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# **SCHOOLS FORUM**

Wednesday, 9th March, 2016  
at 3.30 pm

**The Training Room - Startpoint Sholing  
Wood close  
SO19 0SG**

This meeting is open to the public

LEAD OFFICER

Dave Cuerden, Finance Manager

Tel : 023 8083 3878

Email : [dave.cuerden@southampton.gov.uk](mailto:dave.cuerden@southampton.gov.uk)

FORUM ADMINISTRATOR

Ed Grimshaw

Tel: 023 8083 2390

Email: [ed.grimshaw@southampton.gov.uk](mailto:ed.grimshaw@southampton.gov.uk)

## 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**

(Pages 1 - 10)

Minutes of the meetings held on 13<sup>th</sup> and 20<sup>th</sup> January 2016, 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 SECONDARY SCHOOLS EXPANSION (VERBAL UPDATE)**

Verbal update by the School Organisation and Strategy Manager.

**5 SUPPORT FOR SCHOOLS IN FINANCIAL DIFFICULTIES (FORMERLY INTERVENTION FUND)** (Pages 11 - 14)

Report of the Principal Officer Education and Early Years detailing the Support for Schools in Financial Difficulties Funding, attached.

**6 SPECIAL SCHOOLS & UNIT PROVISION 2016/17** (Pages 15 - 18)

Report outlining the proposals for the funding for special schools within the City.

3 MARCH 2016

Service Director, Legal and Governance

# Agenda Item 2

Minutes of Schools Forum

13<sup>th</sup> January 2016

&

20<sup>th</sup> January 2016

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**SCHOOLS FORUM  
NOTES OF THE MEETING HELD ON  
WEDNESDAY 13<sup>th</sup> JANUARY 2016  
CONFERENCE ROOM 3, CIVIC CENTRE**

Present:

<u>Primary School Representatives</u>	
Richard Harris	Moorlands Primary School Governor
Mark Sheehan	Mansbridge Primary School
Amanda Talbot-Jones	St Denys Primary School
Julie Swanston	Woolston Infant School
John Draper	Swaythling Primary School
Peter Howard	Fairisle Junior School
<u>Secondary School Representatives</u>	
Martin Brown	The Sholing Technical College
Toni Sambrook	Woodlands Community College
Jonty Archibald	Regents Park Community College
<u>Special Schools Representatives</u>	
Andy Evans	Great Oak's School
<u>Academy Representatives</u>	
Anne Murphy	St Anne's Convent School
David Turner	Townhill Infant School
Sean Preston	Hamwic Trust
<u>Pupil Referral Unit Representative</u>	
Alison Parsons	Compass School
<u>Nursery Schools Representative</u>	
Anne Downie	Start Point Sholing and Northam
<u>Non Schools Representative</u>	
Anna Wright	PVI for Early Years
Pete Sopowski	TLP – representative
<u>Observers</u>	
Sue Thompson	Early Years/ Sure Start
Jeanette Miller	Lead Officer, Children's Data Team SCC

<u>Also in attendance:</u>	
Ed Grimshaw	Clerk
Councillor Dan Jeffery	Cabinet Member for •Education and Children’s Social Care
Jo Cassey	Principal Officer Education and Early Years
Dave Cuerden	SCC - Finance Manager
Irfan Khan	SCC - Principal Accountant
David Cooper	SCC - School Organisation and Strategy Manager

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

The Forum noted the apologies of Councillor Keogh. The Forum also noted that Richard Harris now attended the Forum as Governor of Moorlands School and not Cantell and therefor now represented the Primary Group within the Forum. In addition the following vacancies were noted.

- Primary Group – 1x Vacancy
- Secondary Group – 1x Vacancy
- Academy Group – 1x Vacancy
- Special Schools – 1 x Vacancy

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

The Minutes of the Meetings held on 23<sup>rd</sup> September 2015 were approved as a correct record.

**3. ELECTION OF CHAIR AND VICE-CHAIR**

The Forum elected Richard Harris as Chair and David Turner as Vice Chair for the remainder of the School Year.

**4. SECONDARY SCHOOLS EXPANSION (VERBAL UPDATE)**

David Cooper, SCC School Organisation and Strategy Manager detailing the current considerations proposed for the provision of secondary school places.

The Forum noted that it was forecast that there would be sufficient spaces for the 2017-2018 but, that measures would need to be taken to relieve the demand for spaces for the following year.

The Forum noted that a formal paper would be going to the Council’s Executive in the forthcoming months. It was AGREED that this paper would be circulated to the Forum for information.

**5. EARLY YEARS BLOCK**

The Forum considered the decision paper of the Council’s Finance Manager detailing the allocations within the Early Years Block.

Given the fact the Forum received the papers on the morning of the meeting it was decided to defer decision on this matter. The Forum did discuss the addition of a further £23,800 to the Early Years funding for administration, staffing and systems. It was noted that with the back

drop of increasing numbers of children and National Policy changes the need to cover the central expenditure has increased.

**6. HIGH NEEDS BLOCK**

The Forum considered and noted the briefing paper of the Council's Finance Manager outlining proposals for the High Needs Block including funding for Special Schools, Special Units in Maintained Schools and Pupil Referral Units (PRUs) from April 2016.

It was noted that the forum had no power to adjust the sum allocated by the Council required for the provisions set out in the paper and that there would be a new funding formula introduced from the 2017/2018 school year.

**7. 2016/2017 SCHOOLS BLOCK**

The Forum considered the decision paper of the Finance Manager detailing the 2016/17 Schools Block which funds Primary and Secondary School budget shares and Central Services retained by the Local Authority.

Given the fact the Forum received the papers on the morning of the meeting it was decided to defer decision on this matter. The Forum did discuss the principles set out in the paper.

It was noted that measures used within the sixth measure Income Deprivation Affecting Children Index (IDACI) 6 had been adjusted by the DfE which reduced its relevance to many of the City's schools.

The Forum agreed that the options for funding presented within the paper gave the broadest range of potential options based on the Average Weighted Pupil Unit (AWPU) and AGREED that it would base its decision on one of options set out in paragraph 12 of the report.

The Forum also requested that further information be provided that would detail the expenditure and balances of the Intervention Fund.

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**SCHOOLS FORUM**  
**NOTES OF THE MEETING HELD ON**  
**WEDNESDAY 20<sup>th</sup> JANUARY 2016**  
**TEST HUB, COMPASS SCHOOL, GREEN LANE**

Present:

<u>Primary School Representatives</u>	
Ian Taylor	Oakwood Junior School (Nominated Substitute)
Peter Howard	Fairisle Junior School
Julie Swanston	Woolston Primary School
Amanda Talbot-Jones	St Denys Primary School
John Draper	Swaythling Primary School
<u>Secondary School Representatives</u>	
Toni Sambrook	Woodlands Community College
Jonty Archibald	Regents Park Community College
<u>Special Schools Representatives</u>	
Andy Evans	Great Oaks Primary
<u>Academy Representatives</u>	
Anne Murphy	St Anne's Convent School
Sean Preston	Hamwic Trust
<u>Pupil Referral Unit Representative</u>	
Alison Parsons	Compass School
<u>Nursery Schools Representative</u>	
Anne Downie	Startpoint Northam and Sholing
<u>Non Schools Representative</u>	
Chris Ode	TLP
<u>Observers</u>	
Jeanette Miller	SCC- Lead Officer, Children's Data Team
Anna Wright	PVI Provider
<u>Also in attendance:</u>	
Jo Cassey	Principal Officer Education and Early Years
Dave Cuerden	SCC - Finance Manager
Irfan Khan	SCC - Principal Accountant

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

The Forum noted the apologies of Richard Harris (Chair), David Turner (Vice-Chair), Mark Sheehan, Martin Brown and Councillor Keogh.

In addition the following vacancies were noted:

- Primary Group – 1x Vacancy
- Secondary Group – 1x Vacancy
- Academy Group – 1x Vacancy
- Special Schools – 1 x Vacancy

**2. EARLY YEARS BLOCK**

The Forum considered the decision paper of the Council's Finance Manager detailing the allocations within the Early Years Block.

School forum agreed the revised central expenditure within the Early Years block. The Forum AGREED the following:

2,3,4 Year Old Childcare Funding	£13,016,200
Early Years Development	£491,100
Contracts with National Childminding	
Association and Pre-school Learning Alliance	£100,000
EY funding for administration, staffing and systems	£64,400
Overheads	£172,600
Total	£13,844,300

**3. HIGH NEEDS BLOCK**

The Forum considered and noted the briefing paper of the Council's Finance Manager outlining proposals for the High Needs Block including funding for Special Schools, Special Units in Maintained Schools and Pupil Referral Units (PRUs) from April 2016.

Noted that that the numbers on role for special school places had been reviewed and updated. The Forum NOTED that the total funding allocated to the High needs block was set at £21,499,000.

**4. 2016/2017 SCHOOLS BLOCK**

The Forum considered the decision paper of the Finance Manager detailing the 2016/17 Schools Block which funds Primary and Secondary School budget shares and Central Services retained by the Local Authority.

De- delegation

Schools in financial difficulties

The schools forum AGREED that £100,000 be delegated into a funding Support for schools in financial difficulties. It was also agreed that the Special Schools will be given an opportunity to contribute to this fund and they will be advised about their contribution in due course. It was further agreed that a report by the Head of Education and Early Years about the criteria for using this fund and options for 2016/17 allocations, will be

brought back to March school forum meeting.

#### Trade union duties

Primary Schools AGREED to de-delegate funding for Trade Union Duties, However the Secondary Schools did NOT AGREE to de-delegate funding for this.

It was noted that the balance of £71,600 would be adjusted to reflect the impact of this decision and the appropriate proportion of funding be held centrally. It was also noted that the Secondary Schools will be offered a Service Level Agreement (SLA) should any secondary school wish to buy back this service.

#### Central Services

The Forum AGREED the following funding to be held centrally

Primary Growth Fund ( <i>in line with the criteria outlined in sections 9 &amp; 10 of 2016/17 Schools Block report</i> )	£613,200
Admissions function	£422,100
MASH and Early Help	£626,800
CLA and MP licences	£128,200

It was NOTED that the Schools would need to recommend an approach to reduce the Schools Block by £1,105,600 in order to facilitate the transfer of funding to the High Needs Block.

The School Forum were presented three options to achieve the required reduction to meet the transfer to High Needs. It was noted that due to the Department for Education now using IDACI (Income Deprivation Affecting Children Index) 2015, a number of schools are now at the Minimum Funding Guarantee (MFG).

The Forum NOTED that the options were based on changes to the baseline 2014/15 Average Weighted Pupil Unit (AWPU) and adjustments to the cap on any schools that net gain.

The Forum AGREED that option 1 set out in papers would be used.

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**SUBJECT:** Support for Schools in Financial Difficulties (formerly Intervention Fund)

**DATE:** 9<sup>th</sup> March 2016

**RECIPIENT:** Schools Forum

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## Background

At the School Forum meeting in January 2016 it was agreed that:

- £100,000 would be de-delegated from maintained mainstream schools to support schools in financial difficulties
- a set of criteria governing the use of this fund and options for 2016/17 allocations will be presented to the next meeting of Schools Forum
- Special Schools will be given an opportunity to contribute to the fund. An email with detail of expected contribution has been sent to all special schools head teachers.

## Forecast Spend 2015/16 and 2016/17 allocation

The forecast spend against 2015/16 fund is £219,000, leaving a balance of £87,000 to be carried forward to 2016/17. If the current forecast position does not change at year end, this will mean the total 2016/17 budget will be £187,000 for allocation as shown in table below.

	<b>2015/16</b>	<b>2016/17</b>
Base Budget	£100,000	£100,000
One-off Carry Forward from 2014/15	£206,000	£0
Total 2015 16 Budget	£306,000	
Total Agreed Commitments	£219,000	
Potential Carry forward	(£87,000)	£87,000
<b>Total 2016/17 Budget</b>		<b>£187,000</b>

## Criteria

1. This fund has been historically available to support schools in financial difficulties. This should remain the key purpose of the agreed funding.

In considering requests from schools for assistance, school balances will be taken into account. If the level of balances exceeds 5% of a secondary schools' current year budget share and 8% at primary, then requests will normally be refused, unless it can be demonstrated that once ear-marked reserves are taken into account, balances fall below these percentages.

2. All schools that contributed to this de-delegated fund or will be contributing through buy back will be entitled to support from this fund.
3. Intervention support, linked to the outcomes of the Schools Monitoring Group meetings may also be needed for individual schools. In the first instance a bid should be made by one of the Teaching Schools to National College for Teaching and Leadership (NTCL) to enable them to provide this support as part of their remit. If resources cannot be accessed this way, then this fund could be used to provide additional support in these circumstances.
4. Any support provided to a school will be on a non-recurring basis.
5. The maximum amount available for any school would be £20,000.
6. If there is an unallocated / unspent balance at year end that will be carried forward to next financial year.
7. It is important to note that any allocation from this fund will be based on current status of local authority maintained schools. If the status of a school changes in future to an academy or a free school, it will be the Council's intention to clawback all funds in full before the school changes its status and these funds will need to be paid by the school or sponsor before conversion. This clawback will be net of the amount paid less the de-delegated contribution made by school. Any clawed back sums will be added back to this fund and will be subject to the criteria outlined in this paper for reallocation.
8. This fund will not provide assistance for any capital related issues, any further assistance required by growing schools in addition to the growth fund they may have received and additional staffing.
9. The School Forum will be regularly updated on a quarterly basis.
10. The decision on allocating funding rests with the Principal Officer for Education & Early Years.

## **Options**

1. Allocate the fund to all schools with financial difficulties based on forecast position at the start of financial year once schools have updated their 2016/17 budget plans in May. However if this option is agreed, this will mean no funds will be left for any other commitments against any additional schools with financial difficulties.
2. The schools apply through a bidding process once their half yearly budget plans are updated in September / October. Should a school believe that their

financial circumstances warrant further consideration and financial support under exceptional circumstances, then a business case will need to be submitted to the Principal Officer for Early Years & Education for such consideration. Any submission will need the support of the school's governing body. It will need to be reviewed by the Finance Manager and Principal Accountant for Early Years & Education prior to formal consideration by Principal Officer.

The timing of the bidding process will be key because there may not be enough funds available for the bids being submitted later in the year.

It is worth noting that whichever option is agreed, in addition to the criteria outlined above, there will be additional requirements such as a robust recovery plan showing detail of proposed actions taken by school to achieve a balance budget position.

**Further Information Available From:**   **Name:**   Jo Cassey  
  **Tel:**       023 8091 7503  
  **E-mail:**   jo.cassey@southampton.gov.uk

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**SUBJECT:** SPECIAL SCHOOLS & UNIT PROVISION 2016/17  
**DATE:** 9 MARCH 2016  
**RECIPIENT:** SCHOOLS FORUM

## SUMMARY:

1. This paper outlines the proposals for the funding for special schools, units in maintained schools/academies and pupil referral unit (PRU) from April 2016.

## BACKGROUND and BRIEFING DETAILS:

### 2. Special Schools, Special Free Schools and Special Units

The local authority has identified, based on current profile, the number of places required at the five special schools, four special units and one free school in the 2016/17 financial year.

School	Places April 2016	Places Sept 2016
Springwell School	128	144
Great Oaks School	178	178
The Cedar School	70	70
The Polygon School	55	55
Vermont School	32	32
Bitterne Park School	8	8
Tanners Brook Primary School <sup>1</sup>	14	14
Redbridge Community School	7	7
Rosewood School	32	32
Compass School	160	160
<b>Total</b>	<b>684</b>	<b>700</b>

3. Special schools, special free schools and maintained schools/academies 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.
4. Whilst there is not a Minimum Funding Guarantee (MFG) 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%.
5. It is worth noting that due to the pressures on the High Needs Block for 2016/17, there have been a subsequent requirement to transfer over an additional £1.1M of funding from the Schools Block to the High Needs Block. This is consistent with the change of funding in mainstream schools to accommodate the transfer of funding between blocks. The top up rates for 2016/17 will remain as 2015/16.

<sup>1</sup> Tanner Brook Primary School is now an academy therefore they will receive their place funding from the Department of Education (DfE) directly. The calculations for Top-up funding as shown in appendix 1 are indicative and may vary as per actual occupancy.

6. The indicative budget (as shown in Appendix 1) is set on the average numbers of places (April / Sept) multiplied by the number of places per band. The indicative numbers of pupils per band are based on the forecast received from individual schools in January 2016. In the indicative allocations, September 2016 starters are assumed to be a band 2. These will be assessed as part of the moderation process as detailed in paragraph 8.

It is important to note that the actual top-up funding that the schools receive may vary compared to the indicative allocations because actual payments will be made on the basis of actual number of Southampton pupils within each band. For other local authority pupils, schools will receive funding from those authorities directly.

7. It is acknowledged that the special schools funding review needs to take place however the timing of this review will need to coincide with the implementation of the New Funding Formula (NFF) in 2017/18 when the implications on all three funding blocks become clearer.

8. Moderation of Top-up Bandings

In the spring term of each academic year (the term with the highest movement between bands) the needs of all new pupils are to be moderated by special school head teachers and the SEND team to agree the ongoing band for top up funding. To enable this to happen, heads will be required to submit information regarding the proposed banding of individual pupils by the end of the first week of the Spring term to the SEND team.

After this first moderation, all pupil bandings would be subsequently reviewed and agreed as part of individual annual reviews. Any request for an increase in top up funding must be supported by documented evidence of need. Such requests would be considered by SEND Advisory group.

As the LA continues to pay the top up funding termly in arrears, the process of moderation must be timely to enable pupil funding to be transferred to each special school before the end of the first month of the term. This is vital to reduce the possibility of schools having a deficit budget at the end of the financial year.

9. Pupil Referral Unit (PRU)– Compass School

The PRU will be funded for 160 places. Each place will attract a base level of funding of £10,000 per annum 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 - 2016/17 Special Schools and Unit Provision – Top Up Rates

Further Information Available From:

<b>Name:</b>	Irfan Khan
<b>Tel:</b>	3785
<b>E-mail:</b>	irfan.khan@southampton.gov.uk

**Appendix 1 - 2016-17 Special Schools and Unit Provision**

						Indicative			Indicative				
		Apr	Sep	Total	Per Place Funding	Band 1 Places	Band 2 Places	Band 3 Places	Top up per Band 1	Top up per Band 2	Top up per Band 3	Top up funding assuming NOR	Total assuming NOR
<b>Special Schools</b>													
7035	Springwell School	128	144	137	£1,373,333	28	99	10	£7,544	£11,316	£15,088	£1,484,884	£2,858,218
7036	Great Oaks School	178	178	178	£1,780,000	46	114	18	£5,202	£7,803	£10,404	£1,316,106	£3,096,106
7037	The Cedar School	70	70	70	£700,000	5	47	17	£7,919	£11,878	£16,555	£891,418	£1,591,418
7039	The Polygon School	55	55	55	£550,000	7	33	15	£6,484	£9,726	£12,967	£563,057	£1,113,057
7040	Vermont School	32	32	32	£320,000	2	26	5	£7,713	£11,569	£15,425	£381,776	£701,776
<b>Special Schools Total</b>		<b>463</b>	<b>479</b>	<b>472</b>	<b>£4,723,333</b>	<b>88</b>	<b>319</b>	<b>65</b>	<b>£34,862</b>	<b>£52,292</b>	<b>£70,439</b>	<b>£4,637,242</b>	<b>£9,360,575</b>
<b>Maintained with Special Units</b>													
4270	Redbridge Community School	7	7	7	£70,000	7	0	0	£4,727	£0	£0	£33,089	£103,089
4378	Bitterne Park Secondary	8	8	8	£80,000	8	0	0	£100	£0	£0	£800	£80,800
17		<b>15</b>	<b>15</b>	<b>15</b>	<b>£150,000</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>£4,827</b>	<b>£0</b>	<b>£0</b>	<b>£33,889</b>	<b>£183,889</b>
<b>Maintained Total</b>		<b>478</b>	<b>494</b>	<b>487</b>	<b>£4,873,333</b>	<b>103</b>	<b>319</b>	<b>65</b>	<b>£39,689</b>	<b>£52,292</b>	<b>£70,439</b>	<b>£4,671,131</b>	<b>£9,544,464</b>
<b>Others</b>													
2436	Tanners Brook Primary School (Special Unit) <sup>1</sup>	14	14	14	£140,000	14	0	0	£4,662	£0	£0	£65,268	£205,268
7050	Rosewood					32			£17,000			£544,000	£544,000
1100	The Compass School (PRU) <sup>2</sup>	160	160	160	£1,600,000	15	105	40	£3,868	£4,746	£14,421	£1,133,190	£2,733,190

Notes:

<sup>1</sup> Tanners Brook converted to an Academy - place funding will be received directly from DFE

<sup>2</sup> Top up funding for higher needs pupils who would otherwise have required placement in a special school setting will be paid on the basis of the Polygon top up rates

**Compass - Charges to Schools:**

Band 1 - KS1/2 Dual Roll Placement (Cost per week)	£99
Pupil Premium	£34
Band 2 - KS3/4 Dual Roll Placement (Cost per week)	£122
Pupil Premium	£24
Band 3 - Alternative Pathway	£5,409
Pupil Premium - Yrs 7-11	£935
Pupil Premium - Yrs R-6	£1,320