



**Schools Forum**

**Tuesday, 29 January 2013 5.00 p.m.  
Civic Suite, Town Hall, Runcorn**

A handwritten signature in blue ink, appearing to read 'David W R', is positioned above a grey rectangular stamp.

**Chief Executive**

**COMMITTEE MEMBERSHIP**

*Please contact Ann Jones - Tel: 0151 511 8276 or email:  
[ann.jones@halton.gov.uk](mailto:ann.jones@halton.gov.uk) for further information.*

*The next meeting of the Committee is on Tuesday, 19 March 2013*

**ITEMS TO BE DEALT WITH  
IN THE PRESENCE OF THE PRESS AND PUBLIC**

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***In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.***

**SCHOOL FORUM**

*At a meeting of the School Forum on Tuesday, 16 October 2012 at The Board Room - Municipal Building, Widnes*

Present: J Woodroffe, Secondary Community Governor (Chairman)  
 Cllr E Cargill - Primary Schools Representative  
 L Bowles, Ditton Early Years Centre  
 S Broxton, 1 Form Entry Representative  
 M Constantine, Special Schools  
 L Feakes, School with Nursery Unit  
 A Jones, Financial Management  
 A Jones, Democratic Services  
 A Keeley, St Chad's High - Secondary School with a Sixth Form  
 A McIntyre, Children & Enterprise  
 D Moran, Primary Academy Representative  
 H Mullaney, The Heath Specialist Technology College  
 J Rigby, Ormiston Bolingbroke Academy  
 N Shafiq, Financial Management  
 D Stanley, The Grange Comprehensive - All Through School Representative  
 P Towey, Our Lady of Perpetual Succour - VA School Representative  
 C Owen, Secondary Community Schools Representative

*Action*

## SCF15 APOLOGIES FOR ABSENCE

Apologies had been received from Simon Clough, Clare Dawes and Jackie Coughlan.

The Chairman took the opportunity to welcome two new members to the Forum, Carole Owen from The Bankfield School and Dianne Moran from Palacefields Academy.

## SCF16 MINUTES &amp; MATTERS ARISING

The Minutes of the previous meeting held on 3 July 2012 were agreed as a correct record.

An update was provided on the Contingency, referred to in Minute SCF10. It was reported that due to the exceptional case submitted by the authority the EFA would not abate the contingency for the teaching and non-teaching redundancy at Wade Deacon, this sum could therefore be paid from the contingency sum.

## SCF17 MEMBERSHIP UPDATE

Ann McIntyre presented the School and PVI (Private Voluntary and Independent) Membership update following the recent changes in regulations to the School Forum. These were noted as follows:

<b>Name</b>		<b>Representing</b>
John Woodroofe (Chairman)	-	Secondary School Representative
Cllr Ellen Cargill (Vice Chair)	-	Primary School Representative
Jackie Coughlan	-	Primary School Representative
Clare Dawes	-	Primary School Representative
Paul Towey	-	Primary School Representative
Syd Broxton	-	Primary School Representative
Lesley Feakes	-	Primary School Representative
Carole Owen	-	Secondary School Representative
David Stanley	-	All Through School Representative
Andrew Keeley	-	Secondary School Representative
Marjorie Constantine	-	Special Schools Representative
Linda Bowles	-	Nursery Schools Representative
Joanne Galloway	-	PVI Representative
Heather Mullaney	-	Secondary Academy Representative
John Rigby	-	Secondary Academy Representative
Dianne Moran	-	Primary Academy Representative

RESOLVED: That school and PVI membership of the School Forum be noted.

## SCF18 SCHOOL FUNDING FORMULA

The Forum was presented with a report which informed them of the decisions required for the new School Funding Formula as per the Department for Education requirements. The Forum was required to agree the funding factors to be used in the budget allocation process for 2012-14.

The Forum was advised that there was a requirement to change the School Funding Formula to meet the new funding arrangements as a prelude to a National Funding Formula. It was reported that the number of funding factors had reduced from the current 37 to 12. Out of these 12 factors, officers recommended using seven, as the other five

did not apply to Halton, for reasons stated in the report. The factors recommended were as follows:

1. Basic per-pupil entitlement factor;
2. Deprivation factor;
3. Low cost, high incidence Special Educational Needs factor;
4. Looked After Children factor;
5. Lump Sum;
6. Rates; and
7. Private Finance Initiatives

The Forum noted the situation with The Grange All Through School in that it may be funded as a re-organised school and be eligible for a lump sum from the schools contingency fund for 2013/14.

The factors for distributing the mainstream funding formula listed above was agreed by the School Forum.

The recommendations made by officers were approved with the exception of number 14, which would be amended. It was agreed that the Lump Sum cash balances for Ormiston Bolingbroke Academy and St Chads would be reworked using the FSM and IDACI model in a 50-50 split. Provided the figures were reasonable both schools would agree, if not this would need to be looked at again, and any further changes to the formula which impacted and changed the level of funding to other secondary schools would need to be discussed and agreed between the schools. It was highlighted that this must be within the timeframe required by officers so that a response could be submitted to the EFA by 31 October 2012.

RESOLVED: That School Forum

- 1) Agree the mapping of current funding factors to the most appropriate funding factor;
- 2) Agree the use of seven funding factors;
- 3) Agree that funding is kept as much as possible within that funding factor;
- 4) Agree the funding of the equivalent of the lump sum value to The Grange for 2013-14 as a re-organising school;
- 5) Agree the calculation of the unit values for the basic per pupil funding factor;
- 6) Agree that for the deprivation funding factor we target funding using Free School Meals Ever 6 and IDACI on a 50/50 split;
- 7) Agree to the use of the Low Cost, High Incidence

- Special Educational Needs funding factor;
- 8) Agree that for the above funding factor, we use the EYFSP threshold set at 73 points and below;
  - 9) Agree to use the Looked after Children funding factor;
  - 10) Agree to use the Primary unit value;
  - 11) Agree that any Looked after Children cash balance for the secondary schools is allocated using the Low Cost, High Incidence Special Educational Needs funding factor;
  - 12) Agree to use the Lump Sum funding factor;
  - 13) Agree to use the Primary unit value as the Lump Sum unit value;
  - 14) Agree that any Lump Sum cash balance for the secondary schools could be allocated using the FSM and IDSCI model on a 50/50 basis provided Ormiston Bolingbroke Academy and St Chads were satisfied with the revised calculations. Any further changes would need the agreement of any secondary school affected.
  - 15) Agree to continue allocating funding to schools for Local Authority Rates on the same basis as at present;
  - 16) Agree to fund the Private Finance Initiative costs at The Grange at the previously agreed rate of £75.00 per pupil;
  - 17) Agree that we do not use the English as an Additional Language funding factor;
  - 18) Agree that we do not use the Pupil Mobility funding factor;
  - 19) Agree that we do not use the Split Sites funding factor; and
  - 20) Recognised that we are unable to use the London Fringe and Post-16 funding factors.

#### SCF19 HIGH NEEDS - A MCINTYRE

A report was presented to the Forum which provided a summary of the reform of funding for high needs pupils and students. It outlined the approach taken in Halton to address these changes.

It was reported that from April 2013 there would be a financial threshold prior to any additional funding being allocated. This threshold was intended to eradicate the perverse incentive assessment linked to additional funding.

It was reported that education funding for high needs pupils and students across Special Educational Needs (SEN), Learning Difficulties or Disabilities (LDD) and Alternative Provision (AP) sectors would be combined into a

High Needs Block.

RESOLVED: That School Forum note the changes required and requests at future report on progress.

#### SCF20 CENTRAL SERVICES - A MCINTYRE

A report was presented which provided a summary of the delegation requirements for the budgets for services which were currently centrally retained. The Forum was asked to consider which of the allowable factors could be used for those budgets which must be delegated, agree whether any budgets should be de-delegated and confirm those budgets which would continue to remain centrally held.

It was reported to the Forum that the DfE aimed to maximise the delegation to schools and give headteachers, principals and governors more control over how funding for previously centrally retained services was spent. There were therefore a number of budgets that had to be delegated to schools that could not be de-delegated but that schools could buy into the service, if provided by the Council. It was noted that the following budgets had already been delegated to schools in previous years, so no action was required:

- Threshold and performance pay;
- 14-16 practical learning options;
- Primary/special school meals; and
- Extended services

It was noted that only in a limited number of cases could funding be held centrally. These were exceptions where maintained schools agreed that a service should be provided centrally, historic commitments and statutory functions of the local authority. Three exceptions were provided in detail in the report.

RESOLVED: That School Forum:

- 1) Agree to de-delegate free school meals eligibility, staff costs/supply cover, contingency and support for ethnic minority pupils;
- 2) Agree that the factor used for the delegation of contingency, staff costs/supply cover, ethnic minority pupils and contingency is per pupil, and the factor for distributing the school meals eligibility is Free School Meals;

- 3) Confirm the central retention of the budgets listed in paragraph 3.7 and the budget allocations for 2013/2014; and
- 4) Agree to the central retention of funding for pupil growth, equal pay, back pay and placed in independent schools for non-SEN pupils.

#### SCF21 SCHOOL FUNDING REGULATIONS

The Forum was advised of the changes to the School Forum Finance Regulations for 2013 onwards.

It was reported that the Education Funding Agency (EFA) issued consultation on the Schools Finance Regulations 2013 and additional grant conditions for the Dedicated Schools Grant (DSG) on 19 July. These regulatory changes gave effect to the decisions set out in the school funding reform announcements on 26 March and 28 June. The draft School and Early Year Finance (England) Regulations 2013 for the most part reflected the decisions already made, including decisions on formula factors, maximum delegation, central expenditure and the Minimum Funding Guarantee.

Forum Members were referred to the new features in the School Finance Regulations 2013 listed in the report.

It was noted that amendments to the DSG grant conditions were necessary to recognise that the DSG funded most academies and non-maintained high needs providers. The additional grant conditions were listed in Appendix A. These regulations would come into force by 1 January 2013.

**RESOLVED:** That Schools Forum note the proposed changes to the school finance regulations.

#### SCF22 CARBON REDUCTION FUNDING

The Forum received a report which provided them with details of the Schools' Carbon Footprint for 2011-12. They were requested to note the financial contribution made in 2011/12 for the schools element of the Carbon Reduction Commitment and a request was made for provision for funding for 2012/13.

The views of the Forum were also sought on whether they would fund the delivery of a Low Carbon Schools



Service which would aim to reduce energy bills in schools and the financial impact of the Carbon Reduction Commitment (CRC) in future years.

The members were reminded that in October 2011 the Forum received a report which explained the operations of the Carbon Reduction Commitment and the financial implications for schools. The scheme required the local authority to submit an annual report in July which outlined our carbon emissions for the previous year. It was noted that carbon allowances must be purchased to cover the emissions from the previous year at a current cost of £12 per tonne.

An annual report covering local authority and school emissions was submitted in July 2012 which indicated that the total emissions for the year 2011/12 were 13,179 tonnes of Co<sub>2</sub>. The split between corporate and schools buildings was detailed in the report and it was noted that the cost of the schools element was £80,808.85. The figure for academies had been included in the corporate figure and would be recharged separately.

The report presented further information on Halton's carbon emissions since the Council started to collate data in 2006. Corporate emissions had shown a reduction year on year however school emissions had fluctuated but were generally on the increase.

The Forum was advised the Council had developed a 'Low Carbon Schools Service' in conjunction with the *Carbon Trust*, which aimed to build capacity schools and provide tools to enable schools to take more control over their lighting, ICT, electricity equipment and heating. The service would provide a two-tier service as explained in detail in the report. It was reported that that 10 schools would participate in the programme for a period of one year, and would be a mixture of Primary and Secondary schools. It was estimated that the service could achieve annual savings of between £15,000 and £20,000 per annum on energy bills and additional £1,500 on CRC liabilities.

It was estimated that the delivery of this programme would require the support of an officer for two days per week, totalling £10,000 per annum.

Following debate the Forum agreed to fund this amount from the Dedicated Schools Grant, and agreed to a provision of £85,000 from the Dedicated Schools Grant for the Carbon Reduction commitment for 2012/13.

RESOLVED: That:

- 1) Schools Forum note the financial contribution of £80,808.85 from the 2011/12 Dedicated Schools Grant to fund the Carbon Reduction commitment;
- 2) Provision be made of £85,000 from the Dedicated Schools Grant 2012/13 to fund the Carbon Reduction commitment; and
- 3) Schools Forum agree to fund the Low Carbon Schools Service from the Dedicated Schools Grant.

SCF23 ANY OTHER BUSINESS

Contingency Budget – A revised budget was tabled at the meeting for the information and approval of Forum members. All agreed with the revised allocations and balance.

SCF24 ITEM FOR INFORMATION

Letter from the Education Funding Agency - School Forum Regional Contacts – A copy was provided for reference.

*Meeting ended at 7.25 p.m.*

<b>REPORT TO:</b>	School Forum
<b>DATE:</b>	29 January 2013
<b>REPORTING OFFICER:</b>	Operational Director - Children's Organisation and Provision
<b>SUBJECT:</b>	Membership and Role of School Forum
<b>WARDS:</b>	Boroughwide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To provide an update to the Board on the membership and role of the School Forum following the Schools Forum (England) Regulations 2012.

## **2.0 RECOMMENDATION: That**

- (1) **The revised membership of the School Forum is noted;**
- (2) **The revised role of the School Forum is noted.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 National regulations govern the composition, constitution and procedures of School Forums.
- 3.2 It is a matter for each authority to determine the size of their School Forum however the size must allow full representation for the different types of schools and for representation of non-school members. School Forums must have 'school members' and academy members if there are academies within the authority. In addition, the membership can include 'non-schools' membership. Schools and Academy members together must number at least two thirds of the total membership of the Schools Forum. The balance between primary, secondary and academies members must be broadly proportionate to the pupils in each category.
- 3.3 The membership of the Halton School Forum has now been agreed and revised in line with the above requirements and is attached as Appendix 1 to this document.
- 3.4 In addition, School Forum are expected to ensure that the Executive Board are aware of its view on specific issues in particular those that relate to the Schools Budget and individual budget shares. It has therefore been agreed that the Executive lead for Children Services attends the School Forum meeting to contribute to the discussion and receive the views of the School Forum.
- 3.5 As a School Forum has both a consultative and decision making role for certain proposals on the use of public money at local level it is a

requirement that the meetings are open to the public and that papers, agenda and minutes are publicly available.

- 3.6 The current regulations state that the local authority must consult the School Forum annually on a range of school budget functions. These include:
- Amendments to the school funding formula, for which the voting is restricted by the exclusion of non-school members except for the representative from the Early Years Private Voluntary and Independent Sector;
  - Arrangements for the education of pupils with special educational needs;
  - Arrangements for the use of pupil referral units and the education of children otherwise than at school;
  - Arrangements for early years provision; and
  - Administrative arrangements for the allocation of central government grants paid to the schools via the local authority.
- 3.7 Consultation must also take place when a local authority is proposing a contract for supplies and services which is to be funded from the Schools Budget and is in excess of the EU procurement thresholds.
- 3.8 Schools Forum also have decision making powers in relation to the following:-
- De-delegation from mainstream school budgets for prescribed services to be provided centrally – approval is required by each phase of members;
  - To create a fund for significant pupil growth in order to support the local authority's duty for place planning and agree the criteria for maintained schools and academies to access this fund;
  - Funding for prescribed historic commitments where the effect of delegating this funding would be destabilising;
  - Funding for the local authority in order to meet prescribed statutory duties placed upon it. Approval is required to confirm the amounts for each duty and no new commitments or increases in expenditure from 2012/2013 are permitted.
  - Funding for central early years expenditure, which will include checking eligibility of pupils for an early years place and/or free school meals; and
  - Authorising a reduction in the schools budget in order to fund a deficit arising in central expenditure that is to be carried forward from a previous funding period.
- 3.9 In each of the above cases the local authority can appeal to the DFE if the School Forum rejects its proposals. In addition, for 2013/2014 the authority will need to discuss any proposals to vary the Minimum

Funding Guarantee (MFG) with the Schools Forum. These will also need to be agreed with the Secretary of State. The attached Table in Appendix 2 shows the revised powers and responsibilities for 2013/2014.

**4.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
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DfE School Funding Reform: Arrangements for 2013-14 (June 2012)		
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EFA Consultation on the Schools Finance regulations 2013 and additional grant conditions for the Dedicated Schools Grant (July 2012)		
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DFE Schools Forums: Operational and Good Practice Guide September 2012		
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Ann McIntyre – Operational Director Childrens Organisation and Provision Rutland House, Runcorn, WA7 2GW		
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**SCHOOL FORUM MEMBERSHIP (JANUARY 2013)**

<b>Name</b>	<b>Representing</b>
John Woodroffe	Chairman Secondary School Representative
Ellen Cargill	Vice Chair Primary School Representative
Jackie Coughlan	Primary School Representative
Claire Dawes	Primary School Representative
Paul Towey	Primary School Representative
Lesley Feakes	Primary School Representative
Carole Owen	Secondary School Representative
David Stanley	All Through School Representative
Andrew Keeley	Secondary School Representative
Marjorie Constantine	Special Schools Representative
Linda Bowles	Nursery Schools Representative
Joanne Galloway	PVI Representative
Syd Broxton	1 Form Entry Representative
Heather Mullaney	Academy Representative
John Rigby	Academy Representative
Dianne Moran	Primary Academy Representative
Simon Clough	14-19 Divisional Manager
Jennifer John	Divisional Manager Inclusion
Cllr Ged Philbin	Executive Board Lead Member for Children, Young People & Families
<b>Non Members</b>	
Ann McIntyre	Operational Director Children's Provision & Organisation
Anne Jones	Senior Finance Officer
Naheem Shafiq	Principal Finance Officer
Ann Jones	Democratic Services Officer

TABLE 1 - SCHOOLS FORUMS: POWERS AND RESPONSIBILITIES 2013-14

	Function	Local Authority	Forum	DfE Role
1	Formula Change (including redistributions)	Proposes and decides	Must be consulted. [Voting restricted to schools members plus PVI members]	None
2	Contracts	Propose at least one month prior to invitation to tender, the terms of any proposed contract	Gives a view	None
3	Financial Issues relating to: arrangements for pupils with special educational needs; arrangements for use of pupil referral units and the education of children otherwise than at school; arrangements for early years provision; administration arrangements for the allocation of central govt grants.	Consult annually	Gives a view and informs the governing bodies of all consultations carried out in lines 1, 2 & 3	None
4	Minimum funding guarantee	Proposes any exclusions from MFG for application to DfE	Gives a view	Approval
5	De-delegation for manstream schools for: contingencies administration of free school meals insurance licences/subscriptions staff costs - supply cover support for minority ethnic pupils/underachieving groups behaviour support services library and museum services	Will propose	Primary and secondary school member representatives will decide for their phase.	Will adjudicate where Forum does not agree LA proposal
6	Central spend on funding for significant pre-16 pupil growth equal pay back-pay places in independent schools for non-SEN pupils early years expenditure	Proposes	Decides	Adjudicates where Forum does not agree LA proposal
7	Central spend on admissions servicing of schools forum carbon reduction commitment capital expenditure funded from revenue contribution to combined budgets schools budget centrally funded termination of employment costs schools budget funded prudential borrowing costs	Proposes up to the value committed in 2012/13 and where expenditure has already been committed	Decides for each line	Adjudicates where Forum does not agree LA proposal
8	Carry forward a deficit on central expenditure to the next year to be funded from the schools budget	Proposes	Decides	Adjudicates where Forum does not agree LA proposal
9	Scheme of financial management changes	Proposes and consults GB and Head of every School	Approves	Adjudicates where Forum does not agree LA proposal
10	Membership : length of office of members	Decides	None (but good practice would suggest that they gave a view)	None
11	Membership: appointment of Schools and Academies Members	Appoints those elected by members of the relevant sub groups. Facilitates election where required and appoints member if there is a tie or the election does not take place by a date set by the LA	None	None
12	Membership: Non Schools Members	Seeks nominations from the relevant bodies then appoints	None (but good practice would suggest that they gave a view)	None
13	Voting Procedures	None	Determine voting procedures	None
14	Chair of Forum	Facilitates	Elects (may not be an elected member of the council or officer)	None

**REPORT TO:** School Forum  
**DATE:** 29<sup>th</sup> January 2013  
**REPORTING OFFICER:** Senior Finance Officer  
**SUBJECT:** Dedicated Schools Grant 2013-14  
**WARDS:** Boroughwide

## **1.0 PURPOSE OF THE REPORT**

1.1 To inform School Forum of the final allocation of the Dedicated Schools Grant settlement for 2013-14.

## **2.0 RECOMMENDATION: That**

**(1) That School Forum note the DSG settlement for 2013-14.**

## **3.0 SUPPORTING INFORMATION**

3.1 On 19<sup>th</sup> December 2012 the Department for Education announced the Dedicated Schools Grant (DSG) for 2013-14. The 2013-14 settlement marks the first step towards a national funding formula. The DfE will continue to refine these arrangements so that we are better placed to move to a new national funding formula during the next spending review period.

3.2 Historically the announcement included the number of pupils, the Guaranteed Unit of Funding per pupil and the total cash value. For 2012-13 this was 18,304 pupils at £5,354.52 per pupil giving a cash total of £98,009,000.

3.3 For 2013-14 in line with the new funding regulations the pupil numbers are split between the Schools Block (16,823) and Early Years Block (1,185). We do not have pupil numbers for the High Needs Block.

3.4 The per pupil Unit of Funding for the Schools Block is £4,857.53 giving a total cash value of £81,718,000.

3.5 The per pupil Unit of Funding for the Early Years Block is £3,363.39 giving a total cash value of £3,986,000.

3.6 The High Needs Block has been allocated at £13,505,000.

3.7 We have received a further amount of £2,072,000. This is for 2 year-old early education places (£1,930,000), transition funding for the ending of the 90% funding floor protection for 3&4 year-olds (£117,000) and funding for the induction of Newly Qualified Teachers (£26,000).



3.8 The total DSG settlement for 2013-14 is £101,282,000. While this is £3,273,000 more than 2012-13 this includes the £2,072,000 in paragraph 3.7. The difference is £1,238,980 for the funding of Post-16 High Needs places.

3.9 It was announced in the settlement that for 2014-15 all state-funded schools in England will be withdrawn from the Carbon Reduction Commitment energy efficiency scheme.

**4.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
DSG 2013-14 allocations	Kingsway House	Anne Jones

**REPORT TO:** School Forum  
**DATE:** 29<sup>th</sup> January 2013  
**REPORTING OFFICER:** Senior Finance Officer  
**SUBJECT:** School Funding Reform 2013-14  
**WARDS:** Boroughwide

### **1.0 PURPOSE OF THE REPORT**

- 1.1 To inform School Forum of the final funding formula for Primary and Secondary phases for 2013-14.

### **2.0 RECOMMENDATION: That**

- (1) Progress in developing the funding formula for primary and secondary phases be noted;  
(2) School Forum are asked to approve the final funding formula for primary and secondary phases.

### **3.0 SUPPORTING INFORMATION**

- 3.1 At the last School Forum decisions were taken on how the new school funding requirements would be adopted for Halton Primary and Secondary maintained schools, academies and free school.
- 3.2 Only one decision that of how to allocate the cash balance from the secondary phase lump sum conversion needed further discussion. Following meetings with representatives of the secondary schools and academies, agreement was reached to allocate the cash balance using the Free School Meal factor.
- 3.3 The final calculations were completed following School Forum and the meetings with the secondary representatives and the Pro-Forma and supporting spreadsheet was completed and submitted to the Education Funding Agency.
- 3.4 The EFA responded on 15<sup>th</sup> November stating they were happy with the formula when they completed the 'reasonableness checks' but wanted further information on the PFI factor, the Pupil Growth fund and contingency monies not delegated (held for the proposed Pupil Growth fund). The EFA were contacted and following a brief discussion we were able to submit further information which was accepted on 27<sup>th</sup> November 2012.
- 3.5 The DSG settlement allocated £81,718,000 to the Schools Block for Halton which covers the main funding for Primary and Secondary phase

establishments. By uplifting the 2012-13 DSG cash value to the 2013-14 pupil numbers, we have a cash total of £38,839,800 available for Primary schools and £40,414,920 available for Secondary schools.

- 3.6 Following the DSG settlement on 19<sup>th</sup> December and the festive closedown, work is underway to calculate budgets funded by the Schools Block. School Forum members will be asked to review the final funding formula cash values before the submission to the EFA.
- 3.7 The final funding formula has to be submitted by 22<sup>nd</sup> January. This will be done but we will note that it is subject to School Forum approval. The EFA will then inform us of their approval or request further information. This is expected to take no more than four weeks. Once full approval has been given by the EFA Schools Block budgets will be distributed to Primary and Secondary Schools.

It should be noted that these budgets will exclude nursery unit funding, special unit funding, enhanced provision funding, sixth form funding and outreach funding.

#### **4.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
School Funding Reform: Arrangements for 2013-14	Kingsway House	Anne Jones
DSG 2013-14 allocations	Kingsway House	Anne Jones

**REPORT TO:** School Forum  
**DATE:** 29<sup>th</sup> January 203  
**REPORTING OFFICER:** Senior Finance Officer  
**SUBJECT:** Pupil Growth Fund  
**WARDS:** Boroughwide

## **1.0 PURPOSE OF THE REPORT**

1.1 To inform School Forum of the decisions required for the new Pupil Growth Fund as per the Department for Education requirements. To seek agreement to the criteria and calculations to be used for 2013/2014.

## **2.0 RECOMMENDATION: That**

- (1) School Forum notes the report;**
- (2) School Forum agrees the criteria to be applied for the application of Pupil Growth Fund monies.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 At our October meeting it was agreed that we would centrally retain a contingency fund for the purpose of meeting pupil growth. We now need to consider the criteria for such funding and the basis of allocating monies to qualifying schools in accordance with the guidance set out by the Department for Education.
- 3.2 LA's are allowed to create a growth fund from the Dedicated Schools Grant in advance of allocating school budget shares. Eligible expenditure on growth can include funding schools and Academies where very limited pupil growth nevertheless requires an additional class, as required by class size regulations.
- 3.3 The growth fund must be ring-fenced so it is only used for the purposes of supporting growth in pupil numbers to meet basic need. The fund will be for the benefit of maintained schools and Academies.
- 3.4 Any funds remaining at the end of the financial year must be added to the following year's DSG and re-allocated to maintained schools and Academies through the funding formula.
- 3.5 School Forum must agree criteria on which any growth funding is allocated which should be transparent and consistent although differences are permitted between phases. The criteria should set out

the circumstances in which a payment could be made and the basis for the calculation of the amount to be paid.

- 3.6 There are three phases that we should consider criteria for: Infants (which are governed by Infant class size regulations), Juniors and Secondary. Each phase has its specific criteria and will receive funding of  $1/30^{\text{th}}$  of a Teacher at SCP M5 for the equivalent of each ghost pupil or additional pupil. Before funding is agreed, if the LMS carry forward balance for a school is more than double the pupil growth funding identified, the school will be expected to use its carry forward monies. We do acknowledge that a school may carry forward balances for specific purposes, or indeed hold monies for a cluster of schools. Where this occurs the school can put a request to School Forum for some of their LMS carry forward monies to be excluded from the calculation.

#### Infants

Infant class size regulations allow for no more than 30 pupils in a class. If a school has a total of 91 pupils in its infant classes, they are required to have four infant classes. Therefore the funding formula for 2012-13 funded 'ghost' pupils to take infant class numbers to the next multiple of 30 pupils by funding  $1/30^{\text{th}}$  of a teacher for each 'ghost' pupil.

As we are no longer allowed to have a funding factor for 'ghost' pupils we now need to use the pupil growth fund. We are recommending that each March and October a report is presented to School Forum requesting agreement to all schools with infant classes that require ghost funding for the current academic year on a  $5/12^{\text{th}}$  and  $7/12^{\text{th}}$  basis.

#### Juniors

Currently we do not fund any increase in pupil numbers in junior classes. We are proposing to that increases in pupil numbers will be funded where the increase reaches 15 pupils or more.

#### Secondary

We currently devolve additional monies to secondary schools if their numbers increase by 15 pupils or more. We are proposing that this criteria remains in force.

- 3.7 School Forum must agree the total sum to be top-sliced from each phase and must be regularly updated on the use of the fund. Following the receipt of the DSG settlement we are currently calculating budgets and estimates for pupil growth funding. The cash total for the Pupil Growth Fund must be submitted to the Education Funding Agency by 22<sup>nd</sup> January prior to the date of this meeting. The proposed sum will therefore be circulated to Forum members in advance of the submission. School Forum members will then be asked to either ratify the submission and criteria or agree changes. This decision will be confirmed at the meeting on 29<sup>th</sup> January 2013.

**4.0 CONSULTATION**

4.1 The LA is required to consult the Schools Forum on the total to be top-sliced from each phase

**5.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
School Funding Reform: Arrangements for 2013-14	Kingsway House	Anne Jones

**REPORT TO:** School Forum  
**DATE:** 29<sup>th</sup> January 203  
**REPORTING OFFICER:** Senior Finance Officer  
**SUBJECT:** Pupil Premium Grant  
**WARDS:** Boroughwide

### **1.0 PURPOSE OF THE REPORT**

1.1 To inform School Forum of the final allocation of Pupil Premium Grant for 2012-13 and the indicative allocations for 2013-14.

### **2.0 RECOMMENDATION: That**

(1) **The report be noted.**

### **3.0 SUPPORTING INFORMATION**

3.1 The Pupil Premium Grant was introduced in April 2011 and was targeted at pupils in receipt of Free School Meals, pupils who are the children of personnel serving in the Armed Forces and pupils who had been continuously looked after for at least six months.

3.2 For 2012-13 the eligibility was widened to include pupils who had been eligible for Free School Meals within the last six years even though they were not currently eligible (known as FSM Ever 6). There has also been a change to widen the Service Child eligibility to include pupils who were eligible for this element in 2011-12 but are no longer eligible (known as Service Child Ever 2). While the FSM Ever 6 is remaining the same for 2013-14, Service Child Ever 2 is changing to Service Child Ever 3 from April 2013.

3.3 For 2012-13 the rates payable have been increased to:

FMS Ever 6	£623
Children Looked After	£623
Service Children Ever 2	£250

3.4 The total allocation of grant payable to Halton for 2012-13 is £4,356,901 which includes £531,919 payable to academies, £42,987 for Children Looked After.

3.5 Funding is paid to the authority on a quarterly basis at the end of June, September, December and March.

3.6 Pupil Premium Grant held by schools can be carried forward into the next financial year. Pupil Premium Grant held centrally for Children

Looked After must be spent by 31<sup>st</sup> March or will be recovered by the DfE.

3.7 Pupil Premium Grant for 2013-14 has been announced at the following rates:

FSM Ever 6	£900
Children Looked After	£900
Service Children Ever 3	£300

3.8 The final allocations of Pupil Premium Grant for 2013-14 will be based on the January 2013 census which will be verified in the summer.

**4.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
Pupil Premium Grant 2013-14: Conditions of Grant	Kingsway House	Anne Jones



<b>REPORT TO:</b>	School Forum
<b>DATE:</b>	29 <sup>th</sup> January 203
<b>REPORTING OFFICER:</b>	Operational Director – Children’s Organisation & Provision
<b>SUBJECT:</b>	Funding for High Needs Pupils and Students - Update
<b>WARDS:</b>	Boroughwide

## **1.0 PURPOSE OF THE REPORT**

This report provides a summary of the progress to date in implementing new assessment and funding models for high needs pupils and students.

## **2.0 RECOMMENDATION: That Schools Forum:**

- (1) Note the progress to date;**
- (2) Request a further report; and**
- (3) Agree the funding model for special units for 2013/2014**

## **3.0 SUPPORTING INFORMATION**

- 3.1 The report to the School Forum on 16<sup>th</sup> October 2012 provided a summary of the changes to funding provision for pupils and students with high needs. For schools these changes will take effect from 1<sup>st</sup> April 2013 and for Colleges and Academies these will be introduced at the start of the academic year 2013/2014.
- 3.2 Task and finish groups have been established to address the different areas within the high needs blocks. Although in many areas further work is still required a summary of progress to date is detailed below.
- 3.3 In August 2012 the Authority were required to submit the place numbers for its pre-16 specialist settings. The information included the numbers of funded places for the four special schools along with the pre-16 numbers for each of the resource provision units (pre-16 specialist SEN settings). Numbers have also been submitted for post-16 places. However, Local Authorities have been advised that the number of places that will be funded will be limited to a 24% increase between 2010/2011 and 2013/2014. Therefore numbers in Halton have been limited to 100 which is lower than the estimate of 121. Any increases above the funded number will inevitably place cost pressures on the High Needs budget.
- 3.4 In addition, an arrangement has been made with Riverside College about the treatment and allocation of funding for those post-16 students

where the destination has yet to be agreed to ensure this funding is not lost to the Borough.

- 3.5 Following the meeting on 29<sup>th</sup> November 2012 with the representatives of schools with special units in the Borough advice was sought from the Education Funding Agency on the options available to ensure sufficient funding for the existing and developing provision within the borough.
- 3.6 The EFA confirmed that outreach provision could be funded through a Service Level Agreement by the Authority and the costs could be apportioned accordingly. A funding model was therefore developed which deducted the place led element from the estimated formula costs and removed the appropriate proportion of outreach costs. In the case of primary schools where occupancy is less than one third, the first pupil would be funded at £15,000 each subsequent pupil would be funded at the top up rate if the unit was full. For secondary schools where occupancy is less than one third the first pupil would be funded at £25,000 with each subsequent pupil funded at the top up rate if the unit was full. All other units would be funded at a top up rate based on dividing the total balance once the place funding has been deducted and dividing this sum by the actual pupil numbers.
- 3.7 This funding methodology was shared at the meeting of school representatives from special units on 10<sup>th</sup> January 2013 and agreed. School Forum are therefore asked to endorse this proposed funding model for 2013/2014. The model is outlined in Appendix 1.
- 3.8 Meetings have taken place with the Special schools to agree a revised funding formula for 2013/2014. Although the final funding formula has still to be agreed for 2013/2014 it has been agreed that the current criteria be maintained and in order to ensure that no school losses more than 1.5% of the their budget by comparison to 2012/2013 the unit costs per pupil reflects occupancy level and the different building and service costs.
- 3.9 A number of meetings have taken place to consider a 0-25 assessment criteria and banding for top up. These meetings have considered the current assessments processes for pre and post-16 pupils and students and the funding for additional needs. From April 2013 primary schools will be required to fund the first 13 hours of additional support for children and young people with additional needs and in secondary schools the first 16 hours of support. Additional funding will be delegated to schools in recognition of this increase. However, overall the level of support for children and young people will remain the same. The key change will be the balance between the school's resources and the Local Authority. The final funding model will be considered and finalised at the next working group meeting.
- 3.10 From April 2013 The Bridge and Gateway Pupil Referral Units will receive delegated budgets. Work is currently underway to identify the

additional delegated funding each PRU will require such as funding for legal, HR and finance. As pupil referral provision is funded on a place plus model, the estimated place numbers have been submitted to the EFA, however, the final top up figure per pupil has yet to be agreed and will need to include the additional delegated funding.

**8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
School Funding Reform Arrangements 2013/2014	DFE Website	Ann McIntyre Operational Director Organisation and Provision

**Appendix 1 - Summary of special unit calculations**

	Unit	No places	current funding £	Places at £10k £	Balance for top-up £	Top-up per pupil if full £	Total £	Actual pupils Jan-13	Top-up for actual £
<b>Primary</b>									
Grange Primary	ASD KS1	14	193,831.93	140,000.00	53,831.93	3,845.14	193,831.93	8	6,728.99
Simms Cross	ASD KS1	14	200,453.36	140,000.00	60,453.36	4,318.10	200,453.36	11	5,495.76
Grange Jnr Outreach	ASD KS2	5	63,966.65				63,966.65	SLA	
Simms Cross Jnr Outreach	ASD KS2	5	63,966.65				63,966.65	SLA	
The Brow	Assessment	7	88,475.62	70,000.00	18,475.62	2,639.37	88,475.62	2	9,237.81
Oakfield	Assessment	7	91,069.06	70,000.00	21,069.06	3,009.87	91,069.06	5	4,213.81
Weston Point	EBD	7	90,783.18	70,000.00	20,783.18	2,969.03	90,783.18	7	2,969.03
Woodside	EBD	7	91,011.75	70,000.00	21,011.75	3,001.68	91,011.75	5	4,202.35
Westfield	HI	6	86,056.13	60,000.00	26,056.13	4,342.69	86,056.13	6	4,342.69
Westfield Signer	HI	6	20,623.00				20,623.00	SLA	
The Brow	SPL	10	95,881.82	100,000.00	Nil	-	100,000.00	10	NIL
Palacefields	SPL	10	94,404.52	100,000.00	Nil	-	100,000.00	10	NIL
Oakfield	SPL	10	99,504.39	100,000.00	Nil	-	100,000.00	6	NIL
	<b>Total budget</b>		<b>1,280,028.06</b>	<b>920,000.00</b>		<b>24,125.87</b>	<b>1,290,237.33</b>		
<b>Secondary</b>									
Grange Comp	ASD KS3/4	6	94,172.98	60,000.00	34,172.98	5,695.50	94,172.98	4	8,543.25
Sts Peter & Paul	ASD KS3/4	6	93,458.39	60,000.00	33,458.39	5,576.40	93,458.39	2	16,729.20
Grange Comp Outreach	ASD KS3/4	5	63,966.65				63,966.65	SLA	
Sts Peter & Paul Outreach	ASD KS3/4	5	63,966.65				63,966.65	SLA	
Wade Deacon	HI	6	90,554.66	60,000.00	30,554.66	5,092.44	90,554.66	2	15,277.33
Wade Deacon Signer	HI	6	20,623.00				20,623.00	SLA	
The Grange	SLCN	10	107,222.50	100,000.00	7,222.50	722.25	107,222.50	5	1,444.50
The Bankfield	SLCN	10	107,318.88	100,000.00	7,318.88	731.89	107,318.88	4	1,829.72
	<b>Total budget</b>		<b>641,283.73</b>	<b>380,000.00</b>		<b>17,818.48</b>	<b>641,283.73</b>		
			1,921,311.78				1,931,521.06		

Current funding is AWPU + part non-AWPU + part LA Rates

**Summary of special unit calculations**

	Unit	No places	current funding £	Option 1 where occupancy is less than 1/3rd, front-load 1st			
				1st pupil	subesquent	cash value	difference
<b>Primary</b>							
Grange Primary	ASD KS1	14	193,831.93	6,728.99	6,728.99	193,831.93	-
Simms Cross	ASD KS1	14	200,453.36	5,495.76	5,495.76	200,453.36	-
Grange Jnr Outreach	ASD KS2	5	63,966.65			63,966.65	-
Simms Cross Jnr Outreach	ASD KS2	5	63,966.65			63,966.65	-
The Brow	Assessment	7	88,475.62	15,000.00	2,639.37	87,639.37	- 836.24
Oakfield	Assessment	7	91,069.06	4,213.81	4,213.81	91,069.06	-
Weston Point	EBD	7	90,783.18	2,969.03	2,969.03	90,783.18	-
Woodside	EBD	7	91,011.75	4,202.35	4,202.35	91,011.75	-
Westfield	HI	6	86,056.13	4,342.69	4,342.69	86,056.13	-
Westfield Signer	HI	6	20,623.00			20,623.00	-
The Brow	SPL	10	95,881.82	NIL	NIL	100,000.00	4,118.18
Palacefields	SPL	10	94,404.52	NIL	NIL	100,000.00	5,595.48
Oakfield	SPL	10	99,504.39	NIL	NIL	100,000.00	495.61
<b>Total budget</b>			<b>1,280,028.06</b>			<b>1,289,401.09</b>	<b>9,373.03</b>
<b>Secondary</b>							
Grange Comp	ASD KS3/4	6	94,172.98	8,543.25	8,543.25	94,172.98	-
Sts Peter & Paul	ASD KS3/4	6	93,458.39	25,000.00	5,576.40	90,576.40	- 2,881.99
Grange Comp Outreach	ASD KS3/4	5	63,966.65			63,966.65	-
Sts Peter & Paul Outreach	ASD KS3/4	5	63,966.65			63,966.65	-
Wade Deacon	HI	6	90,554.66	25,000.00	5,092.44	90,092.44	- 462.22
Wade Deacon Signer	HI	6	20,623.00			20,623.00	-
The Grange	SLCN	10	107,222.50	1,444.50	1,444.50	107,222.50	-
The Bankfield	SLCN	10	107,318.88	1,829.72	1,829.72	107,318.88	-
<b>Total budget</b>			<b>641,283.73</b>			<b>637,939.51</b>	<b>- 3,344.21</b>
			1,921,311.78			1,927,340.60	6,028.81



<b>REPORT TO:</b>	School Forum
<b>DATE:</b>	29 <sup>th</sup> January 2013
<b>REPORTING OFFICER:</b>	Child Place Planning Lead
<b>SUBJECT:</b>	Funding for Early Education for 2 Year Olds from Lower Income Households
<b>WARDS:</b>	Borough-wide

## **1.0 PURPOSE OF THE REPORT**

To inform School Forum of the expansion of the free entitlement to Early Education for eligible 2 Year olds and the decisions required to allow the local authority to meet its statutory duty.

## **2.0 RECOMMENDATION: That**

- (1) School Forum notes the report**
- (2) Agree funding to allow the local authority to meet its statutory duty in line with DSG regulations**
- (3) Agree to pay flat rate of £4.95 per hour**

## **3.0 SUPPORTING INFORMATION**

- 3.1 Currently Halton provides funding from the Early Intervention Grant (EIG) to provide a free entitlement to Early Education to approximately 125 children for up to 10 hours per week.
- 3.2 The government announced in May 2012, that funding for early education for two year olds will form part of the DSG from 2013-14. This reflects the fact that early education will become a statutory entitlement for around 20% of eligible two year olds from September 2013, in the same way as it is for three and four year olds.
- 3.3 In November 2012, Halton received notification of its funding allocation for the provision of the free entitlement to early education for two year olds from Lower Income Families. From September 2013, the local authority will have a statutory duty to fund all eligible children for up to 15 hours per week for 38 weeks of the year. From September 2014 the estimated number of eligible two year olds will increase from approximately 500 to 800. The funding, which has not been ringfenced, has been allocated in three separately identified strands:
  - Statutory Place Funding - £1,385,717
  - Trajectory Funding - £543,995
  - Capital Funding - £355,916

- 3.4 Local authority allocations have been calculated using an estimated number of two year old children likely to receive provision in each area, using Free School Meals (FSM) data for four to six year olds, as a proxy and including an area cost adjustment. Each local authority's allocation includes a notional amount for "trajectory" building which should be used, in the main, to create non-statutory places in preparation for the entitlement for 40% of two year olds in September 2014.
- 3.5 Local authorities should set hourly rates. To be consistent with Primary and Secondary phase funding, the current funding factors were mapped to the new factors giving total cash values for each sector. The new funding factor cash values have then been calculated to give the same total cash value as under the old formula. For two year old funding, we have taken the calculation for three and four year olds and increased the direct staff costs to take account of the higher staff:pupil ratio. An average rate of £4.95 has been reached using this method.

A separate calculation was carried out to check the average rate is reasonable and affordable. The allocation of £1,385,717 was divided by the number of places at 15 hours per week for 38 weeks. This gave an hourly rate of £4.93.

- 3.6 The capital allocation has been provided as a contribution to local authorities' capital budgets and can be used to support the implementation of early education for two year olds from lower income families.

**4.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
<b>Funding Early Education for Two Year olds from Lower Income Households Guidance</b>	Rutland House	Mark Conway



**REPORT TO:** School Forum

**DATE:** 29<sup>th</sup> January 2013

**REPORTING OFFICER:** Senior Finance Officer

**SUBJECT:** School Funding Reform – Early Years  
2013-14

**WARDS:** Boroughwide

### **1.0 PURPOSE OF THE REPORT**

1.1 To inform School Forum of the the new School Funding Formula requirements as they affect the Early Years provision for 2013-14.

### **2.0 RECOMMENDATION: That**

(1) **the report be noted.**

### **3.0 SUPPORTING INFORMATION**

3.1 We are required to change our School Funding Formula for Early Years Provision to meet the new funding arrangements. The Early Years formula is based upon the agreed formula for Primary schools

3.2 The starting point was again to take the current funding formula for Nursery Schools, Nursery Units and the Private, Voluntary and Independent (PVI) sector and identify the basis of the allocation for each element and map that element to the new funding factors.

3.3 The funding has been mapped and the total cash value for each element retained within that element. The elements we are using are as follows:

#### Basic Per Pupil element

This is a mandatory factor. All current funding allocated on a per pupil basis, which is the majority of funding, has been mapped to this factor.

#### Deprivation element

This is the second mandatory factor. While we had the option of using a mix of Free School Meals and/or the Income Deprivation Affecting Children Index (IDACI) in the Primary and Secondary sectors we are only able to use IDACI for the Early Years sector. All funding that was previously allocated using the Index of Multiple Deprivation has been mapped to this factor.

Lump Sum

This is an optional factor and can differ between the sectors within Early Years. All funding that doesn't fall within the Basic Per Pupil, Deprivation or LA Rates elements has been mapped to this factor and an average cash value for each sector attained.

LA Rates.

This factor will not change from the current method whereby a nursery school receives funding based on the estimated rates charge and an adjustment will be made at the end of the year as required to meet the actual cost. For nursery units the LA Rates are fully funded through the Primary funding formula. For PVI providers, the LA Rates are funded on a pro-rata basis to the number of hours/weeks they are open.

- 3.4 Early Years budgets are based on the January census data. Modelling has been completed using the January 2012 census data and the 2012-13 Dedicated Schools Grant settlement. When the census data for January 2013 is available the actual budgets for 2013-14 will be calculated. As in previous years, adjustments will be made each term based on the headcount during that term in accordance with the Early Years Single Funding Formula.
- 3.5 Consultation events have been set up for Tuesday 5<sup>th</sup> February for Nursery Schools/Nursery Units and Thursday 7<sup>th</sup> February for PVI providers.

**4.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
School Funding Reform: Arrangements for 2013-14	Kingsway House	Anne Jones
DSG 2013-14 allocations	Kingsway House	Anne Jones

**REPORT TO:** School Forum

**DATE:** 29 January 2013

**REPORTING OFFICER:** Operational Director – Children’s Organisation and Provision

**SUBJECT:** Contingency Update

### **1.0 PURPOSE OF REPORT**

1.1 This report provides an update on the value of the contingencies for 2012/2013.

### **2.0 RECOMMENDED: That**

2.1 (a) **School Forum note the current balance for the contingency**

### **3.0 BACKGROUND**

3.1 The total original general schools contingency for 2012/2013 is £438,610. In addition, £166,259 was carried forward from 2011/2012, giving a total general contingency of £605,139. The following budget adjustments to this contingency budget have been agreed:

- £300,000 staffing reductions;
- £80,809 for carbon reduction commitments;
- £50,000 contribution to IWIST staffing;
- £267,957 delegated former Standard Fund;
- £57,705 Infant Class Size funding; and
- £33,619 pupil growth The Bankfield.

3.2 This is a commitment of £792,090. Although this is £189,951 above the budget this can be covered by the balance from the staffing reduction and NQT budget.

3.3 From £300,000 staff reductions budget the actual sums paid to date are as follows:

- Moore Primary - £10,780;
- The Grange - £158,410; and
- Wade Deacon - £34,169.

The remaining balance is therefore £96,641. It is proposed that this is transferred to the general contingency to offset the over commitment.

- 3.4 The total allocation for NQT for 2012/2013 is £229,530 with a carry forward from 2011/2012 of £150,560 giving a total budget of £380,090. £180,200 has been devolved to schools to date and the estimate for spring 2013 is £80,400. This leaves a remaining balance of £119,490. It is proposed that this is transferred to the general contingency to offset the over commitment. The revised balance on the general school contingency is now £29,180.
- 3.5 The total SEN budget for 2012/2013 is £1,129,210. This sum has been set aside to support the costs of SEN provision identified after March 2012 allocation. A budget of £403,241 was carried forward from 2011/2012, giving a total SEN Enhanced Provision budget of £1,532,451. To date adjustments totalling £936,820 have been allocated to schools, leaving a remaining balance of £595,631.
- 3.6 The DSG centrally retained underspend at the end of 2011/2012 was £1,952,709. A commitment of £20,000 was made by School Forum in 2011/2012 to support the work of Internal Audit. In addition, on an annual basis the costs of the EAL provision based at St Chad's Catholic and Church of England High School and Specialist Language College has been supported by the School Forum. The cost of this provision is £146,828. This provides a revised DSG centrally retained contingency balance of £1,785,881.
- 3.7 School Forum are asked to note that following a brief consultation by the Department of Education on the Local Authority Central Spend Equivalent Grant (LACSEG), from 2012/2013 any school converting to an academy will now take a proportion of the school contingency budget. This funding will be recouped from the budget in-year.

**REPORT TO:** School Forum  
**DATE:** 29<sup>th</sup> January 2013  
**REPORTING OFFICER:** Senior Finance Officer  
**SUBJECT:** Finance Service Level Agreements  
**WARDS:** Boroughwide

### **1.0 PURPOSE OF THE REPORT**

1.1 To inform School Forum of the proposals for new SLA's to be offered from April 2013.

### **2.0 RECOMMENDATION: That**

- (1) School Forum notes the report;**
- (2) School Forum agrees to the proposals for the SLA's to be costed and worked up.**

### **3.0 SUPPORTING INFORMATION**

- 3.1 The Financial Management Division currently operate a Maternity Scheme whereby schools that opt into the scheme share the cost of maternity leave between them on a pro-rata basis of their total LMS budgets.
- 3.2 It has now been agreed to explore continuing with the scheme if sufficient numbers of schools opt in. There are currently six schools that have opted out of the scheme for 2012-13. The more schools that opt out the higher the charge will be for the remaining schools.
- 3.3 The cost of servicing this scheme will be explored however the estimates are that this may work out at less than £10.00 per school for the year.
- 3.4 As part of the School Funding Reform responsibility for recoupment of charges for pupils attending Halton schools who are the responsibility of other Local Authorities will fall to individual schools from April 2013. Top-up payments must be paid to schools on no less than a monthly basis.
- 3.5 Following discussion with other North West LA's to ease the administrative burden it is being recommended that LA's continue to act as a central recoupment body for all schools within the authority.
- 3.6 The Financial Management Division are willing to offer a Service Level Agreement to schools from April 2013 to act as a recoupment body to calculate and invoice other LA's for income and to pass monies to

schools on a termly basis. In Halton we are considering operating recoupment on a similar basis as the Early Years Single Funding Formula. In this, we calculate funding based on pupils in place at the start of the term and pay this to the appropriate schools. At the end of each term, the school will complete a return on recoupment pupils. The next payment will be adjusted up or down based on the return.

- 3.7 For recoupment we will again look at the cost of providing this service. It will also be possible to offer this SLA to Academies and Free Schools and the cost will also be identified.

**4.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
School Funding Reform: Arrangements for 2013-14	Kingsway House	Anne Jones