

**MEETING****SCHOOLS FORUM****DATE AND TIME****THURSDAY 14TH MAY, 2015****AT 4.00 PM****VENUE****CONFERENCE ROOM 1, NORTH LONDON BUSINESS PARK, BUILDING 2, OAKLEIGH ROAD SOUTH, N11 1NP****TO: MEMBERS OF SCHOOLS FORUM (Quorum 11)**

Chairman: Gilbert Knight

Vice Chairman: Tim Bowden

**Members**

David Byrne	Barnet & Southgate College	Jeanette Adak	Monkfrith Primary
Angela Trigg	London Academy	Sally Lajalati	Colindale Primary
Jack Newton	Grasvenor Infants	Anthony Vourou	St Johns CE, N11
Jane Beaumont	Copthall	Saul Smus	Pardes House Jewish Primary
Jo Djora	The Hyde	Matthew Glenn	St Mary's & St John's CE
Kate Webster	Queen Elizabeth Girls	Maureen Kelly	St Theresa's Catholic Pavilion PRU
Michael Whitworth	Wren Academy	Joanne Kelly	St Mary's CE High
Sarah Vipond	Middlesex Uni. Nursery	Patricia French	Finchley Catholic
Perina Holness	Moss Hall Nursery	Seamus McKenna	Friern Barnet
Elizabeth Pearson	Holly Park/Livingstone	Simon Horne	Oakleigh
Lesley Ludlow	Moss Hall Infants	Jenny Gridley	NUT
Clare Rees	Sunnyfields Primary	Keith Nason	
Jude Stone	Tudor/ Cromer Road		

**Councillors:**

Reuben Thompstone

**Officers:**

Kate Kennally, Strategic Director for Commissioning

Val White, Acting Commissioning Director

Carol Beckman, CSG Finance

David Monger, Consultant SEN &amp; Inclusion

Ian Harrison, Education &amp; Skills Director

Catherine Peters, CSG Head of Finance

Penny Richardson, Interim Head SEN

Nick Adams, CSG Finance

**EFA Observer:**

Bev Pennekett

**Substitute Members:**

Tom Brighton (London Academy)  
Kit Davies (Barnet & Southgate College)  
Patrick Keogh (Pavilion PRU)

Marc Lewis (Wren Academy)  
Siobhan O'Connell (Middx Uni Nursery)

**You are requested to attend the above meeting for which an agenda is attached.**

Schools Forum contact: School Funding Team, E: [schoolfunding@barnet.gov.uk](mailto:schoolfunding@barnet.gov.uk)

**FACILITIES FOR PEOPLE WITH DISABILITIES**

North London Business Park has access for wheelchair users including lifts and toilets. If you wish to let us know in advance that you will be attending the meeting, please telephone School Funding Team on 020 8359 7377.

**FIRE/EMERGENCY EVACUATION PROCEDURE**

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by uniformed custodians. It is vital you follow their instructions.

You should proceed calmly; do not run and do not use the lifts.

Do not stop to collect personal belongings

Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions.

Do not re-enter the building until told to do so.

## ORDER OF BUSINESS

Item No	Title of Report
1.	Welcome to new members
2.	Apologies for absence
3.	Declarations of interest
4.	Minutes of previous meeting
5.	Matters Arising
6.	<p data-bbox="288 757 584 786">Items for information</p> <p data-bbox="384 815 1334 848" style="text-align: center;"><b>6.1 Schools Budget 2015-16 – Section 251 budget submission</b></p> <p data-bbox="1233 864 1469 898" style="text-align: right;"><b>Carol Beckman</b></p> <p data-bbox="288 916 1458 1133">The local authority submitted the Section 251 budget to the DfE as required at the end of March. The Section 251 return (S251) details the council's income and expenditure on schools and education services from the Dedicated Schools Grant (DSG) and council general income under pre-defined headings. The Schools Forum receives information on the first half of the return (lines 1.0.1 – 1.8.1) which is known as the Schools Budget.</p> <p data-bbox="288 1173 1465 1240">The table overleaf compares the S251 submission to the draft budget presented to the Schools Forum in December 2014.</p> <p data-bbox="288 1281 842 1314">The reasons for change are as follows:</p> <ol data-bbox="432 1355 1465 1917" style="list-style-type: none"> <li data-bbox="432 1355 1465 1464">1. Adjustments for the final submission of the Authority Proforma Tool (APT) which is the school funding formula for mainstream maintained schools, academies and free schools.</li> <li data-bbox="432 1494 1214 1527">2. Adjustments to the high needs places within Barnet</li> <li data-bbox="432 1556 1417 1624">3. Recalculation of the estimated cost of the free entitlement to early education</li> <li data-bbox="432 1653 1414 1720">4. Removal of the budget for salary safeguarding in schools – this is now fully delegated to schools.</li> <li data-bbox="432 1749 1358 1783">5. New budget for Direct Payments to parents for SEN transport</li> <li data-bbox="432 1812 1177 1845">6. Higher growth budget due to increasing demand.</li> <li data-bbox="432 1874 975 1908">7. Lower DSG funding than predicted</li> </ol> <p data-bbox="288 1946 1445 2051">As discussed with the Schools Forum previously the 2013/14 underspend (£1.33m) has been used for the growth fund, protection of the cap on gains in the funding formula at +0.5% and the nursery school subsidy.</p>

The Schools Forum agreed that the first priorities for the 2014/15 underspend should be special educational need and growth. The final underspend will be over £3m but at this stage only £570,000 has been committed to the budget. This has been used to support items 5 and 6 above and protect SEN budgets from the lower than expected DSG.

The Dedicated Schools Grant is not yet finalised and in fact the EFA issues adjustments throughout the financial year. Further reports will be brought to the Schools Forum in July 2015.

S251 line	S251Description	S251 Submission	Schools Forum Dec 14	Change	Comment
1.0.1	Individual Schools Budget before Academy recoupment	<b>264,376,738</b>	<b>264,458,553</b>	<b>(81,815)</b>	Adjustments for APT submission, 3 & 4 year old take-up and high needs places
1.1.1	Contingencies	<b>194,850</b>	<b>154,284</b>	<b>40,566</b>	Balancing figure
1.1.2	Behaviour Support Services	<b>77,613</b>	<b>75,988</b>	<b>1,625</b>	Adjustment for APT submission
1.1.3	Support to UPEG and bilingual learners	<b>85,564</b>	<b>88,221</b>	<b>(2,657)</b>	Adjustment for APT submission
1.1.8	Staff costs - supply cover excluding cover for facility time	<b>(0)</b>	<b>47,072</b>	<b>(47,072)</b>	Schools Forum decided not to de-delegate
1.1.9	Staff costs - supply cover for facility time	<b>47,512</b>	<b>47,072</b>	<b>440</b>	Adjustment for APT submission
1.2.1	Top-up funding - maintained schools	<b>16,142,716</b>	<b>16,142,716</b>	-	
1.2.2	Top-up funding - academies, free schools and colleges	<b>6,854,903</b>	<b>6,854,903</b>	-	
1.2.3	Top-up and other funding - non-maintained and independent providers	<b>9,835,971</b>	<b>9,835,971</b>	-	
1.2.5	SEN support services	<b>3,198,188</b>	<b>3,198,188</b>	-	
1.2.6	Hospital education services	<b>530,006</b>	<b>530,006</b>	-	
1.2.11	Direct payments (SEN & Disability)	<b>200,000</b>		<b>200,000</b>	New item funded from 2014/15 underspend
1.2.12	Carbon Reduction commitment	-	-	-	
1.3.1	Central expenditure on children under 5	<b>979,072</b>	<b>979,072</b>	-	
1.4.1	Contribution to combined budgets	<b>777,892</b>	<b>777,892</b>	-	
1.4.2	School Admissions	<b>361,200</b>	<b>361,200</b>	-	
1.4.10	Pupil growth / Infant class sizes	<b>1,041,250</b>	<b>961,000</b>	<b>80,250</b>	Increase to reflect higher need
1.4.11	SEN transport	<b>400,000</b>	<b>400,000</b>	-	
1.4.13	Other items	<b>106,500</b>	<b>106,500</b>	-	
<b>1.4.3</b>	Servicing of schools forums	<b>34,680</b>	<b>34,680</b>	-	
		<b>305,244,655</b>	<b>305,053,319</b>	<b>191,337</b>	
1.7.1	Dedicated Schools Grant	<b>(296,567,169)</b>	<b>(296,945,832)</b>	<b>378,663</b>	Lower figure reflects EFA announcements in December 14
1.7.2	Balance brought forward	<b>(1,902,908)</b>	<b>(1,332,908)</b>	<b>(570,000)</b>	Part of underspend from 2014/15
<b>1.7.4</b>	Post 16 allocations from EFA	<b>(6,774,578)</b>	<b>(6,774,578)</b>	-	
		<b>(305,244,655)</b>	<b>(305,053,318)</b>	<b>(191,337)</b>	

## 6.2 2016/17 Budget Planning

Ian Harrison

### **Annual Report to the Children, Education, Libraries and Safeguarding Committee about school and early years budget issues**

#### **Background**

1. At its meeting on 9<sup>th</sup> March 2015, the council's Children, Education, Libraries and Safeguarding Committee received a report on 'The structure of the Schools Forum and its decision-making and advisory powers'. It set out the roles and responsibilities of the Schools Forum and the local authority.
2. The report can be found at:  
<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=697&MId=7927&Ver=4>
3. The report proposed that an annual report on the local funding formulae for schools and early years and other financial issues affecting early years and schools (as described below) should be submitted to the committee, so that members can take decisions that are within its remit that relate to the major issues considered by the Schools Forum. This proposal was agreed by the committee. As a result the first annual report will be submitted to the committee in July.
4. The purpose of this report to the Schools Forum is to alert the Forum to the fact that the annual report on school and early years financial issues will be reported to the committee in July and that consultation with schools and the Schools Forum on various matters arising will then take place between July and October.

#### **Annual report to CELS on financial issues**

5. Regulations state that the local authority must consult the Schools Forum annually in connection with various schools budget functions, namely:
  - any proposed amendments to the school funding formula
  - financial issues relating to:
    - arrangements for the education of pupils with special educational needs
    - arrangements for the use of pupil referral units and the education of children otherwise than at school
    - arrangements for early years provision
    - administrative arrangements for the allocation of central government grants paid to schools via the local authority

6. Until now this has all been in the form of agenda items for Schools Forum meetings at various points throughout the year. In order to be more transparent, it is now proposed to bring all these issues together in an annual report to the CELS committee and subsequently to the Schools Forum.
7. These matters have not generally been reported in the form now proposed to the Children, Education, Libraries and Safeguarding Committee, because, generally, they are either decisions that the Schools Forum is empowered to take or they are decisions to support a proposal which has been made by council officers under delegated powers. However, all decisions, whether actual decisions or advisory in nature, are recorded in the minutes of Schools Forum meetings and all papers and minutes of the Schools Forum are published on the council's website.
8. For the reasons outlined above, a report will be prepared for the Children, Education, Libraries and Safeguarding Committee in June or July each year, beginning this year, on the following matters:
  - The local funding formulae for schools and for early years – including recommendations on whether to retain the existing formulae or to amend either or both formulae.
  - Financial issues relating to:
    - arrangements for the education of pupils with special educational needs
    - arrangements for the use of pupil referral units and the education of children otherwise than at school
    - arrangements for early years provision(arrangements for administering central grants are not included as there are no longer any such grants).
9. Following consideration of such a report by the CELS committee, there will be consultation with early years' providers and schools and the Schools Forum between June/July and late October.
10. The report to CELS in July will include proposals for the use of either delegated powers or reporting back to committee, but the general presumption is that matters will be reported back to committee for decision only if they are controversial or there is significant opposition from schools/stakeholders.

**Recommendation:** The Schools Forum is asked to note and comment on this report.

7.

## Items for decision

### 7.1. 2014/15 Budget Monitoring

#### a. Provisional Outturn position

Catherine Peters

The outturn position will be presented to the Performance and Contract Management Committee on 12<sup>th</sup> May 2015 and will be provided to School Forum members once the Committee Papers have been published.

#### **Recommendation:**

To note the final outturn position for 2014/15.

#### Previous reports to the Forum:

- 7 May 2014 noted budget changes
- 9 October 2014 noted revisions to the budget and quarter 1 monitoring position
- 4 December 2014 noted revisions to the budget and quarter 2 monitoring position
- 5 February 2015 noted quarter 3 monitoring position

#### b. 2 year old trajectory funding

Duncan Tessier

## Free Early Education for Two Year Olds

### Summary

This paper requests that the underspend from the 2014/15 allocation for the Free Early Education for Two Year Olds (FEE2) scheme be carried forward to continue to support the delivery of the offer into 2015-16. The total amount to roll over is £735,208 in order to facilitate capacity building.

### Background Information

The FEE2 scheme became a statutory duty for targeted groups of children to access a free early education place in quality childcare provision from 1 September 2013. This entitlement expanded to an additional group of children from 1 September 2014; the result being that an estimated 2014 children became entitled within the borough.

The eligibility criteria to access FEE2 places are:

- Children from families in receipt of qualifying benefits for the Free School Meals (FSM) criteria or
- Children whose families receive Working Tax credits (income less than £16,190 per year)
- Children who are looked after by the local authority



- Children with a current statement of special educational needs (SEN) or an education, health and care plan
- Children who receive Disability Living Allowance;
- Children who have left care through special guardianship or through an adoption or residence order.

There have been 1550 two year olds accessing their entitlement across 2014/15. 75% were places in the PVI sector, 15% children's centres, 5% with child-minders and 5% in nursery schools.

Not all children take up their entitlement or access their full 570 hours (15 hours per week for 38 weeks). Additionally there are still some families that are not aware of the scheme or unable to access a place in their preferred setting.

There have been lower than anticipated take up rates and therefore the full quota of place funding has not been utilised. This has resulted in an underspend of £1,385,116<sup>1</sup> (from 2014/15 place funding and trajectory allocation). A programme to rapidly increase 2 year old numbers has been put in place, a key plank of which will require engagement and participation in the programme by Barnet Schools.

The LA has a statutory duty to deliver places to all eligible children that require one. Additionally, there is an expectation from the DfE that up to 2014 places are delivered for all eligible two year olds in the borough. Barnet is currently delivering places to 43% of eligible children and there is therefore a reputational risk to the borough.

The DfE has advised that any underspend on the two year old funding should be rolled forward, if possible, to support the continued development of places. Currently, Barnet is not providing the number of required places as set by the DfE and as such is under close scrutiny. If there is no significant improvement in places, this will lead to reputational damage (e.g. national and regional league tables). Vitally there remain a number of disadvantaged two-year olds not accessing the appropriate support and action in this area must be viewed as a priority.

From April 2015, place funding is allocated to LAs based on participation rates rather than the estimated number of places. Based on the January Early Years Census returns, the current take-up levels will result in a significant reduction to DfE funding in this area and will negatively impact on the ability for Barnet to deliver the programme. Barnet has a statutory duty to fund places for all children that require one and, as the take up rates continue to increase, additional burdens will be placed on the DSG budgets to fund the additional cohort of children throughout the year.

### **Implementation plan**

In order to increase capacity for two year old places the following activities will be progressed:

- Capacity building with childcare providers, in particular schools and council managed childcare settings.

<sup>1</sup> Based on Month 12 provisional outturn figures

- Having sufficient (time limited) staff for a clear focus and support to providers to establish places
- A bespoke package of assistance will be developed for schools in order to help them deliver the required places in the targeted areas of the borough.
- Continued development of the IT infrastructure programme to ensure the journey for parents and providers is as simple as possible
- Targeted marketing for 'hard to reach' families using intelligence from take up data
- Identification of eligible families who are then engaged using a focused outreach programme.

The DfE have identified Barnet as a borough with significantly low take up rates compared to our statistical neighbours and London as whole. This scrutiny has resulted in a visit from the DfE with the Family Services Senior Leadership Team and communication to the Chief Executive regarding performance.

### **Recommendation**

Family Services are requesting that Schools Forum approves the use of £735,208 from the anticipated 2014/15 underspend to enable place development to continue, specifically focussing on place development in schools.

8.

## **Draft agenda for next meeting: 2 July 2015**

**4pm. Oak Room, North London Business Park.**

1. Welcome to new members
2. Apologies for absences
3. Declarations of interest
4. Minutes of previous meeting: 14 May 2015
5. Matters Arising
6. Items for information
  - 6.1. 2015/16 Budget
  - 6.2. 2016/17 Budget
7. Items for decision
  - 7.1. 2014/15 Schools Budget
    - Final Outturn
    - Use of underspend
8. Draft agenda for next meeting: 15 October 2015
9. AOB

9.

**Any Other Business**

10.

**Current Schools Forum Membership****Voting members:**

<b>Sector</b>	<b>Type</b>	<b>Position</b>	<b>Name</b>
14-19	Provider	Representative	David Byrne
Academy	Secondary	Principal	Angela Trigg
Academy	Primary	Principal	Jack Newton
Academy	Secondary	Principal	Jane Beaumont
Academy	Primary	Principal	Jo Djora
Academy	Secondary	Principal	Kate Webster
Academy	Secondary	Principal	Michael Whitworth
Academy	Secondary	Principal	VACANT
Early Years	Private Provider	Representative	Sarah Vipond
Nursery	Community	Headteacher	Perina Holness
Primary	Community	Governor	Elizabeth Pearson
Primary	Community	Governor	Lesley Ludlow
Primary	Community	Governor	VACANT
Primary	Community	Headteacher	Clare Rees
Primary	Community	Headteacher	Jeanette Adak
Primary	Community	Headteacher	Sally Lajalati
Primary	Community	Headteacher	Jude Stone
Primary	Foundation/VA	Governor	Anthony Vourou
Primary	Foundation/VA	Governor	Saul Smus
Primary	Foundation/VA	Headteacher	Maureen Kelly
Primary	Foundation/VA	Headteacher	Tim Bowden
Primary	Foundation/VA	Headteacher	Matthew Glenn
PRU	Community	Headteacher	Joanne Kelly
Secondary	Community/VA	Governor	Patricia French
Secondary	Community/VA	Headteacher	Seamus McKenna
Secondary	Community/VA	Headteacher	Simon Horne
Special	Community	Governor	Gilbert Knight
Special	Community	Headteacher	Jenny Gridley
Unions	Stakeholder	Representative	Keith Nason