



NOTICE OF MEETING

SCHOOLS FORUM

WEDNESDAY, 18 DECEMBER 2013 AT 4.30 PM

CONFERENCE ROOM A - CIVIC OFFICES

Telephone enquiries to Jane Di Dino 023 9283 4060

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Membership

Schools Members

One head teacher representative - nursery phase
Three head teacher representatives - primary phase
Three head teacher representatives - secondary phase
One head teacher representative - special phase
One academy representative
Eight governors

Non School Members

Three Councillors from each political party
One representative from the following organisations:
The Anglican Diocese
The Roman Catholic Diocese
The 14-19 Partnership
The Early Years providers (from the private, voluntary and independent sector)

(NB This agenda should be retained for future reference with the minutes of this meeting).

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

AGENDA

- 1 Apologies
- 2 Declarations of Interest

3 Minutes and matters arising from the previous meeting held on 23 October 2013 (Pages 1 - 4)

4 Schools Forum Membership and Constitution (Pages 5 - 14)

The purpose of this report is to seek Schools Forum approval of the revised constitution attached at Appendix 1. The amendments to the constitution reflect the changes announced by the Government in June 2013, as part of the 2014-15 continued school funding changes, together with the expected good practice contained within the 'School Forums: operational and good practice guide – for local authorities and members of Schools Forum', published by the Department for Education in October 2013.

RECOMMENDED that the Schools Forum approve the revised constitution attached at Appendix 1.

Richard Webb, Finance Manager will present the attached report.

5 School Funding Reform (Pages 15 - 20)

Richard Webb will present the attached report.

6 Pupil Premium - Looked After Children. (Pages 21 - 24)

To provide Schools Forum with an update on the Pupil Premium for Looked After Children and to inform Members of the proposed allocation and usage of this funding to support the development of Looked After Children and provide assistance to Schools.

RECOMMENDED that the Schools Forum note the report.

Helen Thompson will present the attached report.

7 Budget Monitoring. (Pages 25 - 30)

This purpose of this report is to inform Schools Forum of the projected year-end budget position for the Dedicated Schools Grant (DSG) as at the end of October 2013.

RECOMMENDED that the Schools Forum note the forecast budget position for the financial year as at the end of October 2013.

Richard Webb will present the attached report.

8 School Revenues Balances. (Pages 31 - 36)

A report was presented to Schools Forum on 17 July 2013 advising on the level of schools revenue and capital balances as at 31st March 2013 and their planned use. Schools Forum requested that further information be brought back to a future meeting in respect of those schools with the largest uncommitted revenue balances.

RECOMMENDED that the Schools Forum note the contents of the report.

Richard Webb will present the attached report.

9 Free School Meals.

An urgent report on free school meals will follow.

10 Future Meetings.

11 Any Other Business.

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Agenda Item 3

SCHOOLS FORUM

MINUTES OF A MEETING of the Schools Forum held on Wednesday 23 October at 4:30pm in the Civic Officers, Portsmouth.

(NB These minutes should be read in conjunction with the agenda for the meeting which can be found at www.portsmouth.gov.uk).

Present

Clive Good, Governor - Primary
Steve Sheehan, Governor - Secondary
Mark Mitchell, Chair, Governor - Special

Carole Damper, Early Years Provider

Councillor Ken Ferrett, Labour
Councillor Neil Young, Conservative
Councillor David Fuller, Liberal Democrat.

Sue Wilson, Headteacher Northern Parade

Officers

Jane Di Dino, Local Democracy Officer
Steve McIntyre, Traded Services Manager
Mike Stoneman, Strategic Commissioning Manager
Richard Webb, Finance Manager
Julian Wooster, Strategic Director (arrived at item 5)

25 Apologies for absence (AI 1).

Alison Beane, Fiona Calderbank, Jackie Collins, Suzy Horton, David Jeapes, Bruce Marr, Jayne Pratt, Mike Smith, Karen Stocks and Justeen White sent their apologies.

26 Declarations of interests (AI 2).

No interests were declared.

27 Minutes of the previous meeting held on 25 September 2013 (AI 3).

RESOLVED that the minutes of the Schools Forum meeting held on 25 September 2013 be confirmed as a correct record.

Matters arising.

The update on the actions listed for the two-year old funding update will be provided to members.

28 School Funding Reform (AI 4).

Richard Webb, Finance Manager presented the report that had been circulated with the agenda and in response to questions, clarified the following points:

It is intended that a further report will be presented to Schools Forum in December which will (a) set out the specific criteria for the operation of the contingency fund, (b) agreement of the value of fund and the amount to be de-delegated from schools and (c) proposals to allocate, in respect of amalgamating schools, an amount equal to the balances of closing schools to the new school in future.

The closing balances of the two schools that merged to form Arundel Court Primary School had not been transferred.

Mark Mitchell commented that:

- It would be advisable to have a contingency fund.
- The provisional proforma return must be submitted to the Department for Education by 31 October and if this does not include the contingency fund, this cannot be added at a later date.
- The Government's national fair funding system is intended to be in place by 2015-16 and the proposals within this report are for 2014-15 only.

Carole Damper noted that each request for contingency funds should be determined on its own merit.

The Schools Forum:

a) Agreed that following confirmation of the 2014/15 Dedicated Schools Grant (DSG), officers will amend the unit values to minimise the impact of fluctuations in funding at the school level. In order to provide schools with some certainty, where possible any changes will be limited to the following formula factors:

- **Prior attainment**
- **Basic per pupil entitlement**
- **Lump sum**
- **The percentage of the financial cap.**

b) Agreed the proposed changes to the mainstream formula factors, together with the choices that the council has made in implementing these factors locally, as detailed in paragraph 4.7 of the report.

c) Approved the submission of the draft proforma to the DfE as the first stage of the 2014-15 school's funding formula process.

(Only school members voted. Approved unanimously).

29 Proposed Changes to Management of Schools Kitchens (AI 5).

Richard Webb explained that the author of the report that was circulated with the agenda John Bean, Head of Maintenance was not able to attend today but questions could be sent to him and answered at the next meeting if required.

Richard Webb explained that 16 schools had been contacted by John Bean and that they supported the proposed changes within the report.

A discussion took place with regard to the national issues affecting school

meals.

Sue Wilson noted that it was not yet known how the national proposed changes in respect of Free School Meals would be implemented and that some parents may continue to provide packed lunches for their children.

Di Mitchell, Head of Education informed members that some Headteachers had looked at the implications of the national proposed changes in terms of planning and budget. One school concluded that it would not be possible to feed all the pupils due to a lack of space.

Mark Mitchell commented that he would expect some consultation to be carried out and suggested that the same group that looked at school meal service be used.

Action

It was agreed that consultation would be carried out on the proposed changes to school kitchens, free school meals and the possible impact on pupil premiums. Mike Stoneman agreed to coordinate the establishment of the working group to look at these issues.

The Schools Forum noted that liaison will be taken with school Governing Bodies to amend the terms of the existing 2013/14 Service Level Agreement (SLA) such that:

- a) The responsibility for the management of kitchen/ server fabric (walls, floor and ceilings) and services (lighting, power, heating and ventilation) is transferred from schools to Housing and Property Services (HPS) and managed within the existing catering SLA budget from January 2014.**
- b) The responsibility for the repair and replacement of dining tables (hot meals) is transferred from the existing catering SLA budget managed by HPS to schools from January 2014.**

30 Traded Services (AI 6)

Mike Stoneman presented the report that had been circulated with the agenda and in response to questions, clarified the following points:

- The aim is to improve the offer to schools.
- In March 2014 an event will be held where schools will be able to meet the service managers to discuss the offer.

Carole Damper suggested that an account manager be appointed to enable schools to deal with one point of contact rather than each service manager with whom they have a SLA.

Mike Stoneman responded that there would be a huge resource implication to develop that role.

Steve McIntyre noted that there will be one sign-up sheet for all the SLAs and although schools will be asked to contact the service managers with their concerns, they could contact him if there is a problem.

The Schools Forum noted the report.

31 Date of Future Meetings

18 December 2013

15 January 2014

The meeting concluded at 5:10pm.



Agenda item:

4

Title of meeting:	Schools Forum
Date of meeting:	18 December 2013
Subject:	School Forum Constitution
Report from:	Julian Wooster, Director of Children's and Adults Services
Report by:	Richard Webb, Finance Manager for Children's Services
Wards affected:	All Wards
Key decision:	No
Full Council decision:	No

1. Purpose of report

The purpose of this report is to seek Schools Forum approval of the revised constitution attached at Appendix 1. The amendments to the constitution reflect the changes announced by the Government in June 2013, as part of the 2014-15 continued school funding changes, together with the expected good practice contained within the 'School Forums: operational and good practice guide – for local authorities and members of Schools Forum', published by the DfE in October 2013.

2. Recommendations

It is recommended that Schools Forum approve the revised constitution attached at Appendix 1.

3. Background

- 3.1. In October 2013, Schools Forum approved the current constitution, which was amended to reflect the changes introduced as part of the governments implementation of the new school funding arrangements.
- 3.2. The Schools Forums (England) Regulations 2012, which came into force on 1st October 2012, set out how the membership of schools forums should be constituted, the requirements relating to the meetings of the schools forum and their proceedings and financial issues on which forums must be consulted.

3.3. This proposals contained within this report, are intended to update the Schools Forum constitution, to reflect the changes announced by the Government in June 2013, as part of the 2014-15 continued school funding changes, together with the expected good practice contained within the 'School Forums: operational and good practice guide – for local authorities and members of Schools Forum', published by the DfE in October 2013.

4. Proposed Changes

- 4.1. The membership structure is required to be reviewed regularly to ensure appropriate representation is maintained; particularly where there is a change in the number of academies in the city.
- 4.2. Whilst there is no specified maximum or minimum size required for a Schools Forum, it is recommended that the membership should kept to a reasonable size. Currently there are 24 membership positions and the changes proposed below, will increase the membership number by 1 to a total of 25.

School Members

- 4.3. The School and Academy members together must number at least two-thirds of the total membership of the Schools Forum and the balance between maintained primary, maintained secondary and academies must be broadly proportionate to the pupil numbers in each category.
- 4.4. Since the last constitution was approved by Schools Forum, there have been 7 Academy conversions, (2 Special School, 1 Secondary School and 4 Primary Schools). The table below summarises the pupil numbers across the categories as at 1st December:

Category	Number on Roll*	%
Maintained Primary	12,881	55
Maintained Secondary	7,233	31
Maintained Special	267	1
Academies	2,935	13
TOTAL	23,212	100

* Primary and Secondary pupil numbers are based on the October 12 census, whilst Special Schools are based on the agreed funded places as at April 13.

- 4.5. It is therefore proposed that the Academy representatives are increased from 1 to 2 members. There are no proposed changes to the other categories of School Members at this time, however if the number of Academy conversions increases over the coming year, then maintained school representatives may need to be reduced to maintain the proportionate representation.

- 4.6. A maintained school member must stand down from membership of Schools Forum if their school converts to Academy status, as the member will no longer occupy the office by which he or she became eligible for election.
- 4.7. The constitution has been updated to clarify that Academy Members must be elected by the proprietor bodies within the Local Authority area. Academy Members are not restricted to principals, senior staff or governors as they are there to represent the proprietor bodies. The proprietors will also determine their election processes.

Non-School Members

- 4.8. Non School Members may number no more than a third of a Schools Forum total membership.
- 4.9. In June 2013, The DfE published the '2014-15 Revenue Funding Arrangements – Operational Information for Local Authorities'. Within this document it was announced that Schools Forums will be required to include one elected representative from an institution (other than a school or academy) providing education to 16-19 years old, and that this will replace the requirement for a representative from the 14-19 partnership.
- 4.10. The providers from which the 16-19 representative must be elected from includes: Further Education (FE) and sixth form colleges and other institutions that specialise in special education needs (SEN) and learning difficulties and disabilities (LDD) provision, where 20% or more of their students reside in the local authority area.
- 4.11. The attached constitution has been updated to reflect these requirements. The 14-19 Partnership position is currently vacant.

Voting Procedures

- 4.12. The voting procedures have also been updated to clarify the voting arrangements in respect of the items that can be removed from maintained schools budget shares (i.e. items that can be de-delegated).

5. Reasons for recommendations

The changes proposed within this paper are required to ensure that operation of the Schools Forum in Portsmouth is compliant with the relevant regulations and good practice guidance issued by the Department for Education.

In particular it is necessary to regularly review the Schools Forum membership to ensure that it appropriate representation is made, particularly where there is a change in the number of Academies in the city.

6. Equality impact assessment (EIA)

This report does not require an Equality impact Assessment as the proposal does not have any impact upon a particular equalities group.

7. Head of Legal Services’ comments

The proposed revised constitution reflects the requirements of the Schools Forums (England) Regulations 2012 (as amended).

8. Head of Finance’s comments

There are no financial implications contained within this report.

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 Signed by:

Appendices:

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
2014-15 Revenue Funding Arrangements: Operational Information for Local Authorities, June 2013	DfE Website
Schools Forums: operational and good practice guide – for local authorities and members of Schools Forums, October 2013	DfE Website
The Schools Forums (England) Regulations 2012	www.opsi.gov.uk

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

.....
 Signed by:



SCHOOLS FORUM CONSTITUTION with effect from 18 December 2013

1. Composition

Membership of the Schools Forum should be as follows:

Membership:

Maintained Schools Members

Head teacher representative - nursery phase	1
Head teacher representative - primary phase	3
Head teacher representative - secondary phase	3
Head teacher representative - special phase	1
*Governors	<u>8</u>
	16

Academy Members

Academy representative	2
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Total School Members **18**

Non School Members

Councillors – a non-executive representative from each political party	3
Anglican Diocese	1
Roman Catholic Diocese	1
16-19 Education Provider	1
Early Years providers (from PVI sector)	1

Total Non School Members **7**

Total Membership **25**

Named substitutes may be nominated for each representative in case of unavailability. Substitutes will be named by the appropriate electing body and will have full voting rights.

The membership structure of the schools forum will be reviewed regularly to ensure appropriate representation is maintained; particularly where there is a change in the number of academies in the city.

Schools members:

The appropriate Phase Conference should elect maintained school head teacher representatives.

*Governor representatives should be in the same proportion over phases as head teacher representatives where possible and in any case there should be no more than 4 primary or 4 secondary representatives. The Governors Forum should elect maintained school representatives. If it is not possible to appoint sufficient numbers of Governor representatives, then the additional head teachers from the relevant phase can be appointed in their place.

Academy Members will be elected by the proprietor bodies of the academies in the area, through their election processes.

Non-schools members:

The local authority will be responsible for seeking nominations from relevant bodies.

The Authority may not appoint any executive member or relevant officer of the authority to their forum as a non-schools member.

“executive member” means— any elected member of the authority appointed to the executive of that authority.

“relevant officer” means—

- (a) the director of children’s services of the authority,
- (b) any officer employed or engaged to work under the management of the director of children’s services, other than one who directly provides education to children or who manages such a person, or
- (c) any officer whose work involves management of, or advice on, school funding.

2. Term of Membership

The term of membership for **any** member, the Chair and Vice Chair shall be **two** years, but members may hold office continuously if nominated by their appropriate forum.

A forum member remains in office until—

- (a) the member’s term of office expires;
- (b) the member ceases to hold the office by virtue of which the member became eligible for election, selection or appointment to the forum;
- (c) the member resigns from the forum by giving notice in writing to the authority; or
- (d) in the case of a non-schools member, the member is replaced by the authority, at the request of the body which the member represents, by another person nominated by that body
- (e) whichever comes first.

3. Powers and Responsibilities

The powers and responsibilities of the Schools Forum are set out in appendix 1 attached.

4. Sub groups

Two sub groups shall meet as necessary to discuss in detail the key responsibilities of the Schools Forum and to report back:

- (1) Service Level Agreements / contracts
- (2) Capital and revenue funding / funding formula issues

Membership of sub groups will be agreed by Schools Forum and may include non-Schools Forum members.

4. Meetings

The Schools Forum shall meet at least 4 times a year and are quorate if at least 40% of the total membership is present. *(This excludes any observers, and it is 40% of the current membership excluding vacancies)*

All meetings of the schools forum must be public meetings and all papers considered by the forum and the minutes of their meetings will be published on the Council website.

The members of the forum must elect a person as chair from among their number.

The following persons may speak at meetings of the forum, even though they are not members of the forum-

- (a) the director of children's services at the authority or their representative;
- (b) the chief finance officer at the authority or their representative;
- (c) any elected member of the authority who has primary responsibility for children's services or education in the authority;
- (d) any elected member of the authority who has primary responsibility for the resources of the authority;
- (e) any person who is invited by the forum to attend in order to provide financial or technical advice to the forum;
- (f) an observer appointed by the Secretary of State; and
- (g) any person presenting a paper or other item to the forum that is on the meeting's agenda, but that person's right to speak shall be limited to matters related to the item that the person is presenting.

5. Voting procedures

All Members are entitled to vote on all matters put to a vote, except that non-schools members, other than those who represent early years providers, must not vote on matters relating to the formulae to be used by the local authority to determine the amounts to be allocated to schools and early years providers in

accordance with regulations made under sections 47 and 47ZA of the Schools Standards and Framework Act 1998.

Only the schools members of the schools forum who are representatives of primary schools may vote to decide whether or not to authorise items to be removed from maintained schools budget shares (i.e. items that can be delegated) where they relate to primary schools.

Only the schools members of the schools forum who are representatives of secondary schools may vote to decide whether or not to authorise items to be removed from maintained schools budget shares (i.e. items that can be delegated) where they relate to secondary schools.

Voting will be based on the majority vote of those present (subject to quorate rules) with the Chair holding the casting vote if voting is equal.

TABLE 1 - SCHOOLS FORUMS: POWERS AND RESPONSIBILITIES 2013-14				
	Function	Local Authority	Forum	DfE Role
1	Formula Change (including redistributions)	Proposes and decides	Must be consulted. [Voting restricted to schools members plus PVI members]	None
2	Contracts	Propose at least one month prior to invitation to tender, the terms of any proposed contract	Gives a view	None
3	Financial Issues relating to: arrangements for pupils with special educational needs; arrangements for use of pupil referral units and the education of children otherwise than at school; arrangements for early years provision; administration arrangements for the allocation of central govt grants.	Consult annually	Gives a view and informs the governing bodies of all consultations carried out in lines 1, 2 & 3	None
4	Minimum funding guarantee	Proposes any exclusions from MFG for application to DfE	Gives a view	Approval
5	De-delegation for manstream schools for: contingencies administration of free school meals insurance licences/subscriptions staff costs - supply cover support for minority ethnic pupils/underachieving groups behaviour support services library and museum services	Will propose	Primary and secondary school member representatives will decide for their phase.	Will adjudicate where Forum does not agree LA proposal
6	Central spend on funding for significant pre-16 pupil growth equal pay back-pay places in independent schools for non-SEN pupils early years expenditure	Proposes	Decides	Adjudicates where Forum does not agree LA proposal
7	Central spend on admissions servicing of schools forum carbon reduction commitment capital expenditure funded from revenue contribution to combined budgets schools budget centrally funded termination of employment costs schools budget funded prudential borrowing costs	Proposes up to the value committed in 2012/13 and where expenditure has already been committed	Decides for each line	Adjudicates where Forum does not agree LA proposal
8	Carry forward a deficit on central expenditure to the next year to be funded from the schools budget	Proposes	Decides	Adjudicates where Forum does not agree LA proposal
9	Scheme of financial management changes	Proposes and consults GB and Head of every School	Approves	Adjudicates where Forum does not agree LA proposal
10	Membership : length of office of members	Decides	None (but good practice would suggest that they gave a view)	None
11	Membership: appointment of Schools and Academies Members	Appoints those elected by members of the relevant sub groups. Facilitates election where required and appoints member if there is a tie or the election does not take place by a date set by the LA	None	None
12	Membership: Non Schools Members	Seeks nominations from the relevant bodies then appoints	None (but good practice would suggest that they gave a view)	None
13	Voting Procedures	None	Determine voting procedures	None
14	Chair of Forum	Facilitates	Elects (<i>may not be an elected member of the council or officer</i>)	None

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Agenda Item 5



Portsmouth
CITY COUNCIL

Agenda item:

5

Title of meeting:	Schools Forum
Date of meeting:	18th December 2013
Subject:	School Funding Reform 2014/15
Report from:	Julian Wooster, Director of Children's and Adults Services
Report by:	Richard Webb, Finance Manager for Children's Services
Wards affected:	All Wards
Key decision:	No
Full Council decision:	No

1. Purpose of report

The purpose of this report is to inform Schools Forum of the progress being made towards the implementation of changes to School Funding for 2014-15 with regard to high needs settings.

2. Recommendations

It is recommended that Schools Forum:

- a. Note the contents of report.
- b. Endorses the proposals within the report in respect of the future requirement for high needs places and the submission of the return in December 2013 to the DfE. It should be recognised that this report has been submitted at an early stage in the process and that numbers are still being finalised, in particular with post-16 providers.

3. Background

- 3.1. In July, September and October, Schools Forum received a number of reports relating to the implementation of the 2014-15 revenue funding arrangements.
- 3.2. This report provides Schools Forum members with an update on aspects of the funding arrangements for 2014-15 for high needs settings, including Special Schools, Resourced Units and Alternative Provision.

4. High Needs Arrangements

4.1. The Department for Education (DfE) has issued guidance on implementing the high needs place funding arrangements for 5-25 year olds for the academic year 2014 to 2015.

4.2. Local Authorities are required to review the distribution of their high needs places in collaboration with other Local Authorities and institutions and decide if any changes are necessary. The return is required to be submitted to the Education Funding Agency by the 23 December 2013.

4.3. The DfE have set out a number of key principles which will be applied during this process, including:

- Actual high needs pupils or students attending institutions in the 2013- to 2014 academic year should be the default place numbers for the academic year 2014 to 2015, adjusted only where it is known that significant changes will happen.
- Local Authorities should assume that, for any increase in post 16 places, the costs of the place funding will be deducted from their high needs allocation for the financial year 2014 to 2015.
- For pre-16 high needs places, Local Authorities are required to provide the total number of places required at each institution situated (excluding non-maintained special schools) in their own geographical area (including places commissioned by other Authorities).
- The DfE will announce by 20 December 2013, initial indicative allocations of the high needs element of the Dedicated Schools Grant (DSG) to all Local Authorities.
- The DfE will finalise by the end of March 2014, allocations of place funding for 2014 to 2015 for institutions, as well as the high needs DSG allocations, based on the data in the templates submitted by Local Authorities.
- The total national high needs budget for the financial year 2014 to 2015 has yet to be agreed, but the DfE are working on the expectation that resources will continue to be tight and increases in some allocations will need to be balanced by reductions in others.

4.4. For the academic year 2015 to 2016 the DfE intend to move to a system which bases place funding for institutions on the most recent actual numbers available from census and Individual Learner Record (ILR) data. This will mean that in future, the Local Authority will no longer be

required to submit templates containing place numbers broken down at institution level.

5. High Needs Places

Pre-16

5.1. The table below shows the number of agreed places that are being funded in financial year 2013 to 2014 and the number of proposed places to be funded in the academic year 2014 to 2015 for Special Schools, Resourced Units and Alternative Provision settings in Portsmouth.

School	13/14 Agreed Place No's	13/14 Place Funding £	14/15 Proposed Place No's	14/15 Place Funding £
Special Schools				
Cliffdale (<i>Academy</i>)	104	1,040,000	104	1,040,000
Harbour	84	840,000	84	840,000
Mary Rose (<i>Academy</i>) *	125	1,250,000	125	1,250,000
Redwood	141	1,410,000	141	1,410,000
Willows	42	420,000	42	420,000
Resourced Units				
Devonshire Infant	12	120,000	12	120,000
Milton Park	14	140,000	14	140,000
Northern Parade Junior	6	60,000	6	60,000
Penhale Infant	3	30,000	1	10,000
Portsdown	10	100,000	10	100,000
Southsea Infant	8	80,000	8	80,000
Victory (<i>Academy</i>)	23	230,000	23	230,000
St Edmunds	12	-	12	120,000
City Boys	12	-	12	120,000
Craneswater Annex	0	-	6	60,000
Alternative Provision				
Flying Bull	12	96,000	12	96,000
Harbour	151	1,208,000	151	1,208,000

* Includes post 16 places

5.2. As previously reported, the values at which each place will be funded will remain at the same levels as in 2013-14:

- Special School Places - £10,000 per place
- Resourced Unit Places - £10,000 per place
- Alternative Provision Places - £8,000 per place

5.3. New resourced units are proposed at St Edmunds and City Boys. These are resourced units for Sensory Impairment and Autism respectively and are already included within the baseline return to the DfE, as they were

expected to have become operational already. Therefore there will not be any additional funding available for these units. The units are now expected to be operational in September 2014 and January 2015 respectively, therefore there will only be a part year cost within the financial year to March 2015

- 5.4. The establishment of the Craneswater Annex was approved by Schools Forum in September 2013 and the number of agreed places will be added to the return in December. The funding for these places will need to be identified from within existing resources as explained in the September report.

Post-16

- 5.5. In financial year 2013 to 14 the number of agreed post 16 places to be funded was 64. The Education Funding Agency is responsible for funding these places directly, however any increase in places for the academic year 2014 to 2015 will be deducted from the Council's high needs allocation as explained in paragraph 4.3.
- 5.6. For the academic year 2014 to 2015, the number of high needs places is expected to be 103. This will partly reflect the new Highbury College and Portsmouth College places, where the Council successfully secured £800,000 of capital funding from the Education Funding Agency (EFA) on their behalf.
- 5.7. The funding will be used to create a specialist learning space for young people with acute behavioural, emotional and social difficulties at Highbury College, as well as a purpose built space for young people with physical disabilities and/or severe learning difficulties. The new provision for Highbury College is expected to be available from September 2014 and Portsmouth College from September 2015.

Where the numbers of places proposed to be funded in 2014-15 are higher than the baseline of 64, the Council is required to complete a Submission Form to evidence the reasons for the variation. The impact on funding will not be known until end of March 2014 when the DfE publish the final DSG high needs allocations for 2014-15.

6. High Needs Top-Up Funding

- 6.1. No changes are proposed to the current top-up funding rates for pupils in Resourced Unit or Alternative Provision settings.
- 6.2. Officers are currently reviewing the results of banding moderation meeting that took place at the end of November 2013, in respect of the new pupils who were not previously allocated a funding band, based on their level of need.

6.3. In order to maintain overall affordability of the top-up funding requirements of Special Schools, it will be necessary to amend the funding values of the Special School top-up rates. Any proposals to amend the top-up funding values will be discussed with the Special Schools and be presented to a future meeting of Schools Forum.

7. Hospital Education

7.1. Hospital Education has been defined as education provided at a community special school or foundation special school established in a hospital, where the child is being provided with such education by reason of a decision made by a medical practitioner.

7.2. Currently the funding for these services has been top-sliced from the DSG by the DfE. The DfE top-sliced £440,000, which the Local Authority was required to transfer directly to the Harbour School who provide these services with Portsmouth.

7.3. In the financial year 2013-14, it was expected that 17 places were required for Hospital Education. For 2014-15 will be requesting 17 places, following discussion with the Harbour School.

8. Reasons for recommendations

Schools Forum are recommended to endorse the proposals contained within the report. Local Authorities are required to review the distribution of their high needs places in collaboration with other Local Authorities and institutions and decide if any changes are necessary; so that the required return can be submitted to the Education Funding Agency by the 23 December 2013.

9. Equality impact assessment (EIA)

This report does not require an Equality impact Assessment as the proposal does not have any impact upon a particular equalities group.

10. Head of Legal Services' comments

Legal comments have been included within the body of this report

11. Head of Finance's comments

Financial comments have been included within the body of this report.

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Signed by:

Appendices:

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
2014-15 Revenue Funding Arrangements: Operational Information for Local Authorities, June 2013	DfE Website
Implementing high needs place funding arrangements for 5 - 25 year olds - 2014 to 2015 academic year, July 2013	DfE Website
High Needs and hospital education templates: academic year 2014 to 2015 - instructions for local authorities, October 2013	DfE Website

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

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Agenda Item 6



Agenda item: **6**

Title of meeting: Schools Forum

Date of meeting: 18th December 2013

Subject: Pupil Premium for Looked after Children.

Report from: Julian Wooster, Director of Children's & Adult's Services

Report by: Helen Thomson , Head of Virtual School for looked after children.

Wards affected: All Wards

Key decision: No

Full Council decision: No

1. Purpose of report

To provide Schools Forum with an update on the Pupil Premium for Looked After Children and to inform Members of the proposed allocation and usage of this funding to support the development of Looked After Children and provide assistance to Schools.

2. Recommendations

It is recommended that Schools Forum notes the proposals within the report.

3. Background

3.1. Pupil Premium is paid to schools to enable them to provide additional support to vulnerable children on their school roll. The per pupil values for 2013/14 are shown together with indicative funding values for the Authority as reported in February 2013.

Pupil Premium funding stream	Value per pupil £	Portsmouth Total £'000's
Free School Meals (FSM) Children	900	6,831
Looked After Children (provisional)	900	177
Service Children	300	214
Total for 2013/14		7,222

4. Pupil Premium Grant Regulations

- 4.1. The Pupil Premium Grant for 2013-14 is paid to Portsmouth City Council with certain terms and conditions as set out by the Secretary of State under the powers of Section 16 of the Education Act 2002.
- 4.2. Under these regulations the Local Authority is required to make a payment of £900 to a mainstream school or Academy for each of their eligible looked after child who is on roll at their school.
- 4.3. For the purposes of distributing the Pupil Premium, 'eligible' means a looked after child who on 1st April 2012 has been looked after continuously for at least 6 months and who is in Year Groups R to 11 during the 2013-14 financial year. Where a pupil becomes eligible for the Pupil Premium during the financial year, the Pupil Premium will be allocated from the following term.
- 4.4. Where a pupil looked after by Portsmouth City Council attends a mainstream school or Academy outside of the City, the Council is required to pass on the Pupil Premium Grant to that school or Academy (in some cases via the relevant Local Authority).
- 4.5. Where a looked after child attends a non-mainstream setting, then the Pupil Premium Grant can be allocated to the setting where the child is being educated or held by the Local Authority to spend specifically on additional educational support to raise the standard of attainment for the aforementioned pupil in 2013-14. The Authority must consult all non-mainstream settings about how the amount held by the Authority must be used and the Virtual School Head must be involved in decisions about how the grant will be used.
- 4.6. Any grant centrally retained cannot be carried forward into 2014-15.

5. Education Case Workers for Looked After Children

- 5.1. There is clear evidence from other Local Authorities that if the amount of support we are able to provide to our looked after children and their schools is improved this can have a very positive impact on their educational progress and attainment.
- 5.2. Portsmouth City Council is therefore creating 3 new Education Case Worker posts for looked after children to enable every Portsmouth looked after child to have a named education caseworker. These workers would oversee the young person's education and ensure that they and their schools are receiving the support needed. In addition they would be a

point of contact for schools for advice and support regarding all education related issues for looked after children.

- 5.3. The Virtual School Head has developed a 'virtual school action plan' which clearly outlines what actions the Council will be taking to further enhance the support offered to looked after children, their schools and carers. It has been agreed that the level of support the Council provides would improve significantly with the recruitment of these three 'Education Case Workers for looked after children'.
- 5.4. In order to support the creation of these new posts, the Local Authority through the Virtual School Head will be seeking support from non-mainstream settings to retain centrally the Pupil Premium Grant as detailed in section 4 above for 2013-14.

6. Future of Pupil Premium for looked after children

- 6.1. From April 2014, 'Pupil Premium Plus' is to be paid at the rate of £1900 per looked after child. This will be significantly higher than the rate paid for FSM or service children.
- 6.2. The government are considering proposals that the whole of the Pupil Premium Grant for looked after children, is managed by the Virtual School Head and that it is allocated to schools to support targets on Personal Education Plans for each looked after child.
- 6.3. Children and young people will attract the funding from the first day they become looked after.
- 6.4. Adopted children and children placed on Special Guardianships will also attract Pupil Premium Plus, but parents/ carers will have to make the schools aware that their child would qualify and the school will be allocated the funding based on the census data.
- 6.5. A future report will be presented to Schools Forum when further information regarding the Pupil Premium Plus arrangements is published.

7. Reasons for recommendations

This report is for information only, therefore the recommendation is for Schools Forum to note the contents of the report.

8. Equality impact assessment (EIA)

This report does not require an Equality impact Assessment as the proposal does not have any impact upon a particular equalities group.

9. Head of Legal Services' comments

Legal comments have been included within the body of this report.

10. Head of Finance's comments

Financial comments have been included within the body of this report.

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Signed by:

Appendices:

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
The impact of the virtual school on the educational progress of looked after children	Ofsted October 2012

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

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Signed by:

Agenda Item 7



Portsmouth
CITY COUNCIL

Agenda item:

7

Title of meeting:	Schools Forum
Date of meeting:	18 th December 2013
Subject:	Budget Monitoring Report as at 31 st October 2013
Report from:	Julian Wooster, Director of Children's and Adults Services
Report by:	Richard Webb, Finance Manager for Children's Services
Wards affected:	All Wards
Key decision:	No
Full Council decision:	No

1. Purpose of report

This purpose of this report is to inform Schools Forum of the projected year-end budget position for the Dedicated Schools Grant (DSG) as at the end of October 2013.

2. Recommendations

It is recommended that Schools Forum note the forecast budget position for the financial year as at the end of October 2013.

3. Background

- 3.1. The DSG is a ring-fenced grant for education and can only be used for the purposes of the Schools Budget as defined in the School and Early Years Finance (England) Regulations 2012.
- 3.2. At the Schools Forum meeting on the 13 February 2013, the budget for use of the DSG Grant was agreed in accordance with the regulations and the statutory deadlines.
- 3.3. This report provides Schools Forum members with a projected forecast for the year-end, based on the underlying position as at 31st October 2013.

4. Dedicated Schools Grant

4.1. The table below sets out the DSG budgeting monitoring information as at the 31st October 2013.

DEDICATED SCHOOLS GRANT	<i>Original Estimate 2013/14</i> £000's	<i>Revised Estimate 2013/14</i> £'000's	<i>Projected Outturn</i> £'000's	<i>Projected over/ (under) spend</i> £'000's
DSG : Devolved				
Nursery ISB	7,446	7,442	7,687	245
Primary ISB	56,097	52,542	52,542	0
Secondary ISB	41,191	38,611	38,611	0
High Needs ISB	7,024	7,024	7,024	0
Total Devolved DSG	111,758	105,619	105,864	245
DSG : Retained				
De-Delegated Budgets & Growth Fund	2,152	2,223	2,251	28
High Needs	8,307	8,507	8,639	132
Other centrally retained	3,416	3,416	3,416	0
DSG and other Specific Grants	(125,413)	(119,280)	(119,280)	0
DSG Brought Forward	(220)	(2,445)	(2,445)	0
DSG Carried Forward	0	1,960	1,555	(405)
Total Retained DSG	(111,758)	(105,619)	(105,864)	(245)
TOTAL Dedicated Schools Grant	0	0	0	0

4.2. At this stage of the year the projected spend is generally in line with allocations, although there are some variances. The variances are explained in more detail below.

Nursery ISB

4.3. Since setting the budget at the beginning of the year, we have seen an increase in the number of children aged 3 and 4 which require funding for Nursery Places in Private, Voluntary and Independent (PVI) settings (181 summer term, 105 autumn term). Based on these increased numbers, we are forecasting a potential over spend of £321,000, although this has been partially offset a forecast underspend by the maintained nursery units.

4.4. The Early Years Block funding from the Department for Education is based on the January census. At the time of setting the budget, we had only received an indicative budget allocation. The funding was subsequently adjusted following the completion of the January 2013 census and additional funding of £125,000 was allocated by the DfE.

Primary & Secondary ISB

- 4.5. Since setting the budget there have been 4 Academy conversions (3 Primary Schools, 1 Secondary School). As a result of these Academy conversions the budget for ISB's has been adjusted to reflect only the period that they are maintained by Portsmouth City Council. The adjustments amounted to £3.6m for the Primary Schools and £2.6m for the Secondary Schools. Following conversion to Academy status, the schools will receive their funding direct from the Education Funding Agency.

De-Delegated Budgets & Growth Fund

- 4.6. As with the ISB's, when schools convert to Academy status the de-delegated budgets need to be adjusted. The Authority can only retain any de-delegated funding following conversion until the following September or April, whichever comes first. Currently a small overspend of £28k being is being forecast.
- 4.7. At the Schools Forum meeting on 17th August it was agreed that an additional amount of £186,900 would be allocated to the Growth Fund from the carry forward balance. This amount has been allocated to Mayfield School to support the conversion to become an 'all through school' as approved at that meeting.
- 4.8. The remaining growth fund will not be allocated to the schools which meet the growth fund criteria, until we have received the October 2013 census data from the DfE. Therefore it is not currently possible to forecast the year-end position.

High Needs

- 4.9. The high needs budget has been revised upwards by £200,000. This reflects the additional funding approved by Schools Forum at its meeting in July 2013 to be allocated to Schools in exceptional circumstances where the funding formula does not adequately reflect the number of pupils with statements of special educational need.
- 4.10. The forecast overspend of £132,000 comprises an estimated overspend of £260,000 in respect of 'out of city' placements which have risen significantly in 2013-14 to 30 placements; which exceeds the original budget of 20 placements. This overspend is partly offset by an unexpected credit from the final 2012-13 recoupment adjustments with other Local Authorities.
- 4.11. Officers are currently reviewing the results of banding moderation meeting that took place at the end of November 2013, in respect of the

new pupils who were not previously allocated a funding band, based on their level of need. Until this work is completed it will not be possible to forecast the Element 3 top-up funding requirements for the remainder of the year.

Other centrally retained budgets

4.12. The other centrally retained budgets include the 2 year old place and trajectory funding totalling £2.4m. The estimated number of children eligible for a place is 617. As at September 2013 496 children were in funded places. The number of placements is continuing to grow, however is it is expected that there will be an under spend by the end of the year due to the gradual increase in numbers, although further work is required before we can formally report an under spend.

DSG Grant

4.13. The table below shows the original DSG budgets that were reported to Schools Forum in February 2012, together with the latest DSG estimates:

	Original Estimate (excluding Academies) £m	Revised Estimate £m
Early Years Block*	8.026	8.151
Schools Block	100.237	93.931
High Needs Block*	14.632	14.679
<i>Additional Funding in 2013-14:</i>		
2 Year Old Funding	2.484	2.484
Newly Qualified Teachers	0.035	0.035
TOTAL	125.413	119.280

4.14. The Revised estimate reflects adjustments to the DSG received by the Council. The main adjustments reflect the reduction in funding as a result of schools converting to Academy status.

4.15. The Early Years Block, has been adjusted, as anticipated to reflect the number of pupils in Early Years settings based on the January 2013 census.

4.16. The high needs block funding reflects the anticipated adjustments in relation to the growth in the high needs places as well as the impact of Academy conversions.

5. Reasons for recommendations

This report is for information only, therefore the recommendation is for Schools Forum to note the contents of the report.

6. Equality impact assessment (EIA)

This report does not require an Equality impact Assessment as the proposal does not have any impact upon a particular equalities group.

7. Head of Legal Services' comments

Legal comments have been included within the body of this report

8. Head of Finance's comments

Finance comments have been included within the body of this report.

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Signed by:

Appendices:

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
DSG Budget Monitoring Information	Education Finance

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

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Agenda Item 8



Portsmouth
CITY COUNCIL

Agenda item: 8

Title of meeting:	Schools Forum
Date of meeting:	18 th December 2013
Subject:	School Revenue Balances
Report from:	Julian Wooster, Director of Children's and Adults Services
Report by:	Richard Webb, Finance Manager for Children's Services
Wards affected:	All Wards
Key decision:	No
Full Council decision:	No

1. Purpose of report

A report was presented to Schools Forum on 17th July 2013 advising on the level of schools revenue and capital balances as at 31st March 2013 and their planned use. Schools Forum requested that further information be brought back to a future meeting in respect of those schools with the largest uncommitted revenue balances.

2. Recommendations

It is recommended that Schools Forum notes the contents of the report.

3. Background

- 3.1. Each year schools are given delegated budgets which are calculated using a locally agreed fair funding formula. These budgets are intended to be spent during the year on the existing cohort of pupils, although it is prudent for a school to retain a small surplus to provide for future uncertainties.
- 3.2. Schools do spend the vast majority of funds directly on the education of their pupils, however, there are a number of genuine reasons why schools may accumulate a balance at the year-end, for example, to provide for planned building works or to provide consistency in staffing levels during funding fluctuations relating to predicted changes in numbers on roll.

3.3. In some cases, factors outside of the control of the school can cause increases in balances; for example, large capital building schemes may slip from one year into the next.

3.4. The table below summarises the level of maintained school revenue balances over the last three years.

Sector	Balance as at 01/04/11	% of 2010/11 budget allocation	Balance as at 01/04/12	% of 2011/12 budget allocation	Balance as at 01/04/13	% of 2012/13 budget allocation
Nursery & Primary schools	4,255,110	9.24	5,459,700	9.58	5,636,467	9.71
Secondary schools	1,607,392	4.36	2,494,693	5.80	3,399,712	7.99
Special schools	398,539	3.94	616,372	7.18	464,301	5.26
Total	6,261,041	6.76	8,570,766	7.89	9,500,480	8.68

3.5. Included within the total school balances of £9.5m as at 1 April 2013, was £0.9m of community related balances e.g. Community Improvement Partnerships, community lettings, breakfast and after school clubs etc. leaving £8.6m of “curriculum” balances relating to core activity. Of this, a further £3.6m has been committed to specific projects or initiatives, leaving a balance of £5.0m, or 6.54% of the 2012/13 budget allocation, as genuinely uncommitted.

3.6. The table below summarises the uncommitted balances as at 1 April 2013 by school phase:

Sector	Balance as at 01/04/13
Nursery & Primary schools	2,983,890
Secondary schools	1,800,400
Special schools	280,123
Total	5,064,414

3.7. Within the £5.0m of uncommitted balances as at 1 April 2013, five schools accounted for 36.74% of the balance. The five schools and their balances are shown in the table below.

School	Uncommitted balance as at 31/03/2013	Uncommitted balance as % of Budget share
	£	%
Charles Dickens Infant	280,736	26.34
Springfield Secondary	809,143	15.77
Cumberland Infant	82,463	13.32
St Edmunds RC Secondary	582,362	12.99
Solent Infant	106,102	11.33
	1,860,806	

4. Review of Uncommitted Balances

The following sections of the report provide further details about the uncommitted balances of the five schools and their planned usage of these balances.

This information has been provided by the schools, following enquires made by the Children's Finance team.

Charles Dickens Infant - £280,736

- 4.1. The School has now amalgamated with Charles Dickens Junior to form Charles Dickens Primary School. The balances of the closing schools were transferred to the new Primary School.
- 4.2. The level of uncommitted balances held by the school was due to the delay in undertaking the capital works in respect of the reconfiguration of the site following the amalgamation of the schools.
- 4.3. Housing and Property Services are currently in discussion with the school in respect of the design phase of the capital works. At this stage it is not possible to confirm the overall funding requirements for these works.

Springfield Secondary - £809,143

- 4.4. The school have confirmed that they intend to use their uncommitted balances to support the following areas of expenditure in both the current year and the following financial years.

2013-14	£
Purchase of a portacabin	15,000
New outdoor gym equipment	17,000
Expansion of medical/welfare facilities	10,000
New conference room	15,000

New curriculum IT equipment	15,000
School branding	7,000
Staff commitments	50,000
	129,000

2014-15	£
Building improvements to hall, reception, canteen, staff room and corridors	56,600
A new science lab	38,000
Improved storage facilities	10,000
Improved printing facilities	10,000
Staff commitments	50,000
	164,600

4.5. The school have also indicated that they have a medium to long term development plan to create a school resource centre and library which would require significant investment.

Cumberland Infant - £82,463

4.6. The school have confirmed that the uncommitted balance will be used for: redecoration of a classroom, carpeting of the reception area (awaiting quotes), updating of interactive whiteboards and new curriculum IT. The school had been expecting to incur some specific items of expenditure in 2012-13, but these were either delayed or not required, which contributed to the level of uncommitted balances.

St Edmunds RC Secondary - £582,362

4.7. The school have confirmed that the uncommitted revenue balance is intended for use on a number of initiatives, including: revenue contribution to the Sports Hall Project, replacement of the playground area with an Artificial Pitch (2G Multi Use Games Area), repairs and maintenance of the school site (including the swimming pool area).

4.8. Current estimates provided by the school indicate that the school revenue balances will be significantly reduced by the end of 2014-15.

Solent Infant - £106,102

4.9. The school has provided a breakdown of the planned use of the uncommitted balance as at 1st April 2013. This includes:

	£
Upgrade of IT equipment for curriculum use (complete)	34,200
New canteen furniture (on order)	2,500

Repairs to the hall and staff room ceiling	35,000
Contingency for reduction in funding	34,400
Total	106,100

4.10. The contingency balance equates to 3.7% of the overall budget for 2013/14.

5. Reasons for recommendations

This report is for information only, therefore the recommendation is for Schools Forum to note the contents of the report.

6. Equality impact assessment (EIA)

This report does not require an Equality impact Assessment as the proposal does not have any impact upon a particular equalities group.

7. Head of Legal Services' comments

Legal comments have been included within the body of this report

8. Head of Finance's comments

The financial implications are included in the body of this report.

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Signed by:

Appendices:

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Schools Balances 31 st March 2013 - Report to Schools Forum 17 July 2013	www.portsmouthcc.gov.uk

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

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