

# Schools Forum

## PLEASE NOTE TIME OF MEETING

Wednesday, 15th June, 2022  
at 4.00 pm

virtual Meeting via MS Teams

This meeting is open to the public

LEAD OFFICER  
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## AGENDA

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

**2 MINUTES OF PREVIOUS MEETING (Pages 1 - 4)**

Minutes of the meeting held on 23 March 2022 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 LA UPDATE ON DFE/ESFA FUNDING & 2021/22 OUTTURN (Pages 5 - 8)**

To consider a briefing paper outlining any financial updates.

**5 SCHOOLS ACCESS TO SCC AMAZON BUSINESS ACCOUNT (Pages 9 - 10)**

To consider a paper setting out considerations relating to Schools accessing the SCC Amazon Business Account.

**6 ANY OTHER BUSINESS AND CLOSING REMARKS AND DATE OF THE NEXT MEETING**

To consider any additional items and note the date of forthcoming meetings

Day and Date: Wednesday 13 July 2023

Time: 3:45pm for 4:00pm start

Venue: Virtual

Tuesday, 7 June 2022

Service Lead, Education and Early Help,

# Agenda Item 2

## SCHOOLS FORUM

### MINUTES OF THE MEETING HELD ON 23 MARCH 2022

|                                    |  |
|------------------------------------|--|
| <b><u>In attendance</u></b>        |  |
| <b><u>Chair and Vice Chair</u></b> |  |
| John Draper                        | Headteacher – Swaythling Primary                               |
| Harry Kutty                        | Headteacher – Cantell School                                   |
| <b><u>Primary Schools</u></b>      |  |
| Mike Adams                         | Headteacher – Bitterne Manor Primary                           |
| P K Macbride                       | Governor – Banister Primary                                    |
| Peter Howard                       | Headteacher – Fairisle Junior                                  |
| <b><u>Secondary Schools</u></b>    |  |
| Jim Henderson                      | Headteacher – Woodlands Community College                      |
| Roger Peplow                       | Governor – St Georges School                                   |
| Martin Brown                       | Headteacher – Oasis Sholing                                    |
| <b><u>Academy</u></b>              |  |
| James Rouse                        | St Ann’s Catholic School                                       |
| <b><u>Special Schools</u></b>      |  |
| Maria Smyth                        | Headteacher – Vermont School                                   |
| <b><u>Nursery</u></b>              |  |
| Anna Wright                        | PVI for Early Years  |
| <b><u>Non-Schools</u></b>          |  |
| Rob Sanders                        | Diocese of Winchester  |
| <b><u>SCC officers</u></b>         |  |
| Derek Wiles                        | Head of Education and Learning                                 |
| Steve Wade                         | Finance Business Partner – Education                           |
| Clodagh Freeston                   | Service Manager - Education Strategy, Planning and Improvement |
| Katie Renouard                     | Service Manager - Contracts and Procurement                    |
| Jane Habgood                       | Team Manager - Procurement Business Partnering                 |
| Virginia Newsom                    | Finance Analyst  |

#### Apologies

|                      |  |
|----------------------|--|
| Sean Preston         | Hamwic Trust   |
| Councillor J Baillie | Cabinet Member for Education                               |
| Tammy Marks          | Service Manager - Special Educational Needs and Disability |

20. **MINUTES OF PREVIOUS MEETING**

The Forum agreed and noted the minutes of the meeting 19 January 2022.

21. **STANDING ITEM: LA UPDATE ON DFE/ESFA FUNDING ANNOUNCEMENTS**

The forum received and noted the briefing papers detailing any updates in relation to Department for Education and Skills Funding Agency funding.

Noting :

- Confirmation that the DFE/ESFA had approved budget share agreed at January's Schools Forum;
- The information: teachers' pay grant (TPG) and teachers' pensions employer contribution grant (TPECG) - arrangements for 16 to 19 and early years from April 2022;
- Coronavirus (COVID-19) no recourse to public funds concession had been extended, and noted that schools were able to update their free school meals submission until the deadline of 1 April 2022;
- The Information on coronavirus (COVID-19) workforce fund extension to Easter for support with the costs of staff absences in schools and colleges;
- That coronavirus (COVID-19) vaccine support allocations now available for ages 12 to 15; and
- Schools supplementary grant 2022 to 2023 to provide support for additional costs of the Health and Social Care Levy.

In addition it was noted that the DFE will publish final school allocations for the 2022/23 Schools Supplementary Grant in May 2022, alongside a Conditions of Grant document and that there is a funding calculator that could help schools' budget planning by providing an indication of the funding but this doesn't confirm or guarantee schools' final allocations.

22. **AN UPDATE ON SCHOOLS PROCUREMENT**

The Forum received and noted a briefing papers from the Council's procurement team setting out an update on maintained schools responsibilities.

School's obligations in respect of procurement activities are set out within the following documents which form part of the SCC Constitution and/or requirements for Schools to follow:

- Scheme for Financing Schools – [Scheme for Financing Schools \(southampton.gov.uk\)](https://www.southampton.gov.uk)
- Contract Procedure Rules (CPRs) – [Council Constitution - Contract Procedure Rules \(southampton.gov.uk\)](https://www.southampton.gov.uk)
- Finance Procedure Rules (FPRs) – [FINANCIAL PROCEDURE RULES \(southampton.gov.uk\)](https://www.southampton.gov.uk)

Katie Renouard and Jane Habgood introduced the paper and in particular noted the financial thresholds and obligations for schools set out in paragraph 7 of the paper. The Forum noted that these rules applied to maintained schools only.

It was noted that the Procurement Team is considering establishing a procurement support offering to schools, probably on a similar basis to other optional services

provided by SCC.. However it was noted that officers would be happy to advise schools in the meantime.

23. **UPDATE ON SECONDARY SCHOOL EXPANSION, SCHOOLS CAPITAL PROGRAMME AND STUDENT NUMBERS**

The Forum received a briefing from the Council's Service Manager - Education Strategy, Planning and Improvement detailing the initial picture for secondary schools placement from September of 2022.

It was noted that 96% of pupils were offered a preference school. It was noted that the increased capacity with St Mark's and St Anne's schools had greatly helped.

The Forum were briefed on the numbers of offers for places outside the City and noted that this number had decreased as parents were increasingly choosing to send their children to Southampton schools. In addition, it was noted that there had been an increase in the numbers of children being offered their parents 1<sup>st</sup> preference schools.

The Forum noted that all on-time applications had been offered a place.

The Forum were briefed on the future forecasts for demand on the school places noting that the potential numbers of students with the current forecasts.

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**SUBJECT:** LA UPDATE ON DFE/ESFA FUNDING & 2021/22 OUTTURN  
**DATE:** 15 JUNE 2022  
**RECIPIENT:** SCHOOLS FORUM

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## **SUMMARY:**

Update of DFE/ESFA funding to provide update on

1. Schools supplementary grant 2022/23
2. Recovery Premium Funding 2022/23

Update of 2021/22 outturn

3. Schools Balances
4. DSG Update

## **BACKGROUND and BRIEFING DETAILS:**

### LA UPDATE ON DFE/ESFA FUNDING

1. The DFE/ESFA have published the allocations to schools for the schools supplementary grant (SSG) 2022/23. The funding has been calculated on the following factors:
  - a. a basic per-pupil rate (with different rates for primary, key stage 3 and key stage 4)
  - b. a lump sum paid to all schools, regardless of pupil numbers
  - c. a per-pupil rate for pupils who are recorded as having been eligible for free school meals at any point in the last six years (FSM6), with different rates for primary and secondary pupils.
2. Local authorities and academies should receive their payments for 2022 to 2023 in two tranches. Payments will be made in May 2022 (for local authorities) and June 2022 (for academies) to cover April 2022 to August 2022, and in October 2022 (for local authorities) and November 2022 (for academies) to cover September 2022 to March 2023.
3. The SSG will not part of schools budget shares and is not part of the individual schools' budget. It is not to be counted when calculating the minimum funding guarantee. SSG will be incorporated into core budget allocations for 2023 to 2024.
4. The DfE have updated their schools Recovery Premium information for 2022-23 at

<https://www.gov.uk/government/publications/recovery-premium-funding/recovery-premium-funding>. For mainstream schools, pupil eligibility will be the same as in 2021/22. For other eligible schools, and special educational needs units in mainstream schools, recovery premium allocations will be based on all pupils registered at the school.

- The recovery premium conditions of grant for the 2022 to 2023 academic year state that schools must not use the grant to meet their portion of the costs of tuition provided through the National Tutoring Programme (NTP). Schools should meet those costs from their existing sources of income, such as core funding and pupil premium. Recovery premium is additional funding to provide further education recovery support on top of the subsidised NTP offer.

### 2021/22 OUTTURN

- The schools outturn statement for 2021/22 is shown in Appendix A for schools revenue accounts, these are maintained schools only. Two schools converted to academy during 2021/22, one had a deficit balance which was met by the council's general fund. The overall balance of the remaining 43 maintained schools has reduced by £1.07m.
- The following table summarises the movement in school balances of the 43 maintained schools at the end of March 2022

| <b>Description of Movement</b> | <b>Number of schools</b> | <b>Sum of Movement</b> |
|--------------------------------|--------------------------|------------------------|
| Increased Deficit              | 8                        | 874,859                |
| reduced deficit                | 3                        | (354,164)              |
| Used surplus                   | 17                       | 1,692,520              |
| increased surplus              | 12                       | (1,255,149)            |
| recovered deficit              | 1                        | (80,107)               |
| gone into deficit              | 2                        | 196,110                |
|                                | <b>43</b>                | <b>1,074,070</b>       |

- The outturn for the Dedicated Schools Grant (DSG) is an £11.09M cumulative deficit which includes £0.15M for Covid-19 related pressures. The variance includes a cumulative DSG deficit of £8.93M brought forward from 2020/21. The DSG Grant is ring-fenced and the deficit will not currently impact on the General Fund and non-school services the Council provides. Pressures on the High Needs services is a nationally recognised issue with significant pressures reported in most local authorities.
- The deficit in the High Needs block is being driven by significant annual increases in numbers and complexity of Education Health Care Plans (EHCPs).
- The Special Education Needs & Disabilities (SEND) team have an ongoing strategic review of the High Needs activity to manage demand for SEND services. This includes increasing resources for earlier intervention and providing additional places in special



schools to reduce the number of pupils being placed in highly expensive placements in independent school settings.

11. There continues to be pressures in the Early Year's block funding arising from reduced funding, both in year and prior year adjustments, because of a reduction in children being placed in Early Year's settings and loss of income from Covid closures.

12. The following table summarises the movements in the DSG balances:

|                                      | £M    |
|--------------------------------------|-------|
| Balance brought forward from 2020/21 | 8.93  |
| Early Years Pressures 2021/22        | 0.93  |
| High Needs Pressures 2021/22         | 0.86  |
| Covid-19 Pressures                   | 0.15  |
| Other Schools/CSSB                   | 0.22  |
| Carry Forward Deficit (Cumulative)   | 11.09 |

13. The following table summarises the key variances within the DSG budgets:

| <b>Description</b>            | <b>£'000</b> |
|-------------------------------|--------------|
| Pupils with EHCP's            | 916          |
| Early Years Sen Funding       | 182          |
| OLA Special School Placements | 344          |
| MARP - Education Placements   | (868)        |
| Special School Funding        | 302          |
| Pupil Referral Unit (EL460)   | 123          |
| Early Years Funding           | 732          |
| Start Point Sholing           | 139          |
| Schools ISB / CSSB            | 220          |
| Other                         | 68           |
| <b>Total</b>                  | <b>2,158</b> |

|  |                |                               |
|--|----------------|-------------------------------|
| <b>Further Information Available From:</b> | <b>Name:</b>   | Steve Wade                    |
|  | <b>E-mail:</b> | Steve.Wade@Southampton.gov.uk |

# APPENDIX A

| School                                    | Revenue balance as at |                    | Movement<br>in year £ |
|---|-----------------------|--------------------|-----------------------|
|   | March 2021<br>£       | March 2022<br>£    |                       |
| <b>Nursery and Alternative Provision.</b> |                       |                    |                       |
| Hardmoor EYC                              | 510,981               | <b>690,637</b>     | 179,657               |
| Alternative Learning Provision            | 222,310               | <b>350,455</b>     | 128,144               |
| <b>Primary schools</b>                    |                       |                    |                       |
| Newlands Primary                          | (248,342)             | <b>(268,556)</b>   | (20,215)              |
| Sinclair Primary School                   | (217,011)             | <b>(149,239)</b>   | 67,773                |
| Mansel Primary                            | (230,854)             | <b>(242,235)</b>   | (11,380)              |
| Bassett Green Primary                     | 355,898               | <b>529,028</b>     | 173,130               |
| Bevois Town Primary                       | (102,689)             | <b>(109,359)</b>   | (6,670)               |
| Bitterne Manor Primary                    | (40,150)              | <b>(19,173)</b>    | 20,976                |
| Bitterne Park Primary                     | (330,109)             | <b>(233,267)</b>   | 96,842                |
| Mount Pleasant Junior                     | (111,105)             | <b>(34,084)</b>    | 77,022                |
| Maytree Infant                            | (213,159)             | <b>(100,837)</b>   | 112,321               |
| Valentine Primary                         | 670,515               | <b>685,508</b>     | 14,992                |
| St Denys Primary                          | (108,677)             | <b>(132,017)</b>   | (23,341)              |
| St Johns Primary and Nursery              | (125,680)             | <b>(266,572)</b>   | (140,892)             |
| St Monica Primary                         | 59,675                | <b>(20,432)</b>    | (80,107)              |
| Swaythling Primary                        | (69,777)              | <b>(39,720)</b>    | 30,057                |
| Banister Infant                           | (179,162)             | <b>(140,944)</b>   | 38,219                |
| Mansbridge Primary                        | 37,076                | <b>142,215</b>     | 105,138               |
| Redbridge Primary                         | (68,139)              | <b>(28,126)</b>    | 40,013                |
| Moorlands Primary                         | (148,287)             | <b>(138,203)</b>   | 10,084                |
| Townhill Junior                           | 146,868               | <b>321,734</b>     | 174,866               |
| Oakwood Primary                           | (62,545)              | <b>7,010</b>       | 69,555                |
| Fairisle Infant                           | (117,464)             | <b>(54,056)</b>    | 63,407                |
| Fairisle Junior                           | (376,422)             | <b>(251,840)</b>   | 124,582               |
| Foundry Lane Primary                      | (304,916)             | <b>(323,043)</b>   | (18,127)              |
| Shirley Warren Primary                    | 56,551                | <b>127,116</b>     | 70,566                |
| Mason Moor Primary                        | (110,797)             | <b>(151,254)</b>   | (40,458)              |
| Bitterne CofE Primary                     | (38,504)              | <b>(34,953)</b>    | 3,550                 |
| St Marks Primary                          | (94,672)              | <b>31,883</b>      | 126,555               |
| St Marys Primary                          | (899,899)             | <b>(269,928)</b>   | 629,971               |
| Highfield Primary                         | (149,596)             | <b>(125,484)</b>   | 24,112                |
| Holy Family Primary                       | (381,725)             | <b>(228,028)</b>   | 153,697               |
| St Patricks Primary                       | 238,846               | <b>121,192</b>     | (117,655)             |
| <b>Secondary schools</b>                  |                       |                    |                       |
| Regents Park Community College            | (175,251)             | <b>(542,688)</b>   | (367,436)             |
| Redbridge Secondary                       | (961,508)             | <b>(801,598)</b>   | 159,910               |
| Bitterne Park Secondary                   | (88,528)              | <b>(352,173)</b>   | (263,645)             |
| Woodlands Secondary                       | 260,636               | <b>83,383</b>      | (177,253)             |
| Cantell Secondary                         | (487,726)             | <b>(791,276)</b>   | (303,550)             |
| St George Catholic V.A. College           | (788,329)             | <b>(821,941)</b>   | (33,612)              |
| <b>Special schools</b>                    |                       |                    |                       |
| Springwell                                | (164,873)             | <b>(190,696)</b>   | (25,824)              |
| Cedar                                     | (109,785)             | <b>(69,800)</b>    | 39,985                |
| Polygon                                   | 474,062               | <b>502,428</b>     | 28,366                |
| Vermont                                   | 99,131                | <b>39,874</b>      | (59,256)              |
|   | <b>(4,373,131)</b>    | <b>(3,299,061)</b> | <b>1,074,070</b>      |

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**SUBJECT:       SCHOOLS ACCESS TO SCC AMAZON BUSINESS ACCOUNT**

**DATE:           7 JUNE 2022**

**RECIPIENT:    SCHOOLS FORUM**

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**SUMMARY:**

1. This paper provides the Schools Forum with an outline of the SCC Amazon Business Account and how it may be accessed by the schools and the associated benefits.

**BACKGROUND and BRIEFING DETAILS:**

2. In July 2021 an internal review was proposed by Supplier Management to review the authorities use of Amazon and how we could ensure control and compliance within this tail spend. It was identified that there are a total of 19 individual Amazon accounts registered to @southampton.gov.uk domain names and possibly even more located within areas that use their own domains such as Schools. It was decided that a project should be undertaken to combine all the separate accounts into a single SCC-wide Business Account to allow for clearer spend visibility and to take advantage of group purchasing discounts on key items.

Supplier Management commenced the development of a single SCC account in October 2021 working closely with Amazon Business Professional Services team to establish an account that mirrors our internal structures and approval processes.

The account has the following key benefits:

- Single Payment Method – A central embedded purchase card will be used to facilitate all payments. This will involve a central reconciliation of this card against the monthly transactions. Cost Centre and Account Codes will be required to be input at a basket level prior to purchase to ensure this details passes through to the reconciliation stage.
- Streamlined approval and spend visibility for budget holders – All orders are required to be approved by the relevant budget holder/financial controller. These individuals will also be given access to an enhanced analytics suite within the account to allow detailed review of ongoing spend.
- Guided Buying – We have outlined some “Buying Rules” on the account to align it to SCC’s Green City and Social Value Procurement Policy, and also to ensure that we are purchasing from compliant supply chains and avoiding purchases from 3<sup>rd</sup> party vendors.
- Progressive Discounts – The Business account on average gives a base discount of 15% against a standard “consumer” account, We can also take advantage of ongoing discounts on standard items such as stationery. The more the organisation purchases the greater the discount across the whole account.

**RESOURCE/POLICY/FINANCIAL/LEGAL IMPLICATIONS:**

3. Supplier Management are leading on the design and building of the account with Amazon.

4. The use of Amazon has been approved in accordance with all required SCC and wider Procurement legislation.
5. Service users can be set up with one of two roles;
  - Buyer – Able to place orders
  - Administrator – Able to place orders and also provide updates to the account such as delivery addresses.
6. Budget Holders will be notified by email that an order requires approval, any orders that contain “restricted” items that are against our buying policies will divert to the Buying Team within Supplier Management for review prior to workflow to the Budget Holder/Approver.

**OPTIONS and TIMESCALES:**

7. There are no obligations for Schools to sign up to the central account but it must be noted that due to the fact that we have exercised domain authority over @southampton.gov.uk resulting in all SCC accounts being administered by Supplier Management under the central account.
8. Following the meeting any interested parties should contact Chris Russell – Team Manager Buying Services to arrange for access to the account and to enable the set up of any user workshops or distribution of training/guidance material.

**RISK MANAGEMENT IMPLICATIONS**

N/A

**Appendices/Supporting Information:**

N/A

|  |                |                                  |
|--|----------------|----------------------------------|
| <b>Further Information Available From:</b> | <b>Name:</b>   | Chris Russell                    |
|  | <b>Tel:</b>    | 02380 832856                     |
|  | <b>E-mail:</b> | Chris.russell@southampton.gov.uk |