

# **Schools Forum**

**01 October 2013  
4.00pm**

White Diamond Banqueting Suite (previously  
known as the Emerald Suite),  
North London Business Park

**Agenda, Papers and  
Minutes of the last meeting**

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## 1. SCHOOLS FORUM MEMBERS

Sector	Position	Name	School	Member Until
Nursery Schools (1)	Headteacher	Jane Chew	St Margaret's	07 Dec 2016
Primary Schools (12)	Community – Headteacher 1	Jeanette Adak	Monkfrith	30 Sep 2016
	Community – Headteacher 2	Helen Schmitz	Cromer Road	30 Sep 2016
	Community – Headteacher 3	Susan Convery	Whittings Hill Primary School	30 Sep 2014
	Community – Headteacher 4	Sally Lajalati	Colindale	30 Sep 2014
	Community – Governor 1	Liz Pearson	Holly Park & Livingstone	30 Sep 2016
	Community – Governor 2	Kim Garrood	Church Hill	07 Dec 2016
	Community – Governor 3	Catrin Dillon	Martin Primary	07 Dec 2016
	Foundation & VA –Headteacher 1	<b>VACANT</b>	<b>VACANT</b>	<b>VACANT</b>
	Foundation & VA –Headteacher 2	Dee Oelman	St Mary's & St John's	30 Sep 2016
	Foundation & VA –Headteacher 3	Tim Bowden	Holy Trinity	30 Sep 2016
	Foundation & VA – Governor 1	Anthony Vourou	St John's N11	30 Sep 2016
	Foundation & VA – Governor 2	<b>VACANT</b>	<b>VACANT</b>	<b>VACANT</b>
Secondary Schools (3)	Headteacher - 1	Seamus McKenna	Finchley Catholic	31 Nov 2016
	Headteacher - 2	Jeremy Turner	Friern Barnet	31 Nov 2014
	Governor	Patricia French	St Mary's High	07 Dec 2016
Special Schools(2)	Governor	Gilbert Knight (Chair)	Oakleigh	30 Sep 2016
	Headteacher	Jenny Gridley	Oakleigh	30 Sep 2016
Pupil Referral Unit (1)	Headteacher	Joanne Kelly	Head Teacher – Pavilion	30 Sep 2016
Academies(7)	Academy- Representative 1	Michael Whitworth	Wren Academy	30 Nov 2016
	Academy- Representative 2	Angela Trigg	London Academy	30 Sep 2016
	Academy- Representative 3	Kate Webster	Queen Elizabeth Girls	30 Sep 2016
	Academy- Representative 4	Paul Ferrie	Totteridge Academy	30 Sep 2016
	Academy- Representative 5	Jane Beaumont	Copthall	14 Jan 2016
	Academy- Representative 6	Jack Newton	Grasvenor	15 Nov 2015
	Academy- Representative 7	Derrick Brown	Ashmole Academy	14 Jan 2016
Stake-holders (3)	14-19 Non School Provider	David Byrne	Barnet and Southgate College	30 Sep 2016
	Private Early Years Providers	Sarah Vipond	Middlesex University	30 Sep 2016
	Unions	Keith Nason	Union representative	30 Sep 2016
Non- Voting Observers	Cabinet Member for Education, Children & Families	Cllr Reuben Thompstone	Councillor - Conservative	
	Director for People	Kate Kennally	Children's Service	
	Consultant to Schools Forum	Geoff Boyd	Consultant	
Barnet Officers	Director Education & Skills	Ian Harrison	Children's Service	
	Schools , Skills and Learning Lead Commissioner	Val White	Children's Service	
	Interim Head of Service, Inclusion and Skills	Chris Aston	Children's Service	
	Interim Assistant Director - Financial Services	Mark Taylor	Finance Directorate	
	Head of Finance, Children's	Catherine Peters	Finance Directorate	
	Schools Finance Services Manager	Nick Adams	Finance Directorate	
	School Funding Manager	Carol Beckman	Finance Directorate	
	Clerk and minutes	Beverly Francis	Finance Directorate	
EFA Observer	Education Funding Agency	Sue Samson / Bev Pennekett	Education Funding Agency	

## **2. AGENDA**

### **SCHOOLS FORUM 01 OCTOBER 2013**

**Time: 4.00pm-6.00pm**

1. Welcome to new member(s)
2. Election of Chair and Vice Chair
3. Apologies for absence
4. Declarations of interest
5. Minutes of previous meeting: 16 July 2013
6. Matters arising
7. Items for information:

Item: 7.1 Schools Budget 2013-14

Item: 7.2 Capital Funding - new grant allocation

8. Items for decision:

Item: 8.1 Schools Budget 2014-15 & De-delegation

Item: 8.2 Changes to Scheme for Financing Schools

Item: 8.3 Schools Forum Membership

9. Draft agenda for next meeting

10. AOB

### 3. MINUTES OF THE LAST MEETING

**Minutes of the Schools Forum Meeting**  
**Tuesday 16 July 2013**  
**(4.00 pm, Conference Room 2, NLBP)**

Attended	
Members	Jack Newton, Headteacher, Grasvenor Avenue Infants, Academy
	Jane Beaumont, Headteacher, Copthall School, Academy
	Kate Webster, Headteacher, Queen Elizabeth Girl's, Academy
	Marc Lewis, Substitute for Michael Whitworth, Wren Academy
	Sarah Vipond, Manager, Middx University Nursery, PVI
	Helen Schmitz, Headteacher, Cromer Road Primary
	Dee Oelman, Headteacher, St Mary's & St John's Primary
	Jeanette Adak, Headteacher, Monkfrith Primary
	Jane Chew, Headteacher, St Margaret's Nursery
	Tim Bowden, Headteacher, Holy Trinity Primary
	Jacqueline Brown, Substitute for Paul Ferrie, The Totteridge Academy
	Kathlin Aradi, Substitute for Catrin Dillon, Martin Primary School
	Clare Hegerty, Substitute for Seamus McKenna, Finchley Catholic High School
	Gerwyn James, Substitute for Patricia French, St Mary's High Hendon
	Elizabeth Pearson, Governor, Livingstone Primary
	Janet McIntyre, Governor, Christ Church Primary
	Kim Garrood, Governor, Church Hill Primary
	Jeremy Turner, Headteacher, Friern Barnet School
	Anthony Vourou, Governor, St John's Primary, N11
	Gilbert Knight, Governor, Oakleigh Special School (CHAIR)
	Shelley Dannell, Headteacher, Pavilion, PRU
	Keith Nason, NUT
	Jenny Gridley, Headteacher, Oakleigh Special School
LA Officers	Chris Kiernan, Children's Service, LBB
	Val White, Children's Service, LBB
	Mark Taylor, Finance, LBB
	Geoff Boyd, Consultant
	Carol Beckman, Finance, LBB
	Nick Adams, Finance, LBB
	Alison Dawes, Children's Service, LBB
Observer	
Consultant	Geoff Boyd, Consultant
Clerk	Beverly Francis, Finance, LBB
Not Present	Derrick Brown, Headteacher, Ashmole Academy
	Angela Trigg, Principal, London Academy
	Clare Neuberger, Headteacher, Menorah Foundation Primary
	Sally Lajalati, Headteacher, Colindale Primary
	Susan Convery, Headteacher, Whittings Hill Primary

<b>1. Welcome and apologies for absence</b>	
Apologies were received from Paul Ferrie, Seamus McKenna, Clare Neuberger, Patricia French, and Michael Whitworth, four of whom sent substitutes.	
<b>2. Declarations of Interest</b>	
Jack Newton is currently Executive Head of Underhill Junior School as well as Grasvenor infants	
<b>3. Minutes of the previous meeting (6 March 2013)</b>	
No amendments.	
<b>4. Matters Arising from the minutes not covered elsewhere on the agenda</b>	
None	
<b>5. ITEMS FOR INFORMATION</b>	
<b>5.1 Update on review of Alternative Provision</b>	
<p>CK explained that there are three possible models of provision. Free Schools, the current arrangement and a multi academy trust. After the discussion on 17<sup>th</sup> July he will write a report summarising the Council's process.</p> <p>GK (Chair) asked if Discovery Bay was a PRU and if it had a governance procedure like Great Ormond Street. CK answered that it is a PRU with a management committee not governing body.</p>	
<b>5.2. Re-Balancing of Coop banks accounts</b>	
<p>MT explained that at the end of May the sector regulator deemed the capital finance arrangements of Co-Operative Bank, the main bank for the council, to be inadequate. Its credit rating was lowered. The Council reviewed the school balances and decided that they were vulnerable. To protect council funds the balances have been reduced in school bank accounts but not in the school ledgers. MT agreed that the communication with schools could have been better, however, funds were still accessible but protected. Further work would be done to decide how to manage funds in schools more effectively. The action appeared to have had little effect on schools except where debit cards were used. Responses from Heads and others affected were collected and the report summarised the rationale and action the Council took.</p> <p>JA agreed that communication could have been better and asked what arrangements had to be made if schools wanted to change their bank account.</p> <p>MT replied bank accounts could be moved as soon as required but that this decision should be noted in the minutes of the Governing Body. The bank would have to be selected from the approved list.</p> <p>NA added that the approved bank list would be reviewed in autumn.</p>	
<b>5.3 School Balances</b>	
<p>NA noted that the school balances had risen again and that some schools had substantial amounts. He stated that letters had been sent to the 32 schools with a balance over 10% asking to explain how the balances would be used. The responses will be analysed and further action taken if required.</p> <p>MT stated that Section 251 requires councils to ask schools to account for excess balances. Local authorities must make sure balances are used for pupils. LBB needs to know that the balances are reasonable.</p> <p>TB noted that there was a need to have a consistent message about balances e.g. saving against austerity.</p> <p>CK said that the Schools Finance Group will look at this but believed that a balance of approximately 5-8% was reasonable but it would become an issue if it rose above 10%.</p> <p>KN pointed out that parents want the money spent on children at the time they are in school. He asked if there was a minimum balance expected.</p>	

MT said he was not aware of one.  
NA added that would depend on schools' risk analysis.

#### **5.4 DSG – 2014/15 School Budget Changes**

CB introduced this report which explained the findings of the Department for Education (DfE) on its review on School Funding Reform. The report concentrated on the review's proposed changes for 2014-15 school funding arrangements that pertained to LBB. She also presented an addendum to the report which gave information on the 2014/15 funding regulations in relation to LBB. She gave Geoff Boyd credit for compiling it. CB summarised the impact of the DfE changes on the LA funding formula. The biggest change is the threshold for mobility funding of 10% and CB pointed out the impact on individual schools of this change. CB asked the members if they wished to consult with schools about changing the lump sum in the formula but Schools Forum decided not to make any changes except those required by the government.

### **6. ITEMS FOR DECISIONS**

#### **6.1. Growth Fund 2014/15 – changes to scheme**

VW introduced the report which looked at bulge classes and the growth fund that had been set-up to finance them. She said that the original criteria for funding bulge classes had caused some issues.

She set out three main issues with recommendations or options:

1. The current scheme does not fund a bulge class that reduces over time. If the number of pupils drops below a certain number funding would be triggered to cover funding the costs of a teacher and teaching assistant.

The proposal is to reinstate the arrangement to pay a minimum level of funding to cover at least the cost of a teacher and half time teaching assistant for KS1 and KS2 for 7/12ths of year at a cost of £38k.

2. Unlike the 2012/13 scheme, the growth fund does not fund a 'half class' of 15.

The proposal is to fund the 'part class' at a minimum level of funding to cover the cost of a teacher and half time teaching assistant for 7/12ths of year at a cost of £38k. The new bulge 'part class' will also be eligible for a 'one off' start up fund of £10k.

3. £48k is currently paid for a primary bulge class but the current AWPU multiplied by 30 is greater than this amount. Last year the cost of extra staff equated to the AWPU for a class of 30. If funding is provided at the AWPU rate an additional £440k per annum would be needed from the schools budget.

Two options are offered. Option A is to maintain funding at current level, below the current AWPU level and option B is to increase the amount offered to equate to current AWPU level. This would impact on next year's budget. For September 2013 the 2012/13 DSG underspend could fund the £440k difference.

The Forum debated the issues raised then votes were taken on the recommendations and options offered:

1. Recommendation 1 votes, 19 for and 0 against
2. Recommendation 2 votes, 18 for and 0 against
3. Recommendation 3 votes, Option A 9 for and Option B 9 for

Recommendation 3 had tied votes for both options. The Chair used his casting vote for Option A.

## 6.2 DSG Final Outturn 2012/13

MT reported on the table detailing the 2012/13 DSG outturn and commented:

Line 1.1.2 – Contingencies showed an under spend but cautioned against reducing it. He cited his experience in Sefton and Slough where there were major difficulties in some schools.

Line 1.2.7- Inter authority recoupment is an activity which by function is volatile and difficult to predict over a year. He added that there was a need to look in detail at the budget for next year and ascertain how the variation occurred and the assumptions made in planning.

Line 1.2.1-Provision for pupils with SEN showed an under spend in contrast to line 1.2.6 Fees to independent schools for pupils without SEN which showed an over spend. He advised closer inspection of these lines.

Line 1.2.8-Contribution to combined budgets needed discussion on how to utilise the under spend.

MT considered the budget had been fairly accurate. He advised caution on the 2014/15 budget in considering schools and population.

GK thanked MT for his presentation but commented that it was the third year that there had been a substantial under-spend.

VW pointed out that there is now a new system for inter authority recoupment and would no longer be an issue in the future. MT said he would take on board comments; he would do a trend analysis and produce an extra column for % variations.

## 6.3 DSG Proposals for use of under-spend 2012/13

VW presented this report which put forward several proposals to utilise the under-spend of £2,332,981 in the schools budget as shown in the final outturn for 2012/13. The proposals were:

SEN

1. Place-Plus- LBB to distribute £1,131,551 of the under-spend to schools to prepare for place-plus funding of SEN placements which became operational on 1 April 2013.

**Proposal 1a-** LBB to allocate the money on the basis of the number of statemented pupils in each school and to establish a 'hot line' to support this work.

**Proposal 1b-** to fund a schools hotline for nine months at an implementation cost £30,000

2. Preparation for the Children and Families Act-Schools will have new duties under the Bill. The main new duty is to for each school to publish their 'local offer'.

**Proposal 2** -To fund part- time teacher secondments in schools to assist in work in relation to the Act at a cost of £75,000.

3. Modernising systems to support the specialist advisory teachers- at present the SEN system requires upgrading to assist in supporting schools.

**Proposal 3** to invest £102,650 to create an electronic child record to align with other SEN records.

4. Improving the offer for children with hearing impairment within Resourced Provisions-

improvements in Cochlear implants for deaf children has led to reduction in need to depend on sign language.

**Proposal 4a** to invest £44,000 to improve the sound environment in six classrooms and two halls at Summerside school.

**Proposal 4b** to install soundfield systems at a cost of £71,000 at Hendon and Summerside schools.

#### Admissions

5. Priority Admissions Areas- many years have passed since they were last reviewed. Many schools have expended or new ones opened.

**Proposal 5** to allocate £10,000 to support the review costs.

#### School organisation/growth

6. Last year monies were set aside by Schools Forum to support schools going through radical change in school organisation. It has not yet been spent.

**Proposal 6** to retain £250,000 to fund schools undergoing radical change.

7. Growth Fund see agenda item 6.1

**Proposal 7** to increase the growth fund to fund bulge classes at the current AWPU rate. Cost £440,000.

There followed a lengthy discussion on these recommendations and among the comments :

V W said the EFA had advised that the money could not be given back to schools this year. It would be lodged in the High Needs Block and re-allocated next year.

JT asked why the proposed projects had not been built into the 13/14 budget.

VW said 1a and 1b are genuine offers to help schools but don't have to be accepted. SEN is a high spending area and proposal 3 is an invest to save opportunity.

DO asked if all of the under-spend was time limited.

CB answered yes. The money cannot be put back into the formula this year, but can support central projects.

GB looked at what could be voted on and suggested 1a, 2,3,4,6 but not 7 as the Forum voted against earlier on.

CK asked if should withdraw Option 2. After some discussion CK said he would bring more details to the next meeting

Several members had to leave by this stage:

GK asked if the Forum should vote with reduced numbers.

JT suggested voting should be at the next SF meeting and that it should be the first agenda item.

CB advised that the next SF meeting was on 1st October 2013.

The Chair apologised for the over run and the meeting ended at 6:30

<b>Agenda for Next Meeting</b>
The next meeting is on Tuesday 01 October 2013. .
The agenda was agreed.

#### 4. MATTERS ARISING

##### **Item 6.1 Use of underspend**

As discussed at the last meeting there is now a DfE requirement that any underspend to be returned to schools from 2012-13, must be held within the 2013-14 budget to be re-allocated in 2014-15. Therefore, the size of the amount to be re-allocated at the end of 2013-14 will be influenced by how well the spend in 2013-14 is aligned to the budget. For example, if the 2013-14 budget overspends, the underspend from 2012-13 would be used to offset the shortfall (as it is held within the 2013-14 budget).

As the budget monitoring is only confirmed for month 3, it is felt to be too early in the year to have enough certainty at the outcome to set aside funds now for any proposal to allocate funds. It is proposed to re-visit this issue in December when six months monitoring data will be available.

## 5. ITEMS FOR INFORMATION

<b>Item 7.1 Schools Budget 2013-14</b>	
<b>Author</b>	<b>Carol Beckman</b>
<b>Position</b>	<b>Schools Funding Manager</b>
<b>Date</b>	<b>01 October 2013</b>
<p><b>2013/14 Schools Budget</b></p> <p><b>Final budget allocations</b></p> <p>The provisional schools budget was presented to the Schools Forum in May 2013. Since then there have been a few minor changes to government funding and the under-spend from 2012/13 has been finalised. We also noted that the individual lines of the published budget did not quite match Section 251 as submitted. We therefore present the corrected version below.</p> <p>The increase in Post 16 funding for 6<sup>th</sup> forms and special schools has been pass-ported to schools and the small change in the DSG has been put into contingency. Other changes relate to corrections to the categorisation of high needs funding.</p> <p>The 2012/13 underspend cannot be distributed to schools in 2013/14 because of government regulations designed to ensure all schools in an authority are funded equitably. It has been in an unusual line of S251(1.2.4) and will therefore contribute to any under-spend in 2013/14.</p> <p><b>Budget Monitor</b></p> <p>The Month 3 (end of June) budget monitor approved by the Cabinet Resources Committee projected expenditure to match budgets as it was so early in the year. At the December Schools Forum meeting, budget monitoring information will be available for month 6 (end of September).</p> <p>There have been many changes in 2013/14 especially around high needs. Whilst place plus was brought in on 1<sup>st</sup> April for maintained schools, it did not apply to academies until 1<sup>st</sup> September. Inter authority recoupment therefore still applies for the first 5 months of this financial year. As a further complication, transfer of responsibilities for Post 16 high needs funding in further education passed to the local authority from 1<sup>st</sup> August. Because of these changes which were hard to project at budget time, there may be some significant variances in budgets which can be rebalanced later.</p>	

## Revised 2013/14 Schools Budget

Schools Forum 1 October 2013								
Revised Schools Budget 2013-14								
10/09/2013 16:11								
			Provisional: Schools Forum May 13	Submission Section 251		Revised Budget (Sept 13)		
		2012/13	2013/14	2013/14	Reason for correction	2013/14	Change	Note
INCOME								
1.7.1	Estimated Dedicated Schools Grant for 2013-14	267,598,327	270,690,385	270,690,385		270,735,421	45,036	Final DSG allocation
1.7.2	Dedicated Schools Grant brought forward from 2012-13	2,108,953	-	-		2,332,981	2,332,981	As reported to Schools Forum July 13
1.7.3	Other Schools Budget income	-	6,174,468	6,174,468		7,096,998	922,530	Final EFA allocation for 6th forms
Grand Total		269,707,280	276,864,853	276,864,853		280,165,400	3,300,547	
EXPENDITURE								
1.0.1	Individual Schools Budget (before Academy recoupment)	217,063,874	212,123,429	232,783,188	1.0.1 should have included SEN base funding	233,705,718	922,530	Final EFA allocation for 6th forms
1.1.1	Contingencies	1,473,483	961,351	570,261	Correction relating to SEN coding	865,297	295,036	Underspend 12/13 plus additional DSG
1.1.2	Behaviour support services	207,730	166,631	166,631		166,631	-	
1.1.3	Support to UPEG and bilingual learners	216,580	165,117	165,117		165,117	-	
1.1.5	Insurance			106,769	Original coded to 1.3.1	-	106,769	Moved to 1.3.1 (Nursery insurance)
1.1.8	Staff costs supply cover	145,620	120,729	120,729		120,729	-	
1.2.1	Top up funding - maintained providers	20,131,879	19,604,836	16,028,192	SEN Base funding should have been in 1.0.1	16,028,192	-	
1.2.2	Top up funding - Academies and Free Schools	3,631,330	4,524,151	4,524,151		4,524,151	-	
1.2.3	Top up and base funding - independent providers	8,245,644	10,496,086	10,451,856	Part of specialist team management should have been in 1.2.5	10,451,856	-	
1.2.4	Other AP provision	1,483,073	1,507,226	-	PRUs should be in 1.0.1 and 1.2.1	1,865,331	1,865,331	Underspend 12/13 for carry forward to 14/15
1.2.5	SEN support services	3,303,971	3,211,001	3,147,544	Part of specialist team mgmnt should have been in 1.2.5	3,365,194	217,650	Underspend 12/13 SEN projects
1.2.6	Support for inclusion	613,119	632,729	44,000	Incorrect coding of hospital education	44,000	-	
1.2.7	Hospital education services	482,035	511,245	844,381	Correction of hospital education	844,381	-	
1.3.1	Early Years	8,982,861	19,133,440	3,919,272	Funding for 3&4 year old should have been in 1.0.1	4,311,921	392,649	Transfer of nursery insurance and EYVC
1.4.1	Contribution to combined budgets	817,160	774,900	1,060,780	Early Years Vulnerable Children moved from 1.3.1	774,900	285,880	Moved to 1.3.1 (EYVC)
1.4.2	School admissions	364,192	364,192	364,192	-	364,192	-	
1.4.3	Servicing of schools forums	34,680	34,680	34,680	-	34,680	-	
1.4.5	Carbon reduction commitment allowances	291,656	291,656	291,656	-	291,656	-	
1.4.10	Pupil growth/ Infant class sizes	699,440	1,841,454	1,841,454	-	1,841,454	-	
1.4.11	SEN transport	400,000	400,000	400,000		400,000	-	
CERA	CERA	1,118,953	-	-		-	-	
Grand Total		269,707,280	276,864,853	276,864,853		280,165,400	3,300,547	

Item 7.2 Capital Funding - new grant allocation	
Author	Val White
Position	Schools, Skills and Learning Lead Commissioner
Date	01 October 2013
<p>In August the Government announced the successful bids for capital funding within the one-off Targeted Basic Need Programme. Barnet was awarded funding for four projects:</p> <p>Wren Academy – provision of 2FE primary to become an all through school – grant of £4.297m  London Academy - provision of 2FE primary to become an all through school – grant of £4.297m  St Joseph's – expansion by 1FE – grant of £1.86m  Osidge – expansion by 1FE – grant of £1.86m</p> <p>Each of the first three projects are likely to require a substantial top-up funding from the council's capital programme. A fifth scheme to facilitate the construction of a new 2Fe free school in Burnt Oak is also being negotiated with the DfE where the government will fund the full cost of the build.</p> <p><b>Action: The Schools Forum note the additional capital grant funding awarded to Barnet</b></p>	

## 6. ITEMS FOR DECISIONS

<b>Item 8.1 Schools Budget 2014-15 and De-delegation</b>	
<b>Author</b>	<b>Carol Beckman</b>
<b>Decision</b>	<b>School Funding</b>
<b>Date</b>	<b>01 October 2013</b>
<p><b>2014/15 Budget</b></p> <p>We have received the draft School Funding regulations for 2014/15 and there are only a few minor changes affecting Barnet. As discussed in July, the restriction of mobility funding to only those schools with more than 10% mobility will have most impact, but there will be transitional protection from the minimum funding guarantee which remains at -1.5%. We propose to continue with a cap of +1/5% on gains without which the overall cost of the MFG would be unaffordable.</p> <p>As we have to submit the provisional school funding formula pro-forma at the end of October, we are presenting the Schools Forum today with the supporting principles for the Schools Budget for 2014/15.</p> <p>At this point in the year, it is difficult to predict the actual spend for the year. The proposals for the funding formula for the next year are based on an assumption that overall, budgets set for this year for high needs and early years services are sufficient. If, as the year progresses, this should not be the case, alternative proposals will be brought to the December meeting.</p> <p><b>Income</b></p> <p>We estimate that there will be a growth of around 2.1% in pupil numbers for the Schools Block leading to a projected increase of about £4.5m. This growth is in line with the last two years. We estimate a similar increase in the number of 3 and 4 year olds in nursery provision, adding a small amount to the Early Years block, with a more significant increase from 2 year old funding as the entitlement increases to 40% of two years olds</p> <p><b>Schools Block</b></p> <p>With an increase in both the number of schools and the overall number of pupils within schools, we can expect almost all additional DSG funding to be delegated to schools. Each year we fund a substantial number of additional pupils (either bulge classes or permanent expansions) before those pupils appear on the census, so the Growth Fund will need to be maintained at a similar level to last year.</p> <p>We do not propose to change the funding rates of the school funding formula. Whilst we appreciate that staff costs have increased in the public sector, as far as we know, the guaranteed unit of funding (GUF) provided to Barnet will not increase from its 2013/14 level, and any unfunded increase would therefore be unaffordable.</p> <p>Assuming that the 2012/13 under-spend is still available in 2014/15 we propose to distribute any funds agreed by the Schools Forum to be returned to schools, based on the October 2013 census. We have cleared this with the EFA which will ensure that academies also benefit from the extra funds. However we will need to ensure that the additional money is excluded from the</p>	

baseline for the minimum funding guarantee in 2015/16, as the additional funding element would not be sustainable in future years.

At this point in the year, it is difficult to predict the actual spend for the year. The factors underpinning our draft budget so far are based on:

### **Early Years Block**

1. **3&4 year olds.** The funding for the 15 hours free entitlement to early education in both maintained and private providers continues to grow steadily.
2. **Nursery schools.** We intend to continue to provide the four nursery schools with transitional support in 14/15.
3. **2 year olds.** The number of two year olds eligible for 15 hours free education will double in September 2014. In addition Trajectory Funding will continue to be needed to develop the two year old offer.

### **High Needs Block**

In 2014/15, place plus will be fully implemented at all providers – mainstream schools, academies and free schools, Additional Resourced Provision (ARPS), Pupil Referral Units, Special Schools and Non Maintained Special Schools. There will be no inter-authority recoupment except for looked after children with high needs who belong to one authority but live in another. Post 16 high need top-ups for students at all institutions (excluding higher education) will come from the local authority.

These changes will impact the high needs block in terms of both income and expenditure. At this early stage we have assumed that the additional high needs income and expenditure will match and the draft budget shows income and expenditure at 2013/14 levels.

As in the Schools Block, any pay awards affecting the High Needs block will have to be absorbed into existing budget levels.

Over the next few months, further work will be done to refine the budgets required for different types of high needs students at different types of institution in 2014/15 in the light of emerging 2013/14 expenditure. SEN provision is notoriously difficult to project accurately because one or two students who move into the borough requiring very high cost provision to meet their needs can put pressure on budgets. There is a finely balanced trade-off between putting aside a suitable contingency and the risks of a substantial underspend.

### **Central Services**

This covers a group of services (lines 1.4.1 to 1.4.10) provided by the local authority, which in the main are now cash limited as historical commitments. These historical commitments will be carried into 2014/15. We believe the Carbon Reduction Commitment may be managed centrally by the government, in which case the DSG will be top-sliced. The commitment of £291,000 remains in the budget for the time being while we await the final government announcement.

## Schools Budget 2013-14 – De-delegation

During the budget setting process for 2013/14 the Schools Forum was asked to say which (if any) of the newly delegated items maintained schools wished to de-delegate back the Local Authority.

A special case was copyright licensing (CLA) which had formerly been delegated to schools but has now become the responsibility of the government. In 2013/14, CLA was automatically de-delegated by schools and academies in order for the LA to hold a sum with which to reimburse the government for the service.

The budgets which were newly delegated but could be de-delegated in 13/14 and the decisions made last year were:

1. Behaviour support – *primaries decided to de-delegate, secondaries decided not to.*
2. Support for UPEG and bilingual learners – *secondary and primary de-delegated*
3. Free school meals eligibility – *not de-delegated*
4. Museum & Library Services – *not de-delegated*
5. Insurance – public liability – *not de-delegated*
6. Staff costs and supply cover – *secondary and primary de-delegated*

It is a requirement of the DfE that the Schools Forum reconsider de-delegation every year and Barnet is now asking whether any changes need to be made for 2014/15. It should be born in mind that academies cannot de-delegate, and that the amount of money the school forgoes would be the number of Reception to Year 11 pupils on roll in October 2013 multiplied by the 2013/14 delegation rates shown below:

	Primary Rate	Secondary Rate
Behaviour support	£5.08	£2.96
Support for UPEG and bilingual learners	£9.55	£16.34
Free school meals eligibility	£0.13	n/a
Museum & Library Services	£0.90	n/a
Insurance – public liability	£8.22	£5.75
Staff costs and supply	£3.50	£2.14

**Action: Schools Forum to agree their de-delegation requirements for 2014-15**

<b>Item 8.2 Changes to Scheme for Financing Schools</b>	
<b>Author</b>	<b>Nick Adams</b>
<b>Position</b>	<b>Schools Finance Service Manager</b>
<b>Date</b>	<b>01 October 2013</b>
<p><b>Introduction</b></p> <p>This report outlines and explains the changes to the DfE guidance on local authority schemes for financing schools, effective from 1 April 2013.</p> <p>Whilst the updated guidance contains minor changes and the updating of text in the light of current legislation and regulations, in making any changes to their schemes, local authorities must consult all schools in their area and receive the approval of the members of their schools forum representing maintained schools.</p> <p>Schools were consulted on the changes during July 2013 and no comments were received.</p> <p>A summary of the changes is set out below. References are to the section number of the Barnet Scheme.</p> <p><b>Revisions</b></p> <p>Section 1.1- Clarification that school detail budgets are no longer included in S251 collection</p> <p>Section 1.3 - Confirmation that legislation has already been amended to put maintained Pupil Referral Units (PRUs) in coverage</p> <p>Section 1.5 - Only schools forum members representing maintained schools should now approve scheme changes</p> <p>Section 3 - Clarification that place-led funding is included in arrangements for payments by instalment</p> <p>Section 3 - Clarification that top up payments should be made monthly unless otherwise agreed - estimated Top-up payments added to Budget Share and included in Scheme Funding Options.</p> <p>Section 6 - Clarification that schools forum can agree de-delegation without governing bodies agreement – not requiring a Scheme change</p> <p>Section 6.2.17- Amended wording in relation to charging the school budget share if appropriate support has not been made for a High Needs pupil</p> <p>Annex B- Restriction of termination of employment costs funded from central schools budget to value of previous year and existing commitments.</p> <p>Any Forum member requiring further details or the actual change to the text of the Scheme, should contact Nick Adams, Schools Finance Services Manager Email <a href="mailto:nick.adams@barnet.gov.uk">nick.adams@barnet.gov.uk</a> .</p> <p><b>Action: The Schools Forum is asked to approve the changes to the Scheme.</b></p>	

<b>Item 8.3 Schools Forum Membership</b>	
<b>Author</b>	<b>Carol Beckman</b>
<b>Position</b>	<b>School Funding Manager</b>
<b>Date</b>	<b>01 October 2013</b>
<p><b>Schools Forum Membership</b></p> <p>A number of Schools Forum members came to the end of their tenure at the end of September 2013 and in the light of this a review of membership has been conducted. Most members have agreed to extend their membership by another 3 years. Shelley Dannell (Pavillion PRU) who retired at the end of the summer term has been replaced by Joanne Kelly.</p> <p>The latest list of members is at the front of these papers and there are now only two vacancies for which we will be conducting elections shortly</p> <ul style="list-style-type: none"> <li>• Headteacher – Primary Voluntary Aided/Foundation (to replace Clare Neuberger)</li> <li>• Governor – Primary Voluntary Aided / Foundation (to replace Janet McIntyre)</li> </ul> <p>Since the review of membership last year, 3 primaries have converted to academy status (and probably a 4<sup>th</sup> in October 2013), the number of free schools has increased, and a new VA school has joined from the independent sector. However, at present the total number of pupils involved is fairly small in comparison to the overall total and it is proposed we defer changes to the number of members representing community, VA, academy and free schools until the summer of 2014.</p> <p><b>Action: To agree a review of representation by category of school in summer 2014.</b></p>	

## 7. DATE AND PROPOSED AGENDA FOR NEXT MEETING

<b>Author</b>	<b>Carol Beckman</b>
<b>Position</b>	<b>School Funding Manager</b>
<p style="text-align: center;"><b>Schools Forum 3 December1 2013</b></p> <p style="text-align: center;"><b>AGENDA</b></p> <p style="text-align: center;"><b>Meeting to start at 4pm with no training session</b></p> <ol style="list-style-type: none"><li>1. Apologies for absence</li><li>2. Declarations of interest</li><li>3. Minutes of previous meeting: 01 October 2013</li><li>4. Matters arising</li><li>5. Items for decision:<ul style="list-style-type: none"><li>• 2014-15 Schools Budget</li></ul></li><li>6. Items for information:<ul style="list-style-type: none"><li>• 2013/14 Budget Monitoring</li></ul></li><li>7. Draft agenda for next meeting</li><li>8. AOB</li></ol>	