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# NOTICE OF MEETING

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## SCHOOLS FORUM

WEDNESDAY, 13 JULY 2022 AT 4.30PM

## VIRTUAL REMOTE MEETING

Telephone enquiries to 023 9283 4060

Email: [democratic@portsmouthcc.gov.uk](mailto:democratic@portsmouthcc.gov.uk)

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### Membership

#### Schools Members

Two head teacher representatives - primary phase

One head teacher representative - secondary phase

One head teacher representative - special phase

Four academy representatives - primary proprietor

Five academy representatives - secondary proprietor

One academy representative - special proprietor

One governor - primary phase

One governor - secondary phase

#### Non School Members

Four Councillors (one from each political groups)

One 16-19 Education Providers representative

One Early Years Providers representative

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(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](http://www.portsmouth.gov.uk)

### AGENDA

- 1 Apologies
- 2 Declarations of Interest
- 3 Membership - include vote of Chair and Vice Chair

**4 Minutes of the previous meeting**

The minutes will follow.

**5 Matters arising**

**6 Element 3 top-up Flying Bull Academy. (Pages 5 - 24)**

Purpose.

The purpose of this report is to inform Schools Forum of proposed changes to the 2022-23 Element 3 Top-up values at:

- 1 The Flying Bull Academy Alternative Provision
- 2 Redwood Park Academy.

**RECOMMENDED that the Schools Forum endorse:**

1. **The proposal to increase the Element 3 top-up value at The Flying Bull Academy Inclusion Centre from 1 January 2023 as set out in section 4.**
2. **The corrected Redwood Park Academy Element 3 Top-up values as set out in Appendix C.**

**7 Scheme for financing schools (Pages 25 - 100)**

Purpose

This report outlines the proposed changes to the Scheme for Financing Schools which reflects the revisions to the scheme as outlined in the guidance issued by the Department for Education.

**RECOMMENDED that School Forum members representing maintained schools, approve the revised 'Scheme for Financing Schools', attached at Appendix 1, to come into force on 14 July 2022.**

**8 2021-2022 Dedicated schools grant outturn (Pages 101 - 110)**

Purpose

The purpose of this report is to inform Schools Forum of the year end outturn position of the Dedicated Schools Grant (DSG) as at the end of March 2022.

**RECOMMENDED that Schools Forum:**

**Note the year end budget position for the Dedicated Schools Grant as at 31 March 2022, together with the associated explanations contained within this report.**

**9 School balances as at 31 March 2022 (Pages 111 - 124)**

Purpose

The purpose of this report is to inform Schools Forum of the level of Local Authority maintained schools' revenue and capital balances as at 31 March 2022.

**RECOMMENDED that Schools Forum note the report.**

- 10 Improving school attendance and reducing exclusions - focus on relational practice.**

This report will follow.

- 11 Verbal update re: the DfE implementing the Direct National Funding Formula consultation**

- 12 Date of next meeting.**

The next meeting will be held on 5 October.

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# Agenda Item 6



Portsmouth  
CITY COUNCIL

**Title of meeting:** Schools Forum

**Date of meeting:** 24 May 2022

**Subject:** Element 3 Top-up funding 2022-23

**Report by:** Sarah Daly, Director Children, Families and Education

**Wards affected:** All

**Key decision:** Yes/No

**Full Council decision:** Yes/No

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## 1 Purpose of report

- 1.1 The purpose of this report is to inform Schools Forum of proposed changes to the 2022-23 Element 3 Top-up values at:
- The Flying Bull Academy Alternative Provision
  - Redwood Park Academy.

## 2 Recommendations

- 2.1 It is recommended that Schools Forum endorse:
- 2.1.1 The proposal to increase the Element 3 top-up value at The Flying Bull Academy Inclusion Centre from 1 January 2023 as set out in section 4.
- 2.1.2 The corrected Redwood Park Academy Element 3 Top-up values as set out in Appendix C.

## 3 Background

- 3.1 The Dedicated Schools Grant (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.
- 3.2 In February 2022, the Cabinet Member for Children, Families and Education approved, and Schools Forum endorsed, the original DSG budget for the 2022-23 financial year.
- 3.3 The February 2022 reports advised Schools Forum and the Cabinet Member that the authority was in discussion with The Flying Bull Academy regarding a request to increase the Element 3 Top-up value paid by schools for those pupils placed at the Flying Bull Alternative Provision setting. Appendix A includes the report



setting out the background to the request and the results of the consultation with schools.

3.4 The 2022-23 budget contained Element 3 Top-up values for Redwood Park School, but when the report was presented to Schools Forum and Cabinet Member the incorrect values were quoted. This report confirms the correct values to Schools Forum and Cabinet Member for formal endorsement and approval.

**4 The Flying Bull Academy Alternative Provision Element 3 Top-up values 2022-23**

4.1 The Flying Bull Academy are seeking to increase the Element 3 Top-up rate for the Alternative Provision setting at the school from £6,160 to £8,750 from 1 January 2023.

4.2 The Flying Bull Academy is commissioned by the authority to provide an Alternative Provision offer to primary pupils in the City and in line with expected future requirements, the number of places are being increased from 16 to 32 by September 2023.

4.3 The school has stated that due to the increased size of the Alternative Provision setting the current staffing model will not provide the level of education and support required. They have provided a business case which sets out the new staffing structure and demonstrates that the level of funding currently provided will be insufficient to cover the cost of delivery. This has been scrutinised and tested by the authority. The increased funding will ensure the appropriate level of over-sight and support from the SENCO, qualified teaching staff and support staff is available to ensure the needs of this cohort of pupils, often with very complex needs, are addressed. This is seen as critical to the success of the expanded provision and to securing positive outcomes for the pupils so that they can return to mainstream provision.

4.4 The reasons behind the proposed increase were communicated to mainstream primary schools (maintained and academy) and the primary phase of Mayfield School on 22 March 2022. Schools were asked to comment on the proposal by the 8 April 2022. A copy of the consultation document and business case shared with schools can be found in Appendix A.

**Feedback from schools**

4.5 A total of 47 maintained and academy primary schools were contacted of which six (13%) responded. The table below sets out the responses by maintained and academy sectors.



<b>Table 1 - Summary consultation results</b>		
	<b>Question 1</b>	
	<b>Do you accept the proposed increase in the Element 3 Top-up value</b>	
	<b>Yes</b>	<b>No</b>
Maintained Primary schools*	3	1
Academy Primary Schools	2	0
<b>Total</b>	<b>5</b>	<b>1</b>
Percentage of total responses	83%	17%

\*Includes Mayfield Primary

4.6 Of the six schools that responded five agreed with the proposal and one didn't. It must be assumed that the remaining schools that didn't respond are either in agreement with the proposal or don't feel that they could influence the decision.

4.7 In addition to schools confirming whether they agreed or disagreed with the proposal, they were invited to raise any comments regarding the proposal, and these are set out in Appendix B. Officers have responded to individual schools regarding any questions and Appendix B details the questions and the authority responses.

**5 Redwood Park Academy Element 3 Top-up values 2022-23**

5.1 The 2022-23 budget report contained Element 3 Top-up values for Redwood Park School in Appendix 3, but when the report was presented to Schools Forum and Cabinet Member the incorrect values were quoted.

5.2 The approved budget for 2022-23 was calculated using the correct Element 3 Top-up values for Redwood Park and the school was informed of the correct values in February 2022 along with their budget share and have been receiving payments based on these values from 1 April 2022.

5.3 Appendix C sets out the corrected Element 3 Top-up values for 2022-23 implemented from 1 April 2022.

**6 Reasons for recommendations**

6.1 Element 3 Top-up funding does not form part of the budget share and therefore can be updated with Cabinet Member approval after the DSG budget has been set. The authority has consulted with Schools to seek their views the outcome of which is included in this report. Schools Forum are asked to consider the proposals and endorse the recommendations, before going to Cabinet Member for approval and implementation.



**7 Integrated impact assessment**

7.1 An integrated impact assessment is not required as the recommendations do not have a positive or negative impact on communities and safety, regeneration and culture, environment and public space or equality and diversity.

**8 Legal implications**

8.1 There are no legal implications arising directly from the recommendations in this report.

**9 Director of Finance's comments**

9.1 Financial comments and implications are included in the body of this report.

Signed by: Sarah Daly, Director of Children Families and Education

**Appendices:**

Appendix A: Flying Bull Consultation Document

Appendix B: Questions and responses from consultation responders

Appendix C: Redwood Park Academy Element 3 Top-up values for 2022-23.

**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
School and Early Years Finance (England) Regulations 2022	<a href="#">The School and Early Years Finance (England) Regulations 2022</a>

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

.....  
Signed by: **Sarah Daly Director Children Families and Education**



# The Flying Bull Academy request for additional Element 3 Top-up

Consultation  
Spring 2022

**The Flying Bull Academy request for additional Element 3 Top-up 2022-23**  
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## 1 Introduction

### 1.1 Who is the consultation for?

1.1.1 The consultation is for all Portsmouth City Council mainstream primary schools, maintained and academy and the primary phase of Mayfield School.

### 1.2 Background

1.2.1 The Flying Bull Academy is commissioned by the authority to provide an Alternative Provision offer to primary pupils in the City.

1.2.2 Following the publication of the SEND Strategic Review in 2018, Portsmouth commissioned further work looking at the accommodation requirements from 2021 onwards. The Portsmouth SEND Accommodation Strategic review (November 2020) identified a need for further Alternative Provision places in the City by September 2022.

1.2.3 The authority has been in discussion with The Flying Bull Academy and agreed to fund an extension of the current Alternative Provision from the Education Capital Programme, which will increase the number of places available from 16 to 32 by September 2023.

1.2.4 The school has stated that due to the increased size of the Alternative Provision setting the current staffing model will not provide the level of Education and support required. They have provided a new staffing structure, but the level of funding currently provided will be insufficient to cover the cost of delivery. They have therefore asked for an increase in the Element 3 Top-up value and will ask placing schools to provide any pupil premium funding attached to the placed pupil, as per the Department for Education (DfE) guidelines<sup>1</sup>.

1.2.5 As schools are responsible for paying the Element 3 Top-up to the Alternative Provision setting when they place a pupil at the setting, we are contacting schools to explain the educational reason for the increase, the financial background and to seek their comments to inform the proposal to schools Forum and Cabinet Member in May 2022.

### 1.3 Current Funding

1.3.1 Funding for alternative provision settings is on a place plus basis.

- a **Places** are funded at £10,000 per place, regardless of whether the place has been commissioned directly by a school or the local authority. The school receives the funding whether the place is occupied or not. This is funded by the Local Authority's High Needs Block.

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<sup>1</sup> [Using pupil premium: guidance for school leaders - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/using-pupil-premium-guidance-for-school-leaders)

- b **Plus**, this is known as Element 3 Top-up and is paid for the period a pupil attends the Alternative Provision setting. Funding for Element 3 Top-up will come from two sources.
- **Single registered pupils** - Portsmouth City Council, High Needs Block
  - **Dual registered pupils** - from the school where the pupil is main registered.

1.3.2 Most of the pupils attending Flying Bull are dual registered and therefore Element 3 Top-up funding is paid by the school where the pupil is main registered.

1.3.3 The Element 3 Top-up value for 2022-232 is £6,610 per annum. As Element 3 Top-up does not form part of the School Budget Share, the authority can go back to Schools Forum and the Cabinet Member for a change in Element 3 Top-up rates as part of the Revised Budget.

#### 1.4 Proposed changes - Element 3 Top-up

1.4.1 The increase in place numbers is expected to start from 1 January 2023, with a further increase to full capacity of 32 places in September 2023, as set out in the table below.

2022-23			2023-24			2024-25		
Place numbers			Place numbers			Place numbers		
Apr 2022 to Dec 2022	Jan 2023 to Apr 2023	Average Total	Apr 2023 to Aug 2023	Sept 2023 to Mar 2024	Average Total	Apr 2024 to Aug 2024	Sept 2024 to Mar 2025	Average Total
16	24	18	24	32	26	32	32	32

1.4.2 The proposal is to increase the Element 3 Top-up value to £8,750 from 1 January 2023 in line with the implementation of the new staffing structure and the additional places.

1.4.3 The school has provided a business case for the extended service which can be found at Appendix 1. They have also provided financial modelling demonstrating the impact on the budget if the Element 3 Top-up remains at £6,610 and compared to the requested increase to £8,750. This is summarised in Appendix 2.

1.4.4 This identifies that the current Element 3 Top-up values do not cover the costs per pupil. The table below summarises the costs and income per pupil, using the current Element 3 Top-up value and the proposed Element 3 Top-up value.

<sup>2</sup> From April 2022

	<b>Element 3 Top-up value £6,610</b>			<b>Element 3 Top-up value £8,750</b>		
	<b>Academic Year</b>			<b>Academic Year</b>		
	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Cost per pupil	16,261	18,731	19,036	16,261	18,731	19,036
Income per pupil	(15,806)	(17,053)	(17,038)	(15,806)	(18,658)	(19,044)
<b>(Surplus)/Deficit</b>	<b>455</b>	<b>1,679</b>	<b>1,998</b>	<b>455</b>	<b>74</b>	<b>(8)</b>

- 1.4.5 It should be noted that the financial modelling includes an element of inflation in the future costs for both pay (4% average) and non-pay (1.3% average). The income does not include any inflationary increase.
- 1.4.6 In recent years the authority has proposed a percentage increase to Element 3 Top-up values paid either by the authority to Special Schools and Inclusion Centres or by Schools to the Alternative Provision settings in line with the percentage increase for mainstream school budgets. There is no guarantee that this increase will happen in future years as it is dependent on the funding received from central government. Should the increase in the Element 3 Top-up value be agreed by Schools Forum and the Cabinet Member for implementation in January 2023, then schools should be aware there is potential that the rate may increase in April 2023 following the 2023-24 national funding formula announcements.
- 1.4.7 Schools are asked to consider the request by The Flying Bull Academy to increase the Element 3 Top-up value to £8,750 from 1 January 2023 to enable them to implement the new staffing structure to provide the required educational support to the additional pupils.
- 1.4.8 The responses will be reported to Schools Forum for discussion and endorsement at the meeting in May 2022. The Cabinet Member for Education will take into consideration the outcomes of the consultation and the discussion at Schools Forum before making a final decision regarding the proposed increase.

## **1.5 Proposed changes - Pupil Premium grant**

- 1.5.1 Currently Flying Bull Primary Academy does not ask schools to provide the pupil premium grant for the period of time the pupil is placed in the Alternative Provision.
- 1.5.2 Whilst the Department for Education (DfE) guidance<sup>3</sup> no longer states that the funding must follow the pupil, it states that Alternative Provision settings are able to

<sup>3</sup> [Using pupil premium: guidance for school leaders - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/using-pupil-premium-guidance-for-school-leaders)

"include a pro-rata pupil premium sum in the cost of a place for pupils placed in AP settings".

- 1.5.3 Flying Bull Primary Academy are proposing to request the pupil premium funding for those pupils who are eligible for free school meals or have been eligible in the past six years. This will reflect the DfE guidance, and the practice seen in other Alternative Provision settings in the City.
- 1.5.4 To enable schools to plan for the change, Flying Bull Primary Academy is proposing to request pupil premium funding from the beginning of the 2022-23 academic year.
- 1.5.5 Schools are asked to note the change and to comment on the proposed dates of implementation.

## 2 Responding to the Consultation

- 2.1.1 A consultation response is attached at Appendix 3 for schools to complete. As in previous consultations, we have asked if you agree with the proposal and if you have any comments.
- 2.1.2 The consultation will close on **Friday 8 April 2022**.
- 2.1.3 Please send your completed response forms to: -

[schoolsfinancialsupport@portsmouthcc.gov.uk](mailto:schoolsfinancialsupport@portsmouthcc.gov.uk)

### 3 Appendix 1: - Education rationale Chichester Multi Academy Trust



Title of meeting: Schools Forum

Date of meeting: tbc

Subject: School Specific Financial Request

Report by: Carl McCarthy – Consultant Headteacher, The University of  
Chichester Multi-Academy Trust

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## The Hewett-Dale Centre

### 1 INTRODUCTION

- 1.1 The Flying Bull Primary Academy is a school in the Heart of Portsmouth that caters for children aged 2 to 11, and currently includes a 16-place alternative provision for children with Social, Emotional and Mental Health difficulties for pupils from Reception to Year 4. The alternative provision was driven by the dedication of Deamonn Hewett-Dale and has a strong track-record of offering a high-quality provision and successful placements built on strong relationships between Portsmouth schools, PCC and Flying Bull staff. There has always been a genuine sense of education professionals working in partnership to secure positive outcomes for our most vulnerable children across the city. Our aim is to continue to promote this model and build on this successful partnership for the benefit of the children
- 1.2 The increasing number of children with SEMH in the city has led to PCC funding the expansion of the provision at Flying Bull so that it is able to double its capacity and provide for 32 children from reception to year four.

## **2 SUMMARY OF CHANGE**

- 2.1 In February 2022 building work began to expand the Flying Bull alternative provision unit to establish a new, 32 place inclusion centre. The centre will be named The Hewett-Dale Centre which is a fitting legacy to our much-loved Headteacher who sadly died in the summer and was a great champion for the most vulnerable.
- 2.2 The current provision has a single classroom and a single teacher for 16 children but with children with increasingly complex needs the mainstream school has had to provide considerable additional support to meet the children's needs. This is no longer sustainable and is taking funding and resources away from the mainstream school with the provision running at a deficit if this contribution is considered within the costs.
- 2.3 The current provision has no dedicated leadership time. SENCO time, or administrative support and is currently using school leadership resources to meet these needs. Over the recent months it has become clear that the time needed to manage and lead the provision has grown significantly with the complexity of children and will also grow again with the increase in size of the provision. The school is no longer able to provide the level of resource required.
- 2.4 There has been significant change in the client group of children over the last four years. Four years ago, only two of the 14 children had an EHCP and needs for these children could be met in a single group with additional 1:1 support provided for the two children. Now, 13 of the children have an EHCP and many of them need full-time 1:1 support with additional staff also needed when they are distressed, to prevent them harming themselves or others. The original funding agreement and staffing model was not designed with this high level of SEND need in mind. As a result, we need to staff the centre differently to meet the increased level of need and the requirements of an expanding number of pupils on roll.

## **3. NEED FOR FUNDING INCREASE**

- 3.1 Dedicated leadership time needs to be available in order to provide day-to-day support for the increased levels of staffing and increased numbers of pupils. In addition, increased leadership capacity will offer more opportunities for liaison and communication between commissioning schools as required by Ofsted. It will also enable increased liaison with parents, as well as enabling an enhanced provision of outreach and training support.
- 3.3 Currently, the school has a single SENCO who provides SEND support for the school and the alternative provision and is funded by the school budget. This was an acceptable workload when there were only one or two children with EHCP in the provision but is no longer manageable with 13. If the current situation continues with almost all children having an EHCP, the work to manage potentially 32 EHCPs requires dedicated SENCO support.
- 3.4 The new centre will have three classrooms each for a group of between eight and twelve children and will need three teachers once it reaches its full capacity to meet the needs.





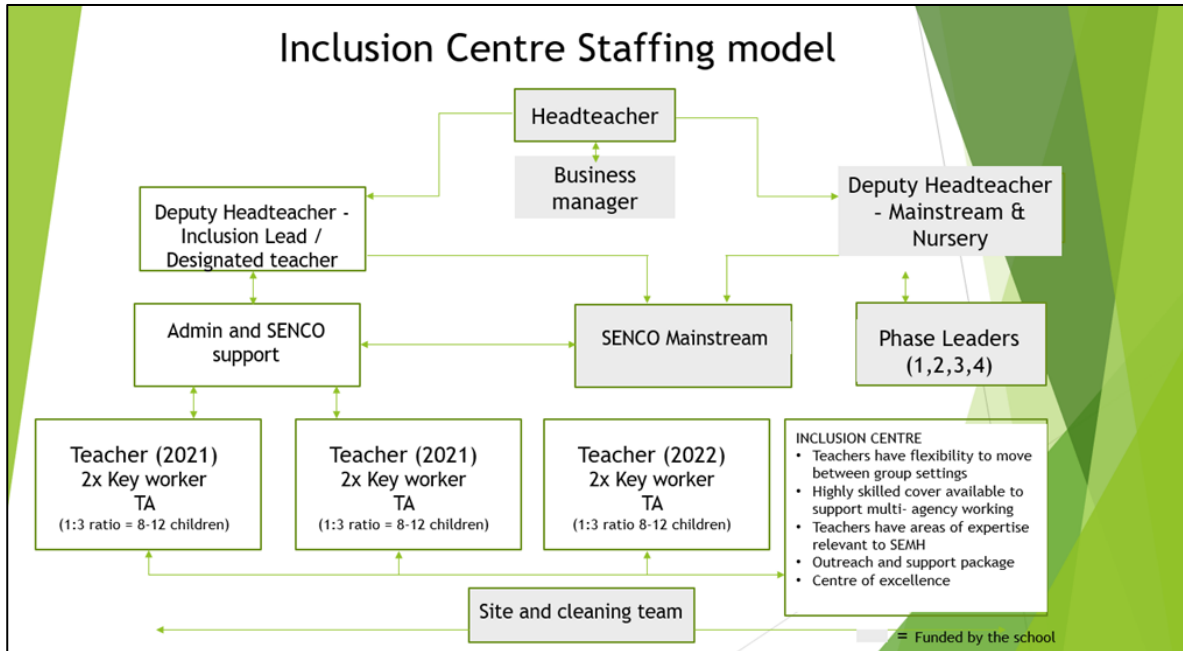
With flexible and creative use of these staff they will not only be available within the Centre but would also be available to provide outreach and transition support for home schools.

#### **4 CONCLUSION**

- 4.1 The Flying Bull Academy wishes to continue working with Portsmouth schools in the spirit of partnership to support some of the most vulnerable children in the City. Currently the school is subsidising the running of the alternative provision and this subsidy is increasing significantly because of the increased complexity of needs of the children who are attending the provision. If we are to provide a greater number of places and high quality provision to meet the needs of the children and to support the home schools with transition and re-integration, we are seeking a funding increase as identified in the consultation paper.

**4 Appendix 2: - Staffing Structure and Financial Modelling of the new provision.**

**4.1 Staffing Structure - Extended Provision**



New structure (white background).

**4.2 Financial modelling of the impact of the extended provision and new staffing structure.**

	Current structure and Element 3 Top-up values			New structure and Element 3 Top-up values		
	Academic Year			Academic Year		
	2021-22	2022-23	2023-24	2021-22	2022-23	2023-24
	£	£	£	£	£	£
<b>Income</b>						
High Needs funding	(250,659)	(349,793)	(518,300)	(250,659)	(384,033)	(582,500)
Other income	(2,235)	(13,995)	(26,900)	(2,235)	(13,995)	(26,900)
<b>Total income</b>	<b>(252,894)</b>	<b>(363,788)</b>	<b>(545,200)</b>	<b>(252,894)</b>	<b>(398,028)</b>	<b>(609,400)</b>
<b>Expenditure</b>						
Teaching staff	77,595	160,026	271,456	77,595	160,026	271,456
Teaching Support staff	169,512	176,693	246,621	169,512	176,693	246,621
Other staff	2,861	23,910	36,117	2,861	23,910	36,117
Non staffing costs	10,210	38,973	54,945	10,210	38,973	54,945
<b>Total expenditure</b>	<b>260,177</b>	<b>399,602</b>	<b>609,139</b>	<b>260,177</b>	<b>399,602</b>	<b>609,139</b>
In year (Surplus)/Deficit	7,283	35,814	63,939	7,283	1,574	(261)
Brought forward		7,283	43,097		7,283	8,857
Net (Surplus)/Deficit	7,283	43,097	107,036	7,283	8,857	8,596

**5 Appendix 3: - Consultation response**

**School name:**

**Date:**

1	To support the extended provision and enhanced educational support, do you accept the proposed increase in the Element 3 top-up value at Flying Bull Primary Academy Alternative Provision Centre?	Y	N
Please add any further comments			
2	Do you have any other comments on the proposals?	Y	N
Please add any further comments			

**Appendix B: Consultation - Comments and responses.**

1	<p>To support the extended provision and enhanced educational support, do you accept the proposed increase in the Element 3 top-up value at Flying Bull Primary Academy Alternative Provision Centre?</p>
<p><b>Comments - from responders</b></p> <p><b>Primary 2</b> With increasing numbers of children with high SEMH needs across the city, high quality provision is important. The cost to mainstream schools supporting children with SEMH needs would be more than this increase.</p> <p><b>Primary 3</b> It is not that I don't think FB don't need or would make good use of an increase in the amount of funding, but I believe that argument can be applied to all settings as we all have these very needy children in our schools that are not funded at that level. Any increase in element 3 should be looked as a whole and within the context of what is being given to a mainstream schools.</p> <p><b>Response to Primary 3</b> <i>The authority introduced an Element 3 top-up banded funding system from across all mainstream schools from 1 April 2021. The rates were increased by 3% from April 2022 in line with the mainstream budget increases. At this stage it is too soon to understand the full impact of the introduction of a banding system on both school and local authority budgets. There is no immediate proposal to review mainstream Element 3 Top-up bands, until the impact of the national SEND review is understood. But a percentage uplift will be considered when setting the annual budget, subject to overall affordability</i></p> <p><b>Primary 4</b> If I am understanding the proposal correctly, this is due to the change in staffing structure needed to facilitate this increase. It would be useful to understand the change in structure that is being put in place as this will support the understanding a little further.</p> <p><b>Response to Primary 4</b> <i>The provision will be doubling its size. There has been an increase in complexity of need and in the numbers of pupils with an EHC plan in place. There will an increase to three classes each requiring a qualified teacher plus teaching assistants. Until now there has been no dedicated leadership time allocated to the AP provision and the SENCO has covered the school and AP provision. Additional SENCO time is required to manage the provision and processes associated with EHC plans, the staff and pupils and liaise with external professionals. In addition, more time will be required for liaison with and support for parents and for transition/reintegration to mainstream school (as also highlighted in the recently published SEND and AP green paper).</i></p>	



**Primary 5**

I can fully understand the need to increase top up funding. Also, it makes sense for PPG to follow the child.

**Primary 6**

If the element 3 top up rate (1.4.6) does increase, would we revisit this in order to maintain a fair and equitable arrangement?

**Response to Primary 6**

*The authority reviews the Element 3 Top-up rates annually as part of the budget setting process. Any increases to Element 3 Top-up rates are subject to overall affordability and in-line with any increases to per pupil funding on mainstream school budgets. As part of the approval process, Schools Forum are consulted on any proposed increase to Element 3 Top-up rates and the Cabinet Member for Children, Families and Education takes the views of Schools Forum into consideration before making a decision on any changes.*

2

Do you have any other comments on the proposals?

**Comments - from responders**

**Primary 2**

Could there be further clarification about how schools will fund the increase if the child is not entitled to the pupil premium grant?

With mainstream schools having to manage challenging children, can the time frame for the centre to be at or closer to capacity be brought forward? Mainstream schools are having to support children in very challenging circumstances and therefore the sooner children can access more appropriate support the better.

**Response to Primary 2**

***Pupil premium***

*If the pupil is not entitled to pupil premium grant the placing school will not be required to provide the pupil premium funding to Flying Bull. Funding for the increase in the Element 3 Top-up, would be funded via the schools mainstream budget as it is now.*

***Opening date***

*The expansion of the Alternative Provision at Flying Bull requires substantial building work. This started in February 2022 and is expected to be completed **by January 2023.***

**Primary 3**

We do accept the proposal that pupil premium funding attached to a child should follow that child and therefore go to FB if the child is there on a pro rota basis. FB would need to provide the evidence of how that was spent for school to incorporate into their PP return.



### **Response to Primary 3**

*Pupil premium grant is only payable to the alternative provision setting if the pupil is entitled to pupil premium for the period that the pupil is attending the alternative provision setting.*

*Where schools are placing pupils with pupil premium, **Flying Bull** will provide the placing school with the information necessary to fulfil reporting requirements.*

### **Primary 4**

The proposal also includes the payment of pupil premium to FBA. As present, with school budgets as they are, with increased to energy bills etc... could it be considered that the pupil premium funding allocated to the pupil pays for part of the place, rather than it being additional.

For example;

1 child in receipt of pupil premium attends FBA as a dual registered child

- Pupil premium of £2,450 is given to FBA
- School contributes £6,300

### **Response to Primary 4**

*Pupil premium is not designed to pay for running costs within schools and the same should apply for Alternative Provision. Not all pupils attending the Alternative Provision will be eligible for pupil premium but where they are it should be recognised this is due to additional needs and vulnerabilities which must be addressed.*

*The Flying Bull Academy business case circulated as part of the consultation sets out the income required to meet the costs associated with staffing the provision to meet the needs of the pupils, this includes pupil premium where the pupil is eligible.*

### **Primary 5**

I am pleased that number of places are being expanded.

I assume the control over the provision remains with the LA and not the academy.

### **Response to Primary 5**

*Yes, control remains with the local authority, via the Fair Access Protocol.*



**Appendix C - Redwood Park Academy Element 3 Top-up values 2022-23**

<b>Solent Academies Trust - Element 3 Top-up values 2022-23</b>		
<b>Redwood</b>		
	<b>Element 3 Top up rates 2021-22</b>	<b>Element 3 Top up rates 2022-23</b>
	<b>£</b>	<b>£</b>
Band A	22,300	All Pupils are now on the new bands as set out below
Band B	12,550	
Band C	10,630	
Band D	9,050	
Band E	7,080	
Band F	4,360	
Band G	3,410	
Band H	1,690	
Core	4,130	4,250
Enhanced	9,540	9,830
Exceptional	19,720	20,310

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<b>Title of meeting:</b>	Schools Forum
<b>Date of meeting:</b>	13 July 2022
<b>Subject:</b>	Scheme for Financing Schools
<b>Report from:</b>	Sarah Daly, Director of Children, Families and Education
<b>Report by:</b>	Angela Mann, Finance Manager
<b>Wards affected:</b>	All Wards
<b>Key decision:</b>	No
<b>Full Council decision:</b>	No

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## 1. Purpose of report

- 1.1. This report outlines the proposed changes to the Scheme for Financing Schools which reflects the revisions to the scheme as outlined in the guidance issued by the Department for Education (DfE).

## 2. Recommendations

- 2.1. It is recommended that Schools Forum members representing maintained schools, approve the revised 'Scheme for Financing Schools', attached at Appendix 1, to come into force on 14 July 2022.

## 3. Background

- 3.1. The latest statutory guidance for Local Authorities issued by the DfE in respect of the Scheme for Financing Schools reflects the recent changes to legislation as set out in The School and Early Years Finance (England) Regulations. The proposed Portsmouth City Council Scheme for Financing Schools attached at Appendix 1, incorporates the requirements of the statutory guidance issued by the DfE.
- 3.2. There were no directed revisions to the Scheme in the guidance issued by the DfE for 2022 to 2023. The guidance included a number of changes across the whole of the document, and these have been reflected in the Scheme for Financing Schools issued by Portsmouth City Council where appropriate. The proposed scheme will become effective on 14 July 2022 once approved by Schools Forum.
- 3.3. Consultation on the changes to the Scheme with Headteachers, Governors and Finance Managers, took place between 19 May and 6

June 2022. No responses were received. The final document is attached at Appendix 1.

#### 4. Proposed revisions

4.1. The proposed Scheme has been revised to ensure consistency of language, the correct use of titles for responsible officers together with updated hyperlinks to further information, and any changes to relevant legislation. The main revisions to the scheme are listed below and reflect both the changes to the statutory guidance issued by the DfE, together with the general revisions for changes to Portsmouth City Council policies and procedures.

<b>Paragraph</b>	<b>Update</b>
1.1	This section has been updated in line with the guidance issued by the Department for Education.
1.2	Updated date scheme will come into effect.
1.4	Updated to reflect that no directed revisions were required by DfE to the 2022-23 scheme.
2.2	Updated the link for the Consistent Financial Reporting Framework to the latest 2022-23 version.
2.3	Updated name of corporate finance system to Oracle Fusion.
2.16	Updated guidance to remove the temporarily extended date of the deadline for schools to submit their SFVS return (due to Covid 19) and the extended date for the local authority to submit their assurance statement to the DfE. These have reverted to 31 March and 30 May respectively.
3.6	Updated with latest DfE information re the introduction of IFRS 16, which has been postponed in relation to 2022 to 2023. Advised schools will be contacted by the City Council closer to the time to clarify the requirements.
4.5	Updated the year to 31 March 2022 at which the 5% deficit threshold will apply when deficits are measured.
4.8	Updated the year of the School and Early Years Finance Regulations from 2021 to 2022.
7.1	Updated the wording relating to VAT status of

<b>Paragraph</b>	<b>Update</b>
	voluntary aided schools as directed by the City Council's Tax Accountant.
10.1	Following advice from the council's insurance section the paragraph re Risk Protection Arrangement (RPA) has been amended.
11.5	Updated Health and Safety wording as advised by PCC Corporate Health and Safety Advisor.
Annex 1	Updated list of schools as at April 2022.
Annex 1	Special unit places numbers amended to reflect places agreed by Schools Forum and Cabinet member for 2022-23.

- 4.3 The revised version of the Scheme for Financing Schools, once approved, will be issued to schools (including Head Teachers, Governors and Finance Managers) and made available on the intranet and the external website.

## **5. Reasons for recommendations**

- 5.1 Part 4 of The School and Early Years Finance (England) Regulations 2022 sets out the responsibilities in respect of the scheme for Financing Schools, including the required content which the scheme must contain (Regulation 32) and the requirement for members of Schools Forum who represent schools maintained by the authority, to approve revisions to the Scheme (Regulation 33). The recommendations contained within this report, seek approval from the relevant Schools Forum members to the proposed changes to Portsmouth City Council's Scheme for Financing Schools in line with those Regulations.

## **6. Equality impact assessment (EIA)**

- 6.1 The Scheme for Financing Schools sets out the financial relationship, procedural arrangements and the statutory duties between maintained schools and the City Council. There is no direct impact on any particular equalities group and therefore does not require an equities impact assessment.

**7. Legal comments**

7.1 Approval of the recommendations in this report will enable the Council to meet its statutory duties in respect of the maintenance and publication of a scheme for financing the schools which it maintains. (Section 48 and Schedule 14 of the School Standards and Framework Act 1998 and Part 4 and Schedule 5 of the School and Early Years Finance (England) Regulations 2022).

**8. Finance comments**

8.1 There are no financial implications arising directly from the recommendations contained within this report.

.....  
Signed by: Sarah Daly, Director of Children, Families and Education

**Appendices:**

Appendix 1 - Scheme for Financing Schools 2022-23 (Proposed)

**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
Statutory Guidance - Schemes for Financing Schools	<a href="https://www.gov.uk/government/publications/schemes-for-financing-schools">https://www.gov.uk/government/publications/schemes-for-financing-schools</a>

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

.....  
Signed by:



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# **Scheme for Financing Schools**

**14 July 2022**

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## 1. INTRODUCTION

### 1.1 The Funding Framework

The funding framework which replaces Local Management of Schools is based on the legislative provisions in sections 45 to 53 of the School Standards and Framework Act 1998 (SSAF Act 1998) and Schools and Early Years Finance (England) Regulation 2022.

Under this legislation, Local Authorities determine for themselves the size of their Schools Budget and non-schools education budget – although at a minimum a Local Authority must appropriate its entire Dedicated Schools Grant to their Schools Budget. The categories of expenditure which fall within the two budgets are prescribed under regulations made by the Secretary of State, and included within the two categories taken together, is all expenditure, direct and indirect, on an Authority's maintained schools except for capital and certain miscellaneous items. Local Authorities may centrally retain funding in the Schools Budget for purposes defined in regulations made by the Secretary of State under s.45A of the Act. The amounts to be retained centrally are decided by the Authority, subject to any limits or conditions (including gaining the approval of their Schools' Forum or the Secretary of State in certain instances) as prescribed by the Secretary of State. The balance of the Schools Budget left after deduction of centrally retained funds is termed the Individual Schools Budget (ISB). Expenditure items in the non-schools education budget must be retained centrally (although earmarked allocations may be made to schools).

Local Authorities must distribute the ISB amongst their maintained schools using a formula which accords with regulations made by the Secretary of State and enables the calculation of a budget share for each maintained school. This budget share is then delegated to the governing body of the school concerned, unless the school is a new school which has not yet received a delegated budget, or the right to a delegated budget has been suspended in accordance with s.51 of the Act. The financial controls within which delegation works are set out in a scheme made by the Authority in accordance with s.48 of the Act and regulations made under that section. All revisions to the scheme must be consulted on and approved by the Schools Forum, though Portsmouth City Council may apply to the Secretary of State for approval in the event of the Forum rejecting a proposal or approving it subject to modifications that are not acceptable to the Authority.

Subject to provisions of the scheme, governing bodies of schools may spend their budget shares as they think fit for the purposes of their school. They may also

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spend budget shares on any additional purposes prescribed by the Secretary of State in regulations made under section 50 of the SSAF Act 1998)<sup>1</sup>.

Section 50 has been amended to provide the amounts spent by a governing body on providing community facilities or services under section 27 of the Education Act 2002 are treated as if they were amounts spent for the purposes of the school (section 50(3A) of the SSAF Act 1998)

An Authority may suspend a school's right to a delegated budget if the provisions of the school financing scheme (or rules applied by the scheme) have been substantially or persistently breached, or if the budget share has not been managed satisfactorily. A school's right to a delegated budget share may also be suspended for other reasons (schedule 17 of the SSAF Act 1998)

An Authority is obliged to publish each year a statement setting out details of its planned Schools Budget and other expenditure on children's services, showing the amounts to be centrally retained and the funding delegated to schools. After each financial year the Authority must publish a statement showing out-turn expenditure.

The detailed publication requirements for financial statements are set out in directions issued by the Secretary of State. A copy of each year's budget and outturn statement will be made accessible to all schools.

Regulations also require a Local Authority to publish their scheme and any amendments to it on a website which is accessible to the general public. Any revised version must be published by the date that the revisions come into effect, together with a statement that the revised scheme comes into effect on that date.

## 1.2 Role of the Scheme

The scheme will govern the financial relationship between the Authority and its maintained schools from 14 July 2022. The scheme defines the requirements relating to financial management and associated issues under which both parties are bound.

### 1.2.1 Application of the scheme to the Authority and maintained schools

This scheme will apply to all of the community, nursery, voluntary, foundation, community special or foundation special schools and pupil referral units (PRUs)

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<sup>1</sup> Section 50 has been amended to provide that amounts spent by the Governing body on providing community facilities or services under section 27 of the Education Act 2002 are treated as if they were amounts spent for the purposes of the school (section 50 (3A) of the SSAF Act)

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maintained by the Authority as listed in Annex 1. This scheme does not apply to Academy schools.

### 1.3 Publication of the scheme

The Scheme for Financing Schools and any subsequent amendments will be published on the Authority's website where it is accessible to the general public and internal network where it is accessible to all school staff and governors. Any revised version will be published by the date the revisions come into force, together with a statement that the revised scheme comes into force on that date.

### 1.4 Directed Revision 2022

The Secretary of State may by a direction revise the whole or any part of the scheme as from such date as may be specified in the direction.

There are no directed revisions.

### 1.5 Revision of the Scheme

The Authority will consult with the governing bodies and the head teachers of all maintained schools in respect of any proposed revisions to the Scheme for Financing Schools prior to submission to the Schools Forum for approval by members of the Forum representing maintained schools. Where the Schools Forum does not approve the revisions, or only approves them subject to modifications considered unacceptable by Portsmouth City Council, Portsmouth City Council may apply to the Secretary of State for approval. It is also possible for the Secretary of State to make directed revisions to schemes after consultation. Such revisions become part of the scheme from the date of the direction.

### 1.6 Delegation of powers to the head teacher

The governing body of each school shall consider the extent to which it wishes to delegate its financial powers to the head teacher and to record its decision annually (and any revisions) in the minutes of the governing body. The governing body must decide upon an appropriate delegation level, however the Authority recommends a level of up to £1,000 for nursery, primary and special schools and up to £5,000 for secondary schools.

Each school is required to submit an annual budget plan, which has been approved by the full governing body, by 31<sup>st</sup> May each year. For schools using the corporate

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Oracle Fusion financial system, the budget is deemed to be submitted when it has been loaded onto the system. Schools not using the corporate system are required to send a signed copy of the approved budget to the Finance Manager for Children's Families and Education Financial Services by the due date.

## 1.7 Maintenance of Schools

Portsmouth City Council is responsible for maintaining the schools covered by the scheme, and this includes the duty of defraying all the expenses of maintaining them (except in the case of a voluntary school where some expenses are, by statute, payable by the governing body). Part of the way an Authority maintains its schools is through the funding system put in place under sections 45 to 53 of the SSAF Act 1998.



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## 2. FINANCIAL CONTROLS

### 2.1 General Procedures

#### 2.1.1 Application of financial controls to schools

Schools are required to abide by the provisions contained within the City Council's Financial Rules and Standing Orders. The Rules are available on the City Council's website at: [Financial Rules 1-4](#), [Financial Rules 5-7](#) and [Contract Procedure Rules](#). A summary of the main points relating to standing orders are given below:

- a) To protect its interest and that of the governing body the City Council's Standing Orders, amended as appropriate, will be applied to schools with delegated budgets.

Local management has been recognised in the Standing Orders on contracts by the following:

- Reference to Strategic Director or Head of Service shall include a Head of a school with delegated budgets under an approved Local management scheme;
- Reference to committee shall include the governing body of a school;
- The head/governing body of a school can receive and accept tenders.

- b) If a governing body of a school with a delegated budget enters into a contract, it does so on behalf of the City Council.

It is recommended that governing bodies formally adopt the Financial Rules and minute the decision.

#### 2.1.2 Provision of financial information and reports

Schools not using the corporate accounting system are required to provide the Authority with details of anticipated and actual expenditure and income in an agreed format at least once every 3 months. Portsmouth City Council will interrogate financial records as appropriate for those schools using the corporate accounting system.

Under s.151 of the Local Government Act 1972 the Authority's Chief Financial Officer (Section 151 Officer) is responsible for the maintenance of proper

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accounting records. The Section 151 Officer therefore must approve the use of the accounting system used by schools.

At present only one accounting system has been approved for schools namely Oracle Fusion.

Any school wishing to operate an alternative accounting system should first seek approval from the Section 151 Officer who must be satisfied that the accounting system is sufficient to meet their statutory responsibilities.

Schools are required to keep the accounting system up to date. As a basic rule transactions should be recorded on a weekly basis as a minimum.

Schools are required to abide by the accounting policies and year-end procedures prescribed by the City Council in order that the accounts can be prepared in accordance with the CIPFA Code of Practice on Local Authority Accounting in Great Britain and the Consistent Financial Reporting (CFR) Framework.

### 2.1.3 Payment of salaries; payment of bills

See paragraphs 2.1.3.1 – 2.1.3.6

#### 2.1.3.1 Human Resources Management

All Local Authority maintained schools have been issued with a Portsmouth City Council Manual of Personnel Practice, which has been endorsed by the recognised professional associations and trade unions representing staff in schools. The manual provides information on all the major issues within the employment process. There are also supplementary appendices in these sections specifying model processes, which will enable balanced and reasonable employment decisions to be taken on a variety of subjects. Some of these relate to specific categories of staff in schools and form parts of the employment contract for staff, although generic procedures are included wherever this is appropriate.

Under Local Management, the governors will have responsibility to determine the stance they will take on various employment matters given consideration to professional Human Resources advice; adherence to the provisions of the manual (and adoption of the model processes) will mitigate the possibility of individual or collective difficulties arising. It must be emphasised that, whilst it is legitimate to “dip into” specific parts of the manual to establish the proper stance to be adopted in a particular situation, the manual is attempting to highlight the importance of the ongoing, continuous approach towards the appointment and development of staff. In this context, issues like induction, appraisal, training and communication become a natural and obvious part of the process of employing staff.

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#### 2.1.3.2 Payment of Salaries and Wages

Schools are required to make sufficient arrangements to account properly and remunerate accurately all employed and self-employed staff in so far as they are contracted to that school.

Schools should also ensure that arrangements are in place for the timely completion of all employee related statutory returns (tax or otherwise) for all employed or self-employed staff in so far as they relate to that school.

Portsmouth City Council has the right to recover from school budget shares any penalties or fines imposed due to a schools failure to make proper arrangements or negligence (see paragraph 6.2).

#### 2.1.3.3 Purchasing Matters

Schools are free to choose their suppliers but may find it advantageous to use the arrangements made by the City Council for purchases from store, call-off contracts and general supplies contracts. These contracts enjoy advantageous prices due to the substantial volume of business. Further details can be found on the City Council's website at: [Procurement](#)

Schools should seek to ensure that all payments, in so far as they relate to that school are made according to statutory regulations and/or the terms and conditions of any contractual agreements entered into so as not to incur the school or Authority any penalty costs (legal or otherwise).

The Authority will have the right to charge a school's budget share with any costs incurred as a result of a school's failure to meet its contractual or legal obligations in respect of payments.

#### 2.1.3.4 Control of assets

Each school must maintain an inventory, which as a basic minimum includes all items with a value of over £200 or which are deemed portable and attractive. The information required of inventory items over £1,000 should be consistent with the requirements of Portsmouth City Council's Financial Rules and should be kept up to date. A copy of the up to date inventory should be kept off site.

All disposals of inventory items must be authorised in writing by the head teacher or governing body and should include the reason for their disposal.

The inventory should be checked annually against the physical items held and discrepancies investigated and reported to the governing body.

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School equipment may only be loaned to staff or pupils with the permission of the head teacher. A register of all loaned equipment should be maintained.

A model inventory log sheet is provided at Annex 4.

#### 2.1.3.5 Accounting Policies (including year-end procedures)

Schools are required to abide by all procedures issued by Portsmouth City Council for this.

#### 2.1.3.6 Writing off of debts

Governing bodies may approve the write off of debts up to £100; above this sum the school must request the approval of the Section 151 Officer.

### 2.2 Basis of accounting

Schools must adhere to the accounting policies and guidelines approved by the S151 Officer and supply the S151 Officer information in that format

Schools are responsible for ensuring that all income is accounted for properly and in accordance with Portsmouth City Council Financial Rules. Schools must comply with the principle of separation of duties where there is a risk of one person having the power to commit fraud or there is a risk of material error. Schools must also ensure that VAT is charged at the correct rate where applicable. The City Council has established administrative procedures for the collection of income, which are set out in the Financial Rules.

Schools are required to adhere to the Consistent Financial Reporting (CFR) regulations. The framework can be found on the DFE Website on the following link: [Consistent financial reporting framework 2022 to 2023 - Guidance - GOV.UK](#) The regulations set out the statutory duties of schools and local authorities to submit annual returns in the appropriate CFR format by specified dates.

### 2.3 Submission of budget plans

Schools are required to submit a budget plan to the Local Authority (or post it on Oracle Fusion) by 31 May 2021. Schools must take account of estimated balances as at 31 March of that year in formulating a budget plan.

All schools are required to have their 3-year budget plan approved by the full governing body and evidenced as such in the minutes of that meeting. Similarly,

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any revisions to the budget plan must be approved and recorded in the minutes by the full governing body.

In developing their budget plan schools should ensure they have considered:

- the objectives that the budget plan is intended to deliver
- the assumptions which underpin its calculation
- how spending by the school will meet the principles of Value for Money
- compatibility with the consistent financial reporting (CFR) framework

All schools are required to review their budget plans at least halfway through the financial year (each October) and make revisions as necessary. All revised budget plans should be either submitted to the Authority or posted on Oracle Fusion, by 30 November each year, after approval by the full governing body.

Budget monitoring reports (including committed expenditure) should be provided to the finance committee of the governing body for review at each meeting. Schools can run the Governors report through OTBI in Oracle Fusion

### 2.3.1 Submission of financial forecasts

Schools are required to submit a 3 year budget forecast to the Authority by 30 May each year. The Authority may use the information provided as evidence to support Portsmouth City Council's assessment of Schools Financial Value Standards and to support long term financial sustainability. In order to reduce the burden on schools, it is recommended that a signed version of the 5-year budget plan produced by the school's financial modelling software is submitted.

The DfE directed revision states that Local authorities should consider the extent to which such forecasts may be used for more than just confirming schools are undertaking effective financial planning or not. For instance, they could be used as evidence to support the local authority's assessment of schools financial value standards or used in support of the authority's balance control mechanism.

The DfE directed revision also states that Local authorities must inform schools of the purposes for which they intend to use these 3-year budget forecasts: such a forecast may be used in conjunction with an authority's balance control mechanism.

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## 2.4 School Resource Management

Schools must seek effective management of resources and value for money, to optimise the use of their resources and to invest in teaching and learning, taking into account the Authority's purchasing, tendering and contracting requirements.

It is for heads and governors to determine at school level how to optimise the use of resources and maximise value for money.

There are significant variations in the effective management of resources between similar schools, and so it is important for schools to review their current expenditure, compare it to other schools and think about how to make improvements.

## 2.5 Virement

Schools are free to vire monies between budget headings, as they deem necessary in pursuit of their objectives.

Governing bodies should agree the virement and expenditure limits for head teachers above which the governing body or finance sub-committee must give approval. These virement limits should be formally recorded in the minutes of the governing body meeting when they are approved.

*(Virement: a measure of flexibility that allows budget-holding managers to reflect budget variances within a year)*

## 2.6 Audit: General

Schools will be subject to the internal audit regime as determined by the City Council and must ensure that internal auditors are given access at all reasonable times to premises, personnel, documents and assets that the auditors consider necessary for the purposes of their work. Schools must ensure that auditors are provided with any information and explanations that they seek in the course of their work.

The external audit regime as determined by the City Council's appointed external Auditors under the Local Audit and Accountability Act 2014. All Inspectorates are in place to make sure of public accountability, and that Government standards are being met. Schools must provide external auditors access to all records as required and otherwise co-operate with the appointed auditors within the given specified timeframe.

Specific guidance relating to the Authority's audit requirements is contained in the Financial Rules issued to all schools separately.

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Schools can expect reasonable notice of any forthcoming audit unless that audit is required as a result of an irregularity financial or otherwise.

## 2.7 Separate external audits

Governing bodies may spend funds from their budget share to obtain external audit certification of their accounts if they wish, but this will in no way exempt them from the audit provisions contained within the City Council's financial regulations.

## 2.8 Audit of voluntary and private funds

Schools are required to provide evidence of independent examination and an audit certificate in respect of any voluntary and private funds and of the accounts of any trading organisations controlled by the school to both Portsmouth City Council and the Governing Body. This is to enable the City Council to satisfy itself that public funds are not being misused. The accounts should be submitted within three months of the appropriate year end of the fund. Any school refusing to provide audit certificates to the authority as required by the scheme is in breach of the scheme and the authority can take action on that basis.

## 2.9 Register of business interests

The governing body of each school must maintain a register which lists, for each member of the governing body and the head teacher:

- Any business interests they or any member of their immediate family have
- Details of any other educational establishment that they govern
- Any relationships between school staff and members of the governing body

The register must be kept up to date with notification of any changes and through annual review of entries.

The register must be made available for inspection by governors, staff, parents and the authority and must be published, for example on a publicly available website.

## 2.10 Purchasing, tendering and contracting requirements

Schools must abide by the Authority's regulations with regard to purchasing, tendering and contracting matters unless these regulations would require schools:

- To seek Local Authority officer countersignature for any contract for goods or services for a value below £60,000 in any one year;

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- To select supplies only from an approved list;
  - To do anything incompatible with any provision of the scheme, or any statutory provision or any *European Union Procurement Directive*;
  - To seek fewer than three tenders in respect of any contract with a value exceeding £10,000 in any one year;

Schools are required to assess in advance, where relevant, the professional competence of any contractors in areas such as compliance with health and safety, safeguarding practices etc. taking into account Portsmouth City Council's policies and procedures.

Schools may seek advice on a range of compliant deals via "Buying for Schools:-

<https://www.gov.uk/guidance/buying-for-schools>

#### 2.11 Application of contracts to schools

Schools retain the right to opt out of Portsmouth City Council arranged contracts except where they have specifically agreed to remain bound by the contract for its entire term.

Schools wishing to opt out of a Portsmouth City Council arranged contract must notify Portsmouth City Council no later than nine months before the contract is due to expire.

Governing bodies are empowered under paragraph 3 of schedule 1 to the Education Act 2002 to enter into contracts; however in most cases they do so, on behalf of Portsmouth City Council as maintainer of the school and the owner of the funds in the budget share. There are a few exceptions where contracts may be made solely on behalf of the governing body, for example, contracts made by aided or foundation schools for the employment of staff.

#### 2.12 Central funds and earmarking

Portsmouth City Council may allocate additional sums to schools from central funds. Any such allocations will be separate from the school's budget share.

Any funding from centrally retained budgets will be subject to conditions setting out the purpose for which the funds may be used; while these conditions may not preclude virement (except where the funding is supported by a specific grant which the Authority itself is not permitted to vire), this should not be carried to the point of assimilating the allocations into the schools budget share.

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Portsmouth City Council reserves the right to request that earmarked funds must be returned to the City Council if they are not spent within any period stipulated by Portsmouth City Council over which schools are allowed to use the funding.

Portsmouth City Council will not make any deduction, in respect of interest costs to Portsmouth City Council, from payment to schools of devolved specific or special grant.

#### 2.13 Spending for the purposes of the school

Subject to any provisions of this scheme and to regulations made by the Secretary of State, governing bodies are required to spend budget shares only and directly on the purposes of the school. By virtue of section 50(3A) (which came into force on 1st April 2011), amounts spent by governing bodies on community facilities or services under section 27 of the Education Act 2002 will be treated as if spent for any purposes of the school.

Under section 50(3)(b) the Secretary of State may prescribe additional purposes for which expenditure of the budget share may occur. For example, the School Budget Shares (Prescribed Purposes) (England) Regulations 2002 (SI 2002/378), which have been amended by the School Budget Shares (Prescribed Purposes) (England) (Amendment) Regulations 2010 (SI2010/190) which allow schools to spend their budgets on pupils who are on the role of other maintained schools and academies.

#### 2.14 Capital spending from budget shares

School governing bodies may use part of their budget share to meet the cost of capital expenditure on the school premises. Schools are expected to inform Portsmouth City Council of any intended capital expenditure. If Portsmouth City Council owns the school premises, the governing body should seek the consent of Portsmouth City Council prior to the commencement of any works. If the proposed expenditure is expected to exceed £20,000 then the governing body should take into account any advice from Portsmouth City Council as to the merits of the proposed expenditure.

Governing bodies of community or voluntary controlled schools must seek the consent of Portsmouth City Council to any proposed work, which will only be withheld on health and safety grounds.

The provisions are in place to help ensure compliance with the School Premises (England) Regulations 2012, the Workplace (Health, Safety and Welfare)

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Regulations 1992, the Regulatory Reform (Fire Safety) Order 2005, the Equality Act 2010 and the Building Regulations 2010

These provisions would not affect expenditure from any capital allocation made available by the authority outside the delegated budget share

## 2.15 Notice of concern

The Council may issue a notice of concern to the governing body of any school it maintains where, in the opinion of the Section 151 Officer and the Director of Children's Services, the school has failed to comply with any provisions of the scheme, or where actions need to be taken to safeguard the financial position of Portsmouth City Council or the school.

Such a notice will set out the reasons and evidence for it being made and may place on the governing body restrictions, limitations or prohibitions in relation to the management of funds delegated to it.

These may include:

- Insisting that relevant staff undertake appropriate training to address any identified weaknesses in the financial management of the school.
- Insisting that an appropriately trained / qualified person chairs the finance committee of the governing body.
- Placing more stringent restrictions or conditions on the day to day financial management of a school than the scheme requires for all schools – such as the provision of monthly accounts to Portsmouth City Council.
- Insisting on regular financial monitoring meetings at the school attended by Local Authority officers.
- Requiring a governing body to buy into Portsmouth City Council's financial management systems.
- Imposing restrictions or limitations on the manner in which a school manages extended school activity funded from within its delegated budget share – for example by requiring a school to submit income projections and / or financial monitoring reports on such activities, or both.

The notice will clearly state what these requirements are and the way in which and the time by which such requirements must be complied with, in order for the notice to be withdrawn. It will also state the actions that Portsmouth City Council may take where the governing body does not comply with the notice.

Where a governing body has complied with the requirements of a notice of concern Portsmouth City Council will write to the governing body withdrawing the notice of concern.

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## 2.16 Schools Financial Value Standard

All Local Authority maintained schools (including nursery schools and Pupil Referral Units (PRUs) that have a delegated budget) must demonstrate compliance with the Schools Financial Value Standard (SFVS) and complete the assessment form on an annual basis. It is for the school to determine at what time in the year they wish to complete the form.

Governors must demonstrate compliance through the submission of the SFVS assessment form signed by the Chair of Governors. The form must include a summary of remedial actions with a clear timetable, ensuring that each action has a specified deadline and an agreed owner. **Governors must monitor the progress of these actions to ensure that all actions are cleared within specified deadlines.**

For the financial year 2021 to 2022, schools should submit their SFVS to their local authority by no later than 31 March 2022.

Local authorities should submit their assurance statement to DfE within 6 weeks, by no later than 31 May 2022.

## 2.17 Fraud

All schools must have a robust system of controls to safeguard themselves against fraudulent or improper use of public money and assets.

The governing body and head teacher must inform all staff of school policies and procedures related to fraud and theft, the controls in place to prevent them and the consequences of breaching those controls. This information must also be included in induction for new school staff and governors.

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### **3. INSTALMENTS OF THE BUDGET SHARE; BANKING ARRANGEMENTS**

For the purposes of this section, Budget Share includes any place led funding for special schools pupil referral units and special units

#### **3.1 Frequency of instalments**

Budget shares will be made available to the governing bodies of Portsmouth City Council's maintained schools by 1<sup>st</sup> April each year. Where schools are converting to academy status part way through a year, they will receive a proportion of the budget share based on the number of months they are maintained

Schools have the right to opt for instalments of their total budget share to be paid into their own local bank account. Any requests to pay the budget share into a school's local bank account should be made at least three months prior to the start of the relevant financial year. The local bank account should be held with an approved banking institution as agreed with the Finance Manager for Technical and Financial Planning. Such payments will be paid by bank transfer, on a monthly basis on the first banking day of each month. The proportion of budget share payable at each instalment is detailed in paragraph 3.2.

If a school uses Portsmouth City Council Payroll Services, then budget share instalments will be made to their local bank account excluding estimated pay costs. Schools using alternative payroll services will be paid instalments of total budget share (i.e. including estimated pay costs).

The estimated pay costs excluded from the schools budget share instalment will be calculated based on the previous months actual salary payments (i.e. April's instalment would exclude the actual salary costs for March)

Element 3 Top up payments for pupils with high needs will be paid in advance and adjusted in accordance with the Budget Share Guidance for Special schools, Inclusion Centres and AP units for the relevant financial year.

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### 3.2 Proportion of budget share payable at each instalment

Payments of budget share will be made on the following basis:

	Schools using PCC payroll services	Schools using other payroll services
First banking day of	Proportion of budget share (excluding estimated pay costs)	Proportion of budget share (including estimated pay costs)
April	12%	12%
May	8%	8%
June	8%	8%
July	8%	8%
August	8%	8%
September	8%	8%
October	8%	8%
November	8%	8%
December	8%	8%
January	8%	8%
February	8%	8%
March	8%	8%

### 3.3 Interest clawback

Portsmouth City Council will deduct from budget share instalments paid into school bank accounts; an amount equal to the estimated interest lost by Portsmouth City Council in making the budget shares available in advance.

This interest clawback will be calculated in accordance with the formula detailed in Annex 2.

#### 3.3.1 Interest on late budget share payments

Portsmouth City Council will add interest to late payments of budget share instalments, where such late payment is the result of a City Council error. The interest rate used will be that used for clawback calculations described above.

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### 3.4 Budget shares for closing schools

This scheme provides for budget shares of schools for which approval for discontinuation has been secured, to be made available until closure on a monthly basis net of estimated pay costs, even where some different basis was previously used.

### 3.5 Bank and building society accounts

All schools have the right to have their own external bank account which is in the name of the school and into which their budget share instalments can be paid. Schools without an external bank account which have a deficit balance will lose that right until the deficit is cleared.

The Section 151 Officer is required to approve all banking arrangements for City Council establishments, including schools.

Governors will be required to follow the City Council's guidance relating to tenders for banking services when letting banking contracts.

Any school, which operates an imprest account, must reconcile and close that account prior to starting use of its own local bank account. New bank account arrangements may only be made with effect from the beginning of each financial year.

Any school wishing to have its own bank account for the first time must give Portsmouth City Council at least three months' notice. If a new account is opened, Portsmouth City Council will at the request of the school transfer immediately to the account an amount agreed by both the school and the City Council, as the estimated surplus balance held by Portsmouth City Council in respect of the school's budget share, on the basis that there is a subsequent correction when accounts for the year are closed.

Schools are not compelled to have their own bank account and may if they wish, continue with current banking arrangements. The decision to opt out of the City Council's banking arrangements lies with the governing body and their decision should be recorded in the minutes of the meeting.

Schools must only have one current account and may have up to two official deposit accounts. School current accounts must have a chequebook and direct debiting facilities. Schools must set up a direct debit mandate to enable the Authority to charge for items paid for on their behalf. Schools cannot stop the direct debit.

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Schools will retain all interest earned on invested balances and will bear the cost of all bank charges arising from their local arrangements.

Schools are not permitted to overdraw their bank accounts.

The Authority may make a deduction from the budget share of a school operating its own bank account, to recompense for the loss of interest incurred because funds are forwarded earlier than payments would normally be made.

### 3.5.1 Restrictions on accounts

The Finance Manager for Technical and Financial Planning is able to advise schools on the banking institutions at which accounts may be held. Schools wishing to use any other banking institution should seek approval from the Section 151 Officer prior to opening an account. Schools having bank accounts with other banks prior to 1<sup>st</sup> April 2001 will be allowed to retain those accounts.

This scheme allows schools to have accounts for budget share purposes, which are in the name of the school rather than Portsmouth City Council. However, if a school has such an account, the scheme will require that the account mandate should provide that Portsmouth City Council is the owner of the funds in the account; that it is entitled to receive statements; and that it can take control of the account if the school's right to a delegated budget is suspended by Portsmouth City Council.

Budget share funds paid by the authority and held in school accounts remain authority property until spent (s.49(5) of the Act)

### 3.6 Borrowing by schools

School governing bodies may only borrow external monies with the written permission of the Secretary of State, with the exception of schemes with overall approval by the Secretary of State.

External borrowing is defined as-

- Loans from lenders (other than the City Council)
- Overdraft arrangements
- Finance leases and hire purchase contracts
- Credit cards (not purchasing cards)

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Where procurement cards are used, no interest charges should be incurred by the school, and balances should be cleared fully on a monthly basis.

Schools should consult the Finance Manager for Children Families and Education Financial Services for an opinion on the nature of any lease before entering into an agreement.

The introduction of IFRS 16 has been postponed in relation to 2022 to 2023. Schools will be contacted by the City Council closer to the time to clarify the requirements.



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#### **4. THE TREATMENT OF SURPLUS AND DEFICIT BALANCES ARISING IN RELATION TO BUDGET SHARES**

##### 4.1 The right to carry forward surplus balances

Schools can carry forward from year to year any under spent portion of their budget share.

##### 4.2 Controls on surplus balances

As schools are moving towards greater autonomy and should not be constrained from making early efficiencies and to support medium term budgeting in a tighter financial climate, the balance control (clawback) mechanism for excessive balances continues to be withdrawn.

Schools will be deemed to have excessive balances, when Primary and Special Schools have uncommitted balances in excess of 8% and Secondary Schools 5% of their budget shares.

The control framework for monitoring school balances and their intended use requires that:

- a. Schools will continue to be asked to provide a breakdown of their year-end balances between committed and uncommitted, as well as an analysis of the intended use of any committed balances. The Children's Families and Education Finance team will continue to co-ordinate the process.
- b. A School Balances report will be presented to both the Cabinet Member for Children's Services and Schools Forum, following the completion of the year-end closedown process. This report will provide an analysis of the balances by school and schools with significant balances may be highlighted specifically within the report.
- c. Those schools identified as potentially breaching the balance thresholds, will be asked to provide further evidence of the planned use of their balances. The information will be reported back to Elected Members, the Schools Forum and the Education Department.
- d. The Education Department will consider this information as part of its school performance and improvement service provision, school challenge and specific reviews.

In determining whether school balances are committed, schools are only permitted to assign as committed, items listed in Annex 6.

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School Forum may revisit the balance control (clawback) mechanism and the above control framework from time to time and where they believe significant and excessive balances have accumulated.

#### 4.3 Interest on surplus balances

The following interest rates will be paid on surplus balances:

- |                   |   |  |
|-------------------|---|--|
| Primary schools   | - | base rate less 0.5% divided by 2 on first £20,000, 0.1% on remainder |
| Secondary schools | - | base rate less 0.5%  |

No interest will be paid if base rate is less than 0.5%, other than 0.1% to primary schools on balances in excess of £20,000,

Interest is payable semi-annually and interest earned during the first six months of the year is added to balances to accrue interest during the final half year.

#### 4.4 Obligation to carry forward deficit balances

Schools will carry forward from year to year any over-spending of their budget shares.

#### 4.5 Planning for deficit budgets

The DfE directed revision states that schools must submit a recovery plan to the local authority when their revenue deficit rises above 5% at 31 March of any year. Local authorities may set a lower threshold than 5% for the submission of a recovery plan if they wish. The 5% deficit threshold will apply when deficits are measured as at 31 March 2022.

Portsmouth City Council have set a lower threshold which states that schools may not set a deficit budget or plan to go into deficit without first discussing this with the City Council. Portsmouth City Council will require any maintained school, which has a deficit balance at 31<sup>st</sup> March to prepare and agree with the Authority, a 3 year deficit recovery plan detailing:

- The background and reasons for the school's deficit
- Budget headings the school are intending to reduce expenditure in to balance the budget and how the expenditure will be reduced

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- The impact (educational and otherwise) of reducing spend in those specific area's
  - The expected income and expenditure for the next 3 years

The maximum length of time allowed for repayment should not exceed 3 years except where a longer term has already been agreed. The deficit recovery plan must be agreed by the Director of Children's Services and the Section 151 Officer. An example of a deficit recovery plan is available in Appendix 7

This process is regarded as an important management discipline, so as to support the school in managing its own affairs.

#### 4.6 Charging of interest on deficit balances

No interest will be charged (or paid) by Portsmouth City Council in respect of a deficit balance.

#### 4.7 Writing off deficits

The City Council cannot write off the deficit balance of any school. Portsmouth City Council will require any maintained school, which has a deficit balance at 31<sup>st</sup> March to prepare and agree with the Authority a schedule of repayment for that deficit.

The City Council may give assistance towards elimination of a deficit balance, through an allocation from a centrally held budget specified for the purpose of expenditure on Special Schools and Pupil Referral Units in financial difficulty or, in respect of mainstream schools, from a de-delegated contingency budget where this has been agreed by Schools Forum.

#### 4.8 Balances of closing and replacement schools

The final balance of a closing school reverts to Portsmouth City Council and cannot be transferred to any other school except:

- That a surplus transfers to an academy where a school converts to academy status under section 4(1)(a) of the Academies Act 2010 and academy conversions (Transfer of school surpluses) regulations 2013.
  - Where a school converts to academy status deficit balances will be treated in accordance with the "Treatment of Surplus and Deficit Balances when a Maintained Schools become Academies" guidance notes issued by the DfE March 2018.
  - Where required, in accordance with regulation 27 of the School and Early Years Finance Regulations 2022.
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#### 4.9 Licensed deficits

See paragraph 4.5 above.

#### 4.10 Loan schemes

Loans will only be used to assist schools in spreading the cost over more than one year of large one-off individual items of a capital nature that have a benefit to the school lasting more than one financial or academic year. Loans will not be used as a means of funding a deficit that has arisen because a school's recurrent costs exceed its current income. If loans are made to fund a deficit and a school subsequently converts to academy status, the Secretary of State will consider using the power under paragraph 13(4)(d) of Schedule 1 to the Academies Act 2010 to make a direction to the effect that such a loan does not transfer, either in full or part, to the new Academy School.

The paragraph above is a directed revision. Following the decision at Schools Forum on 25th September 2013, the City Council no longer offers a loan scheme.

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## **5. INCOME**

### **5.1 Income from lettings**

Schools will retain all income from the letting of school buildings and schools may use income from other lettings to subsidise lettings to community or voluntary groups provided there is no net cost to the schools budget share and the governing body is satisfied that this will not interfere to a significant extent with the performance of any duties imposed on them by the education acts, including the requirement to conduct the school with a view to promoting high standards of educational achievement.

Schools must however take account of directions issued by Portsmouth City Council as to the use of school premises and ensure that the City Council's procedures with regards to insurance are followed. A model hire agreement is attached at Annex 5.

Income from lettings should not be paid into voluntary or private funds held by the school. However, where land is held by a charitable trust, it will be for the school's trustees to determine the use of any income generated by the land.

### **5.2 Income from fees and charges**

Schools will retain income from fees and charges except where a service is provided by Portsmouth City Council from centrally retained funds. Schools must however take account of Portsmouth City Council's policy on charging for services, which is detailed in Annex 3.

### **5.3 Income from fund-raising activities**

Schools will retain all income from fund raising-activities.

### **5.4 Income from the sale of assets**

School governing bodies have the right to dispose of materials or equipment purchased from their delegated budget and will retain income from the proceeds of such sales. In the case of assets including land and buildings purchased from non-delegated funds Portsmouth City Council will decide whether a school should retain the proceeds of sale.

Schools are reminded that inventory records should be amended to take account of all disposals.

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## **5.5 Administrative procedures for the collection of income**

The administration of income should be in-line with the financial rules (part 5-7 section S1-S20) and VAT should be charged accordingly.

## **5.6 Purposes for which income may be used**

Income from the sale of Assets purchased with delegated funds may only be spent for the purpose of the school.

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## **6. THE CHARGING OF SCHOOL BUDGET SHARES**

### **6.1 General provision**

Portsmouth City Council may de-delegate funding for permitted services, without the express permission of the governing body, provided this has been approved by the appropriate phase representative of the Schools Forum.

Otherwise a schools budget share can only be charged by Portsmouth City Council without the consent of the governing body under the circumstances listed in 6.2. Portsmouth City Council will inform the school of its intention to charge and will also notify the school when it has been done.

Schools are reminded that Portsmouth City Council cannot act unreasonably in the exercise of any power given by this scheme, or it may be the subject of a direction under s.496 of the Education Act 1996.

Disputes should be directed to the Finance Manager for Children's Families and Education Financial Services in the first instance. Should agreement not be reached schools may escalate the dispute to the Section 151 Officer.

Portsmouth City Council must charge the salaries of school based staff to the budget share of a school at actual cost.

### **6.2 Circumstances in which charges may be made**

6.2.1 Where premature retirement costs have been incurred without the prior written agreement of Portsmouth City Council to bear such costs (the amount chargeable being only the excess over any amount agreed by Portsmouth City Council);

6.2.2 Other expenditure incurred to secure resignations where the school had not followed Portsmouth City Council advice:

6.2.3 Awards by courts and industrial tribunals or out of court settlements against Portsmouth City Council arising from action or inaction by the governing body contrary to Portsmouth City Council's advice;

Awards against the governing body, where the City Council has joined with the governing body in the action and has expenditure as a result of the governing body not taking Portsmouth City Council's advice, the charging of the budget share with the authority expenditure protects the authority's position.

6.2.4 Expenditure by Portsmouth City Council in carrying out health and safety work or capital expenditure for which Portsmouth City Council is liable where funds have

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been delegated to the governing body for such work, but the governing body has failed to carry out the required work;

- 6.2.5 Expenditure by Portsmouth City Council incurred in making good defects in building work funded by capital spending from budget shares, where the premises are owned by Portsmouth City Council or the school has voluntary controlled status;
- 6.2.6 Expenditure incurred by Portsmouth City Council in insuring its own interests in a school where funding has been delegated but the school has failed to demonstrate that it has arranged cover at least as good as that which would be arranged by Portsmouth City Council;
- 6.2.7 Recovery of monies due from a school for services provided to the school, where a dispute over the monies due has been referred to a disputes procedure set out in a service level agreement, and the result is that monies are owed by the school to Portsmouth City Council;
- 6.2.8 Recoveries of penalties imposed on Portsmouth City Council by the Contributions Agency, HMRC, Teachers Pensions, the Environment Agency or other regulatory authorities as a result of school negligence;
- 6.2.9 Correction of City Council errors in calculating charges to a budget share;
- 6.2.10 Additional transport costs incurred by Portsmouth City Council arising from decisions by the governing body on the length of the school day, and failure to notify Portsmouth City Council of non-pupil days resulting in unnecessary transport costs;
- 6.2.11 Legal costs which are incurred by Portsmouth City Council because the governing body did not accept the advice of Portsmouth City Council;
- 6.2.12 Costs of necessary health and safety training for staff employed by Portsmouth City Council, where funding for training had been delegated but the training not carried out;
- 6.2.13 Compensation paid to a lender where a school enters into a contract for borrowing beyond its legal powers, and the contract is of no effect;
- 6.2.14 Cost of work done in respect of teacher pension remittance and records for schools using non-Portsmouth City Council payroll contractors, the charge to be the minimum needed to meet the cost of the Authority's compliance with its statutory obligations;



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- 6.2.15 Costs incurred by Portsmouth City Council in securing provision specified in an Education Health and Care Plan (EHCP) where the governing body of a school fails to secure such provision despite the delegation of funds in respect of low cost high incidence special educational needs and / or specific funding for a pupil with high needs;
- 6.2.16 Costs incurred by Portsmouth City Council due to submission by the school of incorrect data
- 6.2.17 Recovery of amounts spent from specific grants on ineligible purposes;
- 6.2.18 Costs incurred by Portsmouth City Council as a result of the governing body being in breach of the terms of a contract;
- 6.2.19 Costs incurred by Portsmouth City Council or another school as a result of a school withdrawing from a cluster arrangement, for example where this has funded staff providing services across the cluster.
- 6.2.20 Costs incurred by Portsmouth City Council in administering admissions appeals, where the local authority is the admissions authority and the funding for admission appeals has been delegated to all schools are part of their formula allocation.

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## 7. TAXATION

### 7.1 Value Added Tax

Schools should follow Portsmouth City Council's procedures for accounting for Value Added Tax (VAT) (as detailed in the Financial Rules) to enable the Authority to claim back VAT paid on expenditure relating to non-business activity and ensure that VAT is not a burden on the school's budget.

VAT must also be considered when schools receive any income, contributions or fees to ensure that any income that is subject to VAT at the standard (20%) or lower (5%) rates is accounted for correctly and only the net amount is then credited to the school.

School governors should be aware of the requirements relating to VAT registration of unofficial funds and ensure they register if appropriate.

Governors of voluntary aided schools should check the VAT status of their capital expenditure with the City Council's Tax Accountant when carrying out works to playgrounds and buildings.

Further guidance and advice on matters concerning VAT can be obtained from the City Council's Tax Accountant and the intranet via: [VAT - Intranet](#) and the

VAT Guidance for Schools at:

<https://intranet.portsmouth.gov.uk/wp-content/uploads/2020/06/finvatguidanceforschools.pdf>

### 7.2 CIS (Construction Industry Scheme)

Schools are required to abide by procedures issued by Portsmouth City Council in connection with CIS. Further information can be found on the Intranet via <https://intranet.portsmouth.gov.uk/wp-content/uploads/2020/06/fin-sch-cisinformationforschools.pdf>

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## **8. THE PROVISION OF SERVICES AND FACILITIES BY THE AUTHORITY**

### **8.1 Provision of services from centrally retained budgets**

Portsmouth City Council will determine the basis on which services from centrally retained funds will be provided to schools. In doing so Portsmouth City Council will not discriminate between categories of school except where funding has been delegated to some schools only or such discrimination is justified by differences in statutory duties. (These services include Premature Retirement Compensation [PRC] and redundancy payments but exclude centrally funded premises and liability insurance).

### **8.2 Provision of services bought back from Portsmouth City Council using delegated budgets**

Any arrangement with a school to buy services or facilities from Portsmouth City Council is subject to a maximum term of three years from the date of agreement. Any subsequent agreement or extension relating to the same services is limited to a period of five years. Where a contract is for or associated with the supply of catering services, the maximum initial term is five years, with a maximum extension term of seven years.

Services will be priced to cover the costs of providing these services.

#### **8.2.1 Packaging**

Services for which funding has been delegated and which are offered for buy-back by schools will be offered in a way which does not restrict school's freedom of choice among the services available. The Authority may however package related items where separation is impractical or uneconomic to Portsmouth City Council.

### **8.3 Service Level Agreements/Traded Services**

If services or facilities are provided under a service level agreement or traded service, the terms of that agreement will be reviewed at least every three years.

Schools may buy services for a shorter term than the contract period by giving notice as set out in the terms and conditions of the relevant service's SLA / Traded service documentation. Services may also be bought on an ad-hoc basis, however these may be charged at a higher rate than longer-term contracts.

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## 8.4 Teachers' pensions

In order to ensure the performance of the duty on the Portsmouth City Council to supply Teachers' Pensions with information under the Teachers' Pension Scheme Regulations 2014, the following conditions are imposed on the Council and governing bodies of all maintained schools covered by this scheme in relation to their budget shares.

The conditions only apply to governing bodies of maintained schools that have not entered into an arrangement with the Council to provide payroll services.

A governing body of any maintained school, whether or not the employer of the teachers at such a school, which has entered into any arrangement or agreement with any person other than the Council to provide payroll services, shall ensure that any such arrangement or agreement is varied to require that person to supply salary, service and pensions data to the Council which the Council requires to submit its monthly return of salary and service to Teachers' Pensions and to produce its audited contributions certificate. The Council will advise schools each year of the timing, format and specification of the information required. A governing body shall also ensure that any such arrangement or agreement is varied to require Additional Voluntary Contributions (AVCs) are passed to the Authority within the time limit specified in the AVC scheme. The governing body shall meet any consequential costs from the school's budget share.

A governing body of any maintained school which directly administers its payroll shall supply salary, service and pensions data to the Council which the Council requires to submit its monthly return of salary and service to Teachers' Pensions and to produce its audited contributions certificate. The Council will advise schools each year of the timing, format and specification of the information required from each school. A governing body shall also ensure that Additional Voluntary Contributions (AVCs) are passed to the Council within the time limit specified in the AVC scheme. The governing body shall meet any consequential costs from the school's budget share.

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## **9. PRIVATE FINANCE INITIATIVE [PFI] CLAUSES**

The Council reserves the right to require a school to make such payments from its delegated budget as required under the conditions of a Private Finance Initiative (PFI) / Public Private Partnership (PPP) scheme which has been entered into with the knowledge of the governing body.

Where the PFI / PPP scheme relates to the establishment of a new school and the contracts are signed prior to the formal establishment of the governing body, then the Council will retain the right to levy charges against the schools delegated budget in respect of that contract.

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## 10. INSURANCE

### 10.1 Insurance Cover

Specific guidance has been issued on the administration of insurance in a separate handbook available on Portsmouth City Council's Intranet: [Insurance Handbook](#).

Details of the legal protection for governors, both individually and collectively, in carrying out their approved duties are set out below, together with details of other cover in respect of property, employees, voluntary helpers and pupils. For the sake of brevity no mention has been made of the detailed claims procedures to be followed for individual claims under the various categories, it being the responsibility of the school or Portsmouth City Council to process such claims. Details of the claims procedures can be found in the Insurance Handbook ([Insurance Handbook](#))-Terms and conditions for each policy may also apply and schools should check the new one to ensure that they comply.

Instead of taking out insurance, a school may join the Secretary of State's Risk Protection Arrangement (RPA) for risks that are covered by the RPA which was first made available to maintained schools after 1st April 2020. Schools may do this individually when any insurance contract of which they are part expires. The council has reviewed this scheme and been in consultation with schools with feedback taken for those schools who wished to join the RPA on expiry of the current long term agreement into account for the 2022 tender. Further details on joining the scheme will be forwarded to those schools who wished to join the RPA on expiry of the current insurance arrangements.

The City Council's overall insurance programme is focused on the need to insure catastrophic risk exposure through external underwriters and to manage losses, which are predictable and routine through internal funding.

The general principle is that the first £1,500 of each and every claim is borne by the service (in this case the school) and the next £98,500 of each and every claim is internally funded. External insurers will underwrite only claims in excess of £100,000, which is the PCC policy excess in respect of schools.

The above principles apply with any exceptions set out in the notes below.

### 10.2 School Governors - Officials Indemnity and Liability Cover

School governors are covered under the following headings in the course of their statutory duties.

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**(a) Breach of professional duty by reason of negligent error**

A breach of professional duty by reason of negligent error occurring and committed in good faith would be covered by the City Council's Officials' Indemnity policy, is subject to £75,000 excess for which, the school is responsible for the first £1,500 with the balance of £73,500 being met from the City Council's internal funds. Claims payments in excess of £75,000 will be funded by insurers.

**(b) Claims arising out of any dishonest or fraudulent act or omission on the part of a Governor or employee**

Claims in respect of any dishonest act of any governor or employee handling City Council monies are covered by the City Council's Fidelity Guarantee Policy in respect of all City funds. The City Council's external insurance cover is subject to £100,000 excess for which the school is responsible for the first £1,500 with the balance of £98,500 being met from the City Council's internal funds. Cover includes a school's share under formula funding and also funds from private funding (e.g. PTA contributions) after they have been paid into the school account.

Although Schools would be able to recover monies so misappropriated, the individual(s) concerned would still be responsible for meeting any claims made by the City's insurers under the insurers rights of subrogation i.e. insurers rights to recover amounts paid to the insured.

**(c) Liability at Law for Libel and Slander**

Such liability is covered by the City Council through external insurers subject to £75,000 excess for which the school is responsible for the first £1,500 with the balance of £73,500 being met from the City Council's internal funds. Claims payments in excess of £75,000 will be funded by insurers.

**(d) Legal Fees**

The City Council may pay legal assistance for governors taken to court for any reason connected with their responsibility as governors.

**(e) Third Party Claims - Claims for Personal Injury or Loss to/of Property**

Governors and staff, including volunteers, are indemnified against any third party claims arising from accidents, involving personal injury on or off the premises, for damage to, or loss of property for which the City Council has

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a legal liability, providing the governor or member of staff is acting within the scope of their duties, or employment respectively. The City Council will cover this risk by purchasing external insurance with a limit of £50,000,000, which is subject to £75,000 excess for which the school is responsible for the first £1,500 with the balance of £73,500 being met from the City Council's internal funds. Claims payments in excess of £75,000 will be funded by insurers. Any injured party must prove negligence on behalf of the Authority, its servants or agents (including governors under delegated arrangement) before any damages can be paid.

Claims arising from the use of a private motor vehicle, (not the property of, or hired, leased or lent to PCC), even though used on the business of the Authority, are not covered and so proper business insurance must be held by the owner/user of the vehicle.

All claims arising from (a) to (e) above are dealt with by the Insurance Team and must be forwarded on the day of receipt. Claims should merely be acknowledged and on no account should liability ever be admitted either orally or in writing. Further details of claims procedures are included in the Portsmouth City Council Insurance Handbook, which is available on PCC's Intranet: [Insurance Handbook](#)

### 10.3 Buildings

All City Council owned education buildings are externally insured by the Council and subject to £100,000 excess for which the school is responsible for the first £1,500 with the balance of £98,500 being met from the City Council's internal funds. Claims payments in excess of £100,000 will be funded by insurers. Where damage is caused by a third party e.g. motor vehicle, the Insurance Officer will seek to recover the City Council's costs from the third party concerned. Any damages received will first clear any amount paid by the City Council. If all losses are recovered the excess paid by the school will be repaid.

### 10.4 Property and Equipment

#### **(a) City Council Owned Contents and Equipment**

City Council owned education contents are externally covered subject to £100,000 excess for which the school is responsible for the first £1,500 with the balance being met from the City Council's internal funds. Claims payments in excess of the £100,000 will be funded by insurers.



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Computers will be covered for accidental damage or loss subject to £1,500 excess to be met from school funds. The City Council's internal funds or external insurers will meet claims in excess of £1,500.

All claims will be settled on a 'new for old' basis.

**(b) Equipment Hired or Loaned**

Equipment hired or loaned to schools is only covered by the Council arranged insurance if it is included on the school's inventory. Schools should check that hired or loaned equipment not recorded on the inventory has appropriate insurance cover provided by the owners, or failing this, the school should arrange insurance cover for the equipment concerned (whether it will be used on or off the school premises) through the Insurance Officer.

**(c) Equipment Owned by Staff / Pupils**

Equipment or property at schools which is owned by staff, pupils and voluntary helpers is not covered by any form of City Council insurance cover for theft, damage or other loss and such persons are advised to consider making their own insurance arrangements to cover this area of risk.

Property belonging to pupils is not covered and claims will only be paid where there has been some negligence on the part of the Council, its servants or agents

10.5 Employees and Others

**(a) Personal Accident Cover**

The Council operates a scheme of personal accident cover with certain benefits payable to employees (or in the event of death to the dependants of any employee of the City Council) in respect of death or injury sustained by accident or assault whilst on duty and whilst acting within the scope of their employment. The scheme is also extended to apply to all youth trainees, community programme workers, trainees and volunteers carrying out the functions of the Council with the approval of a duly authorised officer. Details of the scheme are held by Portsmouth City Council and on Intranet.

**(b) Indemnity against Acts of Negligence**

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The City Council indemnifies all employees and voluntary helpers against claims arising from negligent acts carried out whilst acting within the scope of their employment.

**(c) Student Teachers - Personal Accident/Indemnity against negligence**

The City Council includes student teachers in the personal accident cover scheme for employees and others as detailed in 10.5(a) above. Similarly, student teachers are indemnified against acts of negligence as detailed in paragraph 10.5(b) above.

**(d) Home Visits by Teachers**

Teachers undertaking home visits to pupils are covered by the City Council's provision for personal accident and indemnity against acts of negligence as detailed in paragraphs 10.5(a) and 10.5(b) above, subject to each visit having been agreed by their senior teacher or head teacher.

**10.6 Community Use of School Premises**

Users of schools for community purposes, whether using the premises during the day or the evening, are covered by the City Council in relation to any accidents occurring through any defect in the premises or equipment or any negligent act of any employee or approved voluntary helper, acting within the scope of their employment. Activities undertaken as part of a formal letting are generally covered by external insurance, the premium for which is recovered through the overall letting charge. It is important that a lettings form is completed in every case whether or not it is a "free" or subsidised letting.

**10.7 Events Involving Hazardous Displays**

Where school events are planned involving potentially hazardous displays, such as parachute drops, helicopters, hot air balloons, motorcycle displays etc., the minimum public liability indemnity cover required from any third party giving the display is £5 million in respect of each and every occurrence. Full risk assessment must be carried out. The Insurance Officer can be contacted for advice/assistance.

**10.8 School and Unofficial Funds**

**(a) Official/Unofficial School Funds**

Official and unofficial school funds, cash or negotiables are covered subject to £1,500 excess.

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## 10.9 Pupils and Students - Indemnity/Insurance

### (a) School Activities

Whilst pupils or students are at school or engaged in approved activities off the premises, they are covered by the Council's public liability arrangements in respect of any negligent acts committed by employees or volunteers.

### (b) Pupils and Students - School Journey Insurance Policy

The City Council maintains a "blanket" insurance policy to cover all members of a school party on visits both abroad and in this country in respect of medical expenses, personal accident benefits, loss of personal property and money and public liability (including member-to-member liability).

### (c) Work Experience and Participation

The school is responsible for carrying out a risk assessment and checking that the host employer is suitably insured.

PCC insurance will apply only to liabilities arising from the school's placement on a contingency basis.

Pupils and students are covered against death or injury under the City Council's personal accident cover scheme for employees and others while on work experience (see also paragraph 10.5(a)).

### (d) Pupils and Students - Conveyance in Private Cars

#### (i) By Parents

The Road Traffic Act makes it compulsory for car insurance to include third party liability for any passenger travelling in an insured car on a public road. Any pupil/student involved in an accident would therefore have a valid third party claim against the driver of a vehicle at fault. Parents who provide occasional transport for pupils/students on a voluntary basis (or for petrol costs only) may be covered within their existing overall "social domestic and pleasure" cover, but must inform their insurers of this activity.

#### (ii) By Teachers

Teachers undertaking the conveyance of pupils/students will generally do so as part of their professional duty. Most insurance cover extends

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to give “social, domestic and pleasure” cover only. If this activity is undertaken teachers must inform their insurance companies to ensure that they are covered for the transport of pupils/students by including business cover use.

**(e) Pupils and Students - Conveyance in Private Hire Coaches**

All members of a school party travelling in a private hire coach being used for school or college purposes are automatically covered under the coach operator’s passenger liability insurance (motor insurance). Schools should check that any coach operator has a valid passenger liability insurance document.

**10.10 School Minibus**

The insurance of minibuses is the responsibility of each school. The City Council has arranged a “block” insurance policy as a means of obtaining the lowest possible premium for individual schools. Cover can be arranged through The Insurance Officer.

Claims are subject to £1,500 excess to be met from school funds. The City Council’s internal funds or external insurers will meet claims in excess of £1,500. All drivers must be MIDAS trained and have the relevant licence to drive the vehicle. Drivers must comply with the Councils Corporate driving for work policy.

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## **11. MISCELLANEOUS**

### **11.1 Right of access to information**

Governing bodies will be required to supply all financial and other information which might reasonably be required to enable the Authority to satisfy itself as to the school's management of its delegated budget share, or the use made of any central expenditure by the Authority (e.g. earmarked funds) on the school.

### **11.2 Liability of governors**

Section 50(7) of the Education Act gives governors legal protection, both individually and collectively, from any personal liability for their decisions and actions undertaken in good faith. It also exempts governors from liability for negligent action directly attributable to the spending of the school's delegated budget, for example if a faulty piece of equipment were purchased resulting in personal injury. The Act does not cover any negligence by the governing body in the exercise of powers when not directly attributable to the spending of the school's delegated budget. However Local Authorities are required to arrange appropriate insurance to protect governing bodies from negligence claims resulting from non-spending decisions. Currently governors are indemnified against all claims for negligence under the City Council's insurance arrangements.

### **11.3 Governors' expenses**

Portsmouth City Council may delegate funds to the governing body of a school yet to receive a delegated budget to meet governor's expenses.

Under section 50(5) of the SSAF Act 1998, only allowances in respect of purposes specified in regulations issued under section 19 of the Education Act 2002 may be paid to governors from a schools delegated budget share. Schools are expressly forbidden from paying any other allowances.

Schools cannot pay governor's expenses which duplicate those paid by the Secretary of State to additional governors appointed by him for schools under special measures.

### **11.4 Responsibility for legal costs**

Legal costs incurred by the governing body, (although the responsibility of Portsmouth City Council as part of the cost of maintaining the school unless they relate to the statutory responsibility of aided school governors for buildings) may be charged to the school's budget share unless the governing body acts in accordance with the advice of the Authority.

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Where there is a conflict of interest between Portsmouth City Council and the governing body the school should contact the Section 151 Officer to seek guidance on how best to obtain legal advice.

#### 11.5 Health and Safety

Legal responsibility and therefore primary accountability for health and safety lies with the employer as defined in the Health and Safety at Work Act 1974. In the case of community maintained schools or nurseries and voluntary controlled schools this is the Local Authority (i.e. Portsmouth City Council).

In Portsmouth, Local authority schools Governing bodies are required to have due regard to duties placed on the local authority in relation to health and safety, and the authority's policy on health and safety matters in the management of the budget share. Contact the Health and Safety Team for further information, advice and guidance [healthsafetypcc@portsmouthcc.gov.uk](mailto:healthsafetypcc@portsmouthcc.gov.uk)

**Note:** Where the school is foundation, foundation special or voluntary-aided the employer is the Governing Body. In Academies and free schools the employer is the Academy Trust. In independent schools the employer can either be the governing body or the proprietor depending on the schools individual circumstances.

#### 11.6 Right of attendance for Section 151 Officer [CFO]

Governing bodies must permit the Section 151 Officer or any officer of the Authority nominated by the Section 151 Officer, to attend meetings of the governing body at which any agenda items are relevant to the exercise of his responsibilities. The Council will give prior notice of such attendance unless this is impracticable.

#### 11.7 Special Educational Needs

Schools must use their best endeavours in spending the budget share, to secure the special educational needs of their pupils.

#### 11.8 'Whistleblowing'

The procedure to be followed by persons working at a school or school governors who wish to complain about financial management or financial propriety at the school is set out in Portsmouth City Council "Whistleblowing" policy document circulated to all schools. A copy of the document can be found on the intranet via: [Fraud and whistleblowing - Intranet](#)

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## 11.9 Child Protection

Schools are expected from within their budget share to release staff to attend child protection case conferences and other related events.

## 11.10 Redundancy and Early Retirement Costs

Section 37 of the 2002 Education Act sets out how premature retirement and redundancy costs should normally be funded. In essence, premature retirement costs are charged to a school's delegated budget and redundancy costs fall to Portsmouth City Council.

Premature retirement costs may be charged to Portsmouth City Council, but only with the prior agreement of Portsmouth City Council.

Redundancy costs may be charged to the school's delegated budget if there is "good reason" for it not being centrally funded.

Where staff are employed under the community facilities power, costs must be met by the school governing body and can be funded from the school's delegated budget share if the governing body are satisfied that there will be no significant interference with the performance of any duty imposed on them by the education Acts, including the requirement to conduct the school with a view to promoting high standards of educational achievement.

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## **12. RESPONSIBILITY FOR REPAIRS AND MAINTENANCE**

### **12.1 Delegated funding**

Portsmouth City Council will continue to delegate revenue funding to schools for routine maintenance, servicing and repairs.

In the case of any urgent unforeseen health & safety works (e.g. that could lead to a school closure), primary and special schools will be expected to fund a minimum of the first £5,000 and secondary schools the first £10,000. Any costs above the contribution amount may be funded from the Education Capital Contingency and the schools contribution will be subject to the methodology in place at that time as agreed by Schools Forum.

Any future programme of major capital works should be agreed at the annual Asset Management Plan (AMP) meeting and will be prioritised and put forward for funding through the annual capital bid process.



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## **13. COMMUNITY FACILITIES**

### **13.1 Introduction**

Section 27 (1) of the Education Act 2002 extends the power of governing bodies to provide community facilities on school sites for their pupils, families and local people, including the power to enter into arrangements with other providers, spend money and set charges for services such as healthcare, childcare and adult education. Governing bodies that choose to exercise the power conferred by s.27 of the Education Act 2002 to provide community facilities will be subject to a range of statutory controls:

- regulations made under s.28(2) can specify activities which may not be undertaken at all under the main enabling power,

Alongside these, under s.28(1), the main limitations and restrictions on the power are those contained in schools' own instruments of government and in the Portsmouth Scheme for Financing Schools.

This part of the scheme does not extend to joint-use agreements; transfer of control agreements, or agreements between the Council and schools to secure the provision of adult and community learning.

Schools should be aware that mismanagement of community facilities funds can be grounds for suspension of the right to a delegated budget.

### **13.2 Consultation with the Authority – financial aspects**

Governing bodies seeking to exercise the community facilities power should contact the Head of Sufficiency, Participation and Resources.

### **13.3 Funding agreements – Authority powers**

The provision of community facilities may be dependent on the conclusion of a funding agreement with a third party which will either be supplying funding or supplying funding and taking part on the provision. A very wide range of bodies and organisations are potentially involved.

No such agreement may be entered into by the governing body without due consideration of the comments and advice of Portsmouth City Council.

Where a third party is to be involved in this way, the proposed agreement should be submitted to Portsmouth City Council for comment and advice prior to entering into any agreement. The City Council will provide such comments and advice

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within 6 weeks of receiving the appropriate information, and the governing body must take the comments into account when deciding whether or not to enter into the agreement.

Should such an agreement be entered into without informing Portsmouth City Council, or against the wishes of Portsmouth City Council, and in which, in the view of the City Council, may be considered prejudicial to the interests of the school or the City Council, this may lead to the suspension of the right to a delegated budget for the school.

#### 13.4 Other prohibitions, restrictions and limitations

Section 28 of the Education Act 2002 provides that the exercise of the community facilities power is subject to prohibitions, restrictions and limitations in the scheme for financing schools. The following restrictions apply for Portsmouth schools:

- As required by the Education Act 2002, **governing bodies will be responsible for meeting pension, redundancy or other employer-related costs for staff employed in community facilities**. Such costs may include continuous service accrued prior to employment for community purposes.
- Governing Bodies must ensure that they have in place adequate, appropriate and satisfactory arrangements to protect the financial interests of the community facility and Portsmouth City Council, as demonstrated through the establishment of a limited liability company or obtaining indemnity insurance to cover any significant financial risks.

#### 13.5 Supply of financial information

Schools which exercise the community facilities power, and do not use the Portsmouth Oracle finance system, will provide the Authority every six months at times determined by the Authority, a summary statement, in a form determined by the Authority. This statement will show the income and expenditure for the school arising from the facilities in question for the previous six months and, on an estimated basis, for the next six months.

If the City Council considers there is cause for concern as to the school's financial management or financial consequences arising from the exercise of the community facilities power, these will be notified to the Chair of Governors. In such circumstances, financial statements may be required on a more frequent basis possibly supported by the submission of a recovery plan for the activity in question.

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Financial information relating to community facilities will be included in returns made by schools under the Consistent Financial Reporting (CFR) Framework.

Schedule 15 of the Education Act 2002 provides that mismanagement of funds spent or received for community facilities is a basis for suspension of the right to delegation of the budget share.

### 13.6 Audit

The school will provide access to all records connected with exercise of the community facilities power, in order to facilitate internal and external audit of relevant income and expenditure.

Any agreements with other parties must also contain adequate provision for access by the Authority to the records and other property of those persons which relate to the activity in question, in order for the Authority to satisfy itself as to the propriety of expenditure on the facilities in question.

### 13.7 Treatment of income and surpluses

Except where otherwise agreed with a funding provider, whether that be Portsmouth City Council or some other person, net surpluses can be retained and carried forward.

### 13.8 Health and safety

The scheme provisions related to Health and Safety [Section 11.5] also relates to any operations undertaken under the community facilities power.

Any costs of securing Disclosure and Barring Service (DBS) clearance for persons involved in community activities taking place during school time will be met by the school, unless such costs can be passed on to a funding partner as part of any financial agreement.

### 13.9 Insurance

It is the responsibility of the governing body to make adequate arrangements for insurance against risks arising from the exercise of the community facilities power, including financial loss, taking professional advice as necessary. Portsmouth City Council may undertake its own assessment of the insurance arrangements made by a school in respect of community facilities, and if it judges those arrangements to be inadequate, make arrangements itself and charge the resultant cost to the school.

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### 13.10 Taxation

Schools operating community facilities will be responsible for any charges levied by HM Revenue and Customs (HMRC) in respect of those facilities.

Schools should seek appropriate advice from Portsmouth City Council and the Local HMRC Office on any issues relating to the possible imposition of Value Added Tax on expenditure in connection with community facilities.

The school will be held liable for payment of income tax and National Insurance, in line with HMRC rules.

The school is required to follow any advice from the City Council given in relation to the Construction Industry Scheme as it relates to the community facility.

### 13.11 Banking

The Section 151 Officer is required to approve all banking arrangements and Governors will be required to follow Portsmouth City Council's guidance in establishing any banking services.

If the school bank account is to be used the school should ensure adequate internal accounting controls exist to demonstrate separation of funds.

**Schools are reminded** that, in accordance with Section 3.6 of the Scheme for Financing Schools, **they must not borrow money** from sources other than Portsmouth City Council without the written consent of the Secretary of State.

## 14. Annex 1 – SCHEDULE OF PORTSMOUTH SCHOOLS as at 1 April 2021

### PRIMARY SCHOOLS

DfE no.	Name	Inclusion Centre Type	Places
2008 2637	Copnor Primary Bramble Infant & Nursery		
2716 2665 2648 2714	Craneswater Junior Cumberland Infant Devonshire Infant Fernhurst Junior	Communication and Interaction	10
2719 2673	Manor Infant Medina Primary		
2765 2680	Portsdown Primary Southsea Infant	Communication and Interaction Communication and Interaction	9 8
3422 3212 5207 3423 3214 2013	St John's RC Primary St Jude's CE Primary St Paul's RC Primary St Swithun's RC Primary St George's Beneficial CE Primary Wimborne Primary		

### SECONDARY SCHOOLS

DfE no.	Name	Inclusion Centre Type	Places
4303 5413	Mayfield St Edmunds RC	Sensory Impairment	9

## 15. Annex 2 – INTEREST CLAWBACK FORMULA

Portsmouth City Council will calculate the interest clawback with reference to the bank of England Base Rate on the Census Day immediately preceding the start of the financial year for which the budget share is being determined. For the purposes of interest clawback calculations, it is assumed that staff are paid monthly on the last working day of each month and that all other expenditure is spread evenly throughout each month. Therefore, the interest lost by Portsmouth City Council in paying budget shares into school bank accounts on the first day of each month is equivalent to the length of the month in days (normally 30 days) for pay costs and an average of the length of month in days (normally 15 days) for all other elements of budget share.

The interest clawback will be calculated according to one of the following formula.

### A. For schools using PCC Payroll Services

The interest clawback deduction included in the budget share payment of a school will be equal to -

$$(B-P) \times 15 \text{ DAYS} \times D\%$$

where

B is the total school budget share

P is the estimated total pay cost (the proxy used will be the total actual pay cost of the previous financial year)

D is daily rate of interest (i.e. if the Bank of England Base Rate on January Census day is 6% per annum then the daily interest (D) is 6% divided by 365 = 0.0164%).

For example - based on a 30 day month

If a school's total budget share is £1,000,000 of which £800,000 are actual pay costs for the previous financial year and the Bank of England Base Rate is 5.48%.

The daily interest rate would be 0.015%.

The interest clawback deduction from the school's budget share would be

$$(1,000,000 - 800,000) \times 15 \times 0.00015 = £450$$

**B. For schools not using PCC Payroll Services**

The interest clawback deduction included in the budget share of a school will be equal to -

$$((B-P) \times 15 \text{ days} \times D\%) + (P \times 30 \text{ days} \times D\%)$$

where

B is the total school budget share

P is the estimated total pay cost (the proxy used will be the total actual pay cost of the previous financial year)

D is daily rate of interest (i.e. if the Bank of England Base Rate on January Census day is 6% per annum then the daily interest (D) is 6% divided by 365 = 0.0164%).

For example - based on a 30 day month

If a school's total budget share is £1,000,000 of which £800,000 are actual pay costs for the previous financial year and the Bank of England Base Rate is 5.48%.

The daily interest rate would be 0.015%.

The interest clawback deduction from the school's budget share would be:

$$\begin{aligned} & ((1,000,000 - 800,000) \times 15 \times 0.00015) + (800,000 \times 30 \times 0.00015) \\ & = \text{£}4,050 \end{aligned}$$

## 16. Annex 3 – CHARGES FOR SCHOOL ACTIVITIES

Portsmouth's policy on charging pupils and remission was drawn up in accordance with the requirements of Chapter III of Part VI of the Education Act 1996. Details of the policy are set out below.

### 1 Instrumental Music Tuition

The Education Act does not permit charging for class music tuition, group musical activities within school hours or for any tuition, whether group or individual, which is part of a syllabus for a prescribed public examination. Charging is permitted for individual instrumental music tuition when not part of the syllabus for a prescribed public examination. Charges shall not be made for either small group or for individual music tuition by LA funded staff on Council premises within normal school hours. Governing bodies should not be allowed to charge for instrumental music tuition unless it is:

- a) Provided in addition to that which Portsmouth City Council has funded and
- b) Given to individual pupils outside normal school hours.

### 2 Board and Lodging

The Education Act permits charges to be made for board and lodging whether or not the activity takes place in school hours, even where the education activity is provided to fulfil the requirements of a syllabus for a prescribed public examination or for statutory duties relating to the National Curriculum.

Charges should not be made for board and lodging for field study necessary for examination courses, unless sufficient field study experience is provided locally and non-residentially, at the expense of the City Council, i.e. the Council opposes charging for necessary residential activities, but not where they were merely an alternative to freely provided Local activities. Section 457 of 1996 Act makes it clear that the charging and remissions policy adopted by a school governing body may be more or less generous than the policies of the City Council provided they meet the requirements of the Act. Governing bodies are advised therefore only to charge for board and lodging either:

- a) Where the course is not the only way of meeting external examination requirements; or
- b) If the course is the only way of meeting such requirements and the school's budget component for educational visits has already been spent or committed to such courses.



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### 3 Remissions Policy

The Education Act 1996 requires the City Council or governing body to remit any board and lodging charges if the activity is deemed to take place in school hours or is to fulfil the syllabus requirements of a prescribed public examination or of statutory duties relating to the National Curriculum for pupils whose parents are in receipt of Income Support or Family Credit. The City Council would not discourage governing bodies from remitting board and lodging charges for pupils whose parents have low income but are not eligible for Income Support or Family Credit.

### 4 Public Examinations and Breakage's or Damage to School Premises and Equipment

Governing bodies are allowed to pass fees for prescribed public examinations on to parents when the pupil has not been prepared by the school or where the pupil fails without good reason to complete the examination requirements. Similarly, parents can be asked to pay for the cost of wilful damage to school property or the misuse or loss of books and equipment. However, a civil action to enforce payment would need to establish a contract between the Governing Body and the parents concerned to pay the costs in question. If the matter were to be considered by a Court, the school would have to demonstrate the existence of a valid contract. Head teachers are therefore advised to ensure that a specific statement of policy is included in the school brochure and that parents, for examination entries, should be expected to be given written acceptance of responsibility for the fee before the pupil is entered.

### 5 Voluntary Contributions

Voluntary contributions from parents should be seen as the normal method of funding activities, including educational visits, which are considered valuable and which the school is unable otherwise to fund.

### 6 "Third Party" Arrangements

Governing bodies are advised against the third party approach set out in paragraph 18 of Circular 2/89. They would be expected also to deny leave of absence to either pupils or staff to take part in educational visits organised by a third party and should inform parents or staff of the Council's advice against such arrangements and the reasons for that advice. If a governing body with delegated personnel powers uses those powers to approve leave of absence of a member of staff, the governing body should expect to give leave of absence without pay. The third party will then need to enter into a separate contract with the member of staff and assume liability for any negligence.

**17. Annex 4 – INVENTORY SHEET**

School: .....

Page Number: .....

<i>Item Reference number</i>	<i>Item Description</i>	<i>Model and/or Serial No. (if applicable)</i>	<i>Order no. (or other source)</i>	<i>Date Received</i>	<i>Cost (£)</i>	<i>Location held / Person to whom issued</i>	<i>Dates of Physical Stock Checks and Initials</i>	<i>Date of Disposal and Authority</i>

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**RECORD OF EQUIPMENT ISSUE**

School: .....

Page Number: .....

<i>Date of Issue</i>	<i>Details of Equipment Including Serial No</i>	<i>Reason for Issue</i>	<i>Signature of Recipient</i>	<i>Issue Approved by (signature)</i>	<i>Period of Issue</i>	<i>Equipment Returned (date)</i>	<i>Equipment Received by (signature)</i>

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**DISPOSAL OF EQUIPMENT AND FURNITURE**

School: .....

Page Number: .....

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<i>Item Ref number</i>	<i>Quantity</i>	<i>Description</i>	<i>Make and Serial Number</i>	<i>Date Supplied (if known)</i>	<i>Approx. Value (if known)</i>	<i>Recommended Method of Disposal</i>	<i>Approved Method of Disposal</i>

Disposal requested by Head teacher (Signature) .....

Date .....

Disposal authorised by Chair of Governors (Signature) .....

Date .....

**18. Annex 5 – HIRE OF SCHOOL FACILITIES**

**Name and Address of Applicant**

.....  
.....  
.....  
.....  
.....  
.....

**Telephone Number .....**

**If invoices are to be sent to another person please state the name and address**

.....  
.....  
.....  
.....  
.....  
.....

**Name of Club / Organisation**

.....  
.....

**Facilities Required**

.....  
.....  
.....  
.....

**Purpose of Hire**

.....  
.....  
.....  
.....

**Age Group of Members** .....

**Start Date** ..... **End Date** .....

**Start Time** ..... **End Time** .....

**Day/s required** .....

**Terms and Conditions**

1. The use of the building is subject to Portsmouth City Council’s public liability insurance. However, the school reserves the right to request proof of additional public liability insurance in respect of the group's activities whilst using school facilities.
2. The school has the right to cancel the hire should the facilities be required for a school function.
3. The school may make additional charges in respect of damage caused to the building/property of the school through negligence or wilful intent.
4. Payment for the letting is required on receipt of the invoice (issued monthly in advance).
5. The charges will be in accordance with those agreed by the governing body.
6. For lettings of sporting facilities VAT will be charged at the standard rate unless the following criteria are fulfilled:-
  - ▶ Single lets for a continuous period of over 24 hours to the same person.
  - ▶ A series of lets that cover 10 or more consecutive sessions.
  - ▶ Each session is for the same sport.
  - ▶ Each session is at the same premises.
  - ▶ Intervals between sessions are at least one day and not more than 14 days.
  - ▶ The series is paid for as a whole.
  - ▶ The let is to a school, club, association etc.
  - ▶ There is exclusive use by the lessee.

**Refunds are not given in the event of cancellation by the client.**

2. The applicant is over 18 years old.

I/We have read and accept the regulations relating to the hire, and agree to abide by the general terms and conditions communicated to me.

**Signed:**.....

**Name in Full:** .....

**For and on behalf of:** .....

**Date:**.....

**Office use only**

This section will be returned to you as soon as the booking has been authorised.

Name of applicant: .....

Address: .....

.....

.....

Facilities required: .....

.....

Date/s required: .....

Time/s required: .....

Charge to be made (per hour/session): .....

Authorised by name: .....

Position held: .....

Date authorised: .....



**19. Annex 6 – PERMITTED SPECIFIC PURPOSES FOR THE USE OF SURPLUS FUNDS**

- Valid orders placed through the financial system, but for which the goods have not been received.
- Funds held on behalf of other schools by fund holder schools (e.g. cluster funding).
- Balances held for specific community projects e.g. nursery provision, children's' centres, extended services.
- Contribution towards capital works with the school (where alternative capital resources have been exhausted). A clear statement of intent signed by the Chair of Governors (subject to clawback if not delivered in stated timescales - maximum 3 years).
- Providing consistency in staffing levels where numbers on roll are predicted to fluctuate within the next year (note that a reasonable commitment would be £3,000 per pupil and forecast variations in pupil numbers should be given).
- Unexpected funds received by the school near the year-end which will be utilised for a specific purpose in the following financial year.

## 20. **Annex 7 – A school deficit recovery plan**

### **Background**

The deficit recovery plan should include a brief paragraph or two explaining what is causing the school to forecast a budget shortfall and why this is causing the school to move into a deficit position.

### **Deficit reduction plan**

The budget deficit reduction plan should include a description of how the school is proposing to bring the budget back into balance.

This section should list the various budget headings the school are intending to reduce spend in and how you expect to achieve these reductions, or budget headings where the school intend to increase income and how you expect to increase the income.

### **Impact of reducing costs**

By reducing costs in the various areas named above the school will need to assess what the possible impact on the school is of reducing spend and explore them in this section

Certain costs may be one off and have no adverse impact going forward, others could have an adverse impact going forward and those risks should be described.

### **Forecast budget for 3 years**

Below is an example of a summary budget from the schools budgeting system. A deficit recovery plan would normally include a high level summary such as this and a more detailed breakdown.

A school should also consider how they intend to monitor the plan to ensure that the expected deficit reduction is achieved, and any actions the school will take if the monitoring indicates that the planned reductions will not be met.

## Annex 7 - A school deficit recovery plan

### Summary Report for TEST School

DfE: xxxx

	2015 - 16	2016 - 17	2017 - 18	2018 - 19
PLASC Nos				
FTE Teacher	70.55	70.55	70.24	70.23

### A school - Summary Income and Expenditure Projections

CFR Code	Details	2015 - 16	2016 - 17	2017 - 18	2018 - 19
----------	---------	-----------	-----------	-----------	-----------

Income					
I01 - I04 / I14	Individual School Budget	(5,010,500)	(5,100,000)	(5,125,000)	(5,200,000)
I05	Pupil Premium	(400,000)	(376,955)	(380,176)	(376,955)
I06 - I07	Other Grants	(3,000)	0	(5,000)	0
I08 - I13	Other Income	(58,000)	(60,000)	(62,000)	(64,000)
I15 - I18	Com. Foc. Schools Income	(20,500)	(67,015)	(67,315)	(67,615)
Total Income		(5,492,000)	(5,603,970)	(5,639,491)	(5,708,570)

Expenditure					
E01 - E02 / E26	Staff Costs - Teaching	3,250,000	3,250,000	3,200,000	3,200,000
E03 - E07	Staff Costs - Support	1,101,100	1,090,000	1,090,000	1,100,000
E08 - E11	Other Employment Costs	55,050	40,000	60,000	55,050
E12 - E18	Occupancy Costs	485,688	448,014	440,000	452,806
E19 - E21	Learning Resources	375,761	396,761	400,000	416,761
E22 - E25 / E27 - E30	Other Costs	384,118	370,048	369,118	369,118
E31 - E32	Com. Foc. School Costs	0	0	0	0
Total Expenditure		5,651,716	5,594,823	5,559,118	5,593,735

In Year (Surplus) / Deficit	159,716	(9,147)	(80,373)	(114,835)
(Surplus) / Deficit Brought Fwd	(50,000)	109,716	100,569	20,196
Cumulative (Surplus) / Deficit C/Fwd	109,716	100,569	20,196	(94,639)

### DECLARATIONS

This 3 year budget for  
Governing Body at  
their meeting on:

School was approved by the

Date:

\_\_\_\_\_

Head Teacher: \_\_\_\_\_

Date:

\_\_\_\_\_

Chair of Governors:

Date:

\_\_\_\_\_

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# Agenda Item 8



## **THIS ITEM IS FOR INFORMATION ONLY**

**(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)**

<b>Title of meeting:</b>	Schools Forum
<b>Subject:</b>	Dedicated Schools Grant Out-turn 2021-22
<b>Date of meeting:</b>	13 July 2022
<b>Report by:</b>	Chris Ward, Director of Finance and Section 151 Officer
<b>Wards affected:</b>	All

---

### **1 Requested by**

Schools Forum.

### **2 Purpose**

- 2.1 The purpose of this report is to inform Schools Forum of the year end outturn position of the Dedicated Schools Grant (DSG) as at the end of March 2022.

### **3 Recommendations**

It is recommended that Schools Forum:

- 3.1 Notes the year end budget position for the Dedicated Schools Grant as at 31 March 2022, together with the associated explanations contained within this report.

### **4 Background**

- 4.1 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.
- 4.2 The original DSG budget for the financial year 2021-22 was set in February 2021, with subsequent revisions endorsed by Schools Forum and approved by the Cabinet Member for Children, Families and Education in October 2021. This report provides Schools Forum with the 2021-22 year end outturn.

### **5 Dedicated Schools Grant**

## THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

5.1 Table 1 below sets out the DSG final outturn position as at 31 March 2022.

<b>Table 1 - Dedicated Schools Grant</b>				
	<b>Original budget 2021-22 £000's</b>	<b>Revised Budget 2021-22 £000's</b>	<b>Outturn 2021-22 £000's</b>	<b>Over / (under) spend £000's</b>
<b>Income</b>				
DSG Brought forward 2020-21	0	(5,498)	(6,036)	(538)
DSG and other specific grants	<u>(78,791)</u>	<u>(75,662)</u>	<u>(75,300)</u>	<u>362</u>
<b>Total Income</b>	<b>(78,791)</b>	<b>(81,160)</b>	<b>(81,336)</b>	<b>(176)</b>
<b>Expenditure</b>				
<b>Schools block</b>				
Primary ISB	28,859	26,619	26,619	0
Secondary ISB	13,699	13,699	13,699	0
De-delegated and growth fund	<u>1,390</u>	<u>1,621</u>	<u>1,174</u>	<u>(446)</u>
<b>Total Schools block</b>	<b>43,947</b>	<b>41,939</b>	<b>41,492</b>	<b>(446)</b>
Central School Service	810	964	932	(31)
<b>Early Years block</b>				
Nursery ISB	11,587	10,554	10,198	(355)
Other Early Years	2,702	2,536	2,546	10
<b>High Needs block</b>				
High Needs ISB	967	980	833	(148)
Other High Needs cost	19,068	19,200	16,882	(2,318)
<b>Total Expenditure</b>	<b>79,081</b>	<b>76,172</b>	<b>72,883</b>	<b>(3,289)</b>
<b>DSG Carried forward</b>	<b>(290)</b>	<b>4,988</b>	<b>8,454</b>	<b>3,465</b>

*The figures in the above table are subject to rounding to the nearest £1,000 and may not calculate exactly*

5.2 The routine yearend reconciliation process identified that the full balance had not been brought forward from 2020-21 following the implementation of the new financial system increasing the brought forward position by £0.5m, which had been correctly included in the 2020/21 carry forward figures.

5.3 The final 2021-22 DSG income was £75.3m, £0.4m lower than the revised budget, due to the net impact of the reduction in the Early Years Block relating to 2020-21 (£355,000), adjustments to the recoupment relating to risk protection arrangements

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following academy conversion of two schools and a high needs block recoupment adjustment. The authority recovered the funding from the two schools concerned and the related income is included in the de-delegated and growth fund underspend.

5.4 The overall expenditure was less than budgeted, resulting in an underspend of £3.3m, giving an overall net underspend of £3.4m. The reasons for the underspend are set out in the report below.

**6 Schools Block**

**De-delegated budgets, growth fund and centrally retained**

6.1 The £446,000 underspend contains £428,000 of planned underspend relating to the:

- Growth Fund (£304,000), to be carried forward to support the cost of commitments in 2022-23 and future financial years.
- Balance on the schools specific contingency (£124,300) - this forms part of the carry forward balance to be used for the same purpose in 2022-23.

6.2 The remaining balance relates to the funding adjustments made of national and non-domestic rates and the recovery of risk protection arrangements recoupment following the conversion to academy status of two schools.

**7 Central Schools Services Block**

7.1 The underspend reflects the lower than expected cost of the central licences purchased nationally by the Department for Education on behalf of all publicly funded schools.

**8 Early Years Block**

8.1 The net underspend of £345,619 on the Early Years budgets relates to a reduction in the number of funded hours paid to settings across the financial year. However, a retrospective adjustment to the funding is expected in July, which is likely to remove a similar amount of funding from the Authority.

8.2 As previously reported the Department for Education changed the methodology of funding the Early Years Block during 2021-22 financial year. Instead of using the January 2021 and January 2022 census data they used the data from three census returns (May 2021, October 2021, and January 2022). Following the receipt of the updated allocations in February 2022 (May and October 2021 census) the Authority saw a reduction in Early Years Block funding of £1.2m, this was reflected in the budgets as endorsed by Schools Forum and approved by the Cabinet Member.

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- 8.3 A further adjustment to the Early Years Block funding is expected in July 2022, this will be based on the January 2022 census and will cover the three month period January 2022 to March 2022 and is estimated to be a reduction of £332,000.
- 8.4 The underspend therefore reflects the lower number of pupils in funded early years places. The underspend will form part of the overall DSG carry forward and will support any further reduction in funding allocation in July 2022.

## **9 High Needs Block**

- 9.1 The table below sets out the underspends on the high needs budgets, with further explanation set out in the paragraphs below.

<b>Table 2 - High Needs Block Year End Position 2021-22</b>			
	<b>Total 2021-22</b>		
	<b>2021-22 Revised Budget</b>	<b>Outturn as at 31 March 2022</b>	<b>Variance (Under)/ Over</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Individual Schools Budgets	980,300	832,516	(147,784)
Element 3 Top up	13,371,600	11,675,855	(1,695,745)
Out of City providers	3,034,800	2,410,003	(624,797)
Permanent exclusion recharge	0	(7,432)	(7,432)
EYs Complex Needs Inclusion Fund	356,200	436,003	79,803
SEN support services	905,500	882,491	(23,009)
Medical Education	675,000	680,901	5,901
Outreach	191,900	139,522	(52,378)
Special School Teachers Pay and Pensions	546,200	546,200	0
Fair Access Protocol	60,000	60,000	0
Turnaround Project	58,300	58,300	0
<b>Total High Needs Block</b>	<b>20,179,800</b>	<b>17,714,359</b>	<b>(2,465,441)</b>

### **Individual Schools Budget**

- 9.2 As previously reported, the budget contained provision for the full year effect of additional special school places commissioned locally from September 2020 with a further increase in September 2021. This was due to slightly fewer places being required than budgeted for earlier in the year, although the numbers decreased in the 2021-22 academic year.



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**Element 3 Top-up**

9.3 Element 3 Top-up funding accounts for £1.7m of the underspend, the table below provides a further breakdown of the year end position along with the explanations.

<b>Table 3 - Element 3 Top-up</b>			
	<b>Total 2021-22</b>		
	<b>2021-22 Revised Budget £</b>	<b>Outturn as at 31 March 2022 £</b>	<b>Variance (Under)/ Over £</b>
EHCP Mainstream	2,735,300	2,331,764	(403,536)
Element 3 Top Up Special Schools	8,721,900	7,647,228	(1,074,672)
Element 3 Top Up - Resource Units	354,900	354,606	(294)
Element 3 Top Up - AP	263,700	119,656	(144,044)
Post 16 Special Educational Needs	916,000	910,697	(5,303)
Element 3 Top Up - OLA School	379,800	311,903	(67,897)
<b>Total Element 3 Top-up</b>	<b>13,371,600</b>	<b>11,675,855</b>	<b>(1,695,745)</b>

**Pupils with an EHCP in Mainstream Schools**

9.4 The banding methodology for mainstream pupils with an EHCP was implemented in April 2021. Whilst the underspend (£403,500) was due to the increase in pupils being lower than budgeted by 35 pupils, but there was a bigger than budgeted increase in the Exceptional Plus band.

**Special Schools**

9.5 The final outturn position was an underspend of £1.1m. This relates to the net impact of 44 pupils (£596,300) placed by other local authorities, for which Portsmouth is not responsible for paying the Element 3 Top-up funding, lower numbers of pupils in the summer term (£602,800) partially offset by increased costs due to higher assessed levels of need in the autumn and spring terms (£124,300).

**Alternative Provision**

9.6 The budget contained provision for the Authority to place 32 pupils in the City's Alternative Provision settings, over the course of the financial year the authority placed and funded the equivalent of 15 full time places, leading to an underspend of £144,000. The reduction in pupil numbers placed by the authority reflects the movement of a number of pupils back to mainstream provision during the year, and reduced availability

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of key stage 3 places, leading to new-to-the-City pupils being placed in mainstream provision.

**Other Local Authority Schools**

9.7 This budget provides element 3 Top-up for Portsmouth pupils placed in other local authority schools. The budget contained funding for 78 pupils at an average cost of £4,869 per pupil. The actual number of pupils was 50 at an average cost of £6,238, providing an underspend of £67,900.

**Out of City Placements**

9.8 Out of City Placements comprises both independent and specialist providers and Child and Adolescent Mental Health Service (CAMHS). The table below shows the budget and the current position for each service.

<b>Table 4 - Out of City Placements position at 31 March 2022</b>						
	<b>Budget</b>		<b>Actual position</b>		<b>Variance</b>	
	<b>£</b>	<b>Pupils</b>	<b>£</b>	<b>Pupils</b>	<b>£</b>	<b>Pupils</b>
Independent & Specialist providers	2,992,000	47	2,405,000	48	(587,000)	1
CAMHS	43,000	7	5,000	1	(38,000)	(6)
<b>Total</b>	<b>3,035,000</b>	<b>54</b>	<b>2,410,000</b>	<b>49</b>	<b>(625,000)</b>	<b>(5)</b>

9.9 Whilst the total pupil numbers are close to the budget there is a net underspend of £587,000 in relation to the independent and specialist providers. This is due to pupil movements, which have reduced the overall average cost per pupil from £63,700 budgeted to £50,100 at the end of the financial year.

**Early Years Complex needs Inclusion Fund**

9.10 Over the course of the financial year there was an increase of 66% in the number of children receiving funding from 61 in Spring 2021 to 93 in Spring 2022.

9.11 As previously reported, work is underway to review the Early Years High Needs offer, including Portage and Portage plus to ensure families and Early years settings continue to have access to the support they require.

**SEND Support services**

9.12 The £23,000 underspend relates to a vacant post in the SEND Hub, partly offset by additional costs on Portage and the Sensory Impairment Service.

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**Outreach**

9.13 The £52,400 underspend mostly relates to 2020-21 year end accruals being reviewed.

**10 Carry forward balance**

10.1 As at the 31 March 2022, the carry forward balance is £8.5m, a net increase of £2.4m from 2020-21 financial year. The table below sets out the movement in the DSG balances.

<b>Table 5 - Movement in DSG Balances between April 2021 and March 2022</b>		
	<b>£m</b>	<b>£m</b>
Brought forward as of 31 March 2021		5.498
Reconciliation adjustment	0.538	
<b>Revised brought forward as of 31 March 2021</b>		<b>6.036</b>
<b>Movement in year</b>		
Agreed use of brought forward		
Growth Fund 2021-22	(0.368)	
Schools specific contingency 2021-22	(0.142)	
Early Years Block adjustment 2020-21	(0.355)	
Unbudgeted recoupment	(0.007)	
2021-22 net underspend	3.289	2.417
<b>Balance carried forward to 2022-23</b>		<b>8.453</b>

10.2 As previously endorsed by Schools Forum and approved by Cabinet Member, the brought forward balance will be used to provide funding for the schools specific contingency (£124,300) and to support the Growth Fund (£304,000).

10.3 The remaining balance will support any reduction in DSG funding in the Early Years expected in July 2022.

10.4 In February 2022 Schools Forum and the Cabinet Member were updated on the proposed use of the carry forward balance in 2022-23, which included £2.0m due to the lag in funding for high needs places in Special Schools, Inclusion Centres and Alternative Provision settings in September 2023 and September 2024. Plus, a balance of 1% (£1.8m) of overall DSG funding to manage any in-year cost pressures particularly in the high needs sector as both pupil numbers and complexity are expected to increase as the country comes out of the pandemic. As set out in the table below.

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<b>Table 6 - Proposed use of DSG Balances</b>		
	<b>£m</b>	<b>£m</b>
Carry forward as of 31 March 2022		8.454
<b>Impact of decisions on 2021-22 carry forward</b>		
Schools specific contingency	(0.124)	
Carry forward of Growth Fund balance	(0.304)	(0.428)
<b>Sub total</b>		<b>8.026</b>
Early Years Block adjustment January 2022 to March 2022 <sup>1</sup>	(0.332)	
Revenue implications of High Needs places for future years	(2.040)	
Contingency to manage in-year pressures	(1.826)	(4.198)
<b>Balance available for use</b>		<b>3.828</b>

10.5 Any residual balance would be a one-off funding source and therefore should be used to support one-off expenditure items rather than recurrent expenditure.

**11 Reasons for recommendations**

11.1 It is recommended that Schools Forum notes the contents of the report in respect of the financial outturn for 2021-22.

.....  
Signed by Chris Ward, Director of Finance and Section 151 Officer

**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:

The information upon which this report has been based has been drawn from a variety of sources: however much of the information used is held in budget files prepared by the children and Education Finance Team. Please contact Angela Mann, Finance Manager, if required.

<sup>1</sup> Estimated figure

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<b>Title of document</b>	<b>Location</b>
School & Early Years Finance (England) Regulations 2021	<a href="#">The School and Early Years Finance (England) Regulations 2021</a>
DSG Budget estimates and Monitoring Records	Children, Families and Education Finance

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<b>Title of meeting:</b>	Schools Forum
<b>Subject:</b>	Local Authority Maintained School Balances as at 31 March 2022
<b>Date of meeting:</b>	13 July 2022
<b>Report by:</b>	Sarah Daly, Director, Children, Families and Education
<b>Wards affected:</b>	All Wards

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## 1 Requested by

- 1.1. Schools Forum

## 2 Purpose

- 2.1 The purpose of this report is to inform Schools Forum of the level of Local Authority maintained schools' revenue and capital balances as at 31 March 2022

## 3 Information Requested

- 3.1. Each year schools are given delegated budgets which are calculated using the locally agreed national funding formula. These budgets are supplemented by specific government grants (e.g. Pupil Premium) and through the income generated by the school. Delegated revenue 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 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. Whilst devolved formula capital allocations are ring fenced for capital purposes only, schools may use revenue balances to support capital schemes. In 2021-22, schools allocated some £1.623m of revenue funding to capital purposes (compared to £1.526m in 2020-21).
- 3.5. Schools were surveyed during the spring term to ascertain future commitments against estimated closing balances in order to provide data in accordance with

Consistent Financial Reporting (CFR) requirements. This data has since been updated to reflect actual, rather than estimated, closing balances.

- 3.6. In 2014 Schools Forum agreed to discontinue the "balance control mechanism" (i.e., a "clawback" system) and to implement proposals to strengthen the monitoring arrangements. An extract from the current Scheme for Financing Schools is shown at Appendix 1 that highlights the 'controls on surplus balances' together with the items that can be deemed committed within the year-end balances.

#### 4 Revenue Balances

- 4.1. The following table illustrates the level of schools' revenue balances over the last three years:

Sector	No. of schools as at 31/3/20	Balance as at 01/04/20 £	% of 2019/20 budget allocation	No. of schools as at 31/3/21	Balance as at 01/04/21 £	% of 2020/21 budget allocation	No. of schools as at 31/3/22	Balance as at 01/04/22 £	% of 2021/22 budget allocation
Nursery & Primary schools	20	3,328,266	12.04	19	4,130,191	14.60	16	3,580,452	12.02
Secondary schools	2	801,995	6.83	2	878,465	6.97	2	847,344	6.16
Special schools	1	(25,843)	(0.53)	0	0	0	0	0	0
Total	23	4,104,418	9.16	21	5,008,656	12.25	18	4,427,796	10.17

- 4.2. Since presenting the balances report last year, Corpus Christi Primary, Milton Park Primary and Cottage Grove Primary have converted to Academy status with a surplus balance.
- 4.3. To provide a consistent comparison between 2020/21 and 2021/22, the balance for these schools have been excluded from the restated 2020/21 figures in the table below

Sector	Balance as at 01/04/21	% of 2020/21 budget allocation	Balance as at 01/04/22	% of 2021/22 budget allocation
Nursery & Primary schools	3,923,838	16.99	3,580,452	12.02
Secondary schools	878,465	6.97	847,344	6.16
Special schools	0	0	0	0
Total	4,802,303	13.45	4,427,796	10.17

- 4.4. It is important to note that the total schools' balances of £4.4m as at 1 April 2022 include £0.131m (£0.104m 2020/21) of community related balances e.g., Community Improvement Partnerships, community lettings, breakfast and after school clubs etc. leaving £4.3m (£4.9m 2020/21, including schools which have since converted to academy status) of "curriculum" balances relating to core activity. Of this, a further £0.8m (£1.1m 2020/21) has been committed to specific projects or initiatives, leaving a balance of £3.5m, or 8% of the 2021/22 budget allocation, as genuinely uncommitted. This exceeds the CIPFA guideline of between 2-3% of budget for uncommitted balances.



- 4.5. Overall, 61% (11) of schools saw an increase in their balances when compared to 2020-21, this is lower than the previous year, when 71 % of schools saw an increase in balances.
- 4.6. Of the seven schools that saw a decrease in balances, three had balances in excess of 10% of their budget share and are not of concern. One has a balance that is in excess of 8% of their budget share and the authority will work with the school at the termly visits to support them in maintaining their balances. The remaining three schools form part of the reducing balance review as set out in Section 5.
- 4.7. As at 31 March 2021, there was one school in deficit - Manor Infant School. Whilst the school produced a recovery plan which showed the school returning to a surplus position in 2021-22, at the end of 2021-22 the school remained in deficit. The authority is in discussion with the school regarding the deficit balance and the school has produced a recovery plan which is in the process of being reviewed.

## **5 Review of Specific School Balances**

- 5.1 The school revenue balances as at 31st March 2022 are shown by school at Appendix 2. Whilst the number of schools with reducing or low balances remains low, there are still some schools, which are causing some concern. Additionally, some schools meet the criteria of having excessive balances. The following sections set out the explanations for the level of balances and any action being taken.

### **Reducing balances**

- 5.2 During 2016-17 Schools Forum requested that the council contact the Chair of Governors for schools with reducing or low balances as at 31st March 2016. This process now forms part of the annual review of school balances.
- 5.3 As part of the year-end monitoring process of school balances, a review was undertaken to identify those schools that have shown a continued or significant reduction (defined as 25% or more) in their level of balances and whose balances form less than 8% (primary and special schools) or 5% (secondary schools) of their budget share.
- 5.4 At the end of 2020-21, two schools were identified as meeting the above criteria: by the end of 2021-22:
- Bramble Infant and Nursery has seen an increase in their balances, which are now 9.33% of their budget share.
  - Manor Infant's deficit has increased.
- 5.5 As at 31 March 2021-22 there are three schools that meet the reducing balances criteria (para.5.3), all schools have been contacted and have responded to the authority confirming:
- Manor Infant has produced a recovery plan which has been agreed by governors and is being reviewed by the authority

- St George's Beneficial C of E Primary have confirmed that they are aware of the reduction in balances and that they have formulated a plan to manage the schools expenditure to stop the school going into deficit.
- St Swithun's Catholic Primary, the decrease in balances related to the additional costs of staffing and supply cover related to sickness. The school is aware of the pressure but have not indicated if they are taking any action.

### **Excessive balances**

- 5.6 The Scheme for Financing Schools categorises Primary & Special Schools who have uncommitted balances of more than 8% of budget share as having excessive balances. For Secondary Schools, the threshold is 5% of budget share.
- 5.7 Of the eight Primary schools with uncommitted balances over 8%, five have balances between 10% and 20% and two have uncommitted balances over 20% and had balances of over 20% in 2020-21.
- 5.8 For Secondary Schools, one had uncommitted balances of more than 5% of the budget share at 14.7% of the budget share.
- 5.9 Analysis of the reasons for the high balances are set out below.

### **St John's Catholic Primary**

- 5.10 St John's year end balances have increased by £20,005 from £331,428 at the end of March 2021 to £351,433 at the end of March 2022. The school has indicated that £3,000 of their balance is committed, with £348,433 being uncommitted.
- 5.11 With regards to the uncommitted balance of £348,433, this equates to 30.50% of the school's budget share.
- 5.12 The Governing Board have had two projects outstanding since 2019-20 which have been carried forward to future years following delays due to the national lockdowns. To date, the refurbishment of the playground is yet to start following difficulties in finding a suitable contractor. The project to maintain the flat roof and replace the roofing tiles was delayed for similar reasons, but the school are expecting this to be completed this year. There are no other plans or commitments brought forward from previous years.
- 5.13 The school has identified that they are continuing to manage within their annual budget and had a small surplus at the end of 2021-22 of approximately 1.5% of the budget share. They are planning to utilise their balances to support two large projects. They are conscious of several uncertainties regarding future funding against their wish to continue to support pupils with the post-Covid catch-up and are retaining the balances to support any related one off, short term expenditure.

### **Wimborne Primary School**

- 5.14 Wimborne Primary School year end balances have increased by £29,357 from £598,836 at the end of March 2021 to £631,801 at the end of March 2022. The

school has indicated that £19,312 of their balance is committed, with £612,489 being uncommitted.

5.15 With regards to the uncommitted balance of £612.489, this equates to 26.65% of the school's budget share.

5.16 In 2021-22 the school had committed to using part of the balances to support several capital projects over the next three years with two projects expected to be completed in 2021-22. Of these projects the Walkway and ground works have been completed and the pointing of the brickwork is expected to be completed in 2022-23. The school is expecting to use £111,000 of the balances to support further projects in 2022-23 including:

- Playground resurfacing
- Trim Trail resurfacing
- Fencing and gates.

5.17 The authority continues to work with all schools to support the effective financial management of the available financial resources, varying the level of support in accordance to the specific needs of the school. It is hoped that the support and advice will help these schools to achieve and maintain long term financial stability.

## 6 Capital Balances

6.1 Devolved capital allocations are ring fenced and schools are expected to spend them on priority capital needs of school buildings. These allocations will therefore be held as capital balances until they are used and may be supplemented by funding from other sources.

6.2 An analysis of schools' current capital balances is given at Appendix 3, together with proposed spending plans as returned in the school survey. Where spending plans exceed balances there will need to be additional funding proposals.

6.3 The table below illustrates the level of school capital balances for the last three years:

Sector	No. of schools as at 31/3/20	Balance as at 01/04/20 £	No. of schools as at 31/3/21	Balance as at 01/04/21 £	No. of schools as at 31/3/22	Balance as at 01/04/22 £
Nursery & Primary schools	20	572,852	19	532,890	16	464,657
Secondary schools	2	764,873	2	1,824,317	2	2,549,241
Special schools	1	10,394	0	0	0	0
<b>Total</b>	<b>23</b>	<b>1,348,119</b>	<b>21</b>	<b>2,357,207</b>	<b>18</b>	<b>3,013,898</b>

Note: the above totals are the aggregate of surplus and deficit balances

6.4 As with the revenue balances, to provide a consistent year-on-year comparison, the closing balances in respect of those schools who converted to Academy status or

that have closed, have been excluded from the restated 2020/21 figures in the table below.

Sector	Balance as at 01/04/21 Restated £	Balance as at 01/04/22 £
Nursery & Primary schools	507,378	464,657
Secondary schools	1,822,164	2,549,241
Special schools	0	0
<b>Total</b>	<b>2,331,695</b>	<b>3,013,898</b>

6.5 Overall, there has been an increase in capital balances, mostly relating to St Edmund's RC Secondary School. This mostly relates to a large capital project that is expected to complete in 2022-23. The small reduction in Primary capital balances is due to works identified at the end of 2020-21 financial year being completed during 2021-22.

## 7 Reasons for recommendations

7.1 This report is for information only and Schools Forum are asked to note the contents of the report

.....  
 Signed by Sarah Daly, Director, Children, Families and Education.

### Appendices:

Appendix 1: extracts from the current Scheme for Financing Schools

Appendix 2: schools' revenue balances at 31 March 2022

Appendix 3: schools' capital balances and commitments at 31 March 2022

### 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
School Balances Files and Spreadsheets	Education Finance
Scheme For Financing Schools	PCC website

**Extracts from the current Scheme For Financing Schools**

**4.2 Controls on surplus balances**

As schools are moving towards greater autonomy and should not be constrained from making early efficiencies and to support medium term budgeting in a tighter financial climate, the balance control (clawback) mechanism for excessive balances continues to be withdrawn.

Schools will be deemed to have excessive balances, when Primary and Special Schools have uncommitted balances in excess of 8% and Secondary Schools 5% of their budget shares.

The control framework for monitoring school balances and their intended use requires that:

- a. Schools will continue to be asked to provide a breakdown of their year-end balances between committed and uncommitted, as well as an analysis of the intended use of any committed balances. The Education and Children's Finance team will continue to co-ordinate the process.
- b. A School Balances report will be presented to both the Cabinet member for Children's and Education and Schools Forum, following the completion of the year-end closedown process. This report will provide an analysis of the balances by school and schools with significant balances may be highlighted specifically within the report.
- c. Those schools identified as potentially breaching the balance thresholds, will be asked to provide further evidence of the planned use of their balances. The information will be reported back to Elected Members, the Schools Forum and the Education Department.
- d. The Education Department will consider this information as part of its school performance and improvement service provision, school challenge and specific reviews.

In determining whether school balances are committed, schools are only permitted to assign as committed, items listed in Annex 6.

School Forum may revisit the balance control (clawback) mechanism and the above control framework from time to time and where they believe significant and excessive balances have accumulated.

**Annex 6 –PERMITTED SPECIFIC PURPOSES FOR THE USE OF SURPLUS FUNDS**

- Valid orders placed through the financial system, but for which the goods have not been received.
- Funds held on behalf of other schools by fund holder schools (e.g., cluster funding).
- Balances held for specific community projects e.g., nursery provision, children's' centres, extended services.
- Contribution towards capital works with the school (where alternative capital resources have been exhausted). A clear statement of intent signed by the Chair of Governors (subject to clawback if not delivered in stated timescales - maximum 3 years).
- Providing consistency in staffing levels where numbers on roll are predicted to fluctuate within the next year (note that a reasonable commitment would be £3,000 per pupil and forecast variations in pupil numbers should be given).
- Unexpected funds received by the school near the year-end which will be utilised for a specific purpose in the following financial year.

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**APPENDIX 2**

**SCHOOLS REVENUE BALANCES AS AT 31 MARCH 2022**

*The figures in the table above may not sum exactly due to rounding*

DFE No.	Balance as @ 31/03/2021	% of 2020/21 Budget Share Allocation	School Name	2021/22 Budget Share	Analysis of Balance		Balance as @ 31/03/2022	% of 2021/22 Budget Share Allocation	Uncommitted as % of Budget Share Allocation	Committed as % of Budget Share Allocation
					Uncommitted	Committed				
<b>PRIMARY &amp; NURSERY SCHOOLS</b>										
2008	402,423	15.22%	Copnor Primary	2,848,817	357,383	148,332	505,715	17.75%	12.54%	5.21%
3420	114,848	9.01%	Corpus Christi Catholic Primary	1,304,762	<i>Transferred to academy 01/04/21</i>					
2689	91,505	4.44%	Cottage Grove Primary	2,182,779	<i>Transferred to academy 01/01/22</i>					
2716	301,320	16.62%	Craneswater Junior	1,974,944	330,564		330,564	16.74%	16.74%	
2665	80,946	10.56%	Cumberland Infant	801,278	81,440	56,348	137,787	17.20%	10.16%	7.03%
2648	110,587	11.87%	Devonshire Infant	979,536	3,073	118,956	122,029	12.46%	0.31%	12.14%
2714	295,150	19.44%	Fernhurst Junior	1,614,863	172,470	172,674	345,144	21.37%	10.68%	10.69%
2637	57,953	7.88%	Bramble Infant & Nursery	822,294	62,759	14,000	76,759	9.33%	7.63%	1.70%
2719	-3,580	-0.34%	Manor Infant	1,178,179	-3,805	-14,450	-18,255	-1.55%	-0.32%	-1.23%
2673	105,339	10.62%	Medina Primary	1,034,888	62,325	21,500	83,825	8.10%	6.02%	2.08%
2006	383,773	20.70%	Milton Park Primary	1,900,507	<i>Transferred to academy 01/01/22</i>					
2765	394,085	18.31%	Portsmouth Primary	2,212,407	401,353	-3,013	398,339	18.00%	18.14%	-0.14%
2680	155,496	18.01%	Southsea Infant	897,567	64,253	69,060	133,313	14.85%	7.16%	7.69%
3214	121,388	7.29%	St Georges Beneficial C of E Primary	1,727,880	54,377		54,377	3.15%	3.15%	
3422	331,428	30.71%	St John's Catholic Primary	1,142,536	348,433	3,000	351,433	30.76%	30.50%	0.26%
3212	172,928	10.42%	St Jude's C of E Primary	1,802,711	95,142	82,118	177,260	9.83%	5.28%	4.56%
5207	256,109	15.63%	St Paul's Catholic Primary	1,643,029	163,816	12,036	175,852	10.70%	9.97%	0.73%
3423	156,049	12.55%	St Swithun's Catholic Primary	1,319,970	74,509		74,509	5.64%	5.64%	
2013	602,444	25.78%	Wimborne Primary	2,388,236	612,489	19,312	631,801	26.45%	25.65%	0.81%
	<b>4,130,191</b>		<b>Total Primary &amp; Nursery</b>	<b>29,777,184</b>	<b>2,880,580</b>	<b>699,872</b>	<b>3,580,452</b>	<b>12.02%</b>	<b>9.67%</b>	<b>2.35%</b>
<b>SECONDARY SCHOOLS</b>										
4303	19,624	0.29%	Mayfield Secondary	7,439,198	30,137	33,133	63,271	0.85%	0.41%	0.45%
5413	858,842	14.66%	St Edmunds Catholic Secondary	6,313,401	715,073	69,000	784,073	12.42%	11.33%	1.09%
	<b>878,465</b>		<b>Total Secondary</b>	<b>13,752,599</b>	<b>745,211</b>	<b>102,133</b>	<b>847,344</b>	<b>6.16%</b>	<b>5.42%</b>	<b>0.74%</b>

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	<b>SPECIAL SCHOOLS</b>									
	All Special schools have converted to Academy Status									
	4,130,191	Primary	29,777,184	2,880,580	699,872	3,580,452	12.02%	9.67%	2.35%	
	878,465	Secondary	13,752,599	745,211	102,133	847,344	6.16%	5.42%	0.74%	
		Special								
	<b>5,008,656</b>		<b>43,529,783</b>	<b>3,625,791</b>	<b>802,005</b>	<b>4,427,796</b>	<b>10.17%</b>	<b>8.33%</b>	<b>1.84%</b>	

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**APPENDIX 3**

**SCHOOLS CAPITAL BALANCES AS AT 31 MARCH 2022**

Balance @ 31 March 2022		Balance @ 31 March 21022	Spending Plan	Description of Plan	Projected Balance
<b>PRIMARY &amp; NURSERY SCHOOLS</b>					
8,261	Copnor Primary		20,280	Car Park gates PO3005212	
			70,000	covering walkway between KS1 & KS2	
			13,598	Replace roof on shed in lodge garden	
		<b>20,281</b>	<b>103,878</b>		<b>(83,597)</b>
233	Corpus Christi RC Primary			Converted to Academy 1/04/2021	
		<b>0</b>	<b>0</b>		<b>0</b>
20,648	Cottage Grove Primary			Converted to Academy 1/01/2022	
		<b>0</b>	<b>0</b>		<b>0</b>
(31,742)	Craneswater Junior				
		<b>(26,986)</b>	<b>0</b>		<b>(26,986)</b>
35,111	Cumberland Infant		8,000	Phase 2 Heating Upgrade	
			12,000	Roof Works	
		<b>8,063</b>	<b>20,000</b>		<b>(11,937)</b>
1,719	Devonshire Infant		4,875	Balance of £4,875 to roll forward to 2020/23 after LA capital contribution of £2,925 has been claw back relation to the Boundary Wall Repair Project	
		<b>4,844</b>	<b>4,875</b>		<b>(31)</b>
					<b>0</b>
6,386	Fernhurst Junior		2,401	Contribution to playground wall renovation	
		<b>2,401</b>	<b>2,401</b>		<b>(0)</b>
21,120	Bramble Infant & Nursery		18,365	Schedule of works in school capital plan	
		<b>18,366</b>	<b>18,365</b>		<b>1</b>



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Balance @ 31 March 2022		Balance @ 31 March 21022	Spending Plan	Description of Plan	Projected Balance
23,427	Manor Infant		0		
		<b>3,982</b>	<b>0</b>		<b>3,982</b>
9,427	Medina Primary		0		
		<b>9,427</b>	<b>0</b>		<b>9,427</b>
4,630	Milton Park Primary		0	Converted to Academy 1/01/2022	
		<b>0</b>	<b>0</b>		<b>0</b>
54,018	Portsmouth Primary		25,500	Estimated contribution boiler works (Capital programmer) Delayed	
			7,000	Additional cost following Boiler works removing Gas equipment	
			10,000	Ongoing roof repairs	
			20,000	Children & Staff toilet areas	
			10,000	Staffroom & Reception areas	
			20,000	Nursery ramp replacement	
		<b>44,504</b>	<b>92,500</b>		<b>(47,996)</b>
(8,412)	Southsea Infant		0		
		<b>(14,482)</b>	<b>0</b>		<b>(14,482)</b>
28,717	St Georges Beneficial Primary				
		<b>33,052</b>	<b>0</b>		<b>33,052</b>
250,369	St Johns RC Primary		50,000	Playground refurbishment	
			2,712	Roof repairs (skylights)	
			2,743	Playground privacy screening	
			14,658	Pathway resurfacing	
			3,300	Outbuilding roof repairs	
			9,000	Cycle shelter	
		<b>221,263</b>	<b>82,413</b>		<b>138,850</b>
40,669	St Jude's CE Primary				
		<b>30,436</b>	<b>0</b>		<b>30,436</b>

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Balance @ 31 March 2022		Balance @ 31 March 21022	Spending Plan	Description of Plan	Projected Balance
37,842	St Paul's RC Primary		10,100	Nursery Loan repayment	
			11,000	Playground Equipment	
			14,850	IT Equipment	
			9,850	Salix Loan repayment	
			7,000	Staff Room Refurbishment	
		8,213	52,800		(44,587)
0	St Swithun's RC Primary		0		
		0	0		0
30,468	Wimborne Primary		10,077	Pointing	
			37,387	Playground resurfacing	
			32,682	Trim trail resurfacing	
			11,115	Fencing & gates	
		101,294	91,261		10,033
532,890	<b>Total Primary</b>	<b>464,657</b>	<b>468,493</b>		<b>(3,836)</b>
<b>SECONDARY SCHOOLS</b>					
30,948	Mayfield				
		(49,183)	0		(49,183)
1,793,369	St Edmunds RC		2,415,986	New Art Block project 2022/23	
			111,787	Capital works general/contingency	
			14,078	Wright Block retention fee	
		2,598,424	2,541,851		56,573
1,824,317	<b>Total Secondary</b>	<b>2,549,241</b>	<b>2,541,851</b>		<b>7,390</b>
<b>SPECIAL SCHOOLS</b>					
<i>All Special Schools have converted to academy status</i>					
0	<b>Total Special</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>SUMMARY</b>					
532,890	Primary Schools	464,657	468,493		(3,836)
1,824,317	Secondary Schools	2,549,241	2,541,851		7,390

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Balance @ 31 March 2022	Description of Plan	Balance @ 31 March 21022	Spending Plan	Projected Balance
0	Special Schools	0	0	0
<u>2,357,207</u>		<u>3,013,898</u>	<u>3,010,344</u>	<u>3,554</u>

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