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Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP.
Telephone 01572 722577 Facsimile 01572 758307 DX28340 Oakham

Ladies and Gentlemen,

An **EXTRAORDINARY** meeting of the **SCHOOLS' FORUM** will be held in the Martinsley Room - Catmose on **Thursday, 26th November, 2015** commencing at 4.00 pm when it is hoped you will be able to attend.

Yours faithfully

Mark Fowler
Head Service: Learning and Skills

A G E N D A

- 1) **WELCOME AND APOLOGIES**
- 2) **DECLARATIONS OF INTERESTS FOR AGENDA ITEMS**
- 3) **MATTERS ARISING (INCLUDING ACCURACY)**
(Pages 3 - 6)
- 4) **ELECTION OF CHAIRPERSON, VICE-CHAIRPERSON AND SUBSTITUTES**
- 5) **2015/16 BUDGET UPDATE**
- 6) **CARRY OVER OF PREVIOUS YEAR'S UNDERSPEND**
- 7) **2016/17 BUDGET**
(Pages 7 - 10)
- 8) **FUNDING TO SUPPORT SERVICE CHILDREN AND ADDITIONAL PUPIL PLACES**
(Pages 11 - 16)
- 9) **DECISION MAKING AND MONITORING ARRANGEMENTS FOR THE SCHOOL IMPROVEMENT BUDGET**
(Pages 17 - 18)

10) DISCUSSION PAPER ON EARLY YEARS' FUNDING
(Pages 19 - 20)

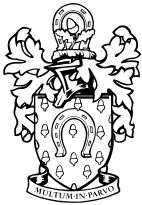
11) ANY URGENT BUSINESS

12) DATE OF NEXT MEETING

All meetings will be held in the Council Chamber, Catmose, RCC.

- Thursday, 21 January 2016, 4-5pm
- Thursday, 9 June 2016, 4-5pm
- Thursday, 22 September 2016, 4-5pm

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Rutland County Council

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Action points of the **EXTRAORDINARY SCHOOLS' FORUM** held in the Wytchley Room, Catmose, Oakham, Rutland LE15 6HP on **Wednesday, 11th November 2015** at 4.00 p.m.

Chair: Jan Turner, Secondary Principal, Uppingham Community College

1 WELCOME AND APOLOGIES

Attendees:

Name	Organisation
1. Anne Platt	Headteacher, Great Casterton CofE Primary School
2. Bob Gale	Trade Union Representative
3. Carl Smith	Principal, Casterton College, Rutland
4. Jan Turner	Principal, Uppingham Community College
5. Jane Narey	Corporate Support Officer (minutes)
6. John Woodhead	LA appointed Diocese rep
7. Mark Fowler	Head of Service Learning & Skills, People Directorate, RCC
8. Mary Darlington	LA appointed EY PVI
9. Sharon Milner	Executive Headteacher, Brooke Hill Academy

Apologies:

Name	Organisation
10. Ali Chambers	Head of School, English Martyrs Catholic Voluntary Academy
11. Christine Burnett	Schools' Support Officer, Peterborough Diocese
12. Cllr David Wilby	Portfolio Holder for Lifelong Learning
13. Dawn Greaves	Services for People Accountant
14. Luke Dabin-Williams	Services for People Accountant
15. Rachel Thomas	Headteacher, Cottesmore Primary
16. Robert Gooding	Headteacher, Whissendine CofE Primary
17. Steve Cox	Headteacher, Oakham CofE Primary
18. Stuart Williams	Principal, Catmose College

Ref	Action	Lead
1.1	Jan welcomed everyone to the extraordinary meeting.	

2 MATTERS ARISING:

2a The New Constitution for the Schools' Forum

2.1	Context Mark briefed attendees on the reasoning behind the review of the Schools' Forum constitution:	
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2.2

- i) The Forum was very large.
- ii) There have been a number of staff changes.
- iii) There was no substitution system.
- iv) It no longer conformed to national legislation and guidelines.
- v) This resulted in a number of meetings not being quorate so unable to make decisions.

The New Constitution – changes

- i) The new constitution should reflect the difference between primary and secondary schools AND academy and free schools.
- ii) The guidelines require the balance of membership to reflect the numbers of pupils in different institutions.
- iii) The Schools’ Forum is governed by very strict regulations so it was decided to decrease the number of members to 12 members:

School Members		
Primary Schools	4	2 representatives (academies)*; 1 head teacher (maintained) SEN; 1 governor (maintained)
Secondary Schools (academies and free	4	4 representatives *

Non-School Members		
Early Years Private, Voluntary,	1	Representative
16-19	1	Representative (from the FE colleges which serve the
Diocese	1	Representative (on behalf of
Youth Council	1	Representative*

- iv) It was agreed that a Trade Union Representative would still attend future Schools’ Forum meetings instead of the Youth Council representative
- v) It was proposed that the FE representative should be from the Rutland Adult Learning and Skills Service.
- vi) It was agreed that every member would have a named substitute who must represent the member at meetings in times of absence.
- vii) It was agreed that a new Chair and Vice Chair would be voted in every new 2 years.
- viii) It was agreed that as a public meeting, all meeting dates, agendas and minutes would be publicised on the Rutland County Council website.

The draft constitution was formally agreed by all attendees as the new constitution for the Schools’ Forum.

DECISION

3 ACTIONS TO BE COMPLETED

3.1	Mark briefed attendees on the actions that must be completed <u>before</u> the next meeting.	
3.2	<p>School Members</p> <ul style="list-style-type: none"> i) Primary (community, VA, VC) – one Headteacher / SEN representative. Clerk to write to all heads to confirm representative Headteacher of SEN school. ii) Primary (community, VA, VC) – one governor. Clerk to write to all governors; they identify an individual. iii) Primary (academies) – two representatives. Clerk to write to all trusts and Headteachers asking for nominations. They then select by method agreed by academy trusts. iv) Secondary Academy and Free School Representative – four representatives. Clerk to write to all trusts asking for nominations. v) Representatives nominate substitutes. 	
3.3	<p>Non-School Members</p> <ul style="list-style-type: none"> i) Private, Voluntary and Independent Providers (PCVI) – one representative. Early Years Adviser to write to PCVI's to invite nominations; ballot at appropriate meeting. ii) Diocese – one representative. The Clerk to the Forum to write to the dioceses alerting them to the need for one representative. iii) Further Education – one representative. Clerk to write to key 16-19 FE colleges proposing RALS represents FE at the Schools' Forum meetings. iv) Youth Council – one representative. Clerk to invite Youth Council to elect a representative. 	
3.4	<p>Chair</p> <ul style="list-style-type: none"> i) All forum members to receive full membership list by email. ii) Members to nominate Chair and Vice Chair to Clerk. iii) Election of both positions at the next meeting. 	

4 ANY URGENT BUSINESS

4.1	It was agreed that the item 'The True Cost of Childcare' from Mary Darlington be added to the agenda for the next meeting.	AGENDA
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5 DATE OF NEXT MEETING:

	The next meeting will be held on Thursday, 26 th November, 2015, 4.00 – 5.00 p.m. in the Martinsley room, Catmose at RCC.
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The Chair declared the meeting closed at 4.45 p.m.

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SCHOOLS' FORUM MEETING

26th November 2015

Changes to Funding Formula for 2016/17

1. Introduction

The purpose of schools forums is to advise local authorities on the operation of the local Schools Budget and its distribution among schools and other bodies. This paper sets out the changes made by the Department for Education (DfE) to the 2016/17 School Funding Formula and asks Schools Forum to consider, where appropriate, what changes and criteria should be utilised for the 2016/17 funding formula.

It should be noted that due to changes in pupil numbers and changes to data sets, there will be a requirement to change the unit costs of some of the factors to ensure that the overall formula remains affordable.

The first draft of the 2016/17 school funding Proforma has been submitted to the DfE by the required deadline of 31st October with the final Proforma being due the middle of January after the final data sets have been issued.

2. Changes being Introduced by the DfE

2.1 The DfE are not proposing any changes to the funding allocations to local authorities for 2016/17 except to reflect the numbers of pupils actually recorded on the October 2015 census and changes to the data sets used to calculate eligible pupils for each factor within the formula. These changes will not be known until December when the final Proforma tool is issued. There is no increase in funding (in cash terms) and therefore any changes in funding to schools is likely to be as a result of changing pupil numbers rather than any other factor.

3. Underspend Carry Forward

3.1 As reported in the 2015/16 budget update report, there is a carry forward of previous years underspend currently of £552k. Depending on other decisions that the Schools Forum are being asked to consider, consideration should be given as to how best to utilise this funding and whether any of this underspend should be used in the allocation of funding to schools for 2016/17.

4. Recommendations

4.1 When setting the school funding formula for previous years, a set of principles were agreed which included setting a ratio between primary school funding and secondary school funding close the national average of 1:1.26. Schools Forum is asked to confirm their commitment to continuing with this principle when setting the 2016/17 funding formula.

4.2 When setting the school funding formula for previous years, a set of principles were agreed which included setting an AWPU for KS3 pupils equal to that for KS4 pupils.

Schools Forum is asked to confirm their commitment to continuing with this principle when setting the 2016/17 funding formula.

4.3 Schools Forum to agree that, subject to the agreed principles, unit costs be adjusted so that the overall funding formula remains affordable.

Dawn Greaves
Finance Manager - Accounting
19th November 2015.



SCHOOLS' FORUM MEETING

26th November 2015

Schools Budget 2015/16 Update

1. Introduction

The purpose of schools forums is to advise local authorities on the operation of the local Schools Budget and its distribution among schools and other bodies. This paper and its appendix updates the Forum on the projected outturn for the Schools Budget for 2015/16.

2. Attachments

The following items form the appendices to this paper.

- Appendix 1 – Forecast outturn for 2015/16

3. Points to Note in the Budget Forecast

3.1 The Grant income budget has been adjusted to reflect the increase in allocation as notified by the Department for Education (DfE) as follows:

- An allocation of funding for two year olds based on the number reported on the January 2015 census of £102k;
- An increase in funding for 3&4 year olds based on an increased number of FTEs on the January 2015 census of £21k; and,
- Additional funding for High Needs due to changes in top slicing for placements of £23k

3.2 The forecast is £12k higher than allocation due to receiving funding in 2015/16 for an adjustment to early years funding relating to last financial year. This again relates to the increase pupil numbers on January 2015 Census.

3.3 The forecast does not include the under spend carry forward from 2014/15 of £552k.

3.4 The Schools Block:

The schools block is showing a break even position as no schools have so far converted to academies during the financial year.

3.5 The High Needs Block:

As can be seen from the attached appendix, the High Needs budget is showing a forecast underspend of £47k for the financial year. However, this is very much dependent on there being no more exclusions or requirements for further specialist school places. However, as can be seen, there has been increased activity and if this were to continue, the budget could easily change to an overspend.

3.6 The Early Years Block:

The Early Years Block is currently forecasting an over spend of £48k for the financial year. This is due to the predicted spend on 2 year old funding compared to the initial allocation from the DfE. This year the basis of funding for 2 year olds has changed to reflect the basis on which authorities are funded for 3 & 4 year olds. Whereas in the past, the authority has been funded for the actual eligible 2 year olds, it is now funded based on how many are registered on the census completed in January. The DfE have confirmed that the funding for 2 year olds will be adjusted after the January 2016 census on a pro rata basis (5/12ths of Jan 2015 and 7/12ths of Jan 2016). This makes it again difficult to predict the overall outturn position for this budget.

4. Recommendations

4.1 Schools Forum is asked to note the forecast outturn position for 2015/16 Dedicated Schools Grant.

Dawn Greaves
Finance Manager - Accounting
19th November 2015

Funding to support service children and additional pupil places

The following paper sets out to outline the budgetary challenges presented to Primary Schools in Rutland that serve service families as well as the financial pressure put on schools approached to alleviate the shortfall of pupil places identified for the academic year 2015-16.

All school budgets are based on the October census. Therefore, an increase in numbers throughout the year can have a significantly detrimental effect on projected school budgets. Under normal circumstances the % of incoming and outgoing pupils in a school will be within 10% and generally manageable. An increase of more than 10% in most schools poses difficulties as staffing levels need to be adjusted to meet the needs of the children and to ensure that standards are maintained.

Service children

In Rutland we have strong links with the MOD and good communication ensures that we are aware of probable unit movements and timelines. It should be noted, however, that changes within the MOD often occur and timelines can be fluid. This presents difficulties for schools waiting for pupils to arrive, particularly if pupil numbers are low for the October census.

The needs of service children are noticeably different to non-service children, particularly language (EAL and speech and language needs) and SEN which is often due to gaps in learning or social needs related to absent parents and/or settling into a new area.

It should also be noted that the data received from overseas schools can be scant or misleading. The financial constraints are less in some of the service schools abroad and children receive additional support without the paper trail of evidence needed to secure additional support here. Therefore, a decision needs to be taken about the cost of supporting children with additional needs when they arrive with us – often difficult as this can have a detrimental effect on and/or remove resources from other pupils.

Service children are a vulnerable group and it is therefore very important that they have rich and varied learning opportunities both within and outside of the classroom as well as support and encouragement to ensure they have high aspirations and reach their potential. Families are often isolated in the service community, with absent partners and a lack of extended family support so it is important for schools to engage with parents and the local community as much as possible through family learning opportunities, parental workshops and events.

MOD funding

The MOD is aware of the difficulties faced by families and schools and grants are available to support transitional periods and one off projects to enable community engagement. Local schools working with service families have all benefitted from MOD funding and this money has been used for specific school projects and/or to support a falling roll. It is possible to apply for grants on an annual basis and all Rutland Schools with service children do this each year.

The extent of the needs of the service families cannot be under estimated and I would suggest that the level of funding from the MOD in recent years goes towards financing pupil places and additional

Funding to support service children and additional pupil places

needs but does not cover the full cost as it is impossible to gauge the exact numbers of pupils to expect and the individual needs of the children joining us. If the additional pupil places were funded by the LA, based on actual pupil numbers for the current academic year, the MOD grant could be used specifically to support the additional needs of the children and their families. Two of the schools working with service families are an Ofsted RI category, making them vulnerable and in great need of the resources required to ensure good pupil progress/high standards, enrichment activities and support for the communities they serve. Finances are well managed at both schools and there is clear evidence of pupil progress but insufficient funding is a major concern for the SLT and governing bodies if the schools are to move forward and all pupils are to make at least expected progress and be fully engaged in their learning.

Please see attached breakdown of funding.

Additional Pupil Places –

A number of schools were asked to increase their PAN during the last academic year in order to meet the need for additional pupil places, specifically in Oakham and Uppingham. Three schools agreed to do this and building programmes (with capital funding) were agreed by RCC and the schools.

Two schools have each agreed to accommodate an additional 30 pupils – neither building programme is completed yet although one additional class is likely to be complete by Easter 2016. Potentially, funding for the additional pupils will not be in place until the following year, making it difficult for the school to provide the high quality education for all pupils.

The third school has already opened one more class – an additional 30 children – and another class is scheduled to open in January 2016. Funding for the additional pupils is not in place and, although the building was mainly funded by RCC, the school contributed a significant sum. Therefore, meeting the costs of the extra pupils is extremely difficult and was not budgeted for when the school budget was set in May 2015.

Please see attached sheet for breakdown

Therefore, I would ask that funding for additional pupils as detailed above is considered by School's Forum so that schools are reassured that the needs of all pupils can be met and standards maintained through appropriate funding. In the present instance there are two service schools and one school in Oakham greatly affected by the points above. The budget shortfall breakdown is supplied, using the AWPU for each additional child. Financial assistance to avoid the financial deficit highlighted is requested.

Sharon Milner

School 3

	Pupil numbers	Percentage increase	AWPU	Funding	Shortfall
2014 census	270		2,792	753,840	
2015 census	299	11%	2,792	834,808	- 80,968
October 2015	306	13%	2,792	854,352	- 100,512
Jan 16 predicted (moving to area)	312	16%	2,792	871,104	- 117,264

The request would be for the shortfall in funding between the 2014 census and the 2015 census as the additional numbers since October 2015 fall within 10%.

School 3

	Total Forecast £
Total income	1,169,046
Total expenditure	1,233,593
Net forecast deficit	-64,547
Teacher for 2nd additional class from Jan '16 (to keep classes at 30 or below and still be in a position to offer places)	26,616
Projected shortfall at 31/8/16	- 91,163

Service School

	Pupil numbers	Percentage increase	AWPU	Pupil premium (service children)	Funding	Shortfall
2014 census	43		120,056	12,000	132,056	
2015 census	75	74%	209,400	21,600	231,000	- 98,944
October 2015	75	74%	209,400	21,600	231,000	- 98,944

This does not take into account funding to support EAL children (23% of number currently on roll)

	Total Forecast £
Total income	370,916
Total expenditure	517,209
Net forecast deficit	-146,293
<u>Additional staff costs required from Term 2</u>	
2 x TA's	20,220
M6 teacher 2 hrs/week	900
Additional foreign language support	660
Net projected deficit	- 168,073
MOD grant awarded 2013/14 and used carefully so that it has lasted through some of the transition	110,000
Projected shortfall at 31/3/16	- 58,073

There are uncommitted revenue balances of £43,933 brought forward from 201/15

School Improvement Budget; proposals for processes of decision-making and reporting

Version revised in light of Schools' Forum comments 6 July 2015

Background

At the meeting of the Schools' Forum 19 January 2015 it was unanimously agreed that a specific budget would be allocated for school improvement. This would comprise £50k from schools' budget – to be match-funded by £50k from the Council.

It was noted that, given the different needs of different schools, the budget would fund “a mixed economy of different solutions”.

A process is needed to enable decisions regarding use of this budget. Decisions need to be based on clear evidence of need using a transparent process.

It was noted that this budget would be reviewed within an appropriate period to assess how effective it is and whether it should continue.

Proposal

1. Establish a small group to make decisions regarding the use of the budget. The group will meet as necessary to agree action in the light of the Council's Policy for Learning and Skills, the School Improvement Strategy and analysis by the Education Performance Board.
2. The group will comprise:
 - The Head of Learning and Skills Services (or representative Specialist Education Officer);
 - The Head of the Rutland Teaching Alliance (RTA) or substitute;
 - A voting member of the Schools' Forum.

One representative should be secondary and one primary.

3. All decisions will be recorded for scrutiny by the Council and the Schools' Forum.
4. Establish a programme of reporting and scrutiny to the Council and Schools' Forum.
 - Reports will be presented to the Education Performance Board and Cabinet at least twice yearly.
 - A summary verbal report will go to each meeting of the Schools' Forum and a written report will be presented yearly.

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To: The School Forum
From: The Managers of Rutland
Date: 3rd November 2015

Due to recent government directives – the living wage and pensions, nurseries are finding it a struggle to keep their settings afloat.

Within the next 18 months nurseries will be faced with several new government directives,

- Minimum wage increase
- The national living wage
- Offering 30 hours free funding for 3 and 4 year olds
- Pensions for all members of staff

At present the hourly rate child care settings receive for each funded three and four year old is £4.20 per hour. In reality the cost per child is a minimum of £4.50 (period April – September 2015) The hourly rate that settings receive from the school's forum/ local government does not cover the cost of childcare and settings are losing a minimum of 30p per hour. Over a year, an eligible child is entitled to 570 hours of free childcare and therefore this equates to a shortfall of £1,710 per child.

'Government research has shown that 46 per cent of full day care providers and 64 per cent of sessional settings break-even or make a loss' (Childcare and Early Years Provider Survey 2013).

Between the 1st October 2015 and October 2016 the government will have increased the minimum wage, Pensions schemes will have commenced for many settings. Currently employers pay 1 per cent of earnings in pension contributions, and this is due to rise to 3 per cent by 2018. The living wage of £7.20 per hour will come into force in April and 30 hours of free Early Years funding for 3 & 4 year olds introduced as of September. At present unqualified and level 2 staff are paid the minimum wage. Qualified level 3, 4 and 5 staff are paid between 70p - £3.50 hour more.

Hourly rates will rise by 7.5% in April when the living wage comes into effect for unqualified and level 2 staff. Higher qualified staff will need a 12.5% increase in order to maintain pay differentials, or we risk losing well-qualified staff.

The introduction of 30 free hours for 3 and 4 year olds in September 2016 will cause many settings to have a greater loss than £4.50 per month per child if the hourly Early Years funding rate is not increased sufficiently.

Most nurseries will have to increase their hourly rate to accommodate all these changes by at least 40p per hour. However, this will not be helpful to settings if we have to provide Early Years funded sessions at figure below £4.80 per hour. Our deficit/loss per child will become greater. Many nurseries will have to decide whether they continue to receive childcare funding at such high loss or close their nurseries. The closure of settings would not only be detrimental to the local workforce and economy but also to Rutland County Council Childcare Sufficiency requirement. The local authority has a duty to ensure there are sufficient childcare places within Rutland.

At a recent meeting of Rutland Managers we discussed the ongoing viability of our nurseries, if the current rate of Early Years Funding for 3 and 4 years olds is not increased. It was generally agreed that maintaining the current rate would put all nurseries in a financially unsustainable position. Many nurseries use unfunded childcare hours to subsidise the losses made by the funded hours. With the amount of funded hours doubling as well as all the other hits to budgets, this would no longer be an option as it would put childcare financially out of reach for the majority of parents.

Therefore it was decided to examine the annual outgoings of a number of nurseries. It should be noted that the following costs do not include any profit, but are a simple statement of how we would keep our heads above water.

The following table sets out the cost:

	Oct 15	April 16
Nursery A	£4.65 rising to	£4.70
Nursery B	£4.66 rising to	£4.90
Nursery C	£4.50 rising to	£4.68
Nursery D	£4.50 rising to	£4.70

The following cost predictions courtesy of *Ceeda (2015) supports the figures I have quoted

COST PREDICTIONS FOR THE EARLY YEARS SECTOR

SCENARIO 1: Cost impact of NLW introduction in 2016 only (taking wage differentials into account - by factoring in a minimum 3% pay increase for all employees or statutory minimum where higher)

Three- and four-year-olds

- Hourly cost of delivery = £4.68
- Hourly shortfall = £0.73 (18%)
- Annual shortfall (per child taking up 30 hours) = £832.20
- Total annual (PVI non-domestic) sector shortfall = £315,101,816

SCENARIO 2: Cost impact of NLW introduction in 2016 (taking wage differentials into account) AND a graduate-led workforce

Three- and four-year-olds

- Hourly cost of delivery = £4.75
- Hourly shortfall = £0.80 (20%)
- Annual shortfall (per child taking up 30 hours) = £912
- Total annual (PVI non-domestic) sector shortfall = £345,317,059, Ceeda (2015)

Conclusion:

The nurseries in Rutland ask you to re-consider the current rate of Early Years Funding with a view to increasing this amount to a minimum of £4.80 per hour as from 1st April 2016.

**Counting the Cost* is a landmark study into the free entitlement scheme, was commissioned by the Alliance and conducted by independent research consultancy Ceeda. It tracked the costs of delivering more than 180,000 hours of early years education and childcare for 5,635 children in randomly selected nurseries and pre-schools in the private, voluntary and independent (PVI) sector.