

# Public Document Pack



## Schools Forum

Tuesday, 15 October 2013 4.00 p.m.  
Civic Suite, Town Hall, Runcorn

A handwritten signature in black 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 for further information.  
The next meeting of the Committee is on Tuesday, 21 January 2014*

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

**Part I**

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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.***

**SCHOOLS FORUM**

*At a meeting of the Schools Forum on Tuesday, 18 June 2013 at The Board Room - Municipal Building, Widnes*

Present: E. Cargill – Primary Representative  
 L. Bowles, Nursery Schools Representative  
 M. Constantine, Special School Representative  
 J. Coughlan, Primary School Representative  
 A. Keeley, Secondary School Representative  
 L. Feakes, Primary School Representative  
 J. Rigby, Secondary Academy Representative  
 S. Broxton, Primary Representative  
 D. Moran, Primary Academy Representative  
 C. Owen, Secondary Community School  
 A. McIntyre, Children & Enterprise  
 A. Jones, Financial Management  
 A. Jones, Democratic Services  
 N. Shafiq, Financial Management  
 J. Wilson, Secondary Governor Representative  
 M. West, Place Planning & Provision Lead Officer  
 A. Brown, EFA Observer

*Action*

SCF1 APOLOGIES FOR ABSENCE & INTRODUCTIONS

The Chair welcomed all to the meeting and introductions were made around the table. Apologies had been received from Simon Clough, Cllr Philbin, Mark Dennett, Jamie Jardine and David Stanley.

The Chair introduced one new Member to the Forum, Jim Wilson, as a Secondary Governor Member.

The Chair also introduced Bev Thompson, who was a representative of the Education Funding Agency (EFA) attending as an observer. She was from the North West office based in Manchester and was visiting forums in the area. She advised that the team was led by Gavin Monument and their function was to support and offer operational guidance to Schools Forums, as well ensure that good practice was instilled and maintained within forums.

SCF2 MINUTES & MATTERS ARISING

The Minutes from the meeting held on 19<sup>th</sup> March 2013 were agreed as a correct record.

SCF41 – High needs criteria for additional funding – it was agreed that the sub group should arrange to meet in

September.

SCF42 – It was noted that the ‘amalgamation of the PRU’s’ consultation results were being considered by Executive Board on 27 June 2013.

SCF3 MEMBERSHIP UPDATE / APPOINTMENT OF CHAIR / TERMS OF REFERENCE

The Forum was advised of the current membership and was requested to elect a Chairperson from this membership. It was noted that nominations for the role of Chair had been requested in advance of the meeting and the following Forum member had put themselves forward:

- John Rigby

Since there had only been one nomination submitted, it was proposed that John Rigby, the current Vice Chair, assume the role of Chair for a two year term, this was voted for and agreed by the Forum.

Following this Marjorie Constantine was nominated as Vice Chair, also for a two year term, this was agreed by the Forum.

The Forum was also presented with the draft Terms of Reference which were attached to the report. The principle of having a named substitute was discussed and it was agreed that this would be beneficial to the Forum. Forum Members were requested to send their named substitute to the Clerk when known.

Schools Forum agreed that the Terms of Reference be approved and adopted.

RESOLVED: That Schools Forum:

1. note the current membership;
2. agree that John Rigby be elected as Chairperson for a two year term of office;
3. agree that Marjorie Constantine be elected as Vice Chairperson for a two year term of office; and
4. agree that the draft Terms of Reference be approved and adopted.

SCF4 OUTTURN 2012-13

The Forum was presented with the level of balances brought forward from 2012-13 by Halton Schools and the Dedicated Schools Grant outturn position for 2012-13.

It was noted that at the Schools Forum meeting in January 2012, the excess surplus balance limits previously imposed on schools were lifted. However Schools Forum retained the option to review school balances and question any school regarding their balance. It was agreed that as this was the first year that the limits had been lifted, a review of the schools balances was too early, therefore would not be carried out. The Forum would however, give consideration for a review of the surplus balances next year.

It was stated that the level of balances in the individual School Budget held by Halton Schools brought forward into 2013-14 was £7,015,969. The Devolved Formula Capital balances (Non-LMS) was now £356,575. Of this balance approximately £50,000 was being spent on projects currently underway, approximately £105,000 had to be spent by 31 March 2014 and the remaining £201,000 had to be spent by 31 March 2015.

Details of the Individual School Budget balances with comparison to 2011-12; and details of the Devolved Formula balances brought forward into 2013-14, were provided to Forum members at Appendix A and B respectively.

It was noted that these balances were only for the community and voluntary aided schools and that it would be helpful if academies balances were included so that comparisons could be made across the board. The Education Funding Agency would be consulted on this.

RESOLVED: That Schools Forum:

1. note the report; and
2. note that the amount of unspent DSG from 2012-13 of £2,749,158 is carried forward into the 2013-14 financial year.

SCF5 GRANT FOR P E PROVISION IN SCHOOLS

The Schools Forum was advised of the new funding for primary aged pupils for the academic year 2013-14.

On 16 March 2013 the Government announced

additional funding for primary aged pupils to “provide new, substantial primary school sport funding” for the two academic years 2013-14 and 2014-15. The funding would be given to primary school head teachers and could only be spent on sport and PE provision. Head teachers would however, have the freedom to choose how they did this.

It was noted that schools would be held accountable for how they spent the sport funding. OFSTED would strengthen its coverage of sport and PE within the Inspectors’ handbook and supporting guidance, so that schools and inspectors knew how sport and PE would be assessed in future as part of the school’s overall provision offered.

To enable parents to make comparisons between schools in this regard, it was reported that schools would be required to include details of their sporting provision on their school website, alongside their curriculum details.

Attached at Appendix 1 were the estimated grant figures for each school with primary phase pupils as at January 2013.

RESOLVED: That Schools Forum notes the report.

SCF6 DFE BENCHMARKING OF NEW FUNDING FORMULA

The Forum received an overview of the formula factor values chosen by local authorities to set their Schools Block funding formula for 2013-14.

Members were reminded that in January 2013 all local authorities were required to submit to the EFA their Schools Block funding formula as agreed with their Schools Forum. The formula was set in accordance with the new school funding regulations that came into effect from 1 April 2013. The EFA had published a report giving an overview of the funding formula submitted by each local authority. It provided charts and brief commentary on the ranges of unit funding amounts they had selected and the proportions of the Schools Block funding attributed under each of the permitted factors.

Attached at Appendix A was the report ‘*Schools Block funding formulae 2013-14 – Analysis of local authorities’ Schools Block funding formulae*’ by the Department for Education.

The Forum discussed the possibility of including the

schools' business managers again in discussions on the Schools Block Funding Formula. It was also suggested that two groups would be more useful: (1) primary and early years; and (2) secondary and special schools. Anne Jones would progress this.

RESOLVED: That the report be noted.

Anne Jones

SCF7 REVISIONS TO SCHEME FOR FINANCING SCHOOLS

The Forum considered a report which informed of the changes to the Department of Education's guidance on local authority schemes for financing schools, effective from 1 April 2013.

Officers recommended that now the new guidance was in place, it would be prudent to undertake a comprehensive review of Halton's Scheme for Financing Schools. It was suggested therefore that a working group be set up, lead by the Financial Management Division, to include representatives from nursery, primary, secondary and special schools, plus others such as Schools Support and Internal Audit. Representatives from specific sections eg procurement, would also be required.

It was agreed that Anne Jones from Financial Management would email the schools in the first instance to progress this and request volunteers.

RESOLVED: That

1. the report be noted; and
2. a working group of nursery, primary, secondary and special school representatives is set up to review the Halton's Scheme for financing schools.

Anne Jones

SCF8 CAPITAL UPDATE - PRIORITY SCHOOL BUILDING PROGRAMME

A report was presented to the Forum which provided details of the progress for the Priority School Building Programme, which was a privately financed programme to address those schools in the worst building condition.

Members were advised that to qualify for the programme local authorities and maintained schools must accept being part of a long term private finance arrangement where the building maintenance would be provided by a third party. The contract would be procured by the EFA and

for procurement purposes each school would be batched together with a number of other schools in the same geographic area. The procurement would be based on standard designs and schools would be required to make a contribution to the annual revenue payments of the private finance contract.

In May 2012 the DfE announced the names of the schools to be taken forward in the Programme; Halebank CE Voluntary Controlled Primary School was included in the list and had since been included in a North West group of nine local authorities covering fourteen schools, which would be taken forward as a single development package.

Prior to the submission of the required business case by the DfE to the Treasury, Halton was required to enter into a Memorandum of Understanding, together with the Diocese of Liverpool and Halebank Primary School, which would authorise the Secretary of State (SoS) to manage the school's progression through the procurement of the project. Further, a Landowner Agreement was needed between the Diocese and the Council, as the Council were the land owners of the playing field site. It was noted that the form of this agreement was yet to be finalised by the SoS. Details were also provided in the report of the 'land swap' which would be required on completion of the new school. The report also discussed the financial contributions that would be made by the school and provided details of the operation of the pre-school and its importance to Halton's early years' provision in the coming years.

RESOLVED: That Schools Forum note:

1. the current position of the Priority School Building Programme in respect of Halebank CE Voluntary Controlled Primary School and the progression of the scheme as part of the Programme;
2. that the Strategic Director (Children and Enterprise) in consultation with the appropriate portfolio holder, to enter into the Memorandum of Understanding agreement with the DfE – all documentation to be to the satisfaction of the Operational Director (Legal Services); and
3. that the Strategic Director (Children and Enterprise) in consultation with the appropriate portfolio holder, finalise the Landowner Agreement – all documentation to be to the satisfaction of the Operational Director (Legal Services).



SCF9 CAPITAL UPDATE - BASIC NEEDS CAPITAL FUNDING

A report was presented which outlined the methodology used to prioritise the schools for Basic Need funding for 2013-14 and 2014-15. Agreement was sought by Schools Forum to the prioritisation process for the allocation of Basic Need Capital for 2013-14 and 2014-15.

It noted that Basic Need funding was allocated to local authorities in recognition of the significant pressures local authorities were facing to provide additional school places. It was announced in March 2013 that the two year Basic Need funding for Halton 2013-15 would be £1,203,445.

The Forum was advised that the model Halton used to allocate the 2011-12 and 2012-13 Basic Need funding had been applied again for 2013-14 and 2014-15 and that this model had been developed in order to objectively prioritise schools identifying those with the strongest case for Basic Need support. The key elements of the model were detailed in the report.

The report provided background information on the schools listed and the recommendations made in each case which were discussed by the Forum. Members then agreed with the prioritisation process outlined.

RESOLVED: That the prioritisation process outlined within the report be agreed.

SCF10 GROWTH FUNDING

A report was presented to the Forum which provided a summary of the pupil growth agreed to date, identified further schools for consideration and sought permission to review and revise the arrangements for pupil growth from 2014-2015.

The Forum was reminded it was previously agreed that contingency funding be centrally held for the purpose of meeting pupil growth. For 2013-14 it was agreed that consideration would be given to the level of carry forward balance of any school that met the criteria for growth funding. As the carry forward figures for schools were not available in March this report was rescheduled to this (June) meeting. However, as a number of schools contacted the authority to advise that they required a decision prior to 31 May in order to confirm their staffing arrangements for September 2013, permission was sought from the Vice

Chair to consult all members by email on the first set of schools which met the criteria and had already identified their balance commitments. Details of this were attached at Appendix A.

The responses received from Forum Members were attached at Appendix B. As the majority of the Forum supported Options A, B, C and D, each school had been notified of their approved allocation. It was also reported that £18,594 ghost funding was agreed for Pewithall following confirmation of the level of commitments for their 2012-13 balance.

Members were asked to note a further 13 eligible schools, listed in Appendix C. It was recommended that approval was given to funding the growth funding at the first nine schools that had identified the commitments for their 2012-13 balances. Contact was made on the remaining four schools however they had still not responded. Officers requested that these four schools be given additional time to respond. This was agreed and officers would pursue them.

Officers' requested that a small working group be formed to review the 2013-14 procedure and suggest a more appropriate basis for allocation in 2014-15. This was agreed by the Forum, members would be emailed to request volunteers following the meeting.

RESOLVED: That Schools Forum:

1. note the pupil growth agreed to date;
2. agree the further requests for growth funding; and
3. agree to a review of pupil growth criteria and requests a further report on this review at the October meeting.

*Meeting ended at 6.30 p.m.*

**REPORT TO:** Schools Forum

**DATE:** 15 October 2013

**REPORTING OFFICER:** Ann McIntyre

**SUBJECT:** Education Funding Agency Observer  
Feedback

**WARDS:** Boroughwide

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

To advise the Forum of the comments received from Bev Thompson, the EFA Observer, at the last meeting held on 18 June 2013; and to present the final version of the Schools Forum Terms of Reference following her comments, which is attached at Appendix 1.

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

- 2.1 the comments made; and**
- 2.2 receives the revised Terms of Reference.**

### **3.0 EFA FEEDBACK**

Representatives of the EFA had spent some months visiting Schools Forums in the North West to introduce themselves and explain the functions of the Agency, as well as ensure that Schools Forums were complying with the EFA regulations.

She had determined that Halton Schools Forum had complied with the regulations as follows:

- Advance publication of the agenda and papers on the Council's website;
- Full participation in discussions from Members from all sections of representation was evident;
- Local Authority participation was in a support context and to provide additional information to Members only;
- Positive chairing – ensuring all who wished to contribute were able to do so;
- Clearly set out recommendations and decisions together with well laid out papers/reports;
- Voting criteria compliant.

One observation had been made with regards to the need for reference to the requirement for proportional academy representation on the Schools Forum being included as part of the Terms of Reference. The

Terms of Reference have now been amended to reflect this and is attached at Appendix 1.

Further to the Forum's queries regarding the management of Academy surplus balances, she had advised that the Financial Handbook now states that they can carry over any amount, unless there are restricted by their Financial Agreement to 12%. With regards to the transparency of budgets, academies are expected to publish their accounts to their websites.

The EFA are available to provide advice or assistance to Schools Forums at any time or to attend a particular meeting if requested in advance.

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

None under the meaning of the Act.

## HALTON SCHOOLS FORUM TERMS OF REFERENCE

Halton Schools Forum shall be guided by 'The Schools Forums (England) Regulations 2012' which lays down the statutory functions of the Forum, explains the regulations with regards to membership, and provides information of the meetings and proceedings of Schools Forum.

### **Membership**

1. The Halton Schools Forum will consist of 19 Members made up of 16 School and Academy Members and 3 non-school Members. There will be proportional academy representation. The current membership is made up as follows:

#### **Schools Members**

- 7 Primary representatives
- 5 Secondary representatives
- 1 All-through representative
- 1 Special School representative
- 1 Nursery School representative
- 1 Pupil Referral Units representative

#### **Non School Members**

- 1 Private, Voluntary or Independent (PVI) Sector Provider
- 1 Local Authority 14-19 partnership Officer
- 1 Local Authority Learning & Achievement Officer

#### **Observers**

The following are entitled to attend and speak at meetings of the Schools Forum, but are not Members and have no voting rights:

- The Elected Member of the Authority who has the Education and Children's Portfolio of the Council;
  - The Elected Member of the Authority who has the Resources Portfolio of the Council;
  - An Education Funding Agency (EFA) representative;
  - Director of Children and Young People's Services of the Council or their nominated representative;
  - Chief Finance Officer of the Council or their nominated representative;
  - Any person presenting a paper or other item to the Forum that is on the agenda, but that person's right to speak shall be limited to matters related to the item that the person is presenting.
2. The term of office for Forum Members will be four years from the date of appointment/election, at which time elections will take place for school and academy members and nominations will be sought for the non-school members.
  3. Should a resignation be tendered from the Forum, an election (or nominations where appropriate) will be held for the vacancy which will ensure that the representational balance is maintained or improved. Each representative group will be responsible for the method by which they elect and nominate school and academy member representatives.

4. The academy members on the Forum represent the governing bodies of the academies situated in Halton, so do not necessarily have to be a principal or a governor. It is for the governing bodies of the academies to elect their own members for nomination on to the Forum.
5. A member ceases to be a member of the Schools Forum if:
  - He or she resigns from the Schools Forum by giving notice in writing;
  - He or she no longer occupies the office by which he or she became eligible for election, selection or appointment to the Forum, eg., a schools member must stand down if their school converts to an Academy;
  - He or she ceases to be a governor of a community primary school in the authority;
  - A non-schools member is replaced by the Authority at the request of the body which the member represents.
6. The Council will maintain a written record of the composition of the Schools Forum including the method by which representatives are elected or nominated and the date of their retirement from the Forum.

#### **Meetings and Procedures of the Schools Forum**

7. There will be a minimum of four meetings per school year.
8. The Forum will elect a Chair from amongst its own members and that term of office shall be two years. Elected Members and Officers' of the Authority may not hold the post of Chair or Vice Chair. At any meeting where both the Chair and Vice-Chair are absent, the Forum shall elect, from those voting members present, a person to take the Chair for that meeting only.
9. The meetings of the Forum will be open to the public. Exceptionally, the Chair of the Forum may determine that part of a meeting (or an agenda item) will be held in private (Part II). Prior to making any such determination, the chair must take legal advice and the determination must be in accordance with this legal advice. If an item is taken as Part II the Forum members will be expected to be diligent in the appropriate care of related materials and maintain confidentiality of the item.
10. Participation by local authority members and officers will be limited to a Lead Member for Education and Children's Services, a Lead Member for Resources, the Director of Children of Young People's Services (or their representative), the Chief Finance Officer (or their representative) or officers who are providing specific financial or technical advice to Schools Forum. Other individuals will be able to participate where they are presenting a report, but their participation must be limited to their specific agenda item.
11. The meetings are quorate if at least 40% of the total membership (excluding vacancies) is present at the meeting. This excludes observers.
12. Meetings of the Forum will be scheduled on the calendar of meetings for the year ahead beginning in the May, and will be listed on the Council website. Agendas and supporting documentation will be published on the Council website at least 7 clear working days prior to the meeting date. Schools Forum members will access agendas via the website and will be prompted via an email alert once the agenda has been published.
13. The Council shall appoint a Clerk for the Schools' Forum who shall be in attendance at each meeting of the Forum and will take minutes. The Clerk will also prepare and send

out agendas to members and receive all apologies for absences and record absences without notice.

14. The Clerk will place the **agreed** minutes of the meetings on the Council's website and they will also be included on the schools' bulletins' when available.
15. Each group of Schools Members will agree one named substitute and provide this information to the Clerk. The Clerk should be advised of the attendance of a substitute in advance of the meeting and the Agenda for the meeting could be emailed to named substitutes in this instance.
16. Notices of appointments, nominations, substitutes, resignations and similar membership information relating to the membership of the Forum must be given to the Clerk in writing.
17. Where an urgent item/proposal needs to be considered in advance of a meeting, the Forum may be consulted via email.
18. For decision making purposes, each Forum member will be entitled to one vote on all matters put to the vote, other than matters relating to the funding formula in which case only schools members (mainstream schools, academies, special schools and PRUs) and representatives of the PVI sector will be able to vote. In the case of an equal number of votes for and against a proposal, the Chair shall have a second or casting vote.
19. The Schools Forum may convene various task and finish sub groups to look at specific topics for discussion and consultation and to report back with outcomes and recommendations. The membership of any sub group is to be agreed by Schools Forum.

### **Items for Forum Discussion**

The Forum will discuss and be consulted upon the following matters:-

#### 20. Consultation of School Funding Formula

- a) The Council shall consult the Forum on any proposed changes in relation to the factors and criteria that were taken into account, or the methods, principles and rules that have been adopted, in their formula made in accordance with regulations made under Section 47 of the School Standards and Framework Act 1998, and the financial effect of any such change.
- b) Consultation shall take place in sufficient time to allow the views expressed to be taken into account in the determination of the Council's formula and in the initial determination of schools' budget shares before the beginning of the financial year.

#### 21. Consultation on Contracts

The Council shall consult the Forum on the terms of any proposed contract for supplies or services being a contract paid or to be paid out of the Council's schools budget where the estimated value of the proposed contract is not less than the threshold which applies to the authority for that proposed contract, pursuant to regulation 8 of the Public Contracts Regulations 2006.

22. Consultation of Financial Issues

The Council shall consult the Forum annually in respect of its functions relating to the schools budget, in connection with the following:

- a) the arrangements to be made for the education of pupils with special educational needs;
- b) arrangements for the use of pupil referral units and the education of children otherwise than at school;
- c) arrangements for early years provision;
- d) prospective revisions to the authority's scheme for the financing of schools; and
- e) administrative arrangements for the allocation of central government grants paid to schools via the authority.

23. Consultation on Other Matters

The Council may consult the Forum on such other matters concerning the funding of schools as they see fit.

The Forum shall also have the following powers:

- a) to agree to the level of school specific contingency at the beginning of each year;
- b) to agree arrangements for combining elements of the centrally retained Schools Budget with elements of other Council and other agencies' budgets to create a combined children's services budget, in circumstances where there is a clear benefit for schools and pupils in doing so;
- c) **in exceptional circumstances only**: to recommend changes to the Council's funding formula subject to approval by the Education Funding Agency.



**REPORT TO:** School Forum

**DATE:** 15<sup>th</sup> October 2013

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

**SUBJECT:** Growth Funding

## **1.0 PURPOSE OF REPORT**

1.1 This report provides a summary of the application of growth funding in 2013/2014 and proposes alternative criteria to access this funding from April 2014.

## **2.0 RECOMMENDED: That School Forum**

- 2.1 Consider the criteria for pupil growth funding;**
- 2.2 Cease ghost funding allocation from April 2014;**
- 2.3 Agree to allocate growth funding on the basis of a % increase in pupil numbers only; and**
- 2.4 Agree the appropriate % increase to be applied.**

## **3.0 BACKGROUND**

- 3.1 Under the new funding arrangements it was left to each local area to determine whether they wished to establish a budget for pupil growth in the primary and secondary sectors. In addition, the criteria for access to any growth funding needed to be considered. In the North West the picture is mixed. 13 Local Authorities have a budget for growth funding and 11 have chosen not to do so.
- 3.2 In Halton for 2013/2014, it was agreed that a pupil growth contingency budget be allocated. The total budget set aside was £380,000 and this budget was established by top-slicing £300,000 from the total primary school budget and £80,000 from the total secondary school budget. However, up to 30<sup>th</sup> September 2013 a total of £627,143 has been allocated and there are likely to be a number of other schools which meet the criteria and therefore are due additional funding within 2013/2014 financial year. It has been possible to find the additional costs incurred by using the Dedicated School Budget carry forward balance from 2012/2013. This however is not a sustainable solution.
- 3.3 The criteria for access to growth funding in 2013/2014 was continued funding for ghost pupils and funding for increases of 15 or more pupils at Key Stage 2 and Key Stage 3 / 4. It was agreed that the level of each schools carry forward balance would be considered prior to the allocation of additional funding and that unless the balance was committed where it was in excess of 50% of the growth application no funding would be allocated. This proposed approach has however proved costly and difficult to administer.

- 3.4 To continue with the current method of allocating growth funding would require an increase from the primary schools budgets of approximately £400,000. As this funding will have to be top sliced from the budgets available for primary schools it could lead to a reduction of approximately £8,000 per primary school on a lump sum basis or £40.00 per primary aged pupil on a per pupil basis. The total reduction to the funding available to distribute to primary schools would be £700,000, equivalent to a £14,000 lump sum reduction per primary school or £70 reduction per primary aged pupil on a per pupil basis. In addition, if we removed the carry forward criteria a further £35,000 would be needed based on the 2013/2014 position.
- 3.5 As numbers are currently declining in Halton’s secondary schools unlike previous years there have been no applications for growth funding for this sector in 2013/2014.
- 3.6 As part of the consultation on revisions to the funding formula for 2014/2015 primary headteachers were asked if they would consider changing the pupil growth criteria to only provide additional funding where schools have a significant increase in pupil numbers and not continue to fund ghost pupils. Responses were very low four Headteachers supported this approach. One school suggested that the definition of significant increases is 7; another school suggested 20 and a third school suggested 10% of pupils. Three primary headteachers suggested in their response that the pupil growth contingency should be discontinued.
- 3.7 The per pupil percentage increase has been used by other local authorities as a criteria for growth with on North West Authority using a threshold of 8% as they considered 10% too high. It is therefore suggested that consideration is given to a percentage increase in pupil numbers as the only methodology for allocating growth 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 Forum report June 2013	Halton Borough Council website	Ann McIntyre – Operational Director – Children’s Organisation and Provision

**REPORT TO:** School Forum

**DATE:** 15<sup>th</sup> October 2013

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

**SUBJECT:** Split Site Allocation and Lump Sum

## **1.0 PURPOSE OF REPORT**

1.1 This report provides an outline of the proposal to extend the age range of Fairfield Junior School and close Fairfield Infant School creating an “All Through Primary”. It outlines the proposed arrangements for the allocation of the lump sum factor and seeks permission to provide a split site allocation.

## **2.0 RECOMMENDED: That School Forum**

- 2.1 approve the principle of allocating a split site allowance;**
- 2.2 approve the proposed criteria and the suggested basis for calculating the split site allocation;**
- 2.3 approve the proposed allocation of 85% of the lump sum for merging schools.**

## **3.0 BACKGROUND**

3.1 Consultation is currently being undertaken on the statutory proposal to extend the age range of Fairfield Junior School and close Fairfield Infant School creating an “All Through Primary School.” The representation period for the proposal closes on 16<sup>th</sup> October 2013. The Executive Board of the Council will then consider the outcome of the statutory consultation at their meeting on 7<sup>th</sup> November 2013. If the Board approve the proposal the “All Through School” will commence on 1<sup>st</sup> January 2014. It is therefore suggested that School Forum consider the funding arrangements at the October meeting.

3.2 Prior to the introduction of the new funding formula in April 2013, Halton has always had a split site allocation within its funding formula. The previous allocation has been based on a rate for any split site primary schools where the buildings were more than 120 yards apart and two rates for secondary schools; one rate if the schools were more than 120 yards apart a higher rate for those more than 400 yards apart. The funding allocated was as follows:

- Primary Schools - £24,892;
- Secondary School – 120 yards - £44,137
- Secondary School - £126, 328.

- 3.3 Although over the years there have been a number of schools who have received the split site allocation e.g. in recent years Wade Deacon High School have benefited, in April 2013 there were no schools operating on a split site basis. It was therefore not necessary to agree split site criteria for April 2013.
- 3.4 Under the new funding formula it is permitted to have a split site factor however the EFA have proposed that authorities review their existing allocations and agree the criteria and lump sum with their School Forum.
- 3.5 In Halton it is suggested that a primary school will qualify for a split site allocation if the two sites are more than 110.75 metres apart. This is in line with the previous criteria of 120 yards. Split site funding will be payable to all schools and recoupment academies that meet the criteria, however it is not applicable to those schools sharing facilities, federated schools and schools with a remote sixth form.
- 3.6 It is suggested that the split site funding is calculated as follows:
- a lump sum payment equivalent to a primary administrative post;
  - 10% of the allocation for the Headteacher and the deputies of both schools; and
  - The cost of standing charges for the water and energy for one of the two sites.
- 3.7 If this proposal is approved by School Forum and the statutory proposal is agreed the split site allocation will be applied from April 2014. If the proposal is not agreed the formula will not be applied.
- 3.8 The funding guidance for 2014/2015 also provides further guidance on the position in terms of the lump sum allocation where two schools merge. Both schools will be allowed to keep 85% of the two lump sums for the next full financial year following the year in which they merge. It is therefore proposed that these arrangements are adopted in Halton and applied to Fairfield, is appropriate.

**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 2014/2015	DFE website	Ann McIntyre – Operational Director – Children’s Organisation and Provision

**REPORT TO:** School Forum

**DATE:** 15<sup>th</sup> October 2013

**REPORTING OFFICER:** Senior Finance Officer

**SUBJECT:** School Funding Reform

**WARDS:** Boroughwide

## **1.0 PURPOSE OF THE REPORT**

1.1 To inform School Forum of the decisions required for the new School Funding Formula as per the Department for Education requirements. To seek agreement to the funding factors to be used in the budget allocation process for 2014-15.

## **2.0 RECOMMENDATION:**

- (1) That School Forum agrees the use of seven funding factors;**
- (2) That School Forum agrees that funding is kept as much as possible within that funding factor;**
- (3) That School Forum agrees the continuation of the Basic Per Pupil factor at a cash value as close as possible to the value for 2013-14 adjusted only to keep within the overall Primary and Secondary schools total budgets;**
- (4) That School Forum agree that for the deprivation funding factor we continue to target funding using Free School Meals Ever 6 and IDACI on a 50/50 split.;**
- (5) That School Forum agree that we set a proportion of 13.23% of delegated School Block funding to be allocated through the Deprivation factor;**
- (6) That School Forum agrees to the continued use of the Prior Attainment funding factor;**
- (7) That School Forum agrees that for the above funding factor, we continue to use the EYFSP threshold set at 73 points and below alongside the new profile of a Good Level of Development;**
- (8) That Schools Forum recognise that the continuing use of this factor will result in a reduced amount payable per pupil due to the changes in the number of eligible pupils;**
- (9) That School Forum agrees to continue to use the Looked after Children funding factor;**
- (10) That School Forum agrees to review the cash value of the Looked After Children factor in January 2014 once the number of eligible pupils is known.**
- (11) That School Forum agrees to continue to use the Lump Sum funding factor.**
- (12) That Schools Forum agrees that the value of the lump sum remains at the same level for Primary schools.**

- (13) That Schools Forum agrees that the value of the lump sum remains at the same level for Secondary schools.
- (14) That Schools Forum agrees that the method of re-distributing any cash balance is taken in January 2014 once the decision regarding the merger has been announced.
- (15) That School Forum agrees that funding for LA Rates continues on the same basis as for 2013-14;
- (16) That School Forum agrees that PFI is continued to be funded at the same level as 2013-14;
- (17) That School Forum agrees that we continue to not use the English as an Additional Language funding factor;
- (18) That School Forum agrees that we continue to not use the Pupil Mobility funding factor;
- (19) That School Forum agrees that we do not use the Split Sites funding factor;
- (20) That School Forum recognises that we are unable to use the new Sparsity funding factor;
- (21) That School Forum recognises that we are unable to use the London Fringe and Post-16 funding factors;
- (22) That School Forum agrees that Notional SEN is identified at 5% for each funding factor used.

### **3.0 SUPPORTING INFORMATION**

- 3.1 A new School Funding Formula was implemented in April 2013 for the financial year 2013-14. Following a review carried out by the Department for Education guidance has been issued with regard to options for 2014-15. This is the next step towards a National Funding Formula.
- 3.2 Upon investigation there is very little, if anything from our current funding formula set for 2013-14 that we are required to change for 2014-15. We are required to consult with schools regarding the factors and criteria to be used in the local funding formula and the method, principles and rules adopted.
- 3.3 In 2013-14 there were 12 allowable funding factors of which we have used seven. A further funding factor has been added for 2014-15 which is detailed below.
- 3.5 The total amount of Dedicated Schools Grant allocated to fund Halton schools and academies is unlikely to change from its current level for Primary and Secondary schools other than for pupil number changes. Therefore we cannot look to increase schools funding as a whole.
- 3.6 A draft funding formula must be submitted to the Education Funding Agency by 31<sup>st</sup> October 2013 following School Forum approval.
- 3.8 Any modelling completed for the purpose of consultation has been based on the October 2012 census data and the DSG settlement for 2013-14. Therefore any school budgets identified cannot be relied upon to show anything other

than differences in options and cannot be used as a basis for budgetary planning.

#### Basic per-pupil entitlement factor

This is a mandatory factor. Authorities can only have one rate for Primary schools. Secondary schools will have one rate for Key Stage 3 pupils and another rate for Key Stage 4 pupils. For 2014-15 we are required to fund a minimum of £2,000 per Primary school pupil and £3,000 per Secondary school pupil. In 2013-14 we have allocated £55,804,513 to Primary and Secondary schools through this one factor at £2,596.98 per Primary pupil and £4,221.94 for KS3 pupils, £4,421.00 for KS4 pupils.

- It is recommended that School Forum agrees the continuation of the Basic Per Pupil factor at a cash value as close as possible to the value for 2013-14 adjusted only to keep within the overall Primary and Secondary schools total budgets

#### Deprivation factor

This is the second and final mandatory factor. We can target this funding using either Free School Meals eligibility, Free School Meals Ever 6 (FSM6) and Income Deprivation Affecting Children Index (IDACI).

We are currently using a mix of FSM6 and IDACI and have allocated £10,337,531 – 13.23% of delegated Schools Block funding through this factor in 2013-14.

We are required for 2014-15 to determine an appropriate proportion or quantum of their schools block funding to allocate through this factor.

- It is recommended that School Forum agree that for the deprivation funding factor we continue to target funding using Free School Meals Ever 6 and IDACI on a 50/50 split.
- It is recommended that School Forum agree that we set a proportion of 13.23% of delegated School Block funding to be allocated through the Deprivation factor.

#### Prior Attainment

This is an optional factor used by the Department for Education as a good proxy for identifying and funding pupils with low cost Special Educational Needs.

For Primary schools we have targeted pupils using the Early Years Foundation Stage Profile achieving 73 points or below. The new EYFSP was published in March 2012 and the first assessments took place in summer 2013. We are therefore able to target funding at pupils in Year 1 (October 2013) who did not achieve the expected level of development. Using this mix of profiles has resulted in an increase of approximately 50% in the number of pupils for whom funding will be allocated. As we do not have any additional monies to fund such an increase in numbers the amount we can fund per pupil will need to be reduced.

For secondary schools, funding will be targeted at pupils who fail to achieve Level 4 or above in English **or** mathematics at Key Stage 2. This is a change from the criteria for 2013-14 which targeted pupils who failed to achieve Level 4 or above in *both* English and mathematics. Again the change in the criteria has resulted in an increase in the number of qualifying pupils of approximately 244%. With no additional monies the amount we can fund on a per pupil basis will need to be reduced.

Until we receive the October 2013 census data we are unable to identify what the change in funding value per pupil will be. Based on the October 2012 data it is estimated that the Primary value of £1,098.65 will need to reduce to £748.32 while the Secondary value of £2,732.42 will need to reduce to £1,115.35. The total funded through this factor will remain at approximately £3.6 million.

- It is recommended that School Forum agrees to the continued use of the Prior Attainment funding factor.
- It is recommended that School Forum agrees that for the above funding factor, we continue to use the EYFSP threshold set at 73 points and below alongside the new profile of a Good Level of Development.
- It is recommended that School Forum recognise that the continuing use of this factor will result in a reduced amount payable per pupil due to the changes in the number of eligible pupils.

### Looked after Children factor

This is an optional factor funded at one rate of £1,517.25 per pupil in both Primary and Secondary schools. Funding is targeted at pupils who have been Looked After for at least one day. The overall amount of funding allocated through this factor is £157,081.

It is thought (but not verified) that the numbers of Looked After Children in Halton has increased over the last year. If this is identified in the data from the EFA upon which school budgets are set, we need to be aware that we will need to either increase the total amount funded through this factor to leave the per pupil value at £1,517.25 or keep the total amount funded through this factor the same and decrease the per pupil value.

If we keep the per pupil value at £1,517.25 we will need to reduce funding to another factor to support this increase in numbers.

- It is recommended that School Forum agrees to continue to use the Looked after Children funding factor.
- It is recommended that School Forum agrees to review the cash value of the Looked After Children factor in January 2014 once the number of eligible pupils is known.

### Lump Sum

This is an optional factor. For 2013-14 we have allocated each school a lump sum of £125,570. For 2014-15 we have the option of having a different level of



lump sum for Primary schools to Secondary schools. The EFA have set a maximum of £175,000 on the lump sum value.

Should the merger of Fairfield Infants and Junior schools go ahead the new primary school would be entitled to receive 85% of two lump sums in the first financial year after the merger. This means they would receive £213,469 as one school instead of £251,140 as two schools.

The cash balance of £37,671 would therefore be available for re-distribution amongst Primary schools. A decision will need to be taken at the January meeting of School Forum as to how this cash balance would be re-distributed.

- It is recommended that we continue to use the Lump Sum funding factor.
- It is recommended the value of the lump sum remains at the same level for Primary schools.
- It is recommended the value of the lump sum remains at the same level for Secondary schools.
- It is recommended that the method of re-distributing any cash balance is taken in January 2014 once the decision regarding the merger has been announced.

### Rates

This factor will not change from the current method whereby a school receives funding based on the estimated rates charge and adjustment will be made as required to fund the actual rates charge.

- It is recommended that funding for LA Rates continues on the same basis as for 2013-14.

### Private Finance Initiatives

This is an optional factor and from April 2013 we have one qualifying school funded at £190.58 per pupil.

- It is recommended that PFI is continued to be funded at the same level as 2013-14.

### English as an Additional Language

This is an optional factor. Funding can be given for three years from the point at which the pupil enters compulsory education in England. For 2013-14 it was decided that we would not use this funding factor. A Service Level Agreement is in place with St Chad's College to provide this support to schools which is funded centrally.

- It is recommended that we continue to not use this funding factor.

## Pupil Mobility

This is an optional factor. This factor is to target funding to schools who have admitted pupils in the last three years other than in August/September (or January for Year 1). If we use this factor, we will have to reduce funding from another factor.

- It is recommended that we continue to not use this funding factor.

## Split Sites

This is an optional factor. From April 2013 no schools in Halton met these criteria so we did not set a unit value for this factor.

However, with the possibility of an Infant school and a Junior school merging to a Primary school, using the criteria in our old funding formula the merged school would qualify for funding under this factor. The old formula stated the following:

Primary schools – where main buildings are more than 120 yards apart would receive £24,892 for a full financial year.

Secondary schools – with three main buildings more than 120 yards apart would receive £44,137 for a full financial year.

Secondary schools – more than 400 yards would receive £126,328 for a full financial year.

If we re-instate this factor we need to specify the criteria for a school to qualify for funding and we would also need to evidence the cash value attached to this factor. We would need to set the factor for both Primary and Secondary phases if used.

When the old funding formula used in 2012-13 was transferred to the current formula, the Split Sites factor was mapped to the Lump Sum factor.

- From the consultation responses the majority view is that this factor is not re-instated.

## Sparsity

This is a new factor for 2014-15. It is calculated using the distance between a school and its nearest neighbour and the number of pupils on roll. No schools in Halton qualify for this factor.

- It is recommended that School Forum recognise we are unable to use this funding factor in Halton.

## London Fringe

There are five local authorities who have some but not all of their schools within the London fringe area.

- It is recommended that School Forum recognise we are unable to use this funding factor in Halton.

### Post 16

This is an optional factor. Some authorities use the Dedicated Schools Grant to fund post-16 education. Where this is the case, those authorities are allowed to continue to fund up to the level of funding for 2012-13. No DSG funding has been used in Halton to fund post-16 education.

- It is recommended that School Forum recognise we are unable to use this funding factor in Halton.

### Notional SEN

For 2014-15 Local Authorities must identify within each schools' budget share a notional SEN budget from which schools and academies can provide a level of support for all their pupils with SEN. School Forum needs to take a view on the percentage of Notional SEN to be identified within each funding factor. Under the old funding formula the notional SEN calculation was based roughly on 5% of the budget, excluding the enhanced provision funding for named pupils.

From the questionnaire, 13 out of 14 Primary Head Teachers have responded they would agree to a Notional SEN level of 5% against each factor.

- It is recommended that School Forum agree that Notional SEN is identified at 5% for each funding factor used.

## **4.0 CONSULTATION**

4.1 Consultation has taken place during September with Secondary Head Teachers and/or Secondary Business Managers, with Primary Head Teachers at the Finance SLA training sessions and a separate Primary chequebook school Head Teacher/ Finance Admin session.

4.2 A consultation questionnaire was circulated to all Primary Head Teachers with a short deadline for responses to ensure all views could be collated and fed into this report.

4.3 A summary of responses can be found in Appendix A.

## **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>
2013-14 Revenue Funding Arrangements: Operational Information for Local Authorities	Kingsway House	Anne Jones

Summary of Primary Head Teacher responses 2014-15 funding

Question	School A	School B	School C	n/a = no answer given											Summary			
				School D	School E	School F	School G	School H	School I	School J	School K	School L	School M	School N	Yes	No	%	
<b>Lump Sum</b>																		
Do you want to keep the lump sum at £125,570?	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	13	1	92.86
If change, to what level?	n/a	£124,000	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	No change	Change	
What factor do we reduce/increase to fund?	n/a	Basic per pupil	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
<b>Basic per pupil</b>																		
Do you want to change the total funded on a per pupil basis?	No	Yes	Yes	No	No	No	No	n/a	No	No	No	No	No	No	No	2	11	78.57
If change, to what level?	n/a	£2,700	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	change	No change	
What factor do we reduce/increase to fund?	n/a	Lump Sum	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
<b>Deprivation</b>																		
Do you want to change the total funding for levels of deprivation?	No	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	2	12	85.71
If change, to what level?	n/a	£10.5M	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	change	no change	
What factor do we reduce/increase to fund?	n/a	growth funding	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
<b>Prior Attainment</b>																		
Do you want to change the total funding for prior attainment?	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	1	13	92.86
If change, to what level?	n/a	£1,000	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	change	no change	
What factor do we reduce/increase to fund?	n/a	LAC	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
<b>LAC</b>																		
Do you want to change the total funding for LAC?	No	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	2	12	85.71
If change, to what level?	n/a	£500	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	change	no change	
What factor do we reduce/increase to fund?	n/a	Prior Attainment	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
<b>EAL</b>																		
Are you happy to continue with the centrally funded SLA?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	12	2	85.71	
If use, what rate?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	no change	change		
What factor do we reduce/increase to fund?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				
<b>Pupil Mobility</b>																		
Are you happy to continue with not using this factor?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	13	1	92.86	
If use, what rate?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	unsure	n/a	n/a	n/a	n/a	n/a	n/a	no change	change		

**Summary of Primary Head Teacher responses 2014-15 funding**

Question	School A	School B	School C	n/a = no answer given										Summary				
				School D	School E	School F	School G	School H	School I	School J	School K	School L	School M	School N	Yes	No	%	
What factor do we reduce/increase to fund?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				
<b>Split Sites</b>																		
Do you want to re-instate this factor for 2014-15?	No	No	No	No	No	No	No	n/a	No	No	No	n/a	Yes	Yes	change	2	10 no change	71.43
Continue with old criteria? What other criteria would you suggest?	n/a	Yes	n/a	Yes	Yes	Yes	Yes	n/a	Yes	n/a	Yes	n/a	Yes	Yes		9	0	
If use, what rate?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				
What factor do we reduce/increase to fund?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				
<b>Notional SEN</b>																		
Agree to use a level of 5% for each factor?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	n/a	Yes	Yes	13	0	
If not, what percentage?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
Which factors for this percentage?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
<b>Pupil Growth</b>																		
Continue with ghost infants & increases of 15 or more pupils?	Yes	No	Yes	Yes	Yes	Yes	No	Yes	No	n/a	Yes	Yes	Yes	No		9	4	
Discontinue completely	No	No	No	No	No	No	Yes	n/a	Yes	n/a	No	No	No	Yes		3	9	
Reduce so only paid where significant increase in pupil nos.	Yes	Yes	No	No	No	No	Yes	n/a	Yes	n/a	No	n/a	n/a	n/a		4	5	
What level do you consider to be significant?	n/a	7	n/a	n/a	n/a	n/a	10%	n/a	20+	n/a	n/a	n/a	n/a	n/a				

**REPORT TO:** School Forum

**DATE:** 15<sup>th</sup> October 2013

**REPORTING OFFICER:** Senior Finance Officer, Financial Management Division

**SUBJECT:** Dedicated Schools Grant 2013-14

## 1.0 Purpose of the Report

1.1 To report to the School Forum the final Dedicated Schools Grant allocation for 2013-14 and identify the variance from the initial allocation.

## 2.0 Recommendation

RECOMMENDED: That the revised DSG allocation of £101,570,000 (before academy recoupment) is confirmed and the variation noted by the School Forum.

## 3.0 Background

3.1 Local Authorities were given indicative DSG allocations in December 2012 rather than have to calculate individually. The Schools Block funding for Primary and Secondary schools is based on the October 2012 school census.

3.2 The indicative DSG allocation for 2013-14 was £101,282,000 based on the following:

Schools Block 16,823 pupils at £4,857.53 per pupil,	£81,718,000
Early Years Block 1,185 fte pupils at £3,363.39 per pupil,	£3,986,000
High Needs Block (no pupil numbers given)	£13,505,000
Two year old free entitlement	£1,930,000
Transition funding for 3&4 year old protection	£117,000
Induction for newly qualified teacher funding	£26,000

3.3 The Early Years and High Needs block funding are based on the January 2013 school census and the budget allocations for these areas have changed following the verification of pupil data.

3.4 The Early Years block has been reduced from £3,986,000 to £3,865,000 to reflect a decrease in take up from 1,185 full time equivalent children to 1,149 full time equivalent.

3.5 The High Needs Block has increased from £13,505,000 to £13,888,000. The High Needs budget has been calculated as follows:

Adjusted budget (from 2012-13)	£12,791,000
Post 16 SEN funding April to July 2013	£208,000
Post 16 SEN funding August 2013 to March 2014	£890,000

3.6 The final DSG allocation for Halton is £101,570,000 made up of:

Schools Block	£81,718,000
Early Years Block	£3,865,000
High Needs Block	£13,888,000
Two year old free entitlement	£1,930,000
Transition funding for 3&4 year old protection	£117,000
Induction for newly qualified teacher funding	£26,000
Share of £7M previously paid to NMSS	£27,000

3.7 Halton Borough Council is receiving a total of £83,093,000. The difference between this figure and the total DSG for Halton is the amount payable to the Academies in Halton (£18,237,000) and the per place allowance for commissioned places in Independent Special Schools (£240,000).

**REPORT TO:** Schools Forum

**DATE:** 15<sup>th</sup> October 2013

**REPORTING OFFICER:** Senior Finance Officer, Financial Management Division

**SUBJECT:** Primary PE & Sport Grant

**1.0 PURPOSE OF REPORT**

**1.1 To report to the School Forum an update on the Primary PE and Sport Grant for the academic year 2013-14.**

**2.0 RECOMMENDATION**

RECOMMENDED:

(1) The report be noted.

**3.0 SUPPORTING INFORMATION**

**3.1 Background**

In March 2013 the Department for Education announced a new grant under the Additional Grant to Schools for Primary school sport funding. The announcement detailed the amounts that would be paid and the qualifying criteria.

**3.2** The announcement in March stated that each school with 17 pupils or more would receive a lump sum of £8,000 plus £5.00 per primary aged pupil. Schools with less than 17 pupils would receive no lump sum but £500.00 per pupil for primary aged pupils.

**3.3** Based on this information we estimated our primary schools and schools with primary aged pupils would receive £465,419 for 2013-14.

**3.4** On Monday 23<sup>rd</sup> September the allocations were announced by the DfE which are significantly different to the March announcement. Schools with 17 or more pupils are now receiving a lump sum of £7,535 plus £5.00 per pupil where pupils are aged 5 to 11 – pupils in Reception classes irrespective of age appear to be excluded. Smaller schools with less than 17 pupils will receive £475 per pupil where pupils are aged 5 to 11.

**3.5** In the March announcement it stated that funding will be paid to local authorities in late September/early October. The details sent out in September state that 65% of the grant will be paid to local authorities on 1<sup>st</sup> October 2013 and the final 35% will be paid on



30<sup>th</sup> April 2014.

3.6 The impact is that we were expecting £465,419 to be allocated to schools in October. Schools will now receive a total of £431,375 within the academic year with £278,956 payable in October and the remaining £152,419 payable next year.

3.7 No funding has been announced for The Grange All Through school.

3.8 Questions have been put to the Education Funding Agency as to why the amounts and payment dates have been changed so late in the day and why one seemingly eligible school has been omitted. To date no response has been made.

4.0 **POLICY IMPLICATIONS**

4.1 None

5.0 **OTHER IMPLICATIONS**

5.1 None

**REPORT TO:** School Forum

**DATE:** 15th October, 2013

**REPORTING OFFICER:** Operational Director

**SUBJECT:** Capital Programme 2013/14 - Update

**WARDS:** Borough-wide

### 1.0 PURPOSE OF THE REPORT

To provide School Forum with a summary and progress update of the Capital Programme 2013/14 for the Children & Enterprise Directorate.

### 2.0 RECOMMENDATION: That

(1) **School Forum notes the report**

### 3.0 SUPPORTING INFORMATION

3.1 In March 2013 the Department for Education announced the schools capital grant allocations for 2013/14. Executive Board, 28<sup>th</sup> March 2013, approved the implementation of the capital programme. The table below details the funding received.

<b>TYPE OF FUNDING</b>	<b>AMOUNT OF FUNDING (2013/14)</b>
<b>GOVERNMENT FUNDING</b>	
<b>Basic Need</b> 2 Year Allocation (2013/14 & 2014/15) according to relative need for new places based on forecast data to address basic need pressures.	£1,203,445
<b>Capital Maintenance – Local Authority maintained schools</b> Allocated to fund condition and suitability projects at Local Authority maintained schools.	£1,416,477
<b>Capital Maintenance – Voluntary Aided maintained schools</b> Allocated to fund condition and suitability projects at Voluntary Aided schools.	£889,329

TYPE OF FUNDING	AMOUNT OF FUNDING (2013/14)
<b>GOVERNMENT FUNDING</b>	
<b>Devolved Formula Capital – Local Authority maintained schools</b> Allocated directly to Local Authority maintained schools for their own use to address school building and Information Communication Technology needs.	£289,712
<b>Devolved Formula Capital – Voluntary Aided maintained schools</b> Allocated directly to Voluntary Aided maintained schools for their own use to address school building and Information Communication Technology needs.	£163,533
<b>Early Education for Two Year Olds</b> Allocated to support the implementation of early education for two year olds from lower income families.	£355,916
<b>Short Breaks Capital (2012/13)</b> Allocated to provide a range of short break services for disabled children, young people and their families.	£241,942
<b>LOCAL AUTHORITY FUNDING</b>	
<b>Capital Expenditure Revenue Account funding</b> In addition to the funding outlined above, the Local Authority makes a contribution towards capital works in schools.	£431,330

- 4.0 The sections below and attached appendices detail the key capital programmes and projects this funding is supporting with a progress update for each element of the programme.

Basic Need	£1,203,445	Allocations of Basic Need capital funding have been used to increase pupil capacity at Lunts Heath Primary, Windmill Hill Primary, Weston Primary & St Bedes Infants Schools – all works complete. Currently construction is underway at St Bedes Juniors to increase capacity. A feasibility study has been commissioned to remodel part of Beechwood Primary to increase capacity. An extension to provide post 16 facilities at Ashley School will commence on site October 2013. There is a balance of Basic Need funding yet to be allocated which will be subject to a report to Executive Board later this year.
Capital Maintenance – LA maintained schools.	£1,134,648	Programme of planned maintenance (mechanical, electrical & building) works to address condition issues at various community schools – see appendix 1. Progress of works at various stages.
Capital Maintenance – VA maintained schools.	£889,329	Programme of works to address condition & suitability issues at voluntary aided schools – programmes agreed with Liverpool Archdiocese, Chester Diocese & Shrewsbury Diocese. See appendix 2. Works at various stages of completion.
School Modernisation Projects (Funded from LA Capital Maintenance)	£500,000	A programme to address modernisation & suitability issues. 24 schools were successful bidding for funding. See appendix 3. Works at various stages of completion.
Access Initiative Projects	£100,000	Improvements to buildings & grounds at schools – see appendix 4. Works at various stages of completion.
Early Education for Two Year Olds	£355,916	Bids invited from settings for the creation of places. Bids yet to be assessed.
Short Breaks Capital	£241,942	Provision of sensory & play centre at The Hive Leisure Park, Widnes. Works completed.

In addition to the above main programmes, capital funding is also used to fund some minor programmes of work including asbestos management, fire compartmentation and a contingency fund is held to address emergency health and safety issues.

- 5.0 Building Schools for the Future Programme – Phase 1 works at Wade Deacon and The Grange were completed in April 2013. Phase 2 works (external site works) are due to be completed in the autumn term.
- 6.0 In addition to the above capital programmes Halebank CE VC Primary School is to be rebuilt as part of the Government's Priority School Building Programme. Currently the Education Funding Agency is due to submit an Outline Business Case to The Treasury with a view to entering into procurement towards the end of the year. At this stage it is anticipated the new school will be built by 2017.

#### **7.0 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>
DfE Capital Allocations 13/14 – March 2013. Priority School Building Programme – May 2012.	Rutland House	Phil Dove

**Capital Repairs Programme 2013/14**

<b>School</b>	<b>Description</b>	<b>Estimated Cost inc fees</b>
Various	Retentions from 2012/13 Capital Repairs Programme	£35,000
The Bridge School	Boiler, Hot water heater and storage tank (phase 1 of 1)	£62,150
Brookfields School	Swimming pool boilers	£67,800
Farnworth CE Controlled Primary School	Infant area Boiler and Radiators (phase 3 of 3)	£113,000
Chesnut Lodge School	Heating distribution pipework and radiators to school (phase 1 of 2)	£135,600
Ashley School	Radiators to school and hot water boiler in kitchen	£118,650
Hallwood Park Primary School and Nursery	Pumps and Heating distribution pipework and radiators to school (phase 1 of 2)	£101,834
West Bank Primary	Radiators	£169,500
Weston Point Primary	Radiators Phase (1 of 2)	£79,055
The Bankfield	Heating distribution pipework and radiators to school (phase 3 of 4)	£252,059
		<b>£1,134,648</b>

## Appendix 2

### Planned Maintenance Programme 2013/14 - VA Schools

School	Description	Estimated Cost inc fees
St Gerards Primary	Foundation stage redevelopment	£48,750
St John Fisher Priamry	Development plan phase 4	£214,500
Saints Peter & Paul Catholic College	Condition works	£97,500
St Basils Primary	Window replacement & fire alarm upgrade	£62,790
St Bedes Juniors	Kitchen	£23,302
St Clements Primary	Boiler replacement	£50,000
St Edwards Primary	Boiler replacement	£60,000
Our Lady Mother Saviour Primary	Window replacement	£10,000
St Augustines Primary	Access, flat roof, cold water storage & external lighting	£59,348
St Martins Primary	Vehicular access	£20,651
St Chads High School	Car Park	£40,000
The Holy Spirit Primary	Early Years	£70,000
St Bertelines Primary	Roofing	£115,527
		<hr/> <b>£872,368</b> <hr/> <hr/>

### Appendix 3

#### School Modernisation Projects 2013/14.

School	Description	Estimated Cost
Birchfield Nursery	Outdoor development	£34,716
Warrington Road Nursery	ICT	£12,083
All Saints Upton CE Primary	Outdoor development	£20,000
Astmoor Primary	Remodelling to form multi purpose teaching area	£13,679
Brookvale Primary	EYFS outdoor play	£20,000
Castle View Primary	Creation of teaching kitchen	£15,000
Daresbury Primary	Creation of teaching kitchen	£3,540
Farnworth CE Primary	Enlargement of KS1 classroom	£59,873
Gorsewood Primary	Refurbish resource area	£12,400
Hale CE Primary	Canopy	£42,296
Halton Lodge Primary	Group room	£20,000
Hillview Primary	Canopy	£19,800
Lunts Heath Primary	Remodel foundation stage	£23,000
Moore Primary	Hall storage	£23,669
Moorfield Primary	ICT area	£10,000
Murdishaw West Primary	Outdoor development	£20,000
Simms Cross Primary	Sensory room	£15,000
Spinney Avenue CE Primary	Refurb of music room & ICT	£31,350
Weston Primary	Enclose courtyard	£40,000
Windmill Hill Primary	Reception class refurb	£47,000
Woodside Primary	Outdoor development	£30,000
The Bankfield	Refurb textiles/graphics area	£31,250
Brookfields School	Soft play area	£16,289
		<hr/>
		<b>£560,945</b>
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## Appendix 4

### Access Initiative Programme 2013/14

School	Description	Estimated Cost
Astmoor Primary	Ramps to classrooms	£1,838
Brookvale Primary	Improved access to classroom	£2,500
Castle View Primary	Ramp & doorway improvements	£7,000
Daresbury Primary	Ramp & doorway improvements	£10,077
Gorsewood Primary	Doorway improvements	£2,367
Hale CE Primary	Improvements to main entrance & pupils entrance	£5,676
Lunts Heath Primary	Improvements to main entrance	£2,590
Moore Primary	Improvements to pupil entrance doors	£3,342
Moorfield Primary	Access improvements to outdoor learning	£5,000
Oakfield Primary	Ramp, main entrance & SEN provision	£7,837
Spinney Avenue CE Primary	Ramp	£525
West Bank Primary	Disabled toilet	£3,000
The Bankfield	Access improvements to DT block	£2,648
Ashley	Outdoor equipment	£15,000
Chesnut Lodge	Improvements to main entrance	£6,895
Pewithall	Improvements to outdoor area	£2,205
Various Schools	Specialist equipment	£1,917
		<hr/>
		<b>£80,417</b>
		<hr/>

**REPORT TO:** School Forum

**DATE:** 15<sup>th</sup> October 2013

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

**SUBJECT:** Academy Update

## **1.0 PURPOSE OF REPORT**

1.1 The aim of this report is to summarise the academy conversion process, outline the implications for the local authority and the schools it maintains and introduce a fee from schools to cover the costs incurred by the Council.

## **2.0 RECOMMENDED: That School Forum**

**2.1 approve the introduction of a fee of £5,000 for schools converting to academy status.**

## **3.0 BACKGROUND**

3.1 Halton Borough Council recognises it is a matter for each school to determine whether academy status is right for them. To ensure that schools are clear on the process and the implications it is asked that the Operational Director Children’s Organisation and Provision is contacted and invited to meet with the Governing Body prior to any decision to convert to academy status.

3.2 In Halton a number of schools have now converted to academy status. The Council has worked with each school to try and secure a smooth conversion, however, our experience is that each conversion is different and all have been both complex and time consuming, particularly, for the staff within the Council.

3.3 The timeline for conversion for each school varies depending on the complexity of the conversion. Recent conversions within Halton have varied between 5 months and 10 months. To avoid unnecessary delays schools seeking to convert to academy status are advised to make early contact with the Council .

3.4 In recognition of the additional advice and support schools require, the DFE provide a one-off lump sum of £25,000 towards the costs of conversion. Many schools use this funding to employ legal support, seek advice on employment, land and assets, contracts, establishing a Trust and financial arrangements.

3.5 However, no additional funding is provided by the DFE to cover the additional costs incurred by the Council in each schools conversion. Legal, HR, financial, property services, estates, health and safety, audit, insurance, school improvement and children’s organisation and provision Officers are

involved in the conversion process. For Community and controlled schools as the Council is the employer there are a range of employment issues to be resolved including the TUPE. In addition, any landowner issues, joint use etc must be resolved prior to conversion. A commercial transfer agreement must also be agreed between both the school, council and the DFE prior to conversion.

- 3.6 In addition to the support provided by Council Officers, on a number of occasions it has been necessary for the local authority to commission specialist external consultants to address particularly complex issues. It is therefore proposed that to ensure a contribution towards the costs the Council incurs and to ensure that support to other maintained schools is not compromised it is proposed to introduce a fee of £5,000 for each academy conversion.
- 3.7 The Education Building Development Officers Group conducted a survey of authorities on cost recovery for academy conversion. Of the 16 authorities involved in the survey 6 already had some form of cost recovery in place and a further 6 were interested and/or discussing cost recovery. The costs recovery models differed from an hourly charge to a flat rate of £5,000.
- 3.8 Halton will continue to provide the opportunity for academies to continue to purchase a range of services back from the Council. Except where otherwise agreed, the charges for these services will be at full cost recovery rate.

**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>
Academy Conversion cost recovery – responses from query through EBDOG to other LAs	Rutland House Floor 2	Ann McIntyre – Operational Director – Children’s Organisation and Provision