>Contract to be reviewed.</p>	<p>Torbay EMA has capacity to carry out this work which involves:</p> <ul style="list-style-type: none"> visiting temporary traveller sites to carry out education checks Supporting 'guest pupil' school admission Liaising with 'base' schools Providing education packs to support literacy and numeracy. Monitoring and supporting settled GRT in schools. 	<p>Education checks may not be carried out.</p> <p>GRT children may not obtain school places.</p> <p>Movements and progress may not be monitored.</p>

B 7. Behaviour support services

Detailed discussion about the de delegation of this budget will be an agenda item for the School Forum meeting on 6th December.

B8. Library and museum services.

This funding is already is delegated to schools.

These budgets can be centrally retained before allocating funding through the formula with the agreement of Schools Forum

C.1 Significant pre 16 pupil growth

In 2012/13 there is £82,000 to allocate 7/12ths AWPU to those primary schools who have agreed to expand mid year to take more pupils, Cockington, Torre, Warberry and Ellacombe. This recognises that the in year growth is planned but that the additional pupils will not be funded until the following years pupil census although the schools have to make additional provision.

The recommendation is that this funding continues to be held centrally and allocated to these schools which have planned pupil growth. This budget will have to increase slightly if 7/12ths of the 2013/14 per pupil entitlement is used .

C.2 Equal Pay Back Pay

There is no annual budget for this although there is a lump sum contingency which has been built up for many years and is held to contribute towards the costs of equal pay claims which are being settled.

C.3 Places in independent schools for non SEN pupils

Torbay has no funding for this line

The budgets in section D can be held centrally at the same level as 2012/13 but the amounts need approval of Schools Forum.

D.1 School Admissions Service £94,000

Services provided

Services provided by the school admission service include:

- Co-ordination and planning of consultation on admission arrangements – legal requirement
- Review and advice re admission policies for other admission authorities – legal requirement
- Preparation, publication and distribution of range of booklets related to admissions processes – legal requirement
- Preparation and publication of range of other information to alert parents to admissions process
- Provision and monitoring of online application process
- Management and delivery of allocation processes for all Reception and year 7 places – legal requirement
- Allocation of school places for Community and VC schools
- Allocation of school places to all people moving to Torbay; liaison with other LAs for pupils moving out of Torbay; processing of applications to transfer between schools in Torbay – legal requirement until September 2013; requested by majority of schools to continue after this date
- Management of process to allocate places for difficult to place and vulnerable children – legal requirement
- maintaining a database of children being home educated
- Preparation for and presentation of statements at admission appeals for community and VC schools – legal requirement
- Preparation and publication of booklet for parents re exclusions
- Advice, guidance and maintenance of records re exclusions from school

Funding

As can be seen, many of the services provided by Admissions are statutory and therefore have to be maintained. Currently Academies can choose to buy in to the admission service; this buy-in secures completion of the entire admission process and preparation for/presentation of appeals.

If this funding is not available for 2013/14 there will have to be a very significant reduction in the admission service . This would inevitably result in a less responsive

service and place a greater burden on schools e.g. there would potentially be more excepted pupils in reception classes because higher levels of error, and higher numbers of appeals for all schools. It would result in a less responsive service for both parents and schools.

D 2. Servicing the School Forum £53,000

This is an amount which is used to offset costs of a range of staff including the Head of Schools Commissioning, Children's Services Group Accountant, Children's Services Principle Accountant and support of democratic Services.

D 3 Carbon Reduction Commitment £90,000

The government charges all schools in Torbay , maintained and academies , a charge based upon the levels of energy used. The DfE guidance is that this is paid centrally and not delegated to individual school budgets. This charge is likely to increase in future years as the government increases the charge per energy use. There is no logic in delegating a central charge costs across all schools only to have to recharge schools the same amount.

D 3 Capital Expenditure funded from Revenue £9,000

In 2012/13 there is a budget of £9k . This was used to contribute to the management and delivery of a range of capital initiatives across the whole Children Services (schools) capital Programme. The proposal is to allocate the same level of funding for 2013/14

D 5 Contribution to Combined Budgets

Torbay has no budget under this heading

D 6. Schools Budget centrally funded termination of employment costs

There was no budget held against this line in 2012/13

D 7. Schools budget Funded prudential borrowing costs

There was no budget held against this line in 2012/13

Recommendations for maintained primary, secondary and special schools

1. School Forum agree on behalf of maintained schools for the financial year 2013/14 that the following funding is managed centrally to provide services. Appendix 1 and 2 shows the levels of delegated funding and the data used for delegation across primary and secondary schools and special schools.
 - a. School Improvement for the schools supporting schools networks (primary)
 - b. Contribution to TAPS
 - c. Contribution to TGA
 - d. Free School Meals eligibility service(primary, secondary and special)
 - e. School Insurance (primary, special and secondary)
 - f. Support for Minority Ethnic service (primary and secondary)
 - g. Support for Gypsy, Roma and Traveller service (primary and secondary)
 - h. Funding for significant pre 16 planned growth
 - i. Admissions service
 - j. Servicing the School Forum
 - k. Carbon Reduction Commitment
 - l. Capital Expenditure funded from Revenue