

# Minutes of the KIRKLEES SCHOOLS FORUM meeting

## Friday 26<sup>th</sup> October 2012, 10:30am at the Deighton Centre

**Present:**

Julie Helm	Nursery School Heads (1)
Kath Benetis, Richard Dodd, Michelle Lee [Chair], Jane Richardson, Diana Wilson	Primary School Heads (7)
Gary Johnson	Middle School Heads (1)
	High School Heads (3)
Richard Ware	Special School Heads (1)
Mike Cook, John McNally (vice-Chair)	Academy Heads (2)
Martin Ridge	Pupil Referral Units (1)
Pat Colling	Kirklees Governors (1)
Jo Bailey-Taylor (NASUWT), Gillian Collins (ATL), Sarah Ellis (Pre-School Learning Alliance), Howard Roberts (NUT)	Non-school members (5)
Warwick Firmin (School Funding Strategy Manager) [Clerk] David Gearing (Financial Delegation Manager); [Minute Clerk] Carole Hardern (Group Finance Manager) David Smith (Director of Resources)	Officers in Support
Gavin Monument (Education Funding Agency), Cllr Peter O'Neill, Simon Sloan (KPH), Alison Whiteley (ATL, shadowing Gillian Collins)	Observers

### 1. Review of membership

The agenda papers contained a summary listing of all current Kirklees Schools Forum members, which “constituency” they each represent and a note of when their term of office ends. The list now requires amendment to reflect extensions to the terms of office of one of the Primary head teacher representatives and the ATL representative. The Schools Forum currently has a vacancy for a 14-19 Partnership representative. The table also shows which Council Officers support the Schools Forum in discharging their responsibilities (see item 4 below).

### 2. Apologies for Absence

Apologies were received from John Edwards (Asst Director for Learning), Angela Farmer (Finance & Performance), Kevin Higgins (KSHS) and Sarah Wild (KSHS).

### 3. Election of Chair and vice-Chair

Nominations were sought from the membership to serve as the Schools Forum Chair and vice-Chair.

The only nomination received for the Schools Forum Chair was for Michelle Lee. The only nomination for vice-Chair was for John McNally.

Both proposals were duly seconded and Michelle and John elected to serve in the capacity of Chair and vice-Chair respectively for the remainder of Academic Year 2012/13.

#### 4. Schools Forums: powers and responsibilities 2013-14

The agenda papers contained a table detailing from the Schools Forum regulations the powers / responsibilities of the Schools Forum as applicable to financial year 2013-14 issues. The table also shows how the local authority and the Department for Education fit in with each aspect of the Schools Forum's functions. For example, the main items on today's agenda concern the government's school funding reforms – in setting the new school funding formula the local authority must consult with its Schools Forum but the ultimate decision rests with the LA. However, on the matter of which budgets can be de-delegated, the LA can only propose, the decision rests with Primary and Secondary Schools Forum members to decide on the pattern of de-delegation for their phase.

#### 5. Recommendations re retained Dedicated Schools Grant (DSG) budgets

##### 5.1 Feedback from Schools Forum Briefing

The agenda papers contained a report from earlier Schools Forum briefing meetings summarising the positions reached, following feedback from phase groups, on each of the currently-retained DSG budgets. Since the report was prepared there has been further information shared with the Schools Forum briefing and phase groups. The meeting was given an update on developments...

- School Safeguarding Officer – This provision is now proposed to be retained under the Contribution to Combined Budgets heading as it is a DSG contribution to a wider Children & Young People Directorate function.
- Nurture Groups – feedback from Kirklees Primary Heads is that the funding should be withdrawn over three financial years. This would entail de-delegation of two thirds of the provision in 2013-14, one third in 2014-15 and nothing in 2015-16 (assuming the DfE rules governing 2014-15 permit this approach).
- School Milk – this budget will also need to move under the Contribution to Combined Budgets heading to continue to be retained.
- Free School Meals Eligibility Checks – it is proposed to use a working figure of £65k de-delegation in the EFA Funding Change pro forma.
- School Admissions – in the absence of a firmer figure it is proposed to include an estimate of £50k released to Schools Block delegation when completing the form.
- Public / Trade Union Duties – following the provision of further information on how trade union facility time works and the benefits that such an arrangement brings in terms of avoiding far larger potential costs, the consensus view now appears to be lining up behind de-delegation. KSHS has still to review their position in the light of the new information though – their previous view on this was that the provision should be reduced before de-delegation takes place. In the meantime, it is proposed that the EFA pro forma be completed assuming full de-delegation of the existing level of provision.
- Termination of Employment costs - the amended proposal is that the 40% element of the budget which relates to provision for new costs is moved into the de-delegated contingency budget to supplement the original Schools in Financial Difficulty sum. VER and severance would be one potential tool for helping schools reduce their spending profile to address budget difficulties.

## 5.2 Confirmation of recommendations of retained DSG budgets

The actions in the table below were agreed. References to de-delegation apply to maintained schools and not academies.

Budget	Action agreed
Former Threshold & Performance Pay Grants	<ul style="list-style-type: none"> <li>• Delegate £8.48m to schools across Primary, KS3 and KS4 AWPUs</li> </ul>
Contingencies	<ul style="list-style-type: none"> <li>• Prior to the calculation of School Budget Shares establish a Pupil Growth Fund of £600,000.</li> <li>• Delegate £2.26m to schools across Primary, KS3 and KS4 AWPUs then de-delegate funds to create a schools contingency of £813,600 (this includes VER/severance provision of £113,600 transferred from the Termination of Employment costs heading)</li> </ul>
School Safeguarding Officer	<ul style="list-style-type: none"> <li>• Continued retention of £48,400 under the Contribution to Combined Budgets heading</li> </ul>
Contributions to Combined Budgets	<ul style="list-style-type: none"> <li>• Delegate £143k to schools via AWPUs [the budget has hitherto supported central co-ordination of Every Child Counts, Every Child a Reader and One-to-one Tuition programmes]</li> <li>• Include budgets for School Safeguarding Officer and School Milk</li> <li>• Continued retention of funding for looked-after children / children not in education and intervention budgets administered by the Learning Service</li> </ul>
Behaviour Support Services	<ul style="list-style-type: none"> <li>• Delegate Nurture Groups budget (£251k) to schools via AWPUs, then de-delegate sufficient funds in 2013-14 to allocate reduced amounts to the affected primary schools in line with phasing out over three years</li> <li>• Move the remaining budgets – ICAN, Autism Outreach, Portex and Inclusion Placements – into the High Needs Block</li> </ul>
Underperforming ethnic groups / bilingual learners	<ul style="list-style-type: none"> <li>• Delegate £294k budget to schools via AWPUs then de-delegate an amount based on £100k to fund a new central support service for schools for “international new arrival” issues. Academies will be able to buy into the new service.</li> </ul>
School Milk	<ul style="list-style-type: none"> <li>• Move the £26k budget element not covered by EU grant to Contribution to combined budgets</li> </ul>
Free School Meals eligibility checks	<ul style="list-style-type: none"> <li>• Delegate the £101k budget to schools via AWPUs then de-delegate an amount based on £65k to provide the service centrally for maintained schools with academies also able to buy into the service. [The de-delegation amount quoted is a working figure – the cost to Customer &amp; Exchequer Services of covering the task has still to be settled]</li> </ul>
Kirklees Interfaith	<ul style="list-style-type: none"> <li>• Delegate the £66k budget to schools via AWPUs. The service will move to full trading with schools</li> </ul>
School Admissions	<ul style="list-style-type: none"> <li>• Free up for delegation to schools via AWPUs a portion of the temporary £100k support allocation. Amount to be decided, an interim working figure of £50k to be used for the pro forma</li> </ul>

<b>Budget</b>	<b>Action agreed</b>
Lifting & Handling Adviser	<ul style="list-style-type: none"> <li>Budget moved to the High Needs block</li> </ul>
Head Teacher Wellbeing Service	<ul style="list-style-type: none"> <li>Delegate the £43k DSG contribution to schools via primary AWPU. The service will need to trade with schools as a result</li> </ul>
Maternity / Paternity Leave	<ul style="list-style-type: none"> <li>Delegate the £1.03m budget to schools via AWPU then de-delegate the maintained schools' share to enable the risk of maternity costs to be 'pooled'</li> </ul>
Public / Union Duties	<ul style="list-style-type: none"> <li>Delegate the £372k budget to schools via AWPU then de-delegate the maintained schools share. The KSH view (in terms of the amount) has still to be clarified. The EFA pro forma will report de-delegation applied to the full budget amount. Academies position still to be considered</li> </ul>
Termination of Employment costs	<ul style="list-style-type: none"> <li>60% of this budget to be retained to meet ongoing pension commitments, the remaining 40% (£113,600) moved to contingencies for subsequent de-delegation and addition to the schools in financial difficulty section of the pooled contingency.</li> </ul>

## 6. Schools Block funding factors

### 6.1 Feedback from Schools Forum briefing working party

A series of formula models have been considered over the last several weeks by the Schools Forum working group and by constituent groups. A couple of examples were included with the agenda papers today.

It is acknowledged that movement away from a complex formula which contains many targeted funding allocations to a much-simplified arrangement with a restricted number of factors will inevitably produce some significant funding redistribution effects. These effects are apparent, to varying degrees, in all of the models run.

For example, the movement away from a system which allocates premises funding via the size of school buildings to one where premises are funded via the number of pupils in them will always disadvantage schools with spare building capacity no matter what proportions of the funding are allocated between the limited number of available formula factors.

The consultation meetings held to date have produced the list of formula factors outlined in the table below.

## 6.2 Confirmation of recommended funding factors in Schools Block for submission to the Education Funding Agency (EFA)

Funding factor	Data source	Primary sector	Secondary sector
Primary AWPU	Reception – Yr 6 pupils Oct census	Yes	
KS3 AWPU	Yrs 7 – 9 pupils Oct census		Yes
KS4 AWPU	Yrs 10 -11 pupils Oct census		Yes
Deprivation: Free School Meals	Ever 6 FSM percentages	Yes	Yes
Deprivation: Income Deprivation Affecting Children Index	IDACI bands 1 – 6	Yes	Yes
Looked-after Children	LAC last census only	Yes	Yes
Low Prior Attainment Primary	Pupils EYFSP score < 78	Yes	
Low Prior Attainment Secondary	Pupils Level 3 or below in both English and Maths at KS2		Yes
English as an Additional Language	EAL pupils last census only	Yes	Yes
Pupil Mobility	Children on census with start date at school not in Aug/Sept	Yes	No
Common lump sum	Common value for all schools	Yes	Yes
Split-site funding	School premises separated by a public highway	Yes	Yes
Business rates	Matched to actual rates bill	Yes	Yes
PFI factor: swimming pools	On-site pool running costs	n/a	Yes
PFI factor: funding gap	From Council funds – PPP1 contractor cost less school's current contribution	Yes	Yes
Premises rentals (exception factor)	Matched to annual premises rents including modular buildings	Yes	Yes

It was agreed that the above position should be submitted to the Education Funding Agency.

## 7. Schools Block funding factor values

### 7.1 Feedback from Schools Forum Briefing Working Party

Following the sharing of various formula funding models with the Schools Forum working group and constituent groups over a series of meetings, the feedback received enabled an eighth version to be constructed. Known as “third draft”, this model combines the shape of the “first draft (amended)” model for secondary allocations and the “second draft” model (with some amendments) for primary allocations as the broad consensus within the sectors favoured these models. The meeting was reminded of how the third draft model operates. The unit values within the third draft are set out in the table below.

### 7.2 Confirmation of indicative Schools Block funding factor values for submission to the EFA

Formula factor	Primary school / pupil unit values	Secondary school / pupil unit values
	£	£
AWPU Primary	2,494.71	
AWPU KS3		3,664.24
AWPU KS4		4,523.23
Deprivation: Free School Meals	553.01	553.01
Deprivation: IDACI band 1	188.44	252.66
Deprivation: IDACI band 2	414.58	341.10
Deprivation: IDACI band 3	508.80	821.16
Deprivation: IDACI band 4	753.78	884.33
Deprivation: IDACI band 5	753.78	1,010.66
Deprivation: IDACI band 6	753.78	1,010.66
Looked-After Children	1,500.00	1,500.00
Low Prior Attainment	1,731.37	2,506.89
English as an Additional Language	974.00	974.00
Pupil Mobility	250.00	0.00
Common lump sum	130,000.00	130,000.00
Split-site block	7,623.00	38,115.00
Business rates	Equivalent to bill	Equivalent to bill
PFI factor: swimming pools	n/a	28,310.00 per pool
PFI factor: funding gap	Individual amount	Individual amount
Premises rentals	Equivalent to annual rent	Equivalent to annual rent

It was agreed that the above unit values should form the basis for completion of the EFA School Funding pro forma.

The pro forma will also have to build in the effects of the newly-delegated amounts (on top of the AWPU values showing in the table) and show the de-delegation effects for maintained schools.

The new delegation will maintain the existing primary: secondary overall per pupil funding ratio of 1: 1.2533.

The meeting was reminded that the submitted unit values are still draft at this stage. Another pro forma has to be returned to the EFA by 18<sup>th</sup> January 2013 which will finalise the unit values for 2013-14 budget allocations.

## **8. School Funding Reform: proposed timeline for engagement**

The Funding Reform response pro forma setting out the formula factors referred to above has to be submitted to the EFA by the close of 31<sup>st</sup> October 2012. This sets the shape of the local funding formula but does not finalise the unit values attached to each factor. A new school data set, based upon October 2012 census information, will be provided by the DfE on 10<sup>th</sup> December 2012. The authority then has until 18<sup>th</sup> January 2013 to submit a final pro forma return for the unit values that will apply to the 2013-14 Schools Budget Share allocations. The 14<sup>th</sup> December Schools Forum meeting will need to consider these final unit values. There then needs to be a Council Cabinet decision following that meeting before the values are notified to the EFA mid-January. In the meantime, it is intended in November and December to hold open briefing sessions on the Funding Reform changes for head teachers, business managers and governor representatives. There will also be a similar briefing session(s) arranged for Council Members. A timetable for the above will be publicised once the dates and venues have been fixed.

## **9. Report from Excess Balances Sub-group**

A summary report from the Schools Forum Excess Balance Sub-group was considered. The sub-group has met on two occasions to consider evidence from each of the 32 schools which presented an excess balance position at the close of financial year 2011-12 as to how the school plans to return to an acceptable reserve balance level. For 31 of the schools concerned their balance plans have been approved by the sub-group with further details requested from the final school in terms of a firm commencement date for their ICT project. The Schools Forum was asked to note the outcomes and approve the actions taken by the sub-group. The recommendations were agreed.

## **10. Future meetings of the Kirklees Schools Forum 2012-13**

- **14<sup>th</sup> December 2012 – Confirmation of recommended funding factor values**
- **15<sup>th</sup> March 2013**
- **12<sup>th</sup> July 2013**

## **11. Any other business**

No other business was raised.

## **12. Public comments / questions**

After the formal business of the day was concluded members of the public in attendance were given the opportunity to make comments or ask questions of the Schools Forum. The only comments made were around whether there had actually been proper consultation about the funding changes and whether the schools of the Schools Forum head teachers were all gainers. The Chair responded by saying that all schools had had the opportunity to attend a series of meetings about the changes and that there was actually a mixture of winners and losers amongst the schools managed by The Schools Forum members. The Schools Forum has endeavoured to look at the big picture issues with this task rather than pursuing individual interests.