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## **Schools Forum**

Wednesday, 6th March, 2013  
at 4.15 pm

**PLEASE NOTE TIME OF MEETING**

**THE CEDAR SCHOOL, REDBRIDGE LANE,  
SOUTHAMPTON, SO16 OXN**

This meeting is open to the public

LEAD OFFICER

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## AGENDA

Agendas and papers are now available via the City Council's website

### **1 APOLOGIES AND CHANGES IN MEMBERSHIP (IF ANY)**

### **2 MINUTES OF PREVIOUS MEETING**

Minutes of the meeting held on 23<sup>rd</sup> January 2013, attached.

### **3 DECLARATIONS OF INTEREST**

In accordance with the Localism Act 2011, and the Council's Code of Conduct, Members to disclose any personal or pecuniary interests in any matter included on the agenda for this meeting.

NOTE: Members are reminded that, where applicable, they must complete the appropriate form recording details of any such interests and hand it to the Democratic Support Officer.

### **4 ALTERNATIVE LEARNING PROVISION**

Report of the Principal Accountant, for Schools for the Forum to note the proposed provision and pricing for Alternative Learning Provision, attached.

### **5 PUPILS WITH STATEMENTS**

Report of the Finance Manager for Children's Services and Learning, outlining proposals for allocations to schools from the Pupils with Statements budget in the High Needs Block for 2013/14 and requesting that the Forum recommend a preferred option, attached.

The appendix will be sent under separate cover.

### **6 PROVISIONAL UNDERSPEND OF DEDICATED SCHOOLS GRANT 2012/**

Report of the Financial Manager for Children's Services and Learning, outlining the forecast level of Dedicated Schools Grant (DSG) that will remain unspent at the end of the 2012/13 financial year and requesting the Forum's view on the recommended proposals, attached.

**7 FINANCIAL BENCHMARKING INFORMATION 2012/13**

Report of the Finance Manager, Children's Services and Learning, for the Forum to note the financial benchmarking information issued by the DfE, based on the 2012/13 Section 251 Budget statement returns made by each authority, attached.

WEDNESDAY 27<sup>TH</sup> FEBRUARY 2013

HEAD OF LEGAL, HR AND DEMOCRATIC  
SERVICES

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# Agenda Item 2

**SOUTHAMPTON SCHOOLS' FORUM  
NOTES OF THE MEETING HELD ON  
WEDNESDAY 23<sup>rd</sup> JANUARY 2013  
AT BASSETT GREEN PRIMARY SCHOOL**

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Present:

Primary School

David Turner	-	Governor
Liz Filer	-	Headteacher
Peter Howard	-	Headteacher
Mark Sheehan	-	Headteacher
Julie Swanston	-	Headteacher
Colin Warburg	-	Governor

Secondary Schools

Joanne Anslow	-	Headteacher – Substitute for Ruth Evans
Karen Dagwell	-	Headteacher
Richard Harris	-	Governor (Chair)
Graham Wilson	-	Headteacher

Special

Jonathan Howells	-	Headteacher
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Nursery

Karen Stacey	-	Headteacher
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Non Schools

Peter Sopowski	-	NUT Secretary
Beverley Murtagh	-	14-19 Partnership
Anna Wright	-	PVI for Early Years
Councillor Keogh	-	Council Representative

Observers

Sue Thompson	-	Early Years/Sure Start
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Also in attendance:

Councillor Bogle	-	Cabinet Member, Children's Services and Learning
Alison Alexander	-	Children's Services and Learning
Lynn Franklin	-	Children's Services and Learning
Chris Tombs	-	Children's Services and Learning
Sharon Pearson	-	Democratic Services

1. **APOLOGIES AND CHANGES IN MEMBERSHIP (IF ANY)**

Apologies were received from Ruth Evans, Ian Golding and Clive Webster. The Forum noted that Suzy Foster, had to stand down as Special Governor

Representative due to work commitments.

Members passed a vote of thanks to Liz Filer who had very kindly provided the venue and refreshments for the meeting.

The next meeting was scheduled for 6<sup>th</sup> March 2013 and Jonathan Howells, Cedar School, very kindly agreed to host the meeting.

2. **DECLARATION OF INTEREST**

Peter Sopowski declared an interest under Item 7 and took no part in the discussion.

3. **NOTES OF PREVIOUS MEETING AND MATTERS ARISING**

The minutes of the meeting held on 12<sup>th</sup> December 2012 were approved as a correct record, subject to the following:-

- Item 6 “New Delegations Schools Block” - a vote had been taken and a decision made, although it had not been a decision paper. However, it was noted that this item had been brought to today’s meeting to re-confirm the decision and to ensure that it was procedurally correct; and
- Item 3 “Home Education” - the extension of the school leaving age to 17 years in 2013 and 18 years in 2014 would further impact on Southampton’s Elective Home Educated (EHE) children/young people and a further report would be tabled at the meeting on 6<sup>th</sup> March 2013.

4 **UPDATES TO THE SCHEME FOR FINANCING SCHOOLS**

The Principal Accountant for Schools provided the Forum with a verbal update on feedback received after the consultation on the Scheme for Financing Schools. It was noted that there had been two responses, one relating to Service Level Agreements and one in relation to PFI Schools which John Spiers would clarify with the schools concerned.

5. **EARLY YEARS BLOCK**

The Forum considered a decision paper of the Principal Accountant for Schools to note the size of the Early Years block and approve the central expenditure elements of the Early Years Block.

A discussion ensued and the following comments and concerns were noted:-

- that in line with the DfE Regulations, the Dedicated Schools Grant (DSG) had to be finalised by January 2013 and this was the reason for the lateness of the reports;
- the introduction of the new School and Early Years Finance (England) Regulation 2013, regulation 8 specified that Schools Forum approval was required for central expenditure within the Early Years Block;
- funding for 2 year olds was allocated to Local Authorities on a formula basis and it was recommended that it should be allocated to providers on the basis

- of a standard hourly rate;
- due to the forecast underspend on this year's PVI budget, it was proposed that an amount of £600,000 be transferred to the High Needs Block to cover pressures;
- in addition to funding of the existing central services within the Early Years Block, approval of funding to help meet the challenging targets for expansion of two year old provision in the city was required. In this regard the following was noted and AGREED:-
  - that the quality of the provision was an essential factor and that there should be a commitment to maintain and improve the standard of all providers as well as increase their capacity;
  - that provision was supplied where there was a need;
  - that an Early Years Provision Improvement Strategy had been developed and was going to Cabinet for approval in January;
  - officers to confirm the grades of the new posts required to manage the expansion of the two year old provision in the city; and, once they were appointed to
  - that the balance of the trajectory building capital would be allocated to capital investment.

**RESOLVED:-**

- i. that the proposed Early Years block of £13.6 million be noted;
- ii. to note that the proposed allocations to Early Years providers for 2 year olds would be finalised shortly; and
- iii. that the central expenditure elements of the Early Years Block summarised in Appendix 1 be approved.

6. **HIGH NEEDS BLOCK**

The Forum received and noted the briefing paper of the Finance Manager for Children's Services and Learning outlining the proposals for the High Needs Block including funding for Special Schools, units in maintained schools and Pupil Referral Units (PRUs) from April 2013.

**RESOLVED** that :-

- i. officers clarified the number of children funded from the Out of City Budget detailed as "Fees for pupils at independent special schools and abroad"; and
- ii. the following recommendations be noted:-
  - A transfer of £600,000 would be made from the Early Years block to fund post 16 SEN and other potential pressures.
  - Maintained schools would be responsible for the first £6,000 of additional educational need (plus per pupil funding) before allocations were made from the High Needs Block.
  - Top-up funding for Special schools and units would be based on the 2012-13 budget for each school plus new places to avoid turbulence.
  - Special schools would continue to be funded on the basis of the existing three

place types.

- New pupils placed in Special schools and units would be assigned a place type by the Children and Young People's Development Service (CYPDS) Decision Panel, as part of the process of finalising the statement.
- Each pupil's type would be reviewed as part of the annual review of their statement of SEN.
- A vacancy factor would be applied for Special schools with traditionally low numbers in the autumn term and would be reviewed annually.
- Place funding would be paid annually by the City Council in April.
- Subject to the agreement of neighbouring authorities, top-up funding would be paid termly in arrears based on the forecast pupils in each school.
- Pupils placed at the Pupil Referral Unit would be charged on the basis of three bands.
- The authority would undertake a benchmarking exercise of other authority Special School top-up rates before deciding if any changes should be made to the 2014/15 High Needs funding formula.

## 7. **2013/14 SCHOOLS BLOCK**

The Forum considered the decision paper of the Finance Manager for Children's Services and Learning recommending that the Forum note the Schools Block for 2013/14 of £125.086 million and approve the central services listed in Appendix 1.

The following was noted:-

- all monies held centrally had to be approved by the Schools Forum;
- that officers would provide the Forum with feedback on the difference in numbers between the October census and the January 2013 figures; and
- that CLA and MPA licences would be held centrally for maintained schools and academies.

### **RESOLVED:-**

- i. that the estimated Schools Block for 2013/14 of £125.086 million be noted;
- ii. that the central services listed in Appendix 1 be approved;
- iii. that the liability insurances and staff costs budgets were no longer held centrally but instead operated via a Service Level Agreement; and
- iv. that officers would provide information on the reduction in funding schools will receive as a result of funding the £450,000 PFI factor;



## BRIEFING PAPER

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**SUBJECT:** Alternative Learning Provision  
**DATE:** 6<sup>th</sup> March 2013  
**RECIPIENT:** Schools Forum

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### THIS IS NOT A DECISION PAPER

#### SUMMARY:

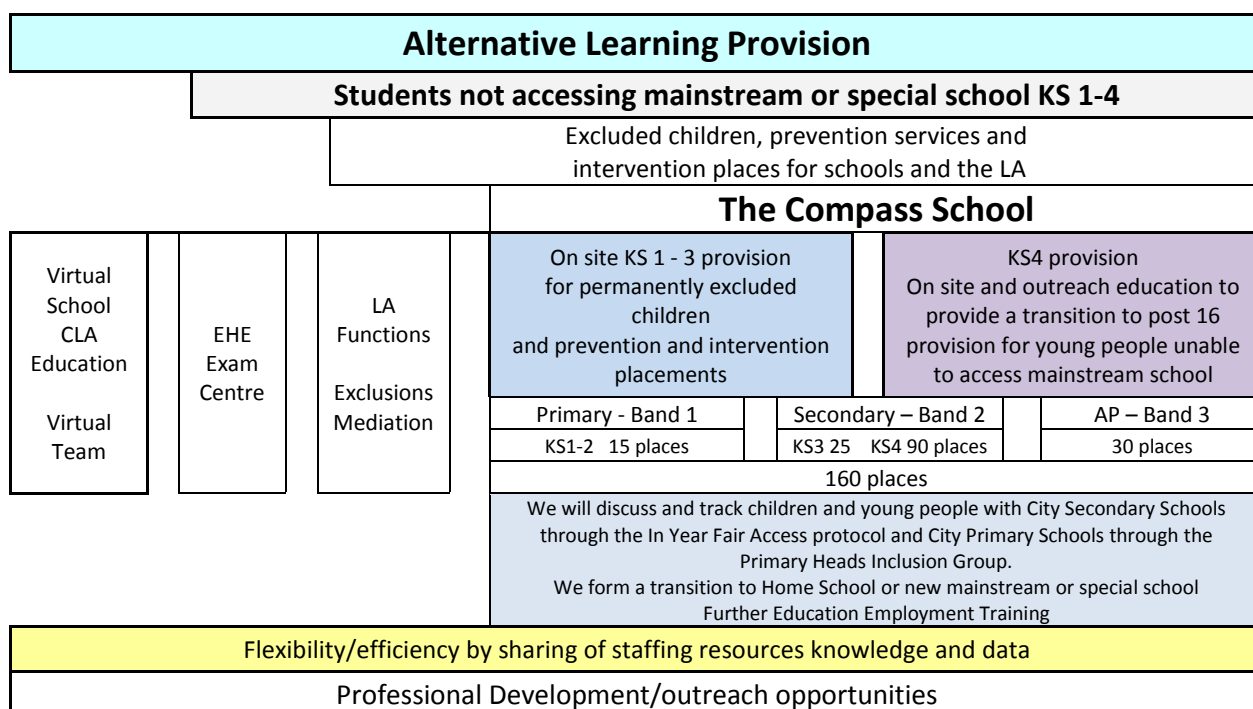
1. This report outlines the Alternative Learning Provision (ALP) next year and the charges proposed.

#### BACKGROUND and BRIEFING DETAILS:

2. Alternative Learning Provision will continue to:
  - Coordinate the Virtual School Team
  - Provide a service for students not accessing mainstream or special school at KS 1-4 including
    - A centre for EHE students to sit exams
    - Some LA functions including exclusions and mediation
    - The Compass School - to provide for up to 160 Southampton children and young people and their home and destination school/college.
  - A school for children permanently excluded from school
  - Short term Intervention placements to support children at risk of exclusion
    - Outreach tuition for young people unable to access on site provision
    - An Intervention Programme through Yr 11, for up to 30 students disengaged from mainstream school
3. All Alternative Learning Provision will relocate to The Compass School from September 2013.

# BRIEFING PAPER

4. The diagram below shows the proposed provision:



5. As outlined at the last Forum, the PRU will be receiving a delegated budget for the first time in 2013-14, funded from the High Needs Block and payments from schools. The level of budget they have will include all services delegated to other schools including finance, payroll, HR and ICT. Funding has been reworked as follows in line with DfE regulations:

- The PRU will be funded for 160 places.
- Each place will attract a base level of funding of £8,000 from the High Needs Block.
- Top-up funding per pupil will be paid by the commissioner of the place (either the local authority or a school) on the basis of three place types – Band 1, 2 and 3.

6. It is proposed that top-up charges for schools placing pupils will be:

Service option	Price per unit
Statutory or Centrally-funded Service	No charge
Band 1 - KS1/2 Dual Roll Placement (Cost per week)	£110 (plus £23 Pupil Premium)
Band 2 - KS3/4 Dual Roll Placement (Cost per week)	£135 (plus £23 Pupil Premium)
Band 3 - Alternative Pathway	£6,000 (plus £900 Pupil Premium)
Bespoke Packages	To be negotiated

7. The LA will commission placements for

- All permanently excluded pupils from mainstream school.
- 30 complex Year 11 students no longer engaging in mainstream education (one off charge to schools of £6,000 toward the total cost of £16,276) or complex new to city, on roll at Alternative Pathway.

# BRIEFING PAPER

8. When a pupil is permanently excluded the school will lose the per pupil and Pupil Premium funding for that child.

9. Recommendations

Schools Forum are asked to note the proposed provision and pricing for Alternative Learning Provision.

## **Appendices/Supporting Information:**

None

Further Information Available From:

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**BRIEFING PAPER**

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**SUBJECT:** Pupils with Statements

**DATE:** 6<sup>th</sup> March 2013

**RECIPIENT:** Schools Forum

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**THIS IS NOT A DECISION PAPER****SUMMARY:**

1. This paper outlines the proposals for allocations to schools from the Pupils with Statements budget in the High Needs Block for 2013/14.

**BACKGROUND and BRIEFING DETAILS:**

2. At January's Forum proposals for funding pupils with statements were discussed:
  - Notional SEN Budget - mainstream schools will be responsible for the first **£6,000** (plus per pupil funding) of a pupil's educational support costs before additional allocations are made from the High Needs Block. This is in line with the DfE recommendation and their aim to provide consistency between authorities to improve the experience of pupils with SEN who transfer between areas.
  - Pupils with Statements - schools will be reimbursed for both low and high incidence pupils where additional educational costs exceed £6,000. It is assumed that 12 hours of LSA time per week equate to the £6,000 cost, although it should be noted that the funding will not necessarily be spent on one to one LSA hours.
  - Schools will be reimbursed for support of more than £6,000, or the equivalent of 12 hours per week one to one support to be paid term time only at a rate of £10.98 per hour.
3. Modelling has now been carried out on the basis of 2012-13 data as shown in Appendix A. Three scenarios have been modelled:
  - Option 1 – schools pay for the first 12 hours of LSA support (£6,000 per pupil) with the balance held as a contingency.
  - Option 2 – schools pay for the first 12 hours of LSA support (£6,000 per pupil) with balance allocated on the basis of SEN low attainment factor.
  - Option 3 - schools pay for the first 8 hours of LSA support (£4,000 per pupil)
4. Option 1 allocates about two thirds of the 13/14 budget for Pupils with Statements. Any remaining funds could be used as a contingency budget for schools in particular financial difficulty allocated taking into account the numbers of children with additional educational need, the school's Notional SEN budget and its overall financial position.

# BRIEFING PAPER

## 5. Recommendations

Schools Forum are asked to recommend a preferred option:

- Option 1 – schools pay for the first 12 hours of LSA support (£6,000 per pupil). Any remaining funds will be used as a contingency budget in 13/14 and delegated to schools in 14/15.
- Option 2 - schools pay for the first 12 hours of LSA support (£6,000 per pupil) with balance allocated on the basis of the SEN low attainment factor.
- Option 3 - schools pay for the first 8 hours of LSA support (£4,000 per pupil)

### **Appendices/Supporting Information:**

Appendix 1 - Indicative allocations for pupils with statements

Further Information Available From:

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## BRIEFING PAPER

**SUBJECT:** Provisional Underspend of Dedicated Schools Grant 2012/13

**DATE:** 6<sup>th</sup> March 2013

**RECIPIENT:** Schools Forum

### THIS IS NOT A DECISION PAPER

**SUMMARY:**

1. This paper outlines the forecast level of Dedicated Schools Grant (DSG) that will remain unspent at the end of the 2012/13 financial year along with the planned uses for the underspend.

**BACKGROUND and BRIEFING DETAILS:**

2. As the end of the financial year approaches, we are now in a position to predict the overall spend against the Dedicated Schools Grant with some certainty. There are a number of overspends within the Schools Budget but these are likely to be matched against the £506,300 carry forward of DSG from last financial year - 2011/12.

3. Forecast underspend

Now that spring term allocations have been made, the 3 and 4 year old nursery budget is forecast to underspend by approximately £860,000 as shown in the table below:

	<b>Budgeted hours</b>	<b>Actual hours</b>	<b>Under / (over) hours</b>	<b>Under/ (over) budget</b>
Maintained	351,875	340,805	11,070	£61,273
Start points	75,440	72,004	3,435	£336,542
Private, voluntary & Independent	1,737,957	1,553,030	184,927	£470,701
<b>Total underspend</b>	<b>2,165,272</b>	<b>1,965,839</b>	<b>199,432</b>	<b>£868,515</b>

4. There are two main reasons for the underspend:
  - The growth in numbers has not been as high as forecast. In fact overall hours for 2012-13 are similar to 2011-12 levels.
  - An accounting error was made whereby the budget for the Start Points was set at too high a level.
5. Recommendations

It is proposed that £800,000 of the underspend will be carried forward to 2013/14 and targeted at the following areas:

- £600,000 to Infant and Junior schools merging into Primary to fund the costs of any capital work required.
- £200,000 in order to fund any liabilities arising from the conversion of sponsored academies

# BRIEFING PAPER

6. Any remaining balance could be allocated in the following ways:
  - Carried forward to 2013/14 and added to contingency budgets to help schools in financial difficulty as a result of significant falls in number on roll.
  - Delegated to all schools at the end of this financial year in April on the basis of number on roll
7. The Forum's view would be welcomed on these proposals.

Further Information Available From:

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## BRIEFING PAPER

**SUBJECT:** Financial Benchmarking Information 2012/13

**DATE:** 6<sup>th</sup> March 2013

**RECIPIENT:** Schools Forum

### THIS IS NOT A DECISION PAPER

**SUMMARY:**

1. Financial benchmarking information has now been issued by the DfE, based on the 2012/13 Section 251 Budget statement returns made by each authority.
2. Average figures for England, Unitary authorities and Statistical Neighbours are provided for comparison purposes. A ranking against all Unitary Authorities and Statistical Neighbours is also included, along with the Unitary quartile in which we appear, with the upper quartile being the highest cost, or level of funding, per pupil.

**BACKGROUND and BRIEFING DETAILS:**

3. Appendix A shows a selection of the benchmarking statistics that relate to schools.

**Dedicated Schools Grant (DSG)**

4. The first row in Appendix A relates to the size of our Dedicated Schools Grant i.e. how much money we receive from central Government for pupil provision. Southampton remains in the second quartile for unitaries and compared to our statistical neighbours 6<sup>th</sup> best funded.

**Individual Schools Budget (ISB)**

5. The second row shows the average amount of ISB funding per pupil i.e. how much is delegated to schools in their budget shares. This figure is also in the second quartile for unitaries but is 4<sup>th</sup> highest when compared to our statistical neighbours suggesting that schools contribute less to central services than other comparable authorities.

**Contingencies**

6. The contingency row shows the reduction in these centrally held budgets from 2011-12. The figures show that most authorities have decided to delegate more contingency budgets to schools this year probably reflecting the fact that academies would automatically receive a share of any centrally held contingency budgets. The following budgets were delegated in 2012-13:

	2011/12	2012/13	Additional delegation
General ISB contingency	£250,000	£120,000	£130,000
Intervention Fund	£230,000	£250,000	(£20,000)
Contingency for ASTs	£327,000	£0	£327,000
Contingency for Primary targeted support	£250,000	£0	£250,000
Contingency for Diplomas	£17,500	£0	£17,500

# BRIEFING PAPER

## Minimum Funding Guarantee

7. The final section shows the percentage of schools in each sector receiving the Minimum Funding Guarantee (MFG) rather than the Fair Funding Formula. The figures show that Southampton is generally in line or lower than national averages for Primary and Secondary schools.

Further Information Available From:

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## Financial Benchmarking 2012-13

Section 251 Row	SCC	ENGLAND				UNITARY					STATISTICAL NEIGHBOURS			
		Average (mean)	Average (median)	Minimum	Maximum	Average (median)	Minimum	Maximum	Rank Out of 55	QUARTILE	Average (median)	Minimum	Maximum	Rank Out of 11
2012-13 DSG Guaranteed Unit of Funding £ / pupil	£5,123	£5,083	£5,000	£4,429	£8,052	£4,953	£4,487	£5,713	15	Second	£5,123	£4,855	£5,469	6
1.0.1 Individual Schools Budget	£4,686	£4,594	£4,491	£3,128	£7,203	£4,386	£3,128	£5,016	15	Second	£4,684	£4,211	£4,754	4
Contingencies	-84%	-53.3%	-50.1%	-100.0%	348.8%	-53.5%	-100.0%	348.8%	44	Lower	-63%	-100%	70%	9
Percentage of nursery schools receiving Minimum Funding Guarantee for 2012-13	0%	19%	0%	0%	100%	0%	0%	100%	6		0%	0%	75%	3
Percentage of primary schools receiving Minimum Funding Guarantee for 2012-13	15%	21%	17%	0%	100%	19%	0%	67%	37	Third	31%	11%	72%	10
Percentage of secondary schools receiving Minimum Funding Guarantee for 2012-13	0%	17%	10%	0%	100%	11%	0%	100%	34		18%	0%	92%	9
Percentage of special schools receiving Minimum Funding Guarantee for 2012-13	20%	19%	0%	0%	100%	0%	0%	100%	18	Second	0%	0%	56%	3

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