

Schools Forum

PLEASE NOTE TIME OF MEETING

Wednesday, 23rd March, 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 19 January 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 STANDING ITEM: LA UPDATE ON DFE/EFA FUNDING ANNOUNCEMENTS (Pages 5 - 8)

Report providing an update on national financial announcements.

5 AN UPDATE ON SCHOOLS PROCUREMENT (Pages 9 - 12)

Report setting out a clarification on the schools procurement system in particular the roles and responsibilities of Head Teachers.

6 UPDATE ON SECONDARY SCHOOL EXPANSION, SCHOOLS CAPITAL PROGRAMME AND STUDENT NUMBERS (Pages 13 - 14)

Briefing the Forum on year 7 student numbers for September 2022, secondary school expansion and Schools Capital Programme and Student Numbers

Tuesday, 15 March 2022

Service Lead, Education and Early Help,

Agenda Item 2

SCHOOLS FORUM

MINUTES OF THE MEETING HELD ON 19 January 2022

<u>In attendance</u>	
<u>Chair and Vice Chair</u>	
John Draper	Headteacher – Swaythling Primary
Harry Kutty	Headteacher – Cantell School
<u>Primary Schools</u>	
Amanda Talbot-Jones	Headteacher – St Denys Primary
P K Macbride	Banister Primary
Debbie McKensie	
Mike Adams	Headteacher – Bitterne Manor Primary
<u>Secondary Schools</u>	
Jim Henderson	Headteacher – Woodlands Community College
Roger Peplow	Governor – St Georges School
<u>Academy</u>	
Sean Preston	Hamwic Trust
James Rouse	St Ann’s Catholic School
<u>Special Schools</u>	
Maria Smyth	Headteacher – Vermont school
<u>Nursery</u>	
Anna Wright	PVI for Early Years
<u>Non-Schools</u>	
Rob Sanders	Diocese of Winchester
<u>Observers</u>	
Sue Thompson	Early Years/Sure Start
<u>SCC officers</u>	
Virginia Newsom	
Steve Wade	
Derek Willes	
Keith Petty	
Tammy Marks	

Apologies

Peter Howard	Headteacher – Fairisle Junior
Colin Grant	Governor Cedar School
Ross Williams	Governor Mason Moor Primary

18. **MINUTES OF PREVIOUS MEETING**

The Forum agreed and noted the minutes of the meeting heard on 17 November 2021.

19. **2022-23 SCHOOLS REVENUE FUNDING ARRANGEMENTS AND DEDICATED SCHOOLS GRANT**

The Forum considered the paper detailing the 2022-23 Schools Revenue Funding Arrangements and Dedicated Schools Grant and the additional papers circulated prior to the meeting.

The Forum noted that the estimated growth fund requirement is £393,000 and CSSB (Central School Services Block) shortfall £103,000 is £155,000 more than the predicted surplus. The Local Authority proposed that the AWPU and MFG factors are marginally reduced below the full NFF (national Funding Formula) with an area cost adjustment as shown below so that growing schools receive the funding for extra classes of pupils in September 2021 and 2022 and key services to schools are not reduced.

It was noted that whilst the CSSB funds part of the statutory services provided to schools, a substantial part £656,000 is funded by the Local Authority from General Funds. It was explained that if the shortfall in the CSSB was not supported by schools in 2022-23, it would impact the ability of the Education team to continue to assist schools. It was proposed that a small contribution for these elements is made by a reduction to the full NFF AWPU of £3 per primary unit and £5 per secondary unit and using an MFG rate of 1.85%. The average impact of all three proposed changes on schools is minimal at less than 0.2% of a school's budget.

Upon being put to the vote the Forum voted to

- 1. To a block transfer to the CSSB of £103k**
- 2. Accrue a growth fund of £393k**

Secondly the Forum discussed the recent announcement from the Department for Education regarding a reduction in the School Improvement Grant paid to Local Authorities. It was explained that this was used to assist maintained schools by the provision of funds and school improvement officers. In 2022-23 SCC will have a reduction of £44k in the grant. The Department for Education indicated that the shortfall in the grant could be deducted from maintained schools budget shares via the Authority Proforma Tool (APT) – Education Functions.

SCC proposed a deduction of £2.4 per pupil in a maintained school is made within the APT to compensate for the shortfall cause by the DfE Changes.

Upon being put to the vote the maintained schools representatives voted to support the proposed deduction

The Forum noted the APT is subject to agreement by the Department for Education, and in the event that the DfE require changes, SCC Finance officers requested that Schools Forum agrees the principle by which a revision is allocated to balance the APT.

It was noted that an analysis had been carried out to confirm which schools are most affected by a change in factors – principally reducing the AWPU or reducing the MFG rate. 6 primary schools (3 academy and 3 maintained) would benefit from the minimum per pupil funding and so are not affected by such an adjustment. 24 schools (21 primary and 3 secondary) are affected by changes to the MFG rate and not by the AWPU. 37 schools are affected by a reduction in the AWPU. By looking at the FSM6% and notional SEN it is possible to identify the 25 schools with greater levels of special needs and deprivation within the pupil population. Of these, 60% are negatively affected by a reduction in AWPU.

Officers proposed that should any revisions be needed, they are deducted equally from the AWPU and MFG to ensure the most equitable outcome for all schools.

Upon being put to the vote the Forum confirmed this principle.

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BRIEFING PAPER

SUBJECT: LA UPDATE ON DFE/ESFA FUNDING
DATE: 24 March 2022
RECIPIENT: School's Forum

THIS IS NOT A DECISION PAPER

SUMMARY:

Update of DFE/ESFA funding to provide update on:

1. Confirmation of DFE/ESFA approval of budget share agreed at January's Schools Forum,
2. Information: teachers' pay grant (TPG) and teachers' pensions employer contribution grant (TPECG) - arrangements for 16 to 19 and early years from April 2022,
3. Coronavirus (COVID-19) no recourse to public funds: free school meals submission deadline 1 April 2022,
4. Information: coronavirus (COVID-19) workforce fund extension to Easter for support with the costs of staff absences in schools and colleges,
5. Action: coronavirus (COVID-19) vaccine support allocations now available for ages 12 to 15,
6. Schools supplementary grant 2022 to 2023 to provide support for additional costs of the Health and Social Care Levy

BACKGROUND and BRIEFING DETAILS:

1. The following table summarises the Schools Block Funding for 2022-23 and the adjustments agreed at January's Schools Forum

Description	£
Schools block (£s)	170,091,579
22-23 NFF funded NNDR	1,852,745
DSG schools block after deduction of 22-23 NFF funded NNDR	168,238,834
Block Transfer to CSSB	103,000
Growth Funding	29,943
Total SB funding (excluding NNDR)	168,105,891
Education functions for maintained schools	44,138
Post De-delegation and Education functions budget after deduction of 22-23 NFF NNDR allocation	168,061,753

2. Schools have been sent information detailing their budget shares for 2022/23

BRIEFING PAPER

3. It should be noted that the ESFA advised that the allocations for the growing schools, St Marks and Hope, needed to be allocated to the schools. The amounts allocated are included in the funding totals above with the amounts allocated in line with the Growth Funding Policy agreed by Schools Forum 17 November 2021. These amounts are conditional on the number of pupils on Roll in the Autumn term.

School	£
St Marks (£88,300 x 7 / 12 x 6)	309,050
Hope (£66,000 x 7 / 12 x 1)	38,500

4. Since April 2021 the teachers' pay grant (TPG) and teachers' pensions employer contribution grant (TPECG) funding for reception to year 11 provision has been paid through the national funding formula, and therefore been part of core monthly funding since April 2021 (schools) and September 2021 (academies). Separate grants, however, continued to be paid in respect of early years and 16 to 19 provision.
5. From 2022 to 2023 academic year the TPG funding for 16 to 19 provision will be paid through the 16 to 19 core funding formula. A separate grant will continue for 16 to 19 TPECG. Separate grants will also continue for early years TPG and TPECG.
6. Additional pupil premium funding can be claimed if the following criteria apply
 - a. if at any time between 1 April 2020 and 7 October 2021 you had any pupils eligible for free school meals under the temporary extension granted to some children of groups who have no recourse to public funds (NRPF)
 - b. these pupils were on the school roll on the date of the October census (7 October 2021)
7. Claims can be made at local authority, single and multi-academy trust as well as at individual institution-level if you have pupils who meet the criteria and were not counted as eligible for free school meals in the October 2021 census.
8. The deadline to submit your claim is 23:59 on 01 April 2022 using your DfE Sign-in account.
9. The coronavirus (COVID-19) workforce fund has now been extended, providing financial support to eligible schools and colleges for costs incurred due to staff absences from Monday 22 November 2021 to Friday 8 April 2022.
10. The fund is available to support schools and colleges facing significant staffing and funding pressures in continuing to deliver face-to-face, high-quality education to all pupils. Further information on the COVID-19 workforce fund is available in DfE guidance for [schools](#) and [colleges](#).
11. The claims window will open in the spring.

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12. The DFE has published the school allocations for funding to support the rollout of the second phase of vaccination for 12- to 15-year-olds. Payments will be made at the end of April 2022. The allocations are laid out in the following table:

Establishment name	Number of pupils aged 12 to 15 ¹	Total funding ²
Compass School	34	£1,038.76
Southampton Hospital School	1	£1,001.14
Oasis Academy Sholing	799	£1,910.86
Weston Secondary School	466	£1,531.24
Regents Park Community College	674	£1,768.36
Redbridge Community School	835	£1,951.90
Upper Shirley High School	718	£1,818.52
Bitterne Park School	1440	£2,641.60
Woodlands Community College	515	£1,587.10
Cantell School	916	£2,044.24
Saint George Catholic Voluntary Aided College Southampton	756	£1,861.84
St Anne's Catholic School	854	£1,973.56
The Serendipity School	15	£1,017.10
Yarrow Heights School	-	£1,000.00
Oasis Academy Lord's Hill	555	£1,632.70
Oasis Academy Mayfield	702	£1,800.28
Great Oaks School	156	£1,177.84
The Cedar School	38	£1,043.32
The Polygon School	57	£1,064.98
Rosewood Free School	12	£1,013.68

13. In 2022/23 mainstream schools will be allocated additional funding to provide support for the additional costs of the Health and Social Care Levy. This funding will be allocated through the Schools Supplementary Grant for 2022/23. The DFE intend the funding to be incorporated into the core school budget allocations from 2023/24.
14. The DFE will publish final school allocations for the 2022/23 Schools Supplementary Grant in May 2022, alongside a Conditions of Grant document.
15. There is a funding [calculator](#) to help schools' budget planning by providing an indication of the funding but this doesn't confirm or guarantee schools' final allocations.

Further Information Available From:	Name:	Steve Wade
	E-mail:	Steve.Wade@Southampton.gov.uk

BRIEFING PAPER

SUBJECT: Schools Procurement Guidance

DATE: 23 March 2022

RECIPIENT: Schools Forum

THIS IS NOT A DECISION PAPER

CONFIDENTIAL

SUMMARY:

1. This paper provides the Schools Forum with an update on maintained schools (“Schools”) responsibilities and the support that can be obtained from Southampton City Council (SCC) Procurement Team (“the SCC Procurement Team”) in respect of procurement and purchasing activities (collectively referred to as “procurement” within this paper).

BACKGROUND and BRIEFING DETAILS:

2. Public sector procurement (including that undertaken by SCC and its Schools) is governed by legislation which is reflected within our procedures and processes. SCC is obliged to adhere to this legislation and undertake procurement activities in a manner which achieves best value, is transparent and protects SCC from legal and other challenges, while promoting fair and open competition among potential suppliers.
3. 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)
4. Schools should familiarise themselves with the above documents but summarised below are the key principles and obligations in respect of procurement activities.
5. In respect of requirements for goods and services of up to £100,000 in contract value, Schools may undertake their own procurement, but they must follow the relevant procedure as set out within SCC’s CPRs. Schools must seek advice on the appropriate route to market from the SCC Procurement Team for all spend above £25,000 in contract value to ensure that any legislative requirements are addressed.
6. The contract value is the estimated total value of a contract (including VAT) over its full duration including the value arising from possible extension options and contractually permitted changes to a contract.
7. The procedure to be undertaken by a School will vary depends on contract value as follows:

- 7.1 **For spend up to £9,999**, Schools should obtain a written quote from at least one supplier. Subject to such suppliers existing within the local area, this should include a quote from a “local” supplier, and “local” shall mean within the city of Southampton or if the requirement cannot be sourced within Southampton, within the county of Hampshire.
- 7.2 **For spend between £10,000 - £24,999**, Schools should obtain at least 3 written quotes, and at least two of these quotes should be from “local” suppliers, subject to such suppliers existing within the local area.
- 7.3 **For spend between £25,000 and £99,999**, a tender or quotation process should be undertaken and Schools should seek advice on the appropriate route to market (including any associated publishing requirements) from the SCC Procurement Team before commencing any procurement activity.
- 7.4 **All procurement activity for spend above £100,000** must be managed by SCC’s Procurement Team and Schools should make contact with the SCC Procurement Team using email procurement@southampton.gov.uk as soon as a requirement of this contract value is identified.
8. Where a School is financing expenditure using its capital budget, it is subject to the procedures set out in SCC’s FPRs. Regardless of contract value, Schools should inform the Service Lead - Education & Learning of any proposed alterations or extension to premises as soon as it is identified.
9. Details of all contracts above £5,000 in contract value entered into by Schools must be recorded on SCC’s contract register using this form – [Schools Contract Notification Form \(office.com\)](#). This allows SCC to meet its obligations in respect of publishing under the Local Government Transparency Code 2015.
10. The SCC Procurement Team is available to provide advice to Schools on procurement matters of any contract value. Please email procurement@southampton.gov.uk. Please note that procurement advice should not be sought or accepted from suppliers or potential suppliers as this advice may be incorrect and/or contradict SCC CPRs, potentially leading to legal challenges.

RESOURCE/POLICY/FINANCIAL/LEGAL IMPLICATIONS:

11. When the governing body of a School with a delegated budget enters into a contract, in most cases it does so on behalf of SCC. Therefore, when undertaking procurement activities, Schools must adhere to the documents set out in point 3 of this paper to ensure propriety and value for money.

OPTIONS and TIMESCALES:

12. The principles set out in this paper reflect the existing arrangements as set out in the CPRs and FPRs dated September and July 2021 respectively and the Scheme for Financial Schools dated September 2021. In accordance with the annual review of the SCC Constitution, there may be further updates to the CPRs and/or FPRs made in the first quarter of 2022/23.

13. It is proposed that the Schools Forum receives a further paper at the meeting on 15th June 2022 to update it on any changes made to the CPRs and or FPRs as well as addressing any further procurement related queries that the Schools Forum wishes to raise in advance of that meeting.

RISK MANAGEMENT IMPLICATIONS

N/A

Appendices/Supporting Information:

N/A

Further Information Available From:	Name:	Katie Renouard
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OUTCOME OF SECONDARY TRANSFER 2022

Headline figures for the outcome of the secondary transfer process for 2022 entry for SCC residents

Number of applications processed	2,762	
Number and percentage getting a preference school	2,570	93%
Number and percentage getting first preference school	2,284	82.7%
Number and percentage getting second preference school	213	7.7%
Number and percentage getting third preference school	73	2.6%
Number and percentage who were not offered any preferred school	192	7%
Number and percentage of pupils allocated schools in other Local Authorities. These pupils are already accounted for in the preference statistics.	181	6.6%

For comparison, statistics for previous years

	2021	2020	2019	2018	2017	2016
1st pref	2125 (79.7%)	2066 (79%)	2118 (79%)	2107 (88.3%)	2090 (88.9%)	2061 (91.4%)
2nd pref	247 (9.3%)	243 (9.3%)	228 (9%)	156 (6.5%)	157 (6.7%)	134 (5.9%)
3rd pref	92 (3.5%)	89 (3.4%)	93 (3%)	43 (1.8%)	36 (1.5%)	19 (0.8%)
Pref 21*	185 (6.9%)	212 (8.1%)	250 (9%)	81 (3.4%)	67 (2.9%)	41 (1.8%)

* Pref 21 means a parent has applied but did not get any of their preferred schools and an alternative offer has been made.

Analysis

Demand for school places remains high within the City, and September 2022 sees the Southampton primary bulge move into secondary school. To accommodate this, St Mark's C of E School has become an all-through, and St Anne's Catholic School have increased their Published Admission Number by 30 places.

For 2022 entry, 93% of applicants have been offered a preference school, which is in line with the preference statistics of the previous two years. There has been the higher rate of first preference offers (at 82.7%). This will be due, in part, to the opening of St Mark's All-Through School.

Schools out of the city

We have made 181 offers of places in schools outside the city, with the vast majority of these being to schools within the boundary of Hampshire County Council (166 offers). This shows a decrease in offers made to schools in other Local Authorities from September 2021 entry.

Despite additional capacity within Hampshire County Council, more Southampton pupils are choosing Southampton schools over Hampshire schools.

Out of city children

There are 98 children who are HCC residents who have been offered places in SCC schools (the vast majority being HCC baptised Catholic children being offered places in St George and St Anne's). This is an increase on the 80 children offered in 2021 and 2020 and shows that Southampton City Council schools have increased in popularity despite increased capacity in Hampshire County Council schools on the border.

Allocation of places by preference

Name of school	PAN	Places offered	Pref 1	Pref 2	Pref 3	Pref 21	Total
Bitterne Park School	360	360	352	6	3	0	360
Cantell School	250	250	219	20	11	0	250
Oasis Academy Lord's Hill	180	154	116	13	3	22	154
Oasis Academy Mayfield	180	180	154	17	9	0	180
Oasis Academy Sholing	210	210	178	26	6	0	210
Redbridge Community School	210	206	197	5	2	2	206
Regents Park Community College	180	163	119	18	11	15	163
St Anne's Catholic School	230	231	191	17	10	13	231
St Mark's All-Through School	180	180	111	32	4	33	180
Saint George Catholic College	180	180	172	8	0	0	180
Upper Shirley High School	210	210	197	9	4	0	210
Weston Secondary School	180	178	72	8	5	93	178
Woodlands Community College	180	180	141	17	5	17	180

Please note that these figures **do not** include any late applicants or non-applicants. These will be processed after National Offer Day.

We have offered places to ALL SCC residents who have applied on-time. We will make offers to late applicants on a rolling basis. Any residents who we are aware of who have not made any application by the summer, or indicated how they otherwise intend to educate their child, will be made a non-applicant offer.