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# **Schools Forum**

Wednesday, 12th March, 2014 at 3.30

# PLEASE NOTE TIME OF MEETING

# **LUDLOW INFANT ACADEMY, LUDLOW ROAD, WOOLSTON, SO19 2EU**

This meeting is open to the public

**LEAD OFFICER** 

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## FORUM ADMINISTRATOR

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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 15<sup>th</sup> January 2014, 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 SPECIAL SCHOOLS & UNIT PROVISION 2014/15

Briefing paper of the Principal Accountant Education outlining the proposals for the funding for Special schools, units in maintained schools and Pupil Referral Units (PRUs) from April 2014, attached.

# 5 ALTERNATIVE LEARNING PROVISION - THE COMPASS SCHOOL

Briefing paper of the Financial Accountant Education outlining how placements will be commissioned at The Compass School (ALP) 2014/15, attached.

## 6 CHILDREN'S TRANSFORMATION

Verbal briefing from the Interim Head of Service, detailing progress on the Children's Transformation programme.

## 7 COMMUNITY LANGUAGE TRUST

Verbal briefing from the Secretary of Community Language Trust, providing information on this service.

# 8 ENERGY EFFICIENCY PROGRAMME FOR SCC SCHOOLS

Briefing paper of the Project Co-ordinator, Sustainability, presenting a proposed programme to increase the energy efficiency of the schools estate by capitalising on the Salix financing scheme, attached.

7<sup>th</sup> MARCH 2014

HEAD OF LEGAL AND DEMOCRATIC SERVICES



# SOUTHAMPTON SCHOOLS' FORUM NOTES OF THE MEETING HELD ON WEDNESDAY 15<sup>th</sup> JANUARY 2014 CANTELL MATHS AND COMPUTING COLLEGE

## Present:

**Primary School** 

Mark Sheehan - Headteacher
Peter Howard - Headteacher
John Draper - Headteacher
Amanda Talbot-Jones - Headteacher
Liz Mizon - Governor

Secondary Schools

Richard Harris - Governor
Ruth Evans - Headteacher
Karen Dagwell - Headteacher
Graham Wilson - Headteacher

**Academies** 

Anne Murphy - St Anne's Convent School
Jeannie Gibbons - Ludlow Infant School
Colin Warburg - Springhill College
David Turner - Townhill Infant School

Special Schools

Andy Evans - Great Oaks

Non Schools

Anna Wright - PVI provider of early year entitlement

Jane Smith - PRU – Compass School

Also in attendance:

Graham Talbot - SCC - People
Sue Thompson - Observer - EYCP
Lynn Franklin - SCC - Finance
Sue Poynter - SCC - Finance
Councillor Turner - Observer

Sharon Pearson - SCC - Democratic Services

## 1. <u>APOLOGIES AND CHANGES IN MEMBERSHIP (IF ANY)</u>

Apologies were received from Karen Stacey, Peter Sopowski, Alice Wrighton and Councillor Lloyd.

The following new members were welcomed:

John Draper and Amanda Talbot-Jones, Primary Headteacher members and Liz Mizon, Primary Governor member. It was also noted that the new Cabinet Member for Education was Councillor Jeffery.

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

The next meeting was scheduled for 12<sup>th</sup> March at Ludlow Infant School. It was agreed that the start time for future meetings would be **3.30**.

# 2. NOTES OF PREVIOUS MEETING AND MATTERS ARISING

The minutes of the meeting held on 23<sup>rd</sup> October 2013 were approved as a correct record.

<u>Matters Arising – Page 3-4 – Item 6 – Decision Paper - Primary and Secondary School Funding Formula 2014-15 – Mobility Factor Update and Central Expenditure Requests</u>

It was noted that two finance issues had been tabled at the above meeting for decision i.e. a proposal to continue to fund central services from the schools block and a proposal to de-delegate £3.59 per pupil from all maintained Primary and Secondary Schools for trade union duties. As the meeting was not quorate at this stage i.e. not enough voting members present, the information was circulated electronically and a decision to accept these recommendations had been obtained. It was also noted that after a further analysis of the mobility factor Option 1(a) which had been considered at the above meeting was deemed to have the fairest outcome.

## 3. **EARLY YEARS BLOCK**

The Forum received a decision paper of the Principal Accountant, Children's Services for the Forum to note the proposed allocation of the Early Years Block and requesting approval of the central expenditure elements summarised in the Appendix.

The following was noted:-

- that the Schools Forum had decision-making powers to approve Central Expenditure but the transfer of monies between Dedicated Schools Grant (DSG) Blocks was a local authority decision;
- that Early Years funding differed from school funding as providers were funded for the child's hours that they actually provided each term, rather than on an annual pupil count;
- nationally 20% of 2 year old children are currently funded, this is increasing to 40% from September 2014. Southampton is adopting the 40% changes from April 2014.
- that the transfer of £894,400 to the High Needs Block was a workable solution for 2014/15 but this would be reviewed again when setting the 2015/15 estimates.

A discussion ensued regarding the use of the available funding to meet the pressures within the high needs block and whether this should be used to support providers of Early Years Settings. It was noted that all Early Years settings would be receiving an increase in their rates for 2014/15. 3 and 4 year old providers will

receive a 1% increase on their individual rates and the flat rate for 2 year olds will increase from £4.85 to £4.95. Further increases cannot be offered at this stage as the impact of moving to 'participation' funding in 2015/16 needs to be assessed. In doing this it was agreed that a review of current rates to providers would be undertaken within the constraints of what will be affordable.

## RESOLVED:

- (i) to note the proposed Early Years block of £14.9 million; and
- (ii) that the central expenditure elements of the Early Years Block summarised in Appendix 1 be approved.

# 4. **2014/15 SCHOOLS BLOCK**

The Forum received a briefing paper of the Finance Manager, Children's Services, providing details of the 2013/14 Schools Block which funded Primary and Secondary school budget shares and central services retained by the local authority

The following was noted:-

- that the pupil count was based on the October 2013 census;
- that maintained schools in England will be withdrawn from the CRC Energy Efficiency Scheme in April 2014, and a deduction had been made from the DSG to compensate the Treasury for the loss of this revenue;
- that the following budgets approved by the Forum to be held centrally were de-delegated from maintained schools. Academies are able to buy into them
  - ➤ Support for schools in financial difficulties (£346,000); and
  - > Trade Union Duties (£96,000);
- that any underspends in budgets had to be rolled forward and added to the following years central expenditure
- that after updating pupil data the school budget shares had an overspend of £43,400 which was as a result of a change in the Early Years Foundation Stage Profile used in the Prior attainment factor.
- that the final Individual Schools Budget was £124,519,400

It was unanimously AGREED that the overspend of £43,400 would be offset by reducing the contingency for Support for Schools in financial difficulties.

A discussion ensued and the Forum expressed the following concerns and requested clarification:-

- Intervention Fund written confirmation of the current policy of allocation as concern was raised that this should not be allocated to any Academies as the fund is created by de-delegating money from maintained schools only; and
- People Transformation how the Preventative Social Care Workers budget (£200,000) and Family and Parenting Team Budget (£426,800) fitted into the Children's Transformation. Members were concerned that money was provided by the Forum for one purpose and used for another and were particularly concerned about the Preventative Social Workers as they felt

that they were doing a good job at present.

It was AGREED that Theresa Leavy would be invited to attend the March meeting to provide Members with more information relating to the Transformation Programme and the MASH, specifically relating to the Preventative Social care Workers budget and how this service would be available in a different format.

# 5. **HIGH NEEDS BLOCK**

The Forum received a briefing paper from the Finance Manager, Children Services, outlining proposals for the High Needs Block, including funding for Special Schools, units in maintained schools and Pupil Referral Units (PRU's) from April 2014.

The following was noted:-

- that Education Health & Care Plans (EHCP) would be replacing Statements;
- that despite the growth in high needs pupils the amount of funding did not increase comparatively and this would lead to a pressure which would be difficult to manage in future years. Local authorities are now required to meet the assessed high needs of 19-24 year olds.;
- that schools were responsible for the first £6,000 of a pupil's additional high need cost, equivalent to 12 hours of Learning Support Assistant time and were reimbursed from the High Needs Block if more support was required;
- that officers would be meeting with head teachers of Special Schools on 7<sup>th</sup>
  February. One of the proposals to be investigated was the operation of a
  vacancy factor which would increase the top-up funding to compensate for
  low numbers in the Autumn term and allow provision for empty places
  available for placing pupils during the financial year;
- Compass School would be funded for 160 places and although present numbers on roll were not at this level, numbers were rapidly expanding;
- that the Tremona Road medical unit now has a delegated budget. Officers
  considered that they had received an adequate and fair delegated budget
  which they needed to manage back into a positive balance before they could
  become an academy;

It was AGREED that officers would circulate electronically to all Forum Members figures for out of city pupils.

# 6. **SOUTHAMPTON CONNECT**

The Forum received a verbal update by the Chair, providing background information on Southampton Connect which was a forum where a wide range of providers and city leaders came together to engage in various projects. Jo Ash, SVS was the Chair and Southampton City Council's Chief Executive also attended the Forum. It was noted that the Chair had been approached by Southampton Connect to ascertain whether the Schools Forum would be interested in having a schools representative on their Forum. A discussion ensued and it was agreed that this suggestion would be discussed at the next Heads Conference as it might be useful to have both a Secondary and Primary Head to attend. Karen Dagwell agreed to attend the Southampton Connect meeting on 6<sup>th</sup> February and provide feedback on the meeting.

SUBJECT: Special Schools & Unit Provision 2014/15

**DATE:** 12<sup>th</sup> March 2014

**RECIPIENT:** Schools Forum

#### THIS IS NOT A DECISION PAPER

#### SUMMARY:

1. This paper outlines the proposals for the funding for Special schools, units in maintained schools and Pupil Referral Units (PRUs) from April 2014.

# **BACKGROUND and BRIEFING DETAILS:**

2. <u>Special Schools, Special Free Schools and Special Units</u>

The local authority has identified, based on current profile, the number of places required at the five Special schools, four Special units, one Free school and the Compass School in the 2014/15 financial year.

School	Places April 2014	Places Sept 2014
Springwell School	96	96
Great Oaks School	145	162
The Cedar School	70	70
The Polygon School	50	50
Vermont School	28	28
Rosewood School	26	26
Tanners Brook Primary School	14	14
Redbridge Community School	7	7
Bitterne Park School	5	5
Compass School	160	160
Total	601	618

- 3. It is planned to expand Great Oaks special school by 17 places in September 2014 at a cost of £182,000 for the part year.
- 4. Special schools, Special Free Schools and maintained schools with a special unit are funded on the basis of a flat £10,000 per place plus a per pupil top-up. Schools only receive top-up funding for the actual numbers of pupils in their school.
- 5. Because Special schools and units are partially funded on the basis of pupil numbers, it is proposed to operate a vacancy factor which would increase a school's top-up funding to compensate for low numbers in the autumn term. This allows some provision for empty places available for placing pupils during the financial year. A vacancy factor for both Vermont School and Cedar School has been set and is reflected in the rates detailed in Appendix 1.
- 6. While there is not a Minimum Funding Guarantee for Special school and units, there is a requirement that the top-up element of the funding is set at such a level that, if all the places were filled and the pupils came from the maintaining authority, the school's budget would reduce by no more than 1.5%.

# 7. Pupil Referral Unit - Compass School

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. It should be noted that for Higher Needs Pupils, that would otherwise require placement within a special school setting, top up funding will be paid on the basis of the Polygon top up rates.

# **Appendices/Supporting Information:**

Appendix 1 2014/15 Special School and Unit Provision - Top Up Rates

Further Information Available From: Name: Sue Poynter

**Tel:** 4153

E-mail: sue.poynter@southampton.gov.uk

	Ratios				
Ratio	£10,000	1	1.5	2	100.0%
		33%	60%	6%	

		Apr	Sep	Total	Per Place Funding	Band 1 Places	Band 2 Places	~	Vacancy factor	Top up per Band 1	Top up per Band 2	Top up per Band 3	Top up funding assuming NOR at Assummed Vacancy Factor	Total assuming NOR at Assummed Vacancy Factor
Speci	al Schools													
7035	Springwell School	96	96	96	£960,000		61	7	100%	£7,768	£11,653	£15,537	£1,037,088	£1,997,088
7036	Great Oaks School	145	162	155	£1,550,000		76	17	100%	£5,394		£10,788	£1,132,694	£2,682,694
7037	The Cedar School	70	70	70	£700,000		34	26	90%	£9,035	£13,553	£18,071		£1,618,909
7039	The Polygon School	50	50	50	£500,000	12	15	23	100%		£10,016		£537,502	£1,037,502
7040	Vermont School	28	28	28	£280,000	5	12	11	90%	£8,806	£13,208	£17,611	£356,625	£636,625
		389	406	399	£3,990,000	117	198	84		£37,680	£56,520	£75,361	£3,982,817	£7,972,817
Maint	ained with Special Units													
2436	Tanners Brook Primary School	14	14	14	£140,000				100%	£4,885			£68,390	£208,390
4270	Redbridge Community School	7	7	7	£70,000				100%	£4,953			£34,671	£104,671
4278	Bitterne Park Secondary	5	5	5	£50,000				100%	£100			£500	£50,500
		26	26	26	£260,000	26	0	0		£9,938	£0	£0	£103,561	£363,561
Maint	ained Total	415	432	425	£4,250,000	143	198	84		£47,618	£56,520	£75,361	£4,086,378	£8,336,378
7050	Rosewood					0	0		100%	£8,132	£12,198	£17,000	£442,000	£442,000
1116	The Compass School (PRU)	160	160	160	£1,280,000	15	105	40	100%	£4,505	£5,528	£16,796	£1,319,855	£2,599,855

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SUBJECT: Alternative Learning Provision – The Compass School

DATE: 12<sup>th</sup> March 2014

**RECIPIENT:** Schools Forum

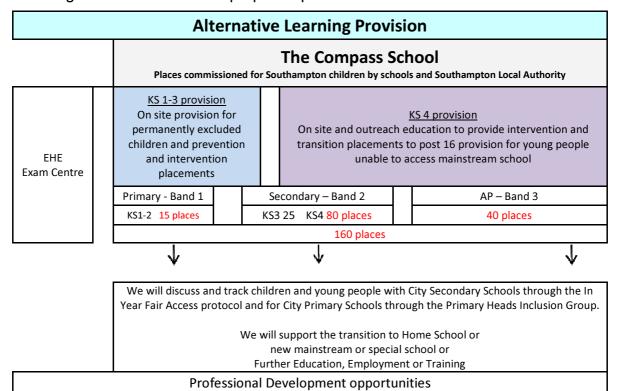
#### THIS IS NOT A DECISION PAPER

#### SUMMARY:

1. This report outlines how placements will be commissioned at The Compass School (ALP) 2014/15

#### **BACKGROUND and BRIEFING DETAILS:**

- 2. The Compass School will continue to:
  - Provide a service for up to 160 students not accessing mainstream or special school at KS 1-4 including
    - o A school for children permanently excluded from their mainstream school
    - o 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 40 students disengaged from mainstream school
    - Provide an Exam Centre for Year 11 EHE students to sit GCSE and other accredited exams
- 3. The diagram below shows the proposed provision:



- 4. The Compass School receives a delegated budget funded from the High Needs Block and payments from schools. The level of budget they have includes all services delegated to other schools including finance, payroll, HR and ICT. Funding has been reworked as follows in line with DfE regulations:
  - Compass School 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.
- 5. It is proposed that top-up charges for schools placing pupils in 2014/15 will be:

Service option	Price per unit
Statutory or Centrally-funded Service	No charge
	£115
Band 1 - KS1/2 Dual Roll Placement (Cost per week)	(plus £33 Pupil Premium)
	£140
Band 2 - KS3/4 Dual Roll Placement (Cost per week)	(plus £24 Pupil Premium)
	£6,300
Band 3 - Alternative Pathway	(plus £935 Pupil Premium)
Bespoke Packages and supported transition	To be negotiated

- 6. The LA will commission placements for
  - All permanently excluded pupils from mainstream school.
  - 40 complex Year 11 students no longer engaging in mainstream education (one off charge to schools of £6,300 toward the total cost of £16,796) or complex new to city, on roll at Alternative Pathways.
- 7. When a pupil is permanently excluded the school will lose the per pupil and Pupil Premium funding for that child.
- 8. It should also be noted that any additional costs of pupils with statements or Education, Health and Care Plans on duel role will be charged by the Compass School to the commissioning school. Schools are responsible for the first £6,000 of additional support e.g. LSA time. Any additional High Needs costs will be reimbursed to the commissioning school by the local authority from the High Needs Budget.

## 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: Name: Sue Poynter

**Tel:** 4153

E-mail: sue.poynter@southampton.gov.uk



# Agenda Item 8

#### **BRIEFING PAPER**

**SUBJECT:** Salix Energy Efficiency Programme for SCC Schools

**REPORT OF:** Southampton City Council

**REPORT TO:** Schools' Forum

**REPORT AUTHOR**: Freddie Collins

**DATE: 12 March 2014** 

#### 1.0 Introduction

1.1 This briefing presents a proposed programme to increase the energy efficiency of the schools estate by capitalising on the Salix financing scheme. The programme would be managed by the Council with the aim of accelerating the reduction of school energy bills.

## 2.0 What is Salix?

- 2.1 Salix is a government financed scheme initiated to increase the uptake of energy efficiency projects by removing the cost of entry. This is achieved by offering 100% interest-free capital to the public sector to improve energy efficiency and reduce energy bills.
- 2.2 This funding is only available for certain projects or groups of projects, as the required payback time of 8 years ensures that only the secure and quick wins are targeted. The annual savings of the project are required to equal or exceed the yearly repayment of the loan, so there is no overall impact on the finances of the school over the period of the loan. After the 8 years, however, the school will see an increase in revenue as a result of an improvement in energy efficiency.
- 2.3 This proposal is different to the internal invest-to-save scheme, as this is a direct loan from Salix to the school. Another fundamental difference is that the eligibility rules are different, allowing for more potential projects.

#### 3.0 What is the proposed programme?

- 3.1 The Council are proposing a strategic delivery programme to capitalise on the Government Salix scheme and make significant improvements to schools in Southampton. The intention is to reduce the energy usage of the schools estate whilst simultaneously increasing the revenue available to individual schools.
- 3.2 The proposed programme has been included in the Appendix and the initial scoping stage has already been completed. This was done using the energy audits of 26 schools already completed in 2009, which was financed by The Carbon Trust. These schools will form the focus of phase 1 of the program. The remaining schools will be dealt with in phases 2 and 3.

3.3 The proposed programme is set out below:

Project Task	Key Dates for Schools
Obtain Formal Signed Commitment from Schools	19 <sup>th</sup> May 2014
Supplier Selection	4 <sup>th</sup> August 2014
Investment Grade Audit Approval	22 <sup>nd</sup> September 2014
Energy Efficiency Measure (EEM) Installation and Commissioning	6 <sup>th</sup> October 2014

- 3.4 The data analysis from the audits has indicated potential areas of capital investment for the respective schools, and estimates the cost of the measures, as well as the annual savings.
  - 3.4.1 An example of the data on each of the 26 schools previously audited is provided below:

Ludlow Infant School								
	Estimate	ed Annual S		Payback				
Recommendations & Key Actions	(£)	CO <sub>2</sub> e (tonnes)	(kWh)	Estimated Cost (£)	Period (Years)			
Replace T8 Fittings with LED	1012	4	9,529	7,440	7.4			
Replace T12 Lighting with LED	378	2	3,566	1152	3.0			
Replace T8 Quad Fittings with LED	839	4	7,902	5,390	6.4			
Install Automatic Lighting Controls to Intermittently Occupied Areas	567	2	5,347	1,920	3.4			
Fit Insulation to Pipework across School	1192	8	41,600	2,500	2.1			
Upgrade Heating Controls To Boilers in Rema Building	245	2	8,580	200	0.8			
	£4,234	21	76,523	£18,602	4.4			

3.5 The whole data package demonstrates commonality across the 26 schools that would result in the prioritisation of four key areas of investment, the breakdown for which is shown below. These measures apply to the majority of schools, and the proposed programme will manage their delivery across the school estate in phases.

3.5.1 Table showing the breakdown by measure

	Number	Estimated savir			Payback
Measure	of schools	On energy bills (£)	CO₂e (tonnes)	Estimated cost (£)	Period (Years)
LED lighting	23 (89%)	£39,050	171	£310,796	8
Lighting controls	20 (77%)	£7,662	32	£69,100	9
Heating controls	21 (81%)	£11,755	70	£28,650	2.5
Pipework insulation	21 (81%)	£20,461	128	£68,199	3.5
TOTAL	n/a	£78,928	401	£476,745	6

3.6 The schools in the initial programme will be individually contacted over the next two months and advised as to the size of the loan required, and what the corresponding savings will be. As part of the contact to specific schools, the possibility of grouping other measures distinctive to the school as part of the loan will be analysed and considered.

### 4.0 Benefits of a Council managed programme

- 4.1 The Council are in apposition to provide this service at a lower cost than the commercial sector. If the school looked to undertake the loan independently, they would need to pay for a private company to do an energy audit and pay fees for the management of the scheme which would be more costly than the work undertaken by the Council. The overall cost of managing the programme will be incorporated within the loan, meaning that it will have no direct impact on the finances of the school.
- 4.2 By looking at the whole school estate in a programme, the Council can manage the programme systematically and achieve basic efficiency for projects across the city (like the replacement of lighting with LED) for a lower price than if done individually. Some measures could not be funded by Salix if delivered into individual schools.
- 4.3 The coordinated approach would allow for all schools to capitalise on this opportunity as much as possible, regardless of available capital, time and expertise. The Council also provides a longer term support role for schools including behaviour change initiatives, as well as identifying other funding opportunities for energy measures (e.g. investment in Solar PV etc.).

## 5.0 Relation to the Capital Programme

- 5.1 The programme will also be integral to the new approach to the Children's Services Capital Programme.
  - 5.1.1 The reduction in capital given to the Council has resulted in the need to focus resources on critical school closure and Health & Safety matters. As such, the Council is moving away from funding items which can be financed through other means. The net effect is that schools can no longer depend on the authority to fund items such as

- lighting replacement and proactive boiler replacement. Any Salix compliant works will need to be funded through Salix.
- 5.1.2 Salix provides an opportunity to add value to the current Capital Programme as an alternative means of funding to increase in the annual investment for schools.

# **Appendix**

#### Appendix 1 Schools SEELS - Target Project Plan Jason Taylor Week Commencing → 13/01/2014 10/11/2014 17/11/2014 24/11/2014 01/12/2014 15/12/2014 22/12/2014 4/04/2014 1/04/2014 8/04/2014 Project Task Project OPP Initial Scoping Agreement with Energy Team & CSL **Project Preparation** Selection of In-Scope Schools Overall Portfolio Assessment - Utilising CMEE Audit Reports Site Technical Details Separation into Technology Lots? Preparation of Project Brief General Property and Equipment Information Energy Consumption Information and Baselines Property Operational Information Additional or Special Requirements Formulate Reports for Communications Communicate Options with School decision Makers Definition of Roles & Responsibilities Agreement with Energy Team & CSL Procurement and Legal Compliance Review inance Approval Stakeholder/Schools Notification/Identification Statement of Program Goals & OPP Docs Obtain Formal Signed Commitment from Schools Establish Formal Business Case User Requirements / brief (PID) Mini-competition Present Project Brief to Framework Suppliers Suppliers Responses, including savings Supplier Selection Full Investment Grade Audit (IGA (s)) and Investment Grade Proposal (IGP (s)) Detailed Assessment IGA - to produce list of EEMs IGP Review IGP Approval **EEM Installation and Commissioning** Monitoring of ECM performance and Measurement and Verification (M&V

# **KEY**

3 = Critical Path

2 = Work Path

= Decision Point /

Deadline

