

Cheshire West & Chester Council

Cheshire West and Chester Schools Forum

Monday 19 September 2016
4.30pm – 6.30 pm

To be held at

Queen's Park High School
Queen's Park Road
Handbridge
Chester CH4 7AE

Refreshments will be available from 4pm

Schools Forum Clerk
Children and Families
Cheshire West and Chester Council
Telephone 01244 972901



Notes for members of the public

Cheshire West and Chester Schools Forum

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Agenda for Cheshire West and Chester Schools Forum 19 September 2016

1.	4.30	Introductions and apologies		
2.	4.35	Minutes and matters arising of last meeting 2.1 To agree the minutes of the meeting held on 14 March 2016 2.2 Matters arising		page 4-8
3.	4.45	Children and Families – Basic Need Capital Programme 2016-2019	Janine Smart	page 9-12
4.	4.55	School Intervention budget 2015-2016	Janet Beckett	paper to follow
5.	5.05	Early Years National Funding Formula (EYNFF) Consultation August 2016	Natalie Cole Sue Lawson	page 13-18
6.	5.15	Maintained School Balances Financial Year 2015-2016	Natalie Cole	page 19-25
7.	5.25	Dedicated Schools Grant (DSG) 2015-2016 – final Outturn	Natalie Cole	page 26-27
8.	5.35	Final allocation of the Dedicated School Grant for 2016-2017	Natalie Cole	page 28-31
9.	5.45	Dedicated Schools Grant (DSG) 2016-2017 Forecast Outturn at First Review	Natalie Cole	paper to follow
10.	5.55	2016-2017 School Funding Arrangements - National Data Comparison	Natalie Cole	page 32-38
11.	6.05	School Funding Arrangements 2017-2018	Natalie Cole	page 39-41
12.	6.15	Annual Review of Schools Forum Membership, Constitution and Terms of Reference	Charlotte Fenn	page 42-55
13.	6.20	Any other business		
14.	6.30 Finish	Next meeting: Monday 12 December 2016 Schools Forum and finance sub group meeting schedule and forward plan		page 56

**Cheshire West and Chester
Schools Forum
19 September 2016**

Agenda item 2

Draft minutes Cheshire West and Chester Schools Forum, Queen's Park High School, Chester, 14 March 2016

Present:

Hilary Berry

Cheryl Bullen
David Charlton (Chair)
David Curry
Kate Docherty
Greg Foster
Kathie Foye

John Freeman
Duncan Haworth
Ken Jones
Sarah Lee
Kathryn Magiera
Samantha Myers-Whittaker
Martin Nield
Ian Trotman
Jenny Turner
Sarah Worthington
Sue Yates
Harry Ziman

Representing:

CWAPH (Cheshire West Association of Primary Head teachers)
Primary head teachers
Secondary head teachers
Secondary head teachers
Primary head teachers
Unions
PVI (Private, voluntary and independent) early years' providers
Secondary governors
Primary governors
Nursery head teachers
Academies
Diocese
Special head teachers
Primary governors
Primary governors
Secondary governors
Primary head teachers
Secondary head teachers
Academies

Officers:

Natalie Cole
Charlotte Fenn (Clerk)
Debbie Gittins
Sue Lawson
Sheila Little
Mark Parkinson
Paul Plested

Official observers:

**Observers/
public:**

1. Introductions and apologies

Apologies were received from Sarah Curtis, Steve Dool, Philip Hopwood, Francis Kwateng, Luci Jones, (not reported at meeting), Councillor Meardon, John Murray, Sue Pearson (not reported at meeting) and Chris Priddey.

2. Minutes and matters arising of last meeting

2.1 Minutes of the last meeting

The minutes of the meeting held on 11 January 2016 were agreed as a correct record subject to the following correction; Martin Nield was representing primary governors and not academies.

2.2 Matters arising

None reported.

3. Review of Early Years Access Funding

David Charlton introduced Sue Lawson, Commissioning Manager, and Sheila Little, Manager Early Years Specialist Support Team, to Forum members. Sue Lawson introduced the paper which informed the Schools Forum of the outcome of a recent consultation with providers regarding new proposals for funding additional support for two, three and four year olds accessing their free entitlement.

Forum members' attention was drawn to the proposals which outlined the approaches Cheshire West and Chester were proposing to adopt for the allocation of the Early Years Access funding (EYAF) grant: funding for two year olds; sharing of inclusion workers; introducing a single hourly rate of EYAF across providers for three and four year olds and differentiated funding dependent on the needs of the child.

Sue Lawson reported that they were trying to make the funding more equitable by moving to a single hourly rate; currently rates varied between seven pounds and fifteen pounds.

Sue Lawson sought the views of forum members on the proposals. Ken Jones raised concerns as to where the additional funds would be found if maintained nurseries were only receiving a contribution to the costs of one to one support as staff were employed on the LA's terms and conditions, schools had no leeway as to the rate paid. Sue Lawson reported that the vast majority of LA's consulted used this form of payment. Sheila Little added that schools may need to review and reduce the number of hours paid.

Kathie Foye sought clarification regarding why, in option one, the funding was doubled for only two year olds and not one or three year olds. Sheila Little reported that this was not a blanket proposal, they would also look at option four. It was also noted that sharing inclusion workers does already happen within settings.

Jenny Turner asked if the proposals would cost more or less than currently. Sue Lawson reported that a full costing had not yet been done, however the proposals were driven not by cost but the need to have appropriate provision along with more efficient and better use of funds.

4. Special Educational Needs (SEN) Funding for Mainstream and Special Schools – Funding from the High Needs Block 2016-2017

David Charlton drew forum members' attention to the paper tabled, in addition to the report, which contained a statement on behalf of the SEN heads association regarding the proposed cuts to funding.

Debbie Gittins, Senior Manager Special Educational Needs, took forum members through the report which updated Schools Forum on the proposals for allocating the funding from the high needs block for 2016-2017.

It was noted that the proposed reduction to top up rates had been discussed at length with the Schools Forum finance sub group; the estimated impact would be a reduction of £125k on an overall budget of £8.4m.

Sam Myers-Whittaker informed forum members that eight of the ten special schools met on Friday and compiled a collective statement on behalf of all the special schools. It was noted that the reference to 'making representation to the finance team' was in relation to future funding. Forum members acknowledged the concerns also raised over the need to develop inclusive practice. When asked how many pupils were currently in special schools that could have been supported in mainstream schools, Sam Myers-Whittaker reported that potentially there were upwards of 30 pupils.

Forum members considered what the possible barriers were to placing pupils in mainstream schools. Ofsted, projected outcomes and peer pressure were amongst the barriers cited. Parental choice also had an impact as all the special schools in CWAC had been judged outstanding.

It was noted that if the SEN numbers continued to rise, pupils would have to be placed out of borough which was not cost effective and the provision was not as good.

During the discussion suggestions were made as to how to move forward; getting the right advice and being in contact with the right people early on would help; some SENCO's needed to be more skilled in differential approaches; getting teaching schools involved; working more with special schools; growing quality and expertise within the school.

It was acknowledged that some of the issues regarding SEN were as a result of the impact of no-longer having national strategies. It was also noted that most of the SEN team's time was tied up in transferring statements.

Mark Parkinson acknowledged Sarah Lee's comment that there were examples of high inclusive practice with very good outcomes in secondary schools, but pointed out that there were also areas which lacked consistency.

It was noted that the percentage of SEN pupils in CWAC was above the national average and more work needed doing in understanding why. Mark Parkinson reported that a discussion paper on this area was being brought to the Cheshire West Education Improvement Board's (CWEIB) meeting tomorrow (15 March 2016).

Resolved that the Schools Forum

- i. agreed to maintaining current mainstream funding rates for element 3 top up 2016-2017(vote unanimous);
- ii. agreed to additional top up rate to Resource Provision units with pupils in Reception year (vote unanimous);
- iii. agreed to proposed commissioned places in Resource Provision for 2016-2017 (vote unanimous);
- iv. agreed to proposed commissioned places in Special schools for 2016-2017(vote unanimous);
- v. agreed to proposed changes to special school band funding rate for 2016-2017

(vote unanimous);

- vi. agreed to cessation of specialist dyslexia outreach service level agreement (vote majority and one abstention); and
- vii. noted the information on other arrangements and processes with no changes in 2016-2017 in appendix A.

5. Central Spend Budgets 2016-2017

David Charlton introduced the item which outlined the proposed level of prescribed central spend budgets for 2016-2017 following on from the Dedicated Schools Grant reported agreed at the January Schools Forum and sought comments from Forum members; Officers had no additional information to add. There was not further discussion as the report was clear and straight forward.

Resolved that the Schools Forum approve the proposed changes to the level of central spend budgets for 2016-2017 for the activities defined in the Section 251 statement.

6. Dedicated Schools Grant (DSG) 2015-2016 Forecast Outturn at Third Review

Paul Plested, Senior Finance Manager, introduced the report which provided an update on the financial forecast DSG outturn position for 2015-2016 as reported at the Third Review which was based on the position at November 2015. It was noted that the overspend was mainly due to increased SEN top up payments. Forum members' attention was drawn to paragraph five which stated that the de-delegated and growth fund underspends were ring-fenced and would be carried forward into 2016-2017. This left a gross forecast overspend of £303k.

Resolved that the Schools Forum

- i. note the Third Review forecast position on the DSG; and
- ii. approved in principle to a net overspend on central DSG in 2015-2016 being the first call on a 2017-2018 DSG allocation, subject to any potential offsetting underspends that might arise in 2016-2017.

7. Any Other Business – DfE consultations briefing

Paul Plested took forum members through the tabled paper which summarised the headlines for two DfE consultations which had been launched last week; Schools national funding formula and high needs funding reform. The deadline for responses for both consultations was 17 April 2016. It was also noted that a consultation on early years would follow later in the year.

The consultations were looking mainly at proposed principles that underpin the formula; more detailed consultations were due over the summer. At this stage the implications of the principles was not clear.

Sam Myers-Whittaker informed Forum members that the Special Schools heads association would be submitting a response.

It was noted that the LA would also be submitting a separate response to the consultations as there were significant changes to the role of the LA which had financial implications. The Education Support Grant was to cease but the LA would still retain some responsibilities, including provision of home to school transport, assessing pupils with SEN, planning for and supply of sufficient school places, and looked after children. However the LA would no longer be responsible for school improvement; this would be picked up by the Regional Schools Commissioner.

It was noted that Secondary and Primary heads associations may also wish to consider submitting responses as fundamental changes were being proposed.

Resolved that the Schools Forum

- i. task the finance sub group to submit a response on behalf of the Schools Forum;
and
- ii. request that forum members send any comments to the Schools Forum clerk.

8. Next meeting

Monday 27 June 2016 Queen's Park High School 4.30 - 6.30

Agenda item 3

Children and Families – Basic Need Capital Programme 2016-2019

Purpose of the Report

1. The purpose of this report is to share with the Schools Forum an update on the Children and Families Basic Need Capital Programme.

Recommendations

2. The Schools Forum is asked to note the paper.

Introduction and Context

3. Children and Families have a Capital Strategy for 2014-2017. The purpose of the Strategy is to outline the process for identifying, assessing and prioritising capital development schemes in order that funding can be secured to enable the capital programme to be developed and delivered in a robust, transparent way to support educational improvement and the growth priorities of the Council.
4. The Children and Families Capital Strategy looks to develop the educational environment by improving, enlarging or replacing assets in a planned and structured way so that children and young people learn in the best possible environment. This will contribute to raising educational standards, improving school attendance and young people's involvement in positive activities as well as making buildings more energy efficient and fit for purpose. Schools which are fit for purpose and well maintained can inspire children and young people to achieve and can enable teachers to concentrate on teaching and learning.
5. The Strategy is for three financial years from 1 April 2014 to 31 March 2017 when it will be reviewed to reflect changes in national or local government policy.
6. A revised Strategy will be drawn up over the coming months and shared with Schools Forum in the New Year.

Capital Programme Update - Basic Need Capital Funding

7. The Basic Need capital grant is allocated to councils to support the capital requirement for providing new pupil places by expanding existing maintained schools, free schools or academies, and by establishing new schools. The allocations are based on forecasts of pupil numbers in future years to establish whether there is sufficient capacity to accommodate those pupils.

8. The original School Basic Need capital grant allocations for 2014-2015 to 2016-2017 were published in December 2013. At that point the Department for Education held back £300m nationally stating 'We have retained £300m centrally, to allocate in 2015-2017 to support LAs facing significant and unexpected increases in pupil numbers.'
9. There was then an announcement in February 2015 that the additional £300m was being allocated as a 'top-up' grant allocations to eligible councils in 2015-2016 and 2016-2017. Eligible councils are those which 'have reported an increase in their forecast of total pupil numbers for academic year 2017-2018 of at least 2% and 250 pupils (calculated using the difference between the SCAP 14 forecast for 2017-2018 and the SCAP 13 forecast for the same year).'
10. Most recently, in March 2016 the allocations for 2018-2019 were announced. The methodology used for these is very similar to that used in making allocations for 2015-2018.
11. In Cheshire West and Chester we qualified for
 - **£11.4m in 2015-2016**
 - **£18.2m in 2016-2017**
 - **£13.7m in 2017-2018**
 - **£0m in 2018-2019**
12. Allocations show a reduction in funding for places in 2018-2019 compared to previous years. In broad terms, the allocations are calculated by looking at the forecast need of places against the capacity of schools minus planned changes (already funded). There are some regional factors taken into account and an operational surplus of 2% applied. The EFA therefore deem CWAC sufficiently funded to meet its forecast needs at this point in time.

Grant Conditions

13. The grant is technically un-ringfenced, meaning the only formal requirement placed on it is that it must be used for capital expenditure and not revenue. However there is an expectation by DfE that it will be spent on the creation of pupil places. The Council is required to submit an annual return to DfE stating the investment we have made in our schools for the creation of pupil places and comparing that to the amount of grant received. Historically Cheshire West and Chester has used the entire allocation to support the Schools programme, the approval of the 2016-2019 programme continues this approach.

Cheshire West & Chester Capital Programme 2016-2019

14. A programme of works has been developed for the investment of this grant allocation based on the requirement in each of our schools and a list of the projects included in the current work plan for 2016-2019 can be seen in appendix 1 to this report.

Basic Need Capital Programme 2016-2019**Appendix 1**

A programme of schemes has been devised for the investment of the Basic Need grant funding, based on the need of additional school places within the Borough. A list of projects included in the current work plan is listed below.

School	Additional Places	Anticipated Delivery
Barnton PS	105	September 2016
Winsford High St PS	90	September 2016
Witton Church Walk CE PS	35	September 2016
Charles Darwin PS	105	December 2016
Utkinton St Pauls CE PS	New Hall	December 2016
Tilston CE PS	New Hall	March 2017
Cambridge Rd PS	105	September 2017
Cuddington PS	75	September 2017
Eaton PS	105	September 2017
Huntington PS	210	September 2017
Kingsmead PS	105	September 2017
Lache PS	105	September 2017
Malpas Alport PS	105	September 2017
Oaklands Special School	TBC	September 2017
Rivacre Valley PS	105	September 2017
The Whitby HS	180	September 2017
Weaverham HS	100	September 2017
Willow Wood PS	60	September 2017
Farndon PS	105	March 2018
Tarporley CE PS	105	September 2018
Tattenhall Park PS	105	March 2018
Upton-by-Chester HS	50	September 2018
Winnington Park PS	210	September 2018

Please note:

2018 schemes require further development and therefore these are subject to change.

Agenda Item 5

Early Years National Funding Formula (EYNFF) Consultation August 2016

Purpose of the report

1. This report outlines the key proposals and potential impact of the Government consultation launched on 11 August 2016 for the introduction of an early years national funding formula (EYNFF) and changes to the way the three and four year old entitlements to childcare are funded.

Recommendations

2. The Schools Forum are asked to consider the proposals in the consultation and potential impact on provision in Cheshire West and Chester. A draft response to the consultation from the Early Years Reference Group will be tabled at the Schools Forum meeting on 19 September for a response to be made for the consultation deadline on 22 September.

Background

3. Following the first stage of consultation on the national schools funding formula earlier this year, the Government proposed to launch further consultations on addressing the inconsistencies in funding levels across the funding blocks in the Dedicated Schools Grant. Although the implementation of the schools national funding formula has since been postponed, on 11 August the Government launched a consultation on implementing an EYNFF. It is the intention that this would be implemented with effect from April 2017 so as to ensure funding is in place for the introduction of the 30 hours free entitlement for three and four year olds in September 2017.
4. The consultation proposes a national formula for allocating funding to local authorities to replace the current system of reflecting historic spend. Although some local discretion would still remain, there would also be limitations imposed on the local formula and percentage of funding retained for activities provided centrally. Indicative allocations for local authorities have been provided with the consultation which allow the potential impact of the proposals to be assessed.

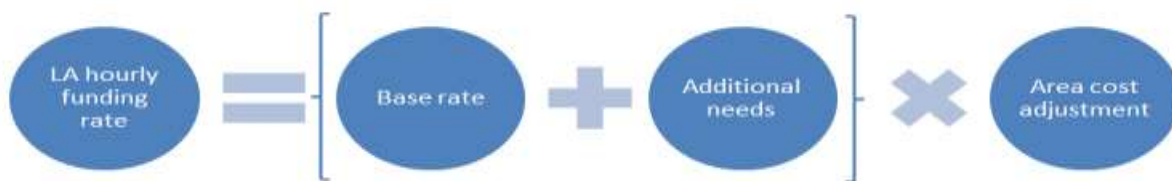
Summary of Consultation Proposals

5. The key proposals from the Department for Education are as follows
 - Introduction of a national formula to replace historic Early Years Block allocations to local authorities from April 2017.
 - EYNFF allocation system will be applied to both the current 15 hours free entitlement for three and four year olds and the extended 15 hours offer from September 2017 for working parents.

- New EYNFF will increase the national average hourly funding rate from £4.56 to £4.88 for three and four year olds (including Early Years Premium). 112 LAs (75%) will gain from the increase.
- Restriction to be placed on the level of Early Years Block funding local authorities can retain for central spend (to be capped at 7% in 2017-2018 and 5% thereafter)
- Local authorities remain responsible for determining and administering local Early Years Single Funding Formula (EYSFF) which must incorporate a “universal base rate” of funding for all providers from 2019-2020 at the latest. (i.e. no differential base rates for different settings).
- Proposed restriction on the number of additional supplements permitted in the local EYSFF. Deprivation supplement to remain mandatory while quality supplements proposed for removal. The value allocated through supplements to be capped at 10% of the hourly funding rate.
- Transition arrangements will be in place to ensure that no LA will see an annual reduction greater than 5% in their hourly rates in 2017-2018 and 2018-2019 which will be funded from additional government investment. A funding floor to ensure no LA loses more than -10% when the formula is fully implemented.
- Supplementary funding to be provided to LAs with Nursery Schools for at least two years to keep transition to the universal base rate manageable. Nursery schools expected to find cost efficiencies.
- Additional Disability Access funding to be provided to local authorities based on number of children in local settings in receipt of the DLA. Local authorities will be required to pass this to settings, who will then be responsible for determining deployment. Additional £12.5m nationally to be allocated though actual funding rate is yet to be published.
- DfE to encourage local authorities to build on existing best practice and create a central SEN Inclusion Fund to provide additional top-up funding to providers to improve outcomes for children with SEN.
- Early Years Premium to continue as is and funded provided within DSG framework.
- Two Year Old funding to continue based as is and the average hourly funding rates increased from £5.09 to £5.39.

Proposed basis for allocation of Early Years Block to LAs

6. The current hourly rate for each LA (which is based on historic spend established for the 2013 Funding Reforms) to be replaced by a national funding formula. The proposed basis for this formula is:



- i. Base Rate will account for 89.5% of national funding envelope.
- ii. Additional Education Needs (AEN) will be based on three metrics and weighted accordingly:
 - Free Schools Meals (FSM) eligibility - 8%
 - English as an additional Language (EAL) – 1.5%; and
 - Disability Living Allowance (DLA) – 1%

AEN proxy measures will be:

- FSM – proportion of children (KS1 & 2) in local area receiving free school meals
 - EAL – proposed to use data about EAL prevalence at KS1 & 2 as a proxy for the prevalence in early years as there is no EAL metric for under-fives
 - DLA – a proxy measure for children with SEND as recommended in the Isos partnership report
- iii. ACA reflects cost differentials between local areas (particularly staff costs) and proposal is to use the general labour market measure, adjusted for relative nursery premises costs based on rateable values.

Proposed allocations to providers - Local EYSFF Model

7. The following principles are proposed for local authority EYSFF allocations to providers.
 - Universal base rate for all providers to be in place from 2019-2020 at latest
 - Deprivation supplement to remain mandatory. Other supplements proposed to be restricted to: Sparsity/rural areas, flexibility, efficiency and additional 15 hours. DfE seeking views if efficiency and additional 15 hours be added as supplements and how should they be designed.
 - Quality supplement to be removed.
 - Nursery school lump sum proposed for two years then removed.

Comparison of current three and four year old funding to new proposals

8. The Early Years Block funding rate for the last four years has been based on the level of spend prior to the 2013 Funding Reforms. As part of the National Funding

Formula consultations, the Early Years Block has already been re-baselined to current spend for 2017-2018 with some funding now reflected in the High Needs Block. This is the revised starting point for the DfE to implement protections and comparisons with the EYNFF.

9. CWAC are one of the 25% of LAs set to lose funding from the proposed EYNFF. Based on current pupil numbers, the lower hourly funding rate generated by the formula would see funding reduced by £0.631m by 2018-2019. The levels of protection proposed would see the majority of this (£0.571m) lost in 2017-2018 with only £60k protection until the following year.

	Funding rate per hour	Total allocation £000	Overall reduction in funding £000
Current 2016-2017	£4.58	13,533	
Re-baselined 2017-2018	£4.45	13,152	-381 (moved to High Needs Block)
Illustrative NFF 2017-2018 (including protection) Plus nursery school supplement	£4.23	12,502 <u>79</u> 12,582	-571
Illustrative NFF 2018-2019 (protection removed) Plus nursery school supplement	£4.21	12,443 <u>79</u> 12,522	-60
			-631

Impact on funding passed to providers

10. The national average funding rate cited in the consultation document is £4.88 per hour including Early Years Pupil Premium (£4.35 excluding). Providers may be inclined to think that they will see this increase in their free entitlement funding however the impact for providers in CWAC will actually be negligible with disruption between settings as supplements are removed or changed.
11. As the new funding rate will be based on deprivation, EAL and an area cost adjustment, the Borough would not expect to be highly funded under this mechanism due to its demographics. The illustrative rate for CWAC is £4.21 which is below the national average by £0.14 per hour.
12. The consultation document includes an average rate of £3.93 per hour to be passed to providers. When compared to the current base rate in our EYSFF of £3.40, this would appear to be a real increase to providers. However, this does not take into

account the funding that is already allocated through supplements rather than through the base rate. When these are factored in, providers already receive £3.93 on average through the base rate and various supplements which are the equivalent of £0.53 per hour when averaged out.

13. There is also potentially an adverse impact on providers in that some services previously provided centrally cannot be provided going forward due to the central spend cap. Services may however be offered on a traded basis or need to be procured by providers directly from their allocated funding.

14. Other points to note are that:

- Funding for additional hours from the increase to 30 hours entitlement will be available but at the same rate as for the existing 15 hours entitlement under the new formula.
- Early Years Pupil Premium will continue as a separate funding source.
- The funding rate available for two year olds will increase though there will need to be further consultation on how much of the increase is passed on to providers or used to support SEND/central provision.

Support for children with SEND

15. CWAC currently use £719k of Early Years block funding for the Early Years Access Fund (EYAF) which is allocated to providers to support pupils with additional needs. The consultation advocates that local authorities should continue/establish inclusion funds from either or both of their early years block and high needs block allocations.

16. Under new arrangements, providers will be allocated additional targeted Disability Access Funding which will be ringfenced to be passed through to providers. This funding will replace some of the support currently provided by the EYAF. It is not intended to cover the full cost to settings and they are expected to support children within their EYFS duties. Consideration will need to be given to how the EYAF supports settings going forward. It is implied but not explicit that funding allocated would be part of the 95% allocated to providers rather than being classed as central spend but would need to be identified within the Early Years or High Needs block allocations.

Next Steps

17. Consultation response to be submitted by 22 September 2016 deadline.

18. The following key issues to be taken forward in preparation for the implementation of an EYNFF.

- Further consultation will be required locally in order to implement revised EYSFF for April 2017. CWAC already operate single base rate so there are no issues in

moving to a universal base rate for providers. However, we need to assess the impact at provider level of removing and retaining local supplements up to 10% cap (currently 13.4%).

- Significant impact on Nursery school once supplementary funding removed (proposed for at least two years).
- Impact of cap on central spend and opportunity for services to be traded with providers rather than funded centrally.
- Need to review how additional DLA allowance supplements/funds the Early Years Access Fund and how this can be funded in the future.

Agenda Item 6

Maintained School Balances Financial Year 2015-2016

Purpose of the Report

1. To inform Schools Forum of the final outturn position of maintained schools in the Borough for the 2015-2016 financial year. Schools were notified of their positions on 29 June 2016.

Recommendations

2. For Schools Forum to note the outturn position and movement in school balances and the mechanisms in place to support schools with deficit balances.

Background

3. Under the Scheme for Financing Schools, schools can carry forward from one financial year to the next any surplus or deficit relative to the school's budget share. Following the closure of accounts for the financial year, a cumulative surplus or deficit is determined for each school to be transferred to the school in the following financial year.

Outturn Position 2015-2016

4. The net surplus in maintained school balances for 2015-2016 is £10.667m. A summary of the balances by sector is shown in the table below with individual school balances included at Appendix A. This does not include balances held by academies as these are independent from the Local Authority accounts and are not made available until accounts are published.

School Balances outturn position 2014-2015 (subject to audit)

	Primary Schools	Secondary Schools	Special Schools	Alternative Provision	All Schools
	£000	£000	£000	£000	£000
Revised Budget	109,925	53,881	16,290	1,555	181,652
Net Expenditure	102,677	51,882	14,924	1,501	170,985
Net Surplus	-7,248	-1,999	-1,366	-54	-10,667
% surplus to budget	-6.6%	-3.7%	-8.4%	-3.5%	-5.9%

5. The net surplus is made up of £8.226m of surplus balances across 177 schools and £1.074m of deficit balances. There are 24 schools with deficit balances which is an increase of six on 2013-2014. A breakdown by sector and the number of schools with surplus and deficit balances is shown in the table below.

	Primary Schools	Secondary Schools	Special Schools	Alternative Provision	All Schools
	£000	£000	£000	£000	£000
Total Surplus	(7,612)	(2,485)	(1,376)	(54)	(11,528)
Total Deficit	364	487	10	0	861
Net Surplus	(7,248)	(1,999)	(1,366)	(54)	(10,667)

Number of schools with a surplus balance	107	8	7	2	124
Number of schools with a deficit balance	13	2	1	0	16
Total number of maintained schools	120	10	8	2	140

Movement in School Balances

6. The overall position shows an increase in school balances by £3.515m since the end of 2014-2015 when the net surplus balance was £7.152m. This increase was largely due to the significant increase in funding received through the Dedicated Schools Grant from the Minimum Funding Levels allocation. The total additional allocation to the Borough was £9.4m, of which £7m was allocated to maintained primary and secondary schools (the remainder being recouped for academies funded directly by the Education Funding Agency). Although costs in schools also increased from the previous year, particularly with employee costs in primary schools, schools did not spend all of their additional funding and there was a decrease in expenditure on revenue contributions to capital and supplies and services from the previous year. The movement in balances held by sector is included in the table below.

Financial Year	Primary Schools	Secondary Schools	Special Schools	Alternative Provision	All Schools
	£000	£000	£000	£000	£000
2014-2015	(4,429)	(1,308)	(1,366)	(49)	(7,152)
2015-2016	(7,248)	(1,999)	(1,366)	(54)	(10,667)
Change	2,819	691	0	5	3,515
% change	63%	53%	0%	10%	49%

7. Primary school balances have increased by £2.819m. There were no balances transferring with schools on conversion to academy in year. 13 primary schools have a deficit balance which is a decrease to the 20 from the previous year. Balances range from a deficit of £83,414 to surplus of £401,714.
8. Secondary school balances have increased by £0.691m. Two secondary schools have deficit balances, one less than in 2014-2015. Balances range from a deficit of £285,922 to surplus of £777,908.
9. Balances for special schools and Alternative Provision have increased by £5k. However, there was a transfer to academy in year with a surplus balance so there

has been a real increase in the remaining schools of a further £0.322m. One special school has a small deficit balance as in 2014-2015. Balances range from a deficit of £10,429 to surplus of £411,448.

Balance Control Mechanism

10. In agreement with Schools Forum in 2015, the Balance Control Mechanism (BCM) and requirement for schools to submit plans for unspent balances was not operated in the 2015-2016 financial year. This was largely a decision based on equity with academies who are not subject to caps on balances or clawback. However, it was agreed that Officers would continue to review schools with excessive balances and liaise with those schools around spending plans. There are 11 schools that have held balances in excess of the BCM thresholds for the last three years (8% for primary and special schools, 5% for secondary schools). These schools will be contacted in the autumn term for spending plans to demonstrate that whilst acting prudently to keep surpluses for future financial pressures, are also planning on spending their allocated funding on current pupils.

Schools with Deficit Balances

11. The number of schools ending the year with deficit balances has decreased from 2014-2015. A number of these schools are set to recover those balances in the next financial year. For the schools that do not recover in 2016-2017, the schools all have recovery plans agreed. All schools setting an overall deficit budget for 2016-2017 (taking into account the carry forward surplus or deficit from 2015-2016) are having their budgets approved individually where they need to demonstrate that setting a balanced budget would be detrimental to the operation of the school. Schools with approved deficit budgets are being issued with a Notice of Concern which is an internal control on the agreed budget plan. These school budgets will be monitored regularly and deviations approved by the Local Authority. There are currently nine Notices issued with another two school budgets being reviewed.

Next Steps

12. To publish school balances on the Schools Finance intranet site.

Appendix A 2015-2016 Year End Position by School

School Name	Revised Budget £	Actual Expenditure £	(Underspend)/ Overspend £	Variance as % of Budget
Primary Schools				
Acresfield Primary	988,267	852,899	(135,368)	(13.70%)
Alvanley Primary	369,492	369,738	246	0.07%
Antrobus St Marks C of E Primary	457,413	445,934	(11,479)	(2.51%)
Ashton Hayes Primary	543,983	562,678	18,695	3.44%
Aston by Sutton Primary	405,035	400,152	(4,883)	(1.21%)
Barnton Community Primary	1,463,422	1,428,553	(34,869)	(2.38%)
Barrow C of E Primary	361,064	351,510	(9,554)	(2.65%)
Belgrave Primary	817,702	812,740	(4,962)	(0.61%)
Brookside Primary	1,038,949	947,650	(91,299)	(8.79%)
Burton Bishop Wilson C of E Primary	409,182	415,870	6,688	1.63%
Byley Primary	354,461	324,698	(29,763)	(8.40%)
Cambridge Road Community Primary	1,306,887	1,251,432	(55,455)	(4.24%)
Capenhurst C of E Primary	408,967	360,465	(48,502)	(11.86%)
Charles Darwin Primary	1,234,450	1,208,164	(26,286)	(2.13%)
Cherry Grove Primary	1,146,028	1,132,922	(13,106)	(1.14%)
Chester Blue Coat C of E Primary	1,651,367	1,528,868	(122,499)	(7.42%)
Childer Thornton Primary	937,905	794,123	(143,782)	(15.33%)
Chistleton Primary	826,715	765,477	(61,238)	(7.41%)
Clutton C of E Primary	353,638	341,958	(11,680)	(3.30%)
Comberbach Primary	747,246	681,639	(65,607)	(8.78%)
Crowton Christ Church C of E Primary	370,759	369,227	(1,532)	(0.41%)
Cuddington Primary	804,170	766,145	(38,025)	(4.73%)
Darnhall Primary	1,341,054	1,311,878	(29,176)	(2.18%)
Davenham C of E Primary	1,062,569	977,768	(84,801)	(7.98%)
Dee Point Primary	1,822,417	1,536,101	(286,316)	(15.71%)
Dodleston C of E Primary	398,524	363,102	(35,422)	(8.89%)
Duddon St Peter's C of E Primary	566,471	490,691	(75,780)	(13.38%)
Eaton Primary	444,774	440,093	(4,681)	(1.05%)
Eccleston C of E Primary	503,082	428,769	(74,313)	(14.77%)
Ellesmere Port Christ Church C of E Primary	722,662	612,397	(110,265)	(15.26%)
Elton Primary	779,862	807,665	27,803	3.57%
Farndon Primary	870,761	823,292	(47,469)	(5.45%)
Frodsham C of E Primary	753,357	724,668	(28,689)	(3.81%)
Frodsham Manor House Primary	887,426	802,904	(84,522)	(9.52%)
Frodsham Weaver Vale Primary	737,693	677,885	(59,808)	(8.11%)
Gt Budworth C of E Primary	450,945	419,095	(31,850)	(7.06%)
Guilden Sutton C of E Primary	741,483	750,865	9,382	1.27%
Hartford Manor Community Primary	1,323,911	1,296,097	(27,814)	(2.10%)
Hartford Primary	1,371,915	1,352,860	(19,055)	(1.39%)

School Name	Revised Budget £	Actual Expenditure £	(Underspend)/ Overspend £	Variance as % of Budget
Helsby Hillside Primary	807,306	784,031	(23,275)	(2.88%)
Highfield Community Primary	1,099,843	987,392	(112,451)	(10.22%)
Hoole Community Primary	1,527,886	1,348,400	(179,486)	(11.75%)
Horn's Mill Primary	665,705	680,986	15,281	2.30%
Huntington Community Primary	1,008,120	934,435	(73,685)	(7.31%)
Huxley C of E Primary	415,633	355,460	(60,173)	(14.48%)
J H Godwin Primary	1,044,829	851,791	(193,038)	(18.48%)
Kingsley Community Primary & Nursery	744,545	795,243	50,698	6.81%
Kingsley St John's C of E Primary	474,434	353,903	(120,531)	(25.41%)
Kingsmead Primary	853,475	798,773	(54,702)	(6.41%)
Lache Primary	1,562,978	1,367,575	(195,403)	(12.50%)
Leftwich Community Primary	864,610	819,031	(45,579)	(5.27%)
Little Leigh Primary	730,457	707,082	(23,375)	(3.20%)
Little Sutton C of E Primary	696,124	638,187	(57,937)	(8.32%)
Lostock Gralam C of E Primary	803,223	737,002	(66,221)	(8.24%)
Lower Peover C of E Primary	753,333	704,987	(48,346)	(6.42%)
Malpas Alport Endowed Primary	810,244	744,325	(65,919)	(8.14%)
Manley Village Primary	354,003	323,119	(30,884)	(8.72%)
Meadow Primary	1,434,041	1,403,984	(30,057)	(2.10%)
Mickle Trafford Village Primary	855,966	739,899	(116,067)	(13.56%)
Moulton Primary	850,716	842,899	(7,817)	(0.92%)
Neston Primary	780,395	686,866	(93,529)	(11.98%)
Newton Primary	1,520,522	1,344,634	(175,888)	(11.57%)
Norley C of E Primary	433,912	382,881	(51,031)	(11.76%)
Oldfield Primary	811,540	782,671	(28,869)	(3.56%)
Our Lady Star of the Sea Catholic Primary	1,702,805	1,518,082	(184,723)	(10.85%)
Over St Johns C of E Primary	629,353	604,819	(24,534)	(3.90%)
Overleigh St Mary's C of E Primary	1,517,815	1,422,539	(95,276)	(6.28%)
Parkgate Primary	712,064	669,474	(42,590)	(5.98%)
Parklands Community Primary	1,083,587	1,085,518	1,931	0.18%
Rivacre Valley Primary	1,117,696	1,013,893	(103,803)	(9.29%)
Rossmore Primary	790,840	718,958	(71,882)	(9.09%)
Saighton C of E Primary	561,134	501,261	(59,873)	(10.67%)
Sandiway Primary	799,238	789,015	(10,223)	(1.28%)
Saughall All Saints Church of England Primary	1,271,330	1,111,553	(159,777)	(12.57%)
Shocklach Oviatt C of E Primary	281,061	266,962	(14,099)	(5.02%)
St Bede's Catholic Primary	799,525	703,255	(96,270)	(12.04%)
St Clare's Catholic Primary	666,391	640,784	(25,607)	(3.84%)
St Joseph's Catholic Primary	1,339,590	1,250,091	(89,499)	(6.68%)
St Luke's Catholic Primary	782,850	729,984	(52,866)	(6.75%)
St Mary of the Angels Catholic Primary	820,770	779,695	(41,075)	(5.00%)
St Mary's Nursery	310,597	305,796	(4,801)	(1.55%)
St Oswald's C of E Aided Primary	612,104	566,846	(45,258)	(7.39%)

St Saviour's Catholic Primary	927,075	886,463	(40,612)	(4.38%)
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School Name	Revised Budget £	Actual Expenditure £	(Underspend)/ Overspend £	Variance as % of Budget
St Theresa's Catholic Primary	980,965	900,499	(80,466)	(8.20%)
St Werburgh's & St Columba's Catholic Primary	1,341,407	1,257,073	(84,334)	(6.29%)
St Wilfrid's Catholic Primary	1,311,362	1,266,914	(44,448)	(3.39%)
St Winefrides Catholic Primary	721,623	670,075	(51,548)	(7.14%)
Sutton Green Primary	988,199	948,363	(39,836)	(4.03%)
Tarporley C of E Primary	798,993	713,310	(85,683)	(10.72%)
Tarvin Primary	921,198	847,496	(73,702)	(8.00%)
Tattenhall Park Primary	855,748	750,242	(105,506)	(12.33%)
The Acorns Primary	1,967,759	1,587,376	(380,383)	(19.33%)
The Arches Primary	1,089,548	1,036,201	(53,347)	(4.90%)
The Oaks Primary	920,999	859,810	(61,189)	(6.64%)
Tilston Parochial C of E Primary	498,506	439,139	(59,367)	(11.91%)
Tushingham-with-Grindley C of E Primary	465,837	450,977	(14,860)	(3.19%)
Upton Heath C of E Primary	1,491,510	1,428,729	(62,781)	(4.21%)
Upton Westlea Primary	1,088,354	1,024,531	(63,823)	(5.86%)
Utkinton St Paul's C of E Primary	334,101	333,207	(894)	(0.27%)
Victoria Road Primary	931,532	906,304	(25,228)	(2.71%)
Waverton Community Primary	822,567	740,423	(82,144)	(9.99%)
Weaverham Forest Primary	936,813	876,634	(60,179)	(6.42%)
Westminster Community Primary	598,562	655,905	57,343	9.58%
Wharton C of E Primary	1,506,563	1,589,977	83,414	5.54%
Whitby Heath Primary	1,395,285	1,317,935	(77,350)	(5.54%)
Whitegate C of E Primary	577,283	541,426	(35,857)	(6.21%)
Whitley Village Primary	339,911	282,993	(56,918)	(16.74%)
Willaston C of E Primary	822,684	798,779	(23,905)	(2.91%)
William Stockton Community Primary	1,634,683	1,688,373	53,690	3.28%
Willow Wood Primary	1,354,789	1,309,499	(45,290)	(3.34%)
Wimboldsley Community Primary	490,713	489,724	(989)	(0.20%)
Wincham Community Primary	1,104,492	1,042,185	(62,307)	(5.64%)
Winnington Park Community Primary	902,670	865,365	(37,305)	(4.13%)
Winsford Grange Primary	952,655	858,985	(93,670)	(9.83%)
Winsford High St Community	1,950,976	1,549,261	(401,715)	(20.59%)
Winsford St Chads C of E Primary	872,758	874,194	1,436	0.16%
Witton Church Walk C of E Primary	1,428,151	1,252,554	(175,597)	(12.30%)
Wolverham Primary	1,405,030	1,258,008	(147,022)	(10.46%)
Woodfall Primary	1,533,892	1,436,045	(97,847)	(6.38%)
Woodlands Primary	2,181,613	2,219,298	37,685	1.73%
Total Primary	109,925,404	102,677,325	(7,248,079)	(6.59%)

Secondary Schools

Bishop Heber High	5,957,690	5,820,925	(136,765)	(2.30%)
Blacon High	2,718,314	2,919,061	200,747	7.38%
Ellesmere Port Catholic High	4,196,804	4,482,726	285,922	6.81%
Hartford High	4,754,692	4,239,741	(514,951)	(10.83%)

School Name	Revised Budget £	Actual Expenditure £	(Underspend)/ Overspend £	Variance as % of Budget
Helsby High	6,471,578	6,132,619	(338,959)	(5.24%)
Queen's Park High	3,451,257	3,303,054	(148,203)	(4.29%)
St Nicholas Catholic High	5,553,278	5,536,574	(16,704)	(0.30%)
The Whitby High	8,328,293	7,550,385	(777,908)	(9.34%)
Upton-by-Chester High	7,095,988	7,021,890	(74,098)	(1.04%)
Weaverham High	5,352,764	4,875,103	(477,661)	(8.92%)
Total Secondary	53,880,658	51,882,078	(1,998,580)	(3.71%)

Special Schools

Archers Brook School	1,878,511	1,724,139	(154,372)	(8.22%)
Dee Banks School	2,674,125	2,262,677	(411,448)	(15.39%)
Dorin Park School	2,442,225	2,391,523	(50,702)	(2.08%)
Greenbank Residential School	2,200,062	1,879,554	(320,508)	(14.57%)
Hebden Green Community School	1,956,150	1,754,853	(201,297)	(10.29%)
Hinderton School	1,221,385	1,086,299	(135,086)	(11.06%)
Oaklands School	1,944,882	1,841,951	(102,931)	(5.29%)
Rosebank School	900,122	910,551	10,429	1.16%
The Russet School	1,072,948	1,072,948	(0)	(0.00%)
Total Special	16,290,410	14,924,495	(1,365,915)	(8.38%)

Alternative Provision

Pine Lodge	384,178	364,826	(19,352)	(5.04%)
The Bridge	1,171,178	1,136,568	(34,610)	(2.96%)
Total Alternative Provision	1,555,356	1,501,394	(53,962)	(3.47%)

All Schools Total	181,651,828	170,985,292	10,666,536	(5.87%)
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Agenda Item 7

Dedicated Schools Grant (DSG) 2015-2016 – Final Outturn

Purpose of the Report

1. The purpose of the report is to report on the 2015-2016 final outturn position for the centrally held DSG budget and to seek a recommendation from School's Forum as to how the underspend is allocated.

Recommendations

2. The Forum is asked:-
 - (i) To note the final outturn on the 2015-2016 centrally held DSG.
 - (ii) To endorse the retention of the unspent £0.072m from the 2015-2016 allocation in reserves to offset forecast pressures in high needs in 2016-2017.

Forecast Outturn

3. At the Third Review stage the outturn forecast for the centrally held DSG was for an underspend of £0.056m. At year-end the final outturn position was an underspend of £0.421m.
4. The net underspend is due to the following primary variances.
 - An overspend due to an increase in demand for High Needs top up payments in mainstream and special schools (£0.803m) and additional payments for Alternative Provision (£0.087m)
 - An underspend in inter authority placements (£0.259m) and placements in out of borough Independent and Non Maintained Special Schools (£0.107m).
 - An underspend in Early Years Funding (£0.065m).
 - Short term staff vacancies (£0.265m) and prudent management of various operational budgets to offset the pressure on High Needs placements (£0.266m).
 - An underspend in de-delegated budgets that are managed centrally on behalf of schools (£0.284m) and an underspend (£0.065m) in the growth fund earmarked for expanding school. These underspends are required to be carried forward and allocated for the same purposes in 2016-2017 as previously agreed with Schools Forum.

Allocation of 2015-2016 Carry forward

5. It has previously been agreed to allocate the 2015-2016 underspend arising from the de-delegated contingencies and growth fund for the same purposes in 2016-2017:
 - £0.284m earmarked for de-delegated budgets has reduced the 2016-2017 in-year call on schools for de-delegation.
 - £0.065m has been earmarked for the 2016-2017 growth fund for expanding schools.

Therefore £0.072m remains unallocated. Given the relatively small amount involved and the pending pressures from high needs spend forecast for 2016-2017, officers recommend that this funding is retained in reserve to help mitigate the increasing budgetary pressure in this area.

Next Steps

6. Subject to the views of Schools Forum, unspent DSG will be allocated as per the above.

Agenda Item 8

Final Allocation of the Dedicated Schools Grant for 2016-2017

Purpose of the report

19. To report to the Forum the final allocation of the Dedicated Schools Grant (DSG) for 2016-2017 as published by the Education Funding Agency in July 2016, highlighting the changes from the draft allocation used in budget setting for this financial year.

Recommendations

20. The Schools Forum is asked to note the amendments to the DSG allocation for the high needs and early years funding blocks and the adjustments to centrally held budgets for 2016-2017.

Background

21. In December 2015, the Education Funding Agency (EFA) announced the details of the DSG funding settlement for the 2016-2017 financial year. This was the basis for setting the schools budget share and centrally held budgets for 2016-2017 and were agreed at the January 2016 Forum.

22. In July 2016, the EFA published revised DSG allocations for all local authorities to reflect changes in high needs commissioned places, early years census data and academy recoupment. It is a requirement for local authorities to discuss the published DSG allocation with the Schools Forum in confirming that the grant has been used in support of schools.

Changes to the Allocation

23. The indicative DSG allocation available in January 2016 for the local authority was £244.619m. With the addition of the central spend carry forward of £0.8m from 2014-2015, the total DSG funding available was £245.419m. A table detailing this calculation which was presented to the Schools Forum in January 2016 is included in Appendix A.

24. Table 1 below shows in summary the changes to the Local Authority's allocation since January 2016. The net change is an increase of £0.140m giving a revised allocation of £244.758m. Adjustments have been made to deductions for high needs places and 2015-2016 early years funding which give a net increase of £0.0113m to the funding held by the Local Authority. Details of individual amendments are then included in Table 2 in paragraph 7.

Table 1 Summary of change to the final DSG allocation

	Indicative January 2016 £m	Final July 2016 £m	Change £m
DSG Allocation	244.619	244.758	0.140
Less deductions for high needs places	(2.664)	(2.765)	-0.101
Less academy recoupment	(46.928)	(46.928)	0
Temporary funding adjustments		0.074	0.074
Net DSG allocation	195.026	195.139	0.113
Carry forward from 2014-2015	0.800	0.800	0
DSG available to the Local Authority	195.826	195.939	0.113

25. In order to maintain the integrity of the budgets set on the indicative allocations, adjustments have been made to budgets in accordance with the reason for the change in the allocation. For example, the reduction in funding due to higher pupil numbers on the early years census has been adjusted with a budget increase to the early years contingency budget for place funding. The actions that have been taken for each adjustment are shown in Table 2 below.

Table 2 Adjustments to DSG allocation January 2016 to July 2016

Funding Block	Description of Adjustment	Adjustment £m	Budget adjustment actioned
Early Years block	Increase to 2016-2017 baseline funding due to pupil numbers increasing by 32 in January 2016 census	0.139	Increase in centrally held Early Years contingency for place funding
Early Years Block	Correction to 2015-2016 funding for seven months of increase in pupil numbers in January 2016 census	0.074	Increase in centrally held Early Years contingency for place funding.
Other – two year old funding	Increase in two year old funding from actual participation recorded in January 2016 census	0.103	Increase in centrally held budget for two year old place funding
Other – Early Years Pupil Premium	Reduction to reflect actual take up from previous estimate	-0.102	Reduction in centrally held budget for early years pupil premium claims
Deductions to High Needs Block	Reduction of one post 16 high needs place in academies for 2016-2017 academic year	0.004	Adjustments reflected in centrally held budget for high needs place funding
Deductions to High Needs Block	Recoupment of place funding for The Russett School – agreed increase in places	-0.105	Adjustments reflected in centrally held budget for high needs place funding
Total		0.113	

Next Steps

26. The revised allocations and adjusted budgets will form the basis of reporting for the remainder of 2016-2017 and for budget setting for 2017-2018.

Appendix A

Extract from report to Schools Forum January 2016

DSG Allocation	Estimated DSG 2016-2017		
	Pupil Numbers	Amount per pupil £	Allocation £000
Schools Block			
Primary	26,179	4,345	113,744
Secondary	16,697	4,345	72,546
Less high needs places in resource provision	-91	4,345	-395
Plus reception uplift	58	4,345	252
	42,843		186,147
Transfer for non-recoupment academies			186,147
Early Years Block	3,079	4,350	13,393
Early Years Pupil Premium (initial estimate)			233
			13,626
High Needs Block			41,864
Growth			529
High needs exceptional case submission			76
			42,469
Additions and deductions to DSG			
Two Year Olds	494	4,684	2,314
NQT induction			62
Final DSG Allocation			244,619
DSG carry-forward allocated to schools			800
Total DSG funding available			245,419

Agenda item 10

2016-2017 School Funding Arrangements – National Data Comparison

Purpose of the Report

1. This report provides an overview of the national analyses of schools block funding formulae published by the Education Funding Agency in July 2016. This information is provided to enable the Schools Forum to review Cheshire West and Chester formula factors against the local authorities nationally.

Recommendation

2. That the Schools Forum note the comparison between the national data and Cheshire West and Chester's data and suggest any items for review as part of the formula consultation process for 2017-2018.

Background

3. As in previous years, in January 2016 local authorities in England submitted to the Education Funding Agency (EFA) their formulae for allocating their dedicated schools grant (DSG) schools block funding for 2016-2017 to their schools. For 2016-2017, schools can be funded using a maximum of thirteen clearly defined factors which remained unchanged from 2015-2016. In July 2016, the EFA published a summary of local authorities chosen formulae with charts and commentary of the values and proportions of funding used. This is the fourth year of this published analysis which has been produced since the School Funding Reforms in April 2013 and has enabled local authorities to review their formulas against other authorities. The full document published by the EFA is attached as an annex to this report.

Cheshire West and Chester position against local authorities nationally

4. Appendix A to this document sets out Cheshire West and Chester's formula values for each formula element of the funding formula for 2016-2017 against all authorities nationally. Presentation of the profiling of each factor is available in graph format in the EFA document referred to above.
5. There has been little movement across the factors in terms of use by local authorities, values and proportions of overall funding applied which is likely due to there being no change to the factors in use and the pending move to a national funding formula. Therefore, for most of the formula factors the Cheshire West and Chester formula remains close to the national average in terms of the proportion of funding allocated through each chosen factor. The main observations from this data are as follows:

- The total proportion of funding allocated through the Basic Entitlement remains in line with the national average at 76% of funding. Values applied per pupil however remain under the national average due to the lower amount of funding allocated in total to the LA.
- The proportion of funding allocated through the Deprivation factor remains lower than average at 6.93%. This was as intended when setting the formula values as the Borough is lower than the national average in terms of overall levels of deprivation. The proportion of funding allocated nationally through the deprivation factor has however reduced from 8.3% to 7.8% which is likely due to the reduction in deprivation levels identified in the updated Income Deprivation Affecting Children Index (IDACI) dataset used in the 2016-2017 formula. The average values applied to IDACI factor have increased nationally which is consistent with the decision made in Cheshire West and Chester to increase the values to offset the apparent reduction in eligible pupils.
- The values chosen to allocate funding according to FSM Ever 6 eligibility remain higher than average for the local authorities choosing this mechanism with values against IDACI bands being lower than average. This is in line with the decision taken to allocate 90% of funding according to current deprivation using FSM Ever 6 and only 10% through IDACI.
- There was no change in the number of local authorities choosing to allocate funding through the Looked after Children which remains at 0.07% of funding.
- The level of funding allocated through the Prior Attainment factor has remained largely unchanged nationally with the Local Authority being higher than the average in both formula values and proportion of funding allocated through this factor.
- Cheshire West and Chester remains higher than average on the proportion of funding allocated through the Lump Sum factor which is due to the number of primary schools being higher than the national average for the number of pupils in the Borough.
- The primary:secondary ratio for Cheshire West and Chester has remained at 1:24 though the national average has increased slightly from of 1:28 to 1:30. The Borough is now ranked 13th lowest as opposed to 20th lowest in 2015-2016.
- The amount that local authorities are allocating for the Growth Fund nationally has increased again from £156m in 2015-2016 to £164m though the amount allocated varies widely between authorities.
- The proportion of funding allocated through Minimum Funding Guarantee (MFG) protection has increased from 0.37% nationally to 0.64%. This will likely be due to the turbulence created by the change in the IDACI dataset and reduction in funding targeted through deprivation. The amount of MFG funding allocated in Cheshire West and Chester has increased slightly due

to the redistribution of deprivation funding across schools and remains higher than the average in both proportion of total funding and total value.

- The Notional SEN calculations remain largely unchanged with Cheshire West and Chester being slightly higher than average at 11.10% compared to a national average of 10%. However, the range of calculations varies widely between 2% and 22% of funding with no clustering around the average. In view of the higher proportion of funding being allocated through the Prior Attainment factor and this being the main factor used to determine the Notional SEN, this may explain the higher than average calculation for the Borough.

6. Given the close alignment of the local formula to national averages and the pending national funding reforms, there would not appear to be any clear direction to further review the formula for 2016-2017. The funding formula is fit for purpose in terms of the factors in use and proportions of funding allocated. Therefore, the Officer recommendation is not to consult on any further changes to the formula for the next financial year but to review the formula values in conjunction with the updated dataset and funding allocation with the Finance Sub Group later in the year. Officers also consider that maintaining stability in funding prior to any national reforms would be beneficial and the ability to significantly change the funding mechanism without additional funding being available would only further impact on the already high amount tied up in MFG protection.

Next Steps

7. To review any formula items which the Forum considers worth re-visiting for the 2017-2018 formula funding consultation.

Appendix A - Summary of EFA National Data Comparison of School Funding Arrangements 2016-2017

Formula Factor	Cheshire West and Chester		National				2016-2017 National ranking of local authorities (where 1 is the highest of local authorities using the factor)			
	Value £	Proportion of funding %	Maximum Value £	Minimum value £ (above 0)	Average value £	Average proportion of funding %	Number of LAs using factor	Ranking on formula value	Ranking on Proportion of funding	Ranking on Total funding
Basic entitlement										
Primary	2,868	39.61%	6,000	2,345	3,024	40.84%	152	87	93	
Key Stage 3	3,938	20.87%	7,719	3,000	4,169	20.80%	151	91	80	
Key Stage 4	4,498	15.72%	10,549	3,000	4,683	15.25%	151	84	69	
<i>Basic Entitlement Total</i>	144,444,548	76.20%	637,360,740	1,242,000	160,341,535	76.89%	152			66
Deprivation										
<i>Primary FSM6</i>	1,161		2,472	237	963					
<i>Secondary FSM6</i>	1,441		3,292	280	1,132					
<i>IDACI Primary Band 4</i>	337		3,914	25	613		118	83		
<i>IDACI Primary Band 5</i>	395		4,200	50	806		118	87		
<i>IDACI Primary Band 6</i>	453		3,993	42	1,187		111	88		
<i>IDACI Secondary Band 4</i>	418		5,225	14	817		119	87		
<i>IDACI Secondary Band 5</i>	490		10,450	28	1,073		119	89		
<i>IDACI Secondary Band 6</i>	562		4,665	42	1,187		112	85		
<i>Deprivation total</i>	13,144,647	6.93%	103,775,521	17,027	15,946,265	7.83%	152		83	72
Looked after Children	0	0.00%	5,000	175	1,105	0.07%	91	Not applied		
Prior attainment										
Primary	1,269		2,651	115	863		143	25	42	
Secondary	1,234		3,229	36	1,069		148	45	52	
<i>Prior Attainment total</i>	10,013,019	5.28%	79,267,207	0	8,996,978	4.26%				40

	Cheshire West and Chester		National				2015-2016 National ranking of local authorities (where 1 is the highest of local authorities using the factor)			
Formula Factor	Value £	Proportion of funding %	Maximum Value £	Minimum value £ (above 0)	Average value £	Average proportion of funding %	Number of LAs using factor	Ranking on formula value	Ranking on Proportion of funding	Ranking on Total funding
English as an additional language										
Primary	539		1,500	65	542		135	58		98
Secondary	1,251		3,548	75	1,042		135	40		78
<i>EAL total</i>	614,948	0.32%	12,610,629	0	1,853,299	0.95%	136		102	
Mobility										
Primary	0		3,000	10	346		67			
Secondary	0		19,068	10	532		62			
<i>Mobility Total</i>	0	0.00%	2,445,525	0	149,852	0.07%	67	Not applied		
Lump sum										
Primary	117,082		175,000	48,480	129,062		151	95		
Secondary	175,000		175,000	48,480	141,332		150	1		
<i>Lump sum total</i>	18,545,660	9.78%	88,310,000	175,000	17,175,914	7.86%	152		27	40
Sparsity										
Primary	20,000		100,000	5,000	42,880		22			14
Secondary	0		100,000	5,000	76,110		21	Not applied		
<i>Sparsity total</i>	49,933	0.03%	3,023,122	29,640	624,720	0.39%	24		24	22
Fringe payments	0	0.00%	8,733,560	1,031,845	3,379,782	0.02%	5	Not applied		
Split sites	72,388	0.04%	1,200,000	5,167	266,622	0.21%	103		75	72
Rates	2,037,014	1.07%	10,090,179	47,500	2,534,844	1.21%	151		94	68
PFI funding	550,293	0.29%	8,100,000	1,461	1,722,618	0.45%	83		58	56
Sixth form	0	0.00%	2,258,496	138,385	964,134	0.04%	13	Not applied		

	Cheshire West and Chester		National				2015-2016 National ranking of local authorities (where 1 is the highest of local authorities using the factor)			
Formula Factor	Value £	Proportion of funding %	Maximum Value £	Minimum value £ (above 0)	Average value £	Average proportion of funding %	Number of LAs using factor	Ranking on formula value	Ranking on Proportion of funding	Ranking on Total funding
Primary:Secondary Ratio	1.24		1.57	1.18	1.30		151	138		
Growth Fund	305,000.00		6,753,000.00	50,000.00	1,254,869.72		131			104
Falling Rolls Fund	0.00		1,408,000.00	7,000.00	307,157.27		30	Not applied		
Totals										
Total Schools Block Funding £	190,991,621		859,570,133	1,659,581	209,925,424		152			66
Total Funding Excluding MFG £	189,553,601		859,570,133	1,624,125	208,646,091		152			65
Total Funding provided in MFG £	1,438,020	0.75%	11,563,127	35,456	1,883,562	0.64%	151		46	40
Total Through Basic Entitlement		76.20%	89%	61%	77%		152		93	
Pupil Led Funding		88.74%	96%	64%	90%		152		111	

	Cheshire West and Chester	National			2015-2016 National ranking of local authorities (where 1 is the highest of local authorities using the factor)				
Notional SEN Calculation	Value £	Proportion of funding %	Maximum Value £	Minimum value £ (above 0)	Average value £	Number of LAs using factor	Ranking on formula value	Ranking on Proportion of funding	Ranking on Total funding
Notional SEN %		11.10%	22%	2%	10%	152		45	
Notional SEN £	21,208,587		161,269,465	101,669	20,594,015	152			53
Basic entitlement									
Primary		4.41%	20.01%	0.00%	3.67%	122		57	
Key Stage 3		4.41%	20.00%	0.00%	3.34%	118		50	
Key Stage 4		4.32%	20.00%	0.00%	3.29%	117		50	
Deprivation									
Primary		32.88%	Not available from data analysis						
Secondary		32.60%	Not available from data analysis						
Looked after Children		0.00%	100.00%	0.00%	9.80%	20		Not applied	
Prior attainment									
Primary		100.00%	100.00%	0.00%	87.59%	143		1	
Secondary		100.00%	100.00%	0.00%	89.83%	148		1	
English as an additional language									
Primary		0.00%	100.00%	0.00%	12.29%	34		Not applied	
Secondary		0.00%	100.00%	0.00%	12.46%	35		Not applied	
Mobility									
Primary		0.00%	100.00%	0.00%	6.33%	18		Not applied	
Secondary		0.00%	100.00%	0.00%	6.39%	18		Not applied	
Lump sum									
Primary		2.80%	35.00%	0.00%	2.26%	36		33	
Secondary		3.63%	36.23%	0.00%	2.27%	33		29	
Sparsity									
Primary		0.00%	8.00%	0.00%	0.12%	3		Not applied	
Secondary		0.00%	8.00%	0.00%	0.12%	3		Not applied	

Agenda item 11

School Funding Arrangements 2017-2018

Purpose of the Report

1. This report outlines the key changes set out by the Education Funding Agency (EFA) for school funding arrangements for 2017-2018 as set out in the School revenue funding for 2017-2018 operational guide issued in July 2016.

Recommendation

2. Schools Forum is asked to:
 - i. note the changes to funding arrangements outlined in the report and
 - ii. agree the next steps for recommendations to be made by Finance Sub Group at the December meeting for
 - the changes in funding arrangements for Income Deprivation Affecting Children Index (IDACI) bands and
 - the retention of DSG for ongoing responsibilities previously covered by the Education Services Grant (ESG)

Background

3. Following the July announcement that the planned implementation of a new national funding formula for schools for 2017-2018 will be delayed by a year, the Education Funding Agency released the Schools revenue funding for 2017 to 2018 operational guide to allow local authorities to begin to plan their local funding system for the next financial year.

Changes for 2017-2018

4. Funding arrangements are largely unchanged from 2016-2017 though some changes have been made to reflect the move towards a national funding formula and changes to datasets used to allocate funding through the formula. Planned changes to ringfence each of the DSG blocks and to flex the Minimum Funding Guarantee (MFG) protection have not been implemented. Further guidance is expected on High Needs with local flexibility to adjust place funding and an uplift to the High Needs block expected later in the year. The key changes to schools funding are set out below.

Re-baselining of the DSG

5. In the move towards a national funding formula the EFA had requested all LAs to re-baseline funding to reflect current spending patterns rather than historic ones. The initial allocation for 2017-2018 for Cheshire West and Chester is at the same overall level as in 2016-2017. However, the re-baselining has resulted in an increase in the Schools Block to reflect the fact that historically we

allocate an element of the High Needs Block to fund mainstream schools. This shift in the blocks has resulted in a higher unit of funding for mainstream pupils and, with continuing growth in numbers, should result in an increase to the DSG allocation in 2017-2018.

Transfer in of the Education Services Grant (ESG)

6. Funding for the Education Services Grant (ESG) retained duties (£15 per pupil) will be transferred into the schools block for 2017 to 2018. This grant funding currently sits outside the DSG and is allocated to local authorities to deliver some statutory duties to maintained schools and academies. This will now become part of a new central spend block within the DSG for local authority education functions.
7. The remainder of the ESG (which funds other education functions that transfer to academies on conversion) is being removed for both local authorities and academies. Local authorities will need to ensure that they retain sufficient funding to cover these duties and the EFA propose that local authorities will be able to retain funding from the DSG from maintained schools for statutory duties previously covered by the ESG in agreement with Schools Forum.

Use of formula factors

8. The only change to the allowable formula factors is the removal of the post 16 funding factor. This factor is not used by Cheshire West and Chester so there is no impact from this change.
9. A national weighting will be applied to the secondary low attainment figures to accommodate the recent change in assessment.
 - For pupils assessed at KS2 up to 2011, eligible pupils are those who did not reach level four in either the English or Maths elements.
 - For pupils assessed from 2011, eligible pupils are those who did not reach level four in any of the reading test, teacher assessed writing, or Maths. This reflects the new KS2 English assessment methodology which was introduced in 2012, to include separately a reading test and teacher assessed writing.
 - The 2016 KS2 assessments are the first which assess the new, more challenging national curriculum. At a national level, a higher number of the year seven cohort in financial year 2017 to 2018 will be identified as having low prior attainment. The EFA intend to use a national weighting to ensure that this cohort does not have disproportionate influence within the overall total. The weighting will be confirmed having taken into account the latest data about year seven pupils in the October census. Local authorities will not be able to change the weighting, but would be able to adjust their secondary low prior attainment unit value as usual. This will enable local authorities in most cases to maintain their low prior attainment factor at previous levels without significant turbulence.

10. Following the 2015 dataset update for the index of deprivation affecting children (IDACI), the EFA have redesigned the bands in which funding can be allocated to make them similar to pupil numbers eligible in the previous year. The revised bands will be A – G rather than 1-6 and the revised dataset for the October cohort will be issued in December. The following table sets out the changes in bands which Officers will be able to model against the existing cohort in order to review the formula values for 2017-2018 with Finance Sub Group.

Proportion of pupils in each IDACI band in the 2015 to 2016 and 2016 to 2017 schools block dataset mapped on to new bands

Bands used in 2015-16 and 2016-17	IDACI score	% pupils in each band (2015-16)	% pupils in each band (2016-17)	New bands for 2017-18	IDACI score	% pupils in each new band (2015 October census)
T	U	V	W	X	Y	Z
6	Between 0.60 and 1.00	3%	1%	A	Between 0.50 and 1.00	3%
5	Between 0.50 and 0.60	6%	3%	B	Between 0.40 and 0.50	8%
4	Between 0.40 and 0.50	10%	8%	C	Between 0.35 and 0.40	7%
3	Between 0.30 and 0.40	12%	14%	D	Between 0.30 and 0.35	8%
2	Between 0.25 and 0.30	7%	9%	E	Between 0.25 and 0.30	9%
1	Between 0.20 and 0.25	8%	10%	F	Between 0.20 and 0.25	10%
0	Less than 0.20	53%	56%	G	Less than 0.20	56%

Funding formula submission

11. Local authorities are required to submit one funding formula submission in January 2017 and are not required to make a submission in October 2016. This gives local authorities and Schools Forums additional time to consider funding allocations following the October census before making the submission.

Next Steps

12. Officers and Finance Sub Group to review the changes in funding arrangements for Cheshire West and Chester and formulate recommendations for:

- the retention of DSG for ongoing responsibilities previously covered by the ESG
- proposed values for the new IDACI bands

Recommendations to be tabled to Schools Forum at the December meeting.

Agenda item 12

Annual review of the Cheshire West and Chester Schools Forum's membership, constitution and terms of reference

Purpose of the Report

1. The purpose of this report is to review the Schools Forum's membership, constitution and terms of reference and ensure that the composition of the Schools Forum is compliant with the regulations.

Appendix 1: membership

Appendix 2: constitution and terms of reference

Appendix 3: Schools Forum governor representative election scheme

Recommendations

2. The Schools Forum is asked
 - i. to note that there are no changes to the current constitution and terms of reference; and
 - ii. endorse the proposal to seek governor nominations to fill the vacancies which will arise due to the terms of office coming to an end.

Background

3. The Schools Forum's constitution requires that the membership, constitution and terms of reference be reviewed annually.
4. Officers have reviewed the pupil numbers based on the current make up of schools and academies to ensure that the composition of the Schools Forum is compliant with the Schools Forums (England) Regulations 2012 which states that 'primary schools, secondary schools and academies must be broadly proportionately represented on the forum, having regard to the total number of pupils registered at them'.
5. Officers have determined that the pupil ratio does not warrant a revision in the Schools Forum schools and academies membership at this time.
6. No formal revisions to the schools forum regulations have been issued by the DfE, therefore no amendments to the current constitution and terms of reference are proposed.

Governor Representatives Terms of Office

7. Six governor representative vacancies will arise this term due to their term of office coming to an end (table 1)

Table 1

Forum member	Representing	Term of office ends
Philip Hopwood	Special governors	12 November 2016
Jenny Turner	Secondary governors	2 December 2016
Duncan Haworth	Primary governors	4 December 2016
Martin Neild	Primary governors	4 December 2016
Sue Pearson	Primary governors	4 December 2016
Ian Trotman	Primary governors	4 December 2016

8. It is proposed that nominations be sought, in line with the election scheme (appendix 3) to ensure the vacancies are filled when the term of office ends to allow continuity.

Appendix 1

Cheshire West and Chester Schools Forum Membership (revised September 2016)

Chair: David Charlton **Vice chair:** Harry Ziman

The Cheshire West and Chester model comprises 33 members in total, representing both schools and non-schools sectors and is constituted as follows:

School members (19)

Primary heads (five) office ends		Term of
Cheryl Bullen	Hoole Church of England Primary School	September 2019
Sarah Curtis	Meadow Primary	November 2016
Kate Docherty	Rivacre Valley Primary	September 2019
Chris Priddey	Sandiway Primary	October 2019
Sarah Worthington	Malpas Alport Endowed Primary School	September 2019

Substitutes

Ian Devereux Roberts Frodsham Manor House Primary
Kerry Forrester Tarpoley Church of England Primary

Primary governors (five)

Duncan Haworth	Woodfall Primary	December 2016
Francis Kwateng	St Mary of the Angels Catholic Primary	January 2019
Martin Nield	The Acorns Primary and Nursery	December 2016
Sue Pearson	Horns Mill Primary	December 2016
Ian Trotman	Neston Primary	December 2016

Substitutes

Joy Verrier Lache Primary school
David Rowlands St Oswald's Church of England Aided Primary School

Secondary heads (three)

David Charlton	Weaverham High	December 2016
David Curry	Bishop Heber High	November 2017
Sue Yates	Blacon High School Specialist Sports College	July 2020

Substitute

Mike Holland Hartford CE High

Secondary governors (two)

John Freeman	Weaverham High	June 2019
Jenny Turner	Queen's Park High	December 2016

Substitute

Vacancy

Special school head and governor (two)

Samantha Myers-Whittaker Archers Brook School
 Philip Hopwood Hinderton School

April 2017
 November 2016

Substitute

Judith McGuinness Rosebank School
 Peter Gaskell Hebden Green School

Nursery school (one)

Katie Tyrrie St Mary's Community Nursery

Pupil referral units (one)

Sian Thomas Executive Headteacher Short Stay Schools

Academies (including Free Schools) members (six)**Primary/Secondary (five)**

Steve Dool	Neston High	September 2020
Luci Jones	Cheshire Academies Trust	December 2018
Sarah Lee	Tarporley High School and Sixth Form College	September 2020
John Murray	The Catholic High School, Chester	January 2020
Harry Ziman	Kelsall Primary School	September 2020

Substitutes

Steven Ellis Boughton Heath Academy

Special (one)

Vacancy

Non-schools members (eight)**Chair of Primary Headteachers Association (one)**

Hilary Berry CWAPH August 2017

Diocesan authorities (two)

Kathryn Magiera	Witton Church Walk CE School	October 2019
Caroline Vile	Ellesmere Port Catholic High School	April 2020

Private, voluntary and independent early years' providers (two)

Kathie Foye	Littler Grange/Kiddie Care Nurseries	December 2016
Vacancy		

Substitute

Vacancy

Trade unions (two)

Greg Foster	Joint Consultative Negotiating Panel	December 2016
Geoff Wright	Joint Consultative Negotiating Panel	March 2017

Substitute

Bevanie Robinson

16-19 providers (one)

Kerry Kirkwood Sir John Deane's College

February 2018

Total: 33

Non-voting observers

Councillor Nicole Meardon, Cabinet Member for Children and Families

John Barber, Education Funding Agency (EFA) representative

Appendix 2

Cheshire West and Chester Schools Forum

Constitution and Terms of Reference (Revised June 2015)

Definitions

The Forum is the Schools Forum for the area covered by Cheshire West and Chester Council. The Constitution complies with The Schools Forum (England) Regulations 2012, and in its procedures and terms of reference takes account of advice issued by the Department for Education (DFE).

The Council is Cheshire West and Chester Council in its role as Local Authority.

Membership

1. The Cheshire West and Chester Schools Forum (the Forum) will consist of 33 Members made up of 25 school members and academies members and eight non-school members made up as follows:-

School Members (19)

one representative from St Mary's Nursery School

10 primary representatives (five headteachers, five governors)

five secondary representatives (three headteachers, two governors)

two special school representatives (one headteacher, one governor)

one pupil referral units representative

Academy (including free schools) Members (six)

five primary/secondary representatives

one special representative

The proportion of school members and academy members will always be at least two thirds of the membership of the forum.

Non School Members (eight)

one Roman Catholic Diocese representative

one Church of England Diocese representative

two Private, voluntary or independent sector provider representatives

one 16-19 provider representative

two Trades Union representative

one Chair of the Association of Primary Headteachers (if not a serving headteacher)

In addition the following are entitled to attend and speak at meetings of the School Forum, but are not members and have no voting rights:

Observers

- The Education and Children Portfolio Holder of the Council
 - The Resources Portfolio Holder of the Council
 - Director of Children and Families Service of the Council or their nominated representative
 - Chief Finance Officer of the Council or their nominated representative
 - Education Funding Agency (EFA) representative
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. 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 (Headteachers and Governors by phase) will be responsible for the method by which they elect and nominate school and academy member representatives.
 3. The Academy members represent the governing bodies of the Academies situated in the authority's area, so do not necessarily have to be a Principal or a governor. It is for the governing bodies of the Academies concerned to elect their members; if there is only one Academy in the authority's area, its governing body will select the member.
 4. The Council will maintain a written record of the composition of the Schools Forum including the method by which representatives are elected or nominated. The Council will inform all schools of the membership of the Forum and will provide details of any non-school Member appointed to the Forum within one month of appointment. This will be carried out when constituting the Forum and after the appointment of any new or replacement Member.
 5. Elected Members who hold an executive role within the Council and officers who have a role in strategic resource management of the authority are unable to be members of the Forum (these restrictions do not apply to officers employed as teachers or who work for, and those who directly manage, a service which provides education to individual children and/or advice to schools on learning and behavioural matters).
 6. The Education and Children Portfolio Holder of the Council and a representative of the Education Funding Agency will be invited to attend meetings of the Forum as observers.

Meetings and proceedings of the Schools Forum

7. There will be a minimum of four meetings per school year.
8. The meetings of the Forum will be open to the public. Exceptionally, the Chair of the Forum may determine that a meeting or part of a meeting will be held in private. Prior to making any such determination, the Chair must take legal advice and the determination must be in accordance with this legal advice. The reasons for this determination must be recorded in the minutes of the meeting.
9. 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, Director of Children and Young Peoples Services (or their representative), Chief Finance Officer (or their representative) or officers who are providing specific financial or technical advice to Schools Forum. Other individuals (including Council officers) will be able to participate where they are presenting a report, but their participation must be limited to their specific agenda item.
10. The meetings are quorate if at least 40% of the total membership (excluding vacancies) is present at the meeting. In the event of a meeting not being quorate, members present may by majority vote decide to continue the meeting and thus be able to offer advice to the Council and/or respond to any consultation, but will be unable to exercise any of the decision making powers of the Forum.
11. The Council will consult the Forum annually on arrangements for substitutes.
12. Each group of Schools Members will agree two named substitutes and provide this information to the clerk. Agendas and papers for meetings will be sent to named substitutes as a matter of course. It is up to individual members of the Forum to contact a substitute if they are unable to attend meetings.
13. In exceptional circumstances Headteachers' substitutes can be drawn from senior members of staff (a deputy headteacher, bursar or other person responsible for the financial management of the school).
14. Members of the Forum are required to make declarations of interest on appointment and when, for example, the Forum is considering matters relating to contracts.
15. Meetings of the Forum will be called allowing at least two weeks' notice. Supporting papers will be sent out at least five working days before the meeting.
16. 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. Meetings may be recorded for the purposes of the accuracy of the minutes only.
17. Minutes of meetings will be placed on the Council's website and all schools and associated groups will be informed when new minutes are available. All schools and associated groups will be informed of action taken by the Council on Forum advice.

18. Claiming of expenses for Forum Members will be in accordance with the Forum expenses policy document and claims will be made on the specific claim forms and duly authorised. In case of dispute, the official record of attendance signed at the meeting will be used to determine attendance, and mapping tools used to determine mileage claimed.
19. An appropriate budget will be available for each financial year for costs associated with the operation of the Forum e.g. hiring a venue, refreshments and other expenses and clerking costs. This will be a charge against the Council's Schools Budget within the centrally retained budgets. The level of the budget will be reviewed annually by the Council in consultation with the Forum.
20. 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 to be agreed by Schools Forum.

Items for Forum Discussion

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

Consultation on 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.

Consultation on Contracts

22. The Council shall, at least one month prior to the issue of invitations to tender, 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.

Consultation on Financial Issues

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

Financial issues relating to:

- arrangements for pupils with special educational needs, in particular the places to be commissioned by the LA and schools and the arrangements for paying top-up funding;
- arrangements for use of pupil referral units and the education of children otherwise than at school, in particular the places to be commissioned by the LA and schools and the arrangements for paying top-up funding;
- arrangements for early years provision;
- administration arrangements for the allocation of central government grants

Consultation on other matters

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

25. The Forum shall also have the following powers:

a) De-delegation for mainstream primary/secondary schools for:

- contingencies
- administration of free school meals
- insurance
- licences/subscriptions
- staff costs – supply cover
- support for minority ethnic
- pupils/underachieving groups
- behaviour support services
- library and museum services

b) in exceptional circumstances only:

to recommend changes to the Council's funding formula subject to approval by the Education Funding Agency

26. Should a judgment be necessary on whether a matter falls within the remit of the Forum, for example whether an item has financial implications, the Council's Chief Finance Officer and Head of Achievement and Wellbeing and the Chair of the Forum shall jointly make the necessary determination.

27. 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 (which includes mainstream schools, Academies, special schools and PRUs) and representatives of the Private, Voluntary and Independent (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.

28. Where an urgent proposal needs to be considered in advance of a meeting, the Forum may be consulted via post or e-mail.

29. The Constitution, Terms of Reference and Membership of the Forum will be reviewed annually.

30. A Chair and Vice-Chair will be elected by the Forum from its voting membership every two years, or at the first meeting following any resignation. A voting Member who is also an elected Member or officer of the Council may not be elected 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.

Appendix 3

Schools Forum Governor Representative Election Scheme (Maintained schools)

Vacancies will arise when a member's term of office comes to an end or a member resigns from the schools forum; schools members must stand down if he or she no longer occupies the office by which he or she became eligible for election, selection or appointment to the schools forum, e.g. if their school converts to an academy. Schools Forum will be notified when a vacancy arises and will confirm whether an election process is required;

- Schools Forum Clerk will co-ordinate the nomination/election process;
- Appointments to be made within three months of resignations, where feasible;
- Requests for nominations to be made three months prior to representatives' term of office ends
- A request for nominations will be emailed to all schools in the appropriate category under which the vacancy sits (i.e. primary, secondary or special) to forward to their governors;
- All governors will be given the opportunity to nominate, be nominated and vote for representative positions on Schools Forum;
- "Governor" includes any interim executive member of an interim executive board;
- Associate members appointed to a governing body are not governors and are therefore not eligible for nomination;
- All nominations will be seconded by a member of the nominating constituency and endorsed by their Chair of Governors;
- Governors who have been members of the Schools Forum can stand for re-election;
- All nominees will be expected to provide a 200 word (maximum) statement in support of their election;
- If by the closing date there are the same number of candidates for a category as there are vacancies, or fewer, the candidate(s) shall be deemed to have been elected without the need for a ballot;
- An election will only take place if the nominations received exceed the number of vacancies;

- All nominees will be presented on the ballot paper in alphabetical order along with their supporting statement;
- All ballot papers will be numbered;
- All ballot papers will be sent to schools to forward to their governors;
- All ballot papers to be returned to the Schools Forum Clerk by the deadline stated;
- Spoilt ballot papers and ballot papers with votes against more than the number of candidates stipulated on the ballot will be rejected;
- Only votes submitted on the official ballot paper will be counted. Photocopies are not acceptable and will be rejected;
- Governors cannot cast more than one vote for the same candidate;
- Governors are only eligible to vote for nominees in their category, for instance primary school governors can only vote in elections for primary governor representatives for the Schools Forum;
- No more than one governor can be elected to the Schools Forum from the same governing body;
- Ballot papers will be counted by the Schools Forum clerk;
- Candidate or candidates receiving the highest number of votes shall be declared elected to the vacancy or vacancies;
- If there is a tie between two or more candidates it will be decided by drawing lots;
- It is not appropriate for a single person to be elected to represent more than one group or sub-group concurrently, i.e. if they were a governor at a primary and secondary school. They can stand for election from either group but can be appointed to represent only one of those groups;
- Elected individual(s) and unsuccessful candidate(s) will be notified by the Schools Forum Clerk no later than one week after election deadline;
- Unsuccessful candidates will be offered the position of substitute;
- Notification of new representatives will be posted on the Schools Forum website;

- School Forum will be informed at the next meeting following the election.

**Cheshire West and Chester
Schools Forum
19 September 2016**

Agenda item 14

Schedule of meetings

Schools Forum – all meetings 4.30pm – 6.30pm (refreshments at 4pm) unless otherwise stated

Date	Venue	Proposed key agenda items
Monday 12 December 2016	Queen's Park High School	<ul style="list-style-type: none"> • DSG 2016-2017 forecast outturn at mid year review • initial planning for DSG allocations for 2017-2018 and budget setting
Monday 16 January 2017	Queen's Park High School	<ul style="list-style-type: none"> • combined budgets and miscellaneous expenditure • DSG allocations for 2017-2018 and budget setting • draft of 2017-2018 school funding formula for January submission • de-delegation – proposals for 2017-2018 • capital strategy
Monday 13 March 2017	Queen's Park High School	<ul style="list-style-type: none"> • SEN funding for mainstream and special schools – funding from the high needs block 2017-2018 • central spend budgets 2017-2018 • DSG 2016-2017 forecast outturn at third review
Monday 3 July 2017	Queen's Park High School	

Schools Forum finance sub group – all meetings 2pm – 4pm unless otherwise stated

Date	Venue
Tuesday 15 November 2016	HQ tbc
Tuesday 13 December 2016	HQ tbc
Tuesday 28 February 2017	HQ tbc
Tuesday 13 June 2017	HQ tbc
Tuesday 11 July 2017	HQ tbc