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**Service Director – Legal, Governance and
Commissioning**

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Thursday 16 June 2022

Notice of Meeting

Dear Member

Kirklees Schools Forum

The **Kirklees Schools Forum** will meet in the **Textile Centre of Excellence, Red Doles Lane, Huddersfield, HD2 1YE** at **10.00 am** on **Friday 24 June 2022**.

The items which will be discussed are described in the agenda and there are reports attached which give more details.

A handwritten signature in black ink, appearing to read "Julie Muscroft", on a light-colored background.

Julie Muscroft

Service Director – Legal, Governance and Commissioning

Kirklees Council advocates openness and transparency as part of its democratic processes. Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair/Clerk of their intentions prior to the meeting.

Agenda

Reports or Explanatory Notes Attached

	Pages
1: Apologies for Absence	
2: Minutes of the Schools Forum meeting held on 4th March 2022	1 - 8
3: Matters arising from 27th May 2022 meeting	
4: Education Learning Partnership Board (standing item)	
5: DSG Outturn Summary	9 - 10
6: Safety Valve Update	11 - 16
7: Proportionate Forum Membership 22/23	
8: Any Other Business	
<ul style="list-style-type: none">• Thank you & Goodbyes• Martin Vayro – Crow Lane Primary & FS School• Karen Colligan – All Saints Catholic College• Paul Davies – Governor Representative	
<ul style="list-style-type: none">• Catherine Jubb retiring begin process for primary academy representative.	
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9: Confirm Minutes	
10: Dates and Times of Next Meetings	
<ul style="list-style-type: none">• Friday 16 September 2022 – Briefing• Friday 23 September 2022 - Reserve• Friday 14 October 2022 – Briefing & Public• Friday 11 November 2022 – Briefing• Friday 25 November 2022 – Briefing & Public• Friday 09 December 2022 - Reserve	

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The KIRKLEES SCHOOLS FORUM PUBLIC

(Schools Funding Consultative Group)

meeting held on **Friday 4 March 2022**

10:00 am via Teams

Present:

Name:	Category of Membership:
	Nursery School Heads (1)
Helen Pearson, Jenny Shore, Diana Wilson	Primary School Heads (5)
Andrew Fell	High School Heads (1)
Paul Evans, Ryan Gladwin	Special School Heads (1)
	Special Academy Heads (1)
Darren Christian (Chair), Catherine Jubbs	Academy Heads (4)
	Pupil Referral Units (1)
Paula Wescott	Non-school members (5)
Makeda Wood	School Governors (1)
David Baxter, Natalie McSheffrey, Liz Kilner (Clerk to the meeting), Chris Jessup, Martin Wilby. Eamon Croston, Emma Brayford, Jo-Anne Sanders	Officers in Support
Cllr Carole Pattison (Portfolio Holder Learning, Aspirations & Communities)	Observers

Item	Title	Actions
1	Welcome & Introductions	
1.1	The Chair welcomed everyone to the meeting and it was noted that the meeting was quorate.	
2	Apologies for Absence	
2.1	Apologies were received from Tom Brailsford, Martin Vayro, Hazel Danson, Ian Rimmer, Kelsey Clark Davies, Julia Arechiga, Rebecca Smith, David Wadsworth, Lisa Buckley. Lousie Brown, Michelle Lee and Andi Gilroy Smith	
3	Minutes of the Schools Forum Public meeting held on 26 November 2021	
3.1	The minutes of the above meetings were agreed as a correct record.	
4	Matters Arising from 26 November 2021 meeting.	
4.1	There were no matters arising.	
5	Kirklees Education & Learning Partnership	
5.1	NMcS informed Members that the Education and Learning Partnership Board had met on 16 February 2021.	
5.2	(a) <u>Summary of meeting</u>	
	NMcS gave the following feedback from the meeting.	
	<ul style="list-style-type: none"> • SEND and Inclusion engagement sessions have been held. • Sessions were very well attended with over 200 attendees. • A post engagement report will be issued next week. • Future engagement sessions will be planned. • Live and Recently closed DFE consultations were noted. <ul style="list-style-type: none"> - Behaviour in schools - School attendance - KCSIE 	

- Removal of the LA Monitoring and Brokering grant options was discussed. A paper on options will be presented to Schools Forum.
- Summary of Educational Outcomes.

5.3 (b) Educational Outcomes

Chris Jessup updated the meeting.

- The Draft Educational Outcomes report was shared with the board.
- The report included KS4 and KS5 outcomes and data.
- The work of the KLP's was summarised.
- The report will go to Cabinet.

5.4 (c) SEND Inspection

Jo-Anne Sanders updated the meeting.

- The SEND inspection started on 31 January 2022.
- The Inspection covered;
 - How well the Local Authority identifies needs of youngsters.
 - How well the needs are met.
 - How is the impact on outcomes.
- All involved in the inspection are thanked for their engagement.
- The draft letter from the inspection is awaited. There will be an opportunity for fact checking when the draft letter is received.
- The outcomes of the inspection will be published when we are able to.

6 **Safety Valve Funding Programme**

6.1 Eamon Croston updated the meeting.

- Negotiations have taken place with the DFE as part of the Safety Valve Funding programme.
- The plan is signed off in principal but has not yet been signed off by the Secretary of State for Education.
- Nothing is yet approved.
- We are expecting a response by 21 March 2022.
- A Capital bid to the DSG will be made on 18 March. This bid will link to the Safety Valve Funding agreement
- There will be a detailed update following the 21 March 2022 to Schools Forum and Cabinet.

7 **Details of the 2022-23 DSG settlement and the shape of school funding for 2022-23**

7.1 David Baxter updated the meeting.

- Proposals went to Cabinet on 18 January 2022 and the Local Authority Tool was submitted to the ESFA on 14 January 2022.
- The ESFA have asked validation questions and these have all been answered.
- Formal approval and ESFA sign off was received on 17 February 2022.
- School budget allocations were issued to all maintained schools on 28 February 2022.
- Schools will now prepare and submit their budgets.
- Meetings with School Business Managers are planned to review any issues.
- The section 251 return to the ESFA will be completed.

Q. When will Head Teachers see budget allocations?

A. These were issues for maintained schools on 28 February 2022.

8 **Any Other Business**

8.1 There were no further items of business to discuss.

9 Dates and times of next meeting – all from 10.00 am – 11:30 am

- 9.1
- Friday, 24 June 2022 - Public – Textile Centre of Excellence

**DB/
NMCS**

Signature (Chair)

Date.....

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Kirklees Schools Forum**CONSTITUTION AND TERMS OF REFERENCE – SEPTEMBER 2021****BACKGROUND, PURPOSE AND PRINCIPLES**

The Kirklees Schools Forum is operated in accordance with the Department for Education and Skills 'Schools Forums (England) Regulations 2012' which lays down the statutory instruments in respect of the establishment of the forum, membership, and constitutional, procedural and administrative matters. The regulations were updated in 2020 to allow remote meetings to take place.

The purpose of the Kirklees Schools Forum is to provide unambiguous professional advice and strategic direction from Headteachers to education decision-makers regarding the funding of schools. The forum is a representative group of service providers who are required to use the variety of funding streams to ensure coherent educational provision for children and young people to maximise the positive impact of funding on the quality of teaching & learning and standards.

TERMS OF REFERENCE

- 1.1. The Kirklees Schools Forum provides a formal channel of communication between Kirklees LA and schools and serves as the principal mechanism for consultation and decision making relating to the funding of schools.
- 1.2. The Forum consults on any proposed changes to the school funding formula, and specifically any changes in relation to the factors and criteria, methods, principles and rules used to calculate schools budgets and the financial effects of any proposed changes.
- 1.3 The Forum acts as a consultative body on issues relating to:
 - Changes to the local funding formula
 - Proposed changes to the operation of the minimum funding guarantee
 - Changes to new contracts affecting schools
 - Arrangements for the education of pupils with special educational needs, in pupil referral units and in early years provision.
- 1.4 The Forum is responsible for decisions on:
 - The amount of funding to be centrally retained within the Dedicated Schools Grant
 - Proposed carry forward of deficits on central spend from one year to the next
 - Proposals for de-delegation of funding from maintained primary and secondary schools
 - Changes to the scheme of financial management

MEMBERSHIP

2. There is no maximum or minimum size of a schools forum. However, the forum will be kept to a reasonable size in order to ensure that it does not become too unwieldy. The membership shall be divided into school and non-school members, ensuring fair representation across all phases including early learning providers and the Pupil Referral Units, and including representation from local academies. The mechanisms for nominations of members, and their terms of office, are outlined in the Forum Protocols.
3. The non-school members will constitute a maximum of one-third of the total membership of the Forum to represent PVI providers of early learning and childcare, teaching unions, and Post 16 providers.
4. The schools members, who are drawn from headteachers/principals of existing schools and academies, must number at least two-thirds of the total membership of the schools forum. The balance between maintained primary, maintained secondary and academies must be broadly proportionate to the pupils in each category (confirmed by an annual review of pupil numbers). There is no requirement for academies members to represent specific primary and secondary phases, but representation in this category will remain broadly proportionate to pupil numbers. Of the total number of places available on the Forum for school members there shall be one representative for governors, special schools, the Pupil Referral Units, middle schools and nursery schools.
5. Kirklees Council elected members, including the Portfolio Holder for Children and Young People, are invited to attend meetings but may not be appointed as a member of the Forum. Other interested parties may be invited to attend meetings, in line with the Forum protocols. A representative from the Education Funding Agency (EFA) may attend as an observer and participate in discussions to support the local process and provide a national perspective.
6. The Local Authority is represented by an officer nominated by the Director of Children and Young People's Service and by the Chief Finance Officer. Additional officers attend, as invited, to contribute to discussion or set agenda items.
7. The composition and membership of the Kirklees Schools Forum is available online on the Kirklees Council Schools Forum website. All representatives or nominatives shall be appointed as members for an initial term of three years, which may subsequently be reviewed through re-election or re-nomination in a subsequent process.

ADMINISTRATION

8. The clerking and officer support arrangements for Kirklees Schools Forum are provided through the appointed representatives from Council Finance and Children and Young People's Service
9. Forum meeting papers (current and past) are available online on the Schools Forum webpage [Browse meetings - Kirklees Schools Forum | Kirklees Council](#). Agendas and

minutes are available 5 working days before each public meeting, and circulated to all members electronically.

CONDUCT OF MEETINGS

10. Timing and Frequency of Meetings

Public meetings of the Forum will take place on at least three occasions per year/one occasion per term. However, the volume of business may require meetings to take place more frequently. The dates, times and Venues of public meetings are published on the Schools Forum webpage.

11. Quorum

For Schools Forum to be quorate, 40% of members must be present. Inquorate meetings may proceed, but any key decisions may be deferred to a future meeting to ensure full representation of views.

12. Substitution

Members of the Forum may nominate appropriate substitutes, representing the same group of providers, to attend meetings in their place in the event that they are unable to attend themselves. Substitutions for school representatives can only be by headteachers from the same constituent group.

13. Voting

The decisions and recommendations required of the Kirklees Schools Forum will be agreed at the start of discussion. On items relating to funding formulae, only schools, academy and PVI setting members can vote.

The Forum aims to arrive at such decisions and recommendations by actively building a consensus around a proposed course of action. Details of situations requiring a vote and voting procedures can be found in the protocols.

14. Declarations of Interest

Schools Forum members should, for reasons of probity, be aware of circumstances in which they should withdraw from meetings due to a conflict of personal interest.

15. Right of Attendance

Kirklees School Forum Public Meetings are open to all. The Forum may also invite, by agreement, individuals to attend a meeting to provide information or reports. Visitors should be asked to leave if confidential items are discussed, unless the Forum have asked them to take part in a specific discussion. Additional briefing meetings may be called to enable discussion on detailed areas of funding in line with the ESFA timetable for the submission of information.

ARRANGEMENTS FOR ELECTION OF CHAIR AND VICE CHAIR

16. Election of Chair / Vice Chair

The Forum shall elect a chair and vice chair by a majority of votes cast on an annual basis at the first meeting in the academic year. The term of office of the chair will run until the first meeting in the following academic year

WORKING ARRANGEMENTS

17. Sub Groups

The Kirklees Schools Forum may establish sub groups and/or working groups on an adhoc basis for the consideration of specific matters as it deems necessary and shall decide upon the terms of reference for such groups and on additional individuals to invite as deemed necessary. The Forum shall consider the work of such sub groups or Working Groups and shall make decisions or recommendations to the LA as appropriate.

18. Kirklees Schools Forum budget / members' expenses

Forum determines the annual budget for meeting costs and support, and reimburses all reasonable expenses incurred by members engaged in the work of the Forum.

ARRANGEMENTS FOR REVIEW AND REVISION

19. Review of Terms of Reference:

The Terms of Reference, and associated protocols, are reviewed annually at the start of the new academic year, and more frequently as national changes and regulations require.

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Kirklees School Forum (Public)

24 June 2022

DSG Outturn 2021/2022

1. Introduction

- 1.1 The 2021/22 balances of all maintained schools are produced from the finalised information produced from each individual maintained school and collated within the overall Local Authority financial ledger.
- 1.2 In addition to the individual school balances, both de-delegated and traded elements of the DSG are managed centrally within the financial ledger operating against terms and conditions devised and agreed by School Forum for the benefit of mainly (but not exclusively) maintained schools.
- 1.3 The report also covers the overall DSG outturn for 2021/2022, including the funding resulting from participation in the Safety Valve programme.

2. School Balances

- 2.1 The balance for all maintained schools as at 31st March 2022 totalled £15.5million which despite academisation of six schools during 2021/2022 currently represents an overall increase of £1.9million in balances, summarised in the Table below.

Area	Number of Establishments	Combined Balance 31 March 2022
Primary Schools	103	£8.6 million
Special Schools	4	£1.3 million
Secondary Schools	7	£5.6 million
Total	114	£15.5 million

- 2.2 Further information covering the 'excess balances' for those schools which have exceeded the 10% (primary & special schools) and 8% (secondary schools) tolerance of their total budget will be agreed with each individual school, with any potential recoupment on these amounts then be considered at a future School Forum meeting.

3. Centrally Managed School Budgets

- 3.1 Both the de-delegation and the traded aspects of central school budgets are managed centrally on behalf of all schools. These fall into the following categories within the Financial Ledger and ultimately reconcile back to the approved de-delegation and agreed support rates and charges associated with Kirklees Business Solutions.

3.2 The overall deficit effect on the DSG account for the above for 2021/2022 is currently reported as £547k adverse. This appears to be an unusual occurrence primarily as a result of the 'cover arrangements' (Long and Short term traded service) for Covid 19 that has effectively under recovered in 2021/2022 by £952k. To contextualise this, 2019/2020 equivalent was approximately £70k adverse.

3.3 School Forum have recommended that the net deficit of £547k on the centrally managed DSG to be recovered from each participating maintained school on a pro-rata usage basis as a fair mechanism for shared responsibility by maintained schools.

4. Overall DSG Position

4.1 The overall DSG as at 31st March 2022 shows an overall deficit of £22.3 million comprising of the following:

<i>Area</i>	<i>£ million</i>
<i>High Needs</i>	22.7
<i>Early Years</i>	-0.5
<i>Schools Block / CSS Block</i>	0.1
<i>Net DSG Reserve Account</i>	22.3

4.2 In-year spend on High Needs in excess of the DSG funding allocation was £12.8m (equivalent in-year deficit in 2020/21 was £10.7m). The Secretary of State for Education also confirmed, on 24 March 2022, the Council's successful participation in the Round 2 Dedicated Schools Grant (DSG) deficit reduction (Safety Valve) Programme. This included an initial 2021/22 Government funding contribution of £13.5m made on 31 March 2022.

4.3 The year-end DSG position is also net of the clearance of £1.954m outstanding deficit school balance relating to Almondbury Community School which had accumulated as a result of an emerging annual structural funding deficit up to the point of the school's closure.

5. Next Steps

5.1 School Forum note the:

- Final the impact on the financial position for the 2021/2022 DSG;
- the increased overall balances on individual school accounts and consider what level of recoupment should be applied for 2021/2022; and
- the overall outturn DSG position for 2021/2022, and the positive impact of the Dedicated Schools Grant (DSG) deficit reduction (Safety Valve) Programme on the overall finances for Kirklees Council.



School Forum
27th May 2022

SEND/ Safety Valve Update



Introduction / context

Schools Forum invited to
Safety Valve conversations
December 21

We will receive £33.5m to
help address historic High
Needs deficit

Kirklees is one of 8 successful
Local Authorities –
Ours is 3rd highest award

Submission placed for
additional Capital

What does this mean

- ❖ Trajectories developed based on trends.
- ❖ Workstreams focus on additional capacity within Kirklees (ARP, New Special Schools), whilst educating in appropriate settings that suit their needs.
- ❖ Developing Inclusion Support Offer, Graduated Approach and skills / knowledge of staff
- ❖ Outcome of trajectories – 2026/27 High Needs Block will break even.
- ❖ To achieve break even, DfE were explicit about contributions from Schools (as part of block transfer) and Council.

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- ❖ Council will contribute £23m through reserves and diversion of general Fund base budget.
- ❖ Schools Forum previously agreed 0.5% transfer per annum (£1.6m), and as part of this agreement, investment back into the system will take place starting with ARP and Satellite Special Schools.
- ❖ Safety Valve agreement based on financial position and assumptions – strong recommendation from DfE meant increase in block transfer value from £1.6, to £2.1m in 23/24 & £2.6m in 24/25.



Next steps

- Received £13.5m in March – balance across 5 equal payments until 2026/27.
- Performance based.
- Further clarification to be sought on future consultation with Schools Forum
- Quarterly monitoring to DfE – will share with Schools Forum and keep you updated
- Cabinet report on Safety valve and related sufficiency capital expenditure

Capital / Investment

- Significant Capital investment
- 2 new Special Schools – creation of 100+ places to enable our children to be educated locally.
- Kirklees will borrow £28 million
- Invest in new Additional Resourced Provision/Special School Satellite (= number of places) and where necessary develop capacity within existing schools.
- Update you on status of Capital submission as soon as we know

Questions?

