

MEETING

SCHOOLS FORUM

DATE AND TIME

THURSDAY 15TH OCTOBER, 2015

AT 4.00 PM

VENUE

**BEST HUB, CONFERENCE ROOM 1
LANACRE AVENUE, GRAHAME PARK, COLINDALE, LONDON NW9 5FN
[\(MAP & DIRECTIONS\)](#)**

TO: MEMBERS OF SCHOOLS FORUM (Quorum 11)

Chairman:

To be elected

Vice Chairman:

To be elected

Angela Trigg	London Academy	Keith Nason	National Union of Teachers
Anthony Vourou	St Johns CE N11		
Clare Rees	Sunnyfields Primary	Lesley Ludlow	Moss Hall Infants
David Byrne	Barnet & Southgate Col	Matthew Glenn	St Mary's & St John's
Elizabeth Pearson	Holly Park/ Livingstone	Maureen Kelly	St Theresa's Catholic
Gilbert Knight	Oakleigh	Michael Whitworth	Wren Academy
Jack Newton	Grasvenor Infants	Nigel Taylor	Wessex Gardens
Jane Beaumont	Copthall	Perina Holness	Moss Hall Nursery
Jeanette Adak	Monkfrith Primary	Sally Lajalati	Colindale Primary
Jenny Gridley	Oakleigh	Sarah Vipond	Middlesex Uni. Nursery
Jo Djora	The Hyde Academy	Seamus McKenna	Finchley Catholic
Joanne Kelly	Pavilion PRU	Simon Horne	Friern Barnet
Jude Stone	Cromer Road		

Councillors

Reuben Thompstone

Officers

Chris Munday	Commissioning Director for Children and Young People
Ian Harrison	Education & Skills Director
Val White	Lead Commissioner
Penny Richardson	Interim Head of Inclusion and Skills
Nick Adams	CSG – Financial Services
Carol Beckman	CSG – School Funding
Catherine Peters	CSG – Head of Finance
Claire Gray	(Clerk) CSG – School Funding

Substitute Members

Tom Brighton (for Angela Trigg)	Siobhan O'Connell (for Sarah Vipond)
Cllr Brian Salinger (for Elizabeth Pearson)	Kit Davies (for David Byrne)
Marc Lewis (for Michael Whitworth)	Patrick Keogh (for Joanne Kelly)

Observers

Beverley Pennekett EFA

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

Service contact: School Funding Team, 020 8359 7377/7378, schoolfunding@barnet.gov.uk

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ORDER OF BUSINESS

Item No	Title of Report	Pages
1.	Welcome to new members	
2.	Apologies	
3.	Declarations of Interest	
4.	Election of Chair and Vice-Chair	
5.	Minutes of Previous meeting	1 - 8
6.	Matters arising	
7.	Items for information a) 2015/16 Budget monitoring b) 2015/16 Schools budget c) Applications to become a maintained school Menorah High School for Girls d) Consultation responses e) Schools Forum training on 30th September 2015	9 - 20
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Minutes of the Schools Forum Meeting
2nd July 2015
(4.00 pm, Oak Room, NLBP)

Attended	Type of Member	Name	Representing	Member until end
	Pupil Referral Unit	Joanne Kelly	Pavilion PRU	Sep 2016
	Academy School Principal	Jo Djora	The Hyde Academy	Jul 2017
	Special School Governor	Gilbert Knight (CHAIR)	Oakleigh	Sep 2016
	Primary Community Governor	Nigel Taylor	Wessex Gardens	May 2018
	Nursery School Headteacher	Perina Holness	Moss Hall Nursery	May 2017
	Academy School Principal	Kate Webster	QE Girls	July 2015
	Primary Community Gov (1)	Elizabeth Pearson	Holly Park/Livingstone	Sep 2016
	Primary Community HT (1)	Jeanette Adak	Monkfrith Primary	Sep 2016
	Primary Community HT	Jude Stone	Tudor / Cromer Road	Mar 2018
	Unions	Keith Nason	National Union of Teachers	Sep 2016
	Primary Community Gov	Nigel Taylor	Wessex Gardens	May 2018
	Academy School Principal	Marc Lewis (substitute for Michael Whitworth)	Wren Academy	Nov 2016
	Secondary HT (2)	Simon Horne	Friern Barnet	Oct 2017
	Private Early Years Provider	Sarah Vipond	Middlesex Uni. Nursery	Sep 2016
LA Officers	LBB Officer	Ian Harrison	Education & Skills Director	
	LBB Officer	Chris Munday	Commissioning Director for Children and Young People	
	LBB Officer	Val White	Lead Commissioner	
	LBB Officer	Catherine Peters	CSG – Head of Finance	
	LBB Officer	Nick Adams	CSG – Financial Services	
	LBB Officer	Carol Beckman	CSG – School Funding	
	LBB Officer (Clerk)	Cinzana Khan	CSG – School Funding	

Did not attend				
Members	Primary Community HT (3)	Clare Rees	Sunnyfields Primary	Feb 2017
	Academy School Principal	Jack Newton	Grasvenor Infants	Nov 2015
	Academy School Principal	Jane Beaumont	Copthall	Jan 2016
	Primary Foundation/VA HT(1)	Tim Bowden (VICE-CHAIR)	Holy Trinity CE	Sep 2016
	Primary Foundation/ VA Gov	Anthony Vourou	St Johns CE N11	Sep 2016
	Primary Foundation/VA HT(2)	Maureen Kelly	St Theresa's Catholic	Jul 2017
	14-19 Provider Representative	David Byrne	Barnet & Southgate Col	
	Primary Community Gov (1)	Lesley Ludlow	Moss Hall Infants	Apr 2017
	Primary Community HT (4)	Sally Lajalati	Colindale Primary	Sep 2014
	Academy Representative	Tom Brighton (substitute for Angela Trigg)	London Academy	Sep 2016
	Primary Foundation/VA Headteacher	Matthew Glenn	St Mary's & St John's	Apr 2018
	Primary Community Gov (1)	Cllr Brian Salinger (substitute for Elizabeth Pearson)	Holly Park/Livingstone	Sep 2016
	Special School Headteacher	Jenny Gridley	Oakleigh	Sep 2016
	Secondary Governor	Patricia French	St Mary's CE High	Dec 2016
	Secondary HT (1)	Seamus McKenna	Finchley Catholic	Nov 2016
	Academy Representative	VACANT		
	Primary Community Gov	VACANT		
Non Members	EFA Observer	Beverley Pennekett	EFA	
	Elected Member	Cllr R Thompstone	Lead member for Children's Services	
	LBB Officer	Penny Richardson	Interim Head of Inclusion and Skills	

1 WELCOME TO NEW MEMBERS

The Chair welcomed everyone, especially Chris Munday, Barnet's Commissioning Director for Children with the statutory duty of Director of Children's Services. At the end of the meeting he extended the members' thanks to Kate Webster for her work with the Schools Forum and wished her a happy retirement.

2 APOLOGIES FOR ABSENCE

Apologies were received from Patricia French (St Mary's High) and Matthew Glenn (St Mary's & St John's)

3 DECLARATION OF INTEREST

None

4 MINUTES OF LAST MEETING

Agreed as a true record

5 MATTERS ARISING

None

6 2016/17 BUDGET

Item 6a – 2016/17 Budget – Schools budget and funding formula

Ian Harrison (IH) introduced the paper published in advance, summarising the main points which dealt with the Barnet schools funding formula and arrangements for SEN and alternative provision (AP). He recapped the general funding principles and the limitations imposed by the minimum funding guarantee (MFG) capping system. Early years is not covered since it was felt better to wait until the government reports on the results of its consultation on the funding of provision for 3 and 4 year olds and delivery of 30 hours childcare for working parents.

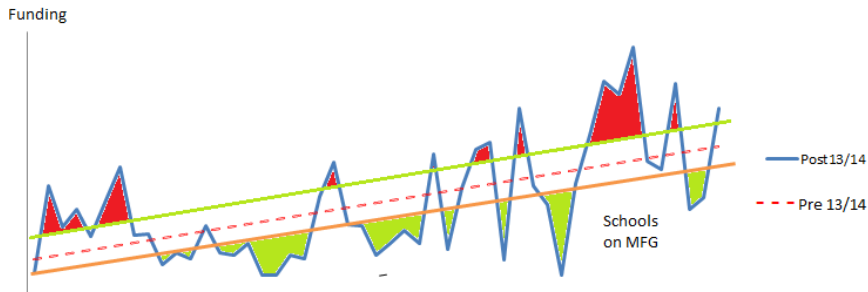
The funding formula for mainstream schools and academies is required to be reviewed each year. As part of this Barnet looked at schools struggling financially to see if they could be helped by a change in the formula but there seems to be no way to help all or even most of these schools because the Minimum Funding Guarantee and the cap on gains mean only some schools struggling financially can be helped and even then others might be worse off. The overriding considerations are that the overall funding cannot increase as the government has frozen the funding rate per pupil, and that any increase must be sustainable over the coming years when pressures on the growth fund will increase. Three options have been proposed for consultation with all schools:

1. No change in the formula
2. A change in the capping method to allow schools to retain 20% of the value of gains
3. An increase in the AWPU of £10 and capping to retain 15% of gains.

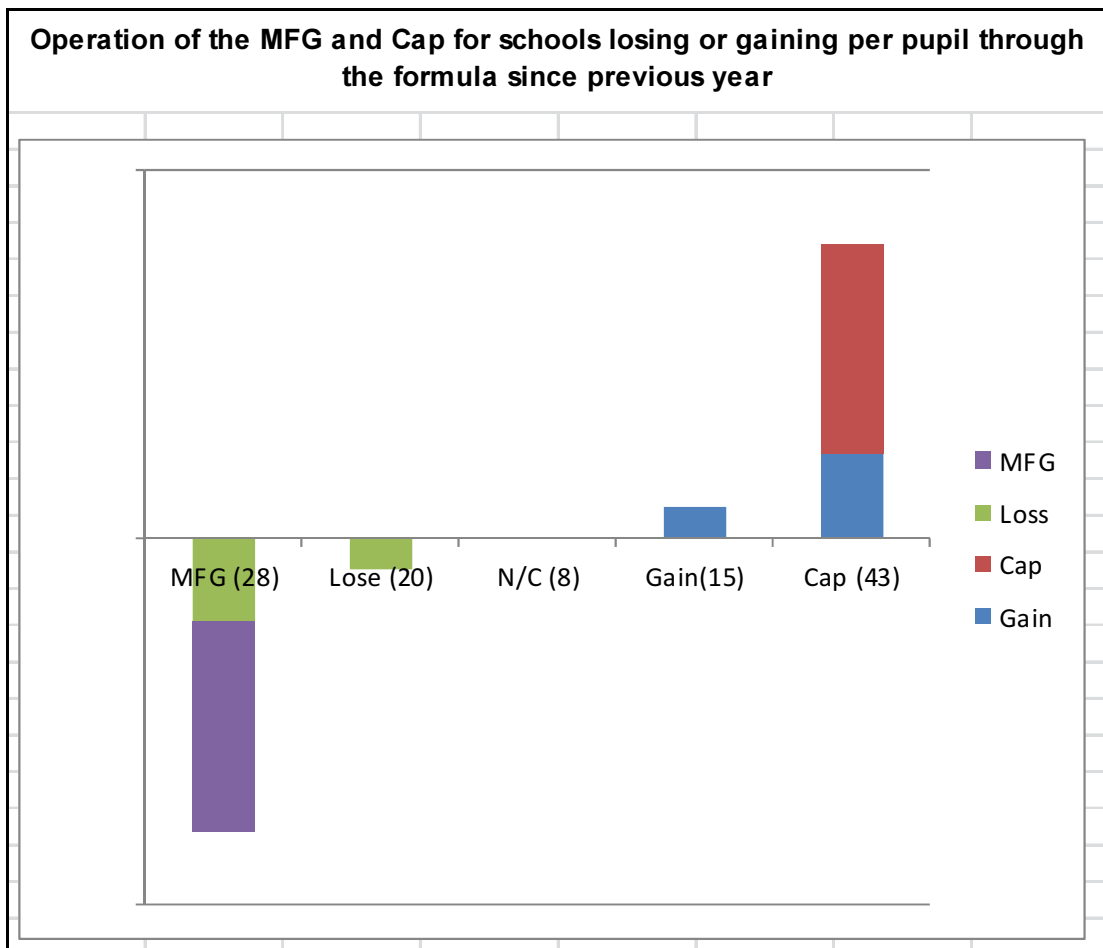
The council wishes to hear schools views on the proposals and is open to other ideas which could be modelled.

Carol Beckman (CB) further explained the effect of the MFG and capping system within which we must work, using the schematic diagrams below.

Conversion of old formula and standards funds to new formula in 2013/14 and application of the MFG / cap



This chart illustrates the variation between schools' funding per pupil before 2013/14 (red dotted line) and afterwards when a new formula had to be introduced under new government principles (blue solid line). Schools below the minimum funding guarantee (-1½% -lower orange line parallel with the dotted line) receive top-up funding (green shading). Schools gaining more than +½% (green line parallel and above the dotted line) lose all funding above that (red shaded area). Schools fall into 5 categories as below.



In 2015/16, 8 schools neither gained nor lost, 15 gained but were not capped (blue) and 20 lost but were not topped up (green). 28 schools lost but were protected by the minimum funding

guarantee (purple), the highest top-up of which was over £950K. 43 schools gained but were capped (red), the highest cap being nearly £400K.

It is not possible to improve the position of the schools on the MFG unless they are very near the threshold. These schools are on a downward trend in funding per pupil year on year, but it will take very many years before they reach the 'correct' funding level. Schools on the cap are gaining a small amount per year but will remain capped for a long time. However Options 2 and 3 as proposed would help some of these schools, especially those capped at a very high level. Schools in the middle will experience small gains or losses depending on the option applied.

Members of the Forum then discussed the proposals.

Nigel Taylor (NT) queried whether pupils in schools subject to the cap could complain on grounds of the morality of withholding money. IH replied that this would be an issue for the DfE which sets the regulations.

Kate Webster (KW) suggested that some schools are now being double funded because they are protected by the MFG because they formerly had high standards funds grants, and are now receiving substantial grants through the Pupil Premium, and in these cases would it be possible to redress the balance. IH said the MFG prevents this.

Keith Nason (KN) wondered if the amount a school is capped could be recorded and the school compensated in future years. CB said there was no provision in the regulations for this at present.

Simon Horne (SH) who had attended the working group earlier in the week praised the published paper and said that it was clear that current funding is based on historical levels and the council is trying to be as fair as possible to all schools. However for secondary schools the external pressures such as increasing oncosts and pay awards and reducing 6th form funding are causing problems.

Elizabeth Pearson (EP) (another member of the working group) noted that of the 15 or more possible scenarios that had been modelled, most cost a lot more money which the council simply does not have.

KW queried why the academies might not receive the amount shown in the illustrations. IH explained that the amount recouped for academies from Barnet, may be different from what is paid by the Education Funding Agency (EFA) to the academy, depending on the individual funding agreement.

KW agreed with SH's comments about the effect of external pressures and said she was concerned that a national funding formula would disadvantage London schools. She asked whether Barnet will be lobbying the government to increase funding, as MPs in Hertfordshire are doing. She asked Barnet councillors and MPs to make it clear that Barnet, with historically high outcomes for children, cannot be expected to continue to deliver the same level of achievement without additional resources. This would mean that the key factor of good and outstanding schools attracting people to live in Barnet would be undermined.

Gilbert Knight (GK) queried whether 6th forms will shortly become unviable, and KW said that initially the breadth of offer is likely to reduce because minority subjects with small group sizes will be uneconomic. She also felt that too many new 6th form places were being opened when there are not the students to fill them, although she recognised that a 6th form makes teacher recruitment easier.

Marc Lewis (ML) commented that he believed that the government wants schools to spend up their reserves. A recent poll of 70 academies suggested that 50% expect to be in deficit next year and 90% in 4 years' time. However most have reserves to draw on to balance their budgets. He also felt that the government wants to force collaboration between 6th forms, but that there are barriers to collaboration in Barnet, because we have so many good and

outstanding schools. Finally he noted that the government is pressuring academies into Multi Academy Trusts (MATs) with the aim of there being no standalone academies by 2020. The aim is to achieve financial economies with a flatter management structure as well as shared IT and back office services. Keith Nason (KN) backed this up by mentioning the government's power to close schools.

IH said that among maintained schools, total balances were down by £2m and he expected them to be lower at the end of 15/16. ML commented some schools are looking to draw more on parental donations.

SH said he felt the papers provided to the Schools Forum and the exemplifications were clear and did not need change. Nigel Taylor (NT) asked about the procedure for consultation, and the meeting was told that councillors will comment at the Children, Education, Libraries and Safeguarding (CELS) committee meeting next week. They could either decide to consult on one option or recommend consultation on the three options with all schools during September and October. The result of the consultation would be given to the Schools Forum in October and a final decision made by the council by 31st October when we have to report our provisional formula to the EFA. Anonymising data in the consultation would not be appropriate, particularly given the information is already in the public domain.

The meeting voted unanimously to recommend that the council consult schools on the three options (13 members, no abstentions).

Item 6b – 2014/15 End of year maintained school balances

IH introduced the annual report on balances held by all the LA maintained schools as at 31 March 2015. Last year he had written to those with particularly high figures and some of these have now reduced. He proposes to write again to those which had a balance of over 20% of budget share in March 2015 or have had over 15% for 3 years.

There were various questions about schools which have closed due to mergers or converted to academies which showed apparently anomalous figures usually due to the time taken to finally close accounts after the school closed.

GK said it did not show schools holding money for big projects not yet completed. IH said it would be very difficult to collect this data from all schools.

NT asked when the council last clawed back balances from schools. NA said this had never happened because, when there was a clawback clause in the Scheme for Financing Schools, no school when investigated qualified for a clawback. The clawback clause has now been removed.

The meeting voted unanimously in favour of IH writing to schools with high balances as suggested. (13 members, no abstentions).

7 DRAFT AGENDA FOR NEXT MEETING: 15 OCTOBER 2015

It was agreed to add an additional item after item 8 to discuss early years funding. This would be skipped if no government announcements had been made by the time of the meeting.

8 ANY OTHER BUSINESS

Jo Djora (DJ) asked for clarity about an amount in the schools budget of £298K labelled 'Teachers in Children's Centres'. She said that under the new locality structure this money would be used for the childcare managers, even though many children's centres do not offer childcare. IH said the money was to ensure all children are school ready when they go into reception.

GK asked about training for schools forum members. CB said training was planned for September, to be delivered by internal staff. GK said it would be good to have someone independent as there had been previously.

GK wished everyone a good summer.

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2015/16 Budget monitoring

Author : Catherine Peters
Position : Head of Finance

AGENDA ITEM 7

Introduction

This report shows the quarter one position which was reported as part of the Quarter one Budget and Performance Monitoring 2015/16 to the Performance and Contract Management Committee on 1st September 2015. It is presented to Schools Forum to note. The details are also contained in Appendix 1.

2015/16 Schools budget

The following budget adjustments have been made since the budget was reported to Schools Forum on 14th May 2015:

- Reduction relating to Post 16 funding from the Education Funding Agency (EFA) - £741k
- Application of the 2014/15 underspend for two year old place development as agreed at the Schools Forum on 14th May - £735k

The changes and S251 line reference numbers can be seen in appendix 2.

2015/16 Schools budget monitoring

The first quarter monitoring position, as at June 2015, forecasts an underspend of £99k.

Details of the variations are contained in Appendix 1. The main over and underspends are as follows:

S251 Line reference	Main reasons for over/underspend	£'000
1.0.1	Adjustments to school budget shares	48
1.2.1, 1.2.2 & 1.2.3	This is the net position relating to top up funding for high needs in <ul style="list-style-type: none">• maintained provider schools (nursery, primary and secondary) including those who are out of borough.• academy and free schools and additional funding for high needs pupils in Academy ARPs and• independent and non-maintained special schools, pre and post 16 The net underspend is based on reduced commitment based on current known data.	(490)
1.4.1	Salary underspends	(50)
1.4.10	Growth – Additional bulge classes and bulge class protection.	406

Figures in brackets denotes an underspend

Recommendation:

To note the revisions to the budget and the quarter one monitoring position for 2015/16 and to agree to receive further budget monitoring reports at future meetings.

Previous reports to the Forum:

- 14 May 2015 noted budget changes

Quarter 1 - Budget Monitoring						
		Budget	Projection	Variance	Explanation	
EXPENDITURE						
Schools Block						
		£	£	£		
1.0.1	Individual Schools Budget	173,201,600	173,249,570	47,970	Adjustment to school budget shares	
1.1.1	Contingencies	194,850	194,850	0		
1.1.2	Behaviour Support Services	77,610	77,610	0		
1.1.3	Support to UPEG and bilingual learners	85,560	70,350	(15,210)		
1.1.9	Staff costs - supply cover for facility time	47,510	47,510	0		
		173,607,130	173,639,890	32,760		
High Needs Block						
1.2.1	Top-up funding - maintained schools	16,142,700	16,010,726	(131,974)		
1.2.2	Top-up funding - academies, free schools and colleges	6,854,894	6,475,647	(379,247)	Underspend based on current known commitments	
1.2.3	Top-up and other funding - non-maintained and independent providers	9,835,970	9,857,175	21,205		
1.2.5	SEN support services	3,198,223	3,198,223	0		
1.2.6	Hospital education services	530,010	530,006	(4)		
1.2.11	Direct payments (SEN and disability)	200,000	201,852	1,852		
		36,761,797	36,273,629	(488,168)		
Early Years Block						
1.3.1	Central expenditure on children under 5	1,714,070	1,714,491	421		
		1,714,070	1,714,491	421		
Central Block						
1.4.1	Contribution to combined budgets	777,890	727,800	(50,090)	Staffing underspends	
1.4.2	School Admissions	361,200	361,164	(36)		
1.4.3	Servicing of schools forums	34,680	34,680	0		
1.4.10	Pupil growth / Infant class sizes	1,041,250	1,447,107	405,857	Higher growth than initially estimated	
1.4.11	SEN transport	400,000	400,000	0		
1.4.13	Other items	106,500	106,500	0		
		2,721,520	3,077,251	355,731		
		214,804,517	214,705,261	(99,256)		
INCOME						
1.7.1	Estimated Dedicated Schools Grant for 2014-15	(206,133,262)	(206,133,262)	0		
1.7.2	Dedicated Schools Grant b/f from 2013/14	(2,637,908)	(2,637,908)	0		
1.7.4	EFA funding	(6,033,347)	(6,033,347)	0		
		(214,804,517)	(214,804,517)	0		

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EXPENDITURE		Gross Budget		Schools Forum May 2015		Net Budget		Budget changes		Quarter 1		Reason for Budget change	
		£	£	Recoupment	£	£	£	£	Revised budget	£	£		
Schools Block													
1.0.1	Individual Schools Budget	264,376,738	(90,433,912)	0	173,942,826			(741,226)	173,201,600	EFA adjustment re Post 16			
1.1.1	Contingencies	194,850	0	0	194,850				194,850				
1.1.2	Behaviour Support Services	77,613	0	0	77,613			(3)	77,610				
1.1.3	Support to UPEG and bilingual learners	85,564	0	0	85,564			(4)	85,560				
1.1.9	Staff costs - supply cover for facility time	47,512	0	0	47,512			(2)	47,510				
		264,782,277	(90,433,912)	0	174,348,365			(741,235)	173,607,130				
High Needs Block													
1.2.1	Top-up funding - maintained schools	16,142,716	0	0	16,142,716			-16	16,142,700				
1.2.2	Top-up funding - academies, free schools and colleges	6,854,903	0	0	6,854,903			(9)	6,854,894				
1.2.3	Top-up and other funding - non-maintained and independent providers	9,835,971	0	0	9,835,971			-1	9,835,970				
1.2.5	SEN support services	3,198,188	0	0	3,198,188			35	3,198,223				
1.2.6	Hospital education services	530,006	0	0	530,006			4	530,010				
1.2.11	Direct payments (SEN and disability)	200,000	0	0	200,000				200,000				
		36,761,784	0	0	36,761,784			13	36,761,797				
Early Years Block													
1.3.1	Central expenditure on children under 5	979,072	0	0	979,072			734,998	1,714,070	Two year old Place development agreed at May 2015 SF			
		979,072	0	0	979,072			734,998	1,714,070				
Central Block													
1.4.1	Contribution to combined budgets	777,892	0	0	777,892			(2)	777,890				
1.4.2	School Admissions	361,200	0	0	361,200				361,200				
1.4.3	Servicing of schools forums	34,680	0	0	34,680				34,680				
1.4.10	Pupil growth / Infant class sizes	1,041,250	0	0	1,041,250				1,041,250				
1.4.11	SEN transport	400,000	0	0	400,000				400,000				
1.4.13	Other items	106,500	0	0	106,500				106,500				
		2,721,522	0	0	2,721,522			(2)	2,721,520				
		305,244,655	(90,433,912)	0	214,810,743			(6,226)	214,804,517				
INCOME													
1.7.1	Estimated Dedicated Schools Grant for 2014-15	(296,567,169)	90,433,912	0	(206,133,257)			(5)	(206,133,262)				
1.7.2	Dedicated Schools Grant b/f from 2013/14	(1,902,908)	0	0	(1,902,908)			(735,000)	(2,637,908)	Use of underspend for two year old place development			
1.7.4	EFA funding	(6,774,578)	0	0	(6,774,578)			741,231	(6,033,347)	Reduced funding for Post 16 from EFA			
		(305,244,655)	90,433,912	0	(214,810,743)			6,226	(214,804,517)				

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Menorah Girls School – Application to establish a Voluntary aided school.

The Schools Forum approved a framework for local authority decision making in relation to independent schools seeking to move to the maintained sector which was subsequently endorsed by the Council's Children, Education, Libraries and Safeguarding Committee.

Over the last few months, council officers have been working with Menorah Girls school as it prepares an application for the council to consider approving a move into the maintained sector. This report provides information on the school and indicates the likely impact on Barnet's school funding allocation.

Menorah High School for Girls opened in 2001 and offers secondary education for 250 Orthodox Jewish girls aged between 11 and 18. All of its current pupils are Barnet residents although the school is located in Brent (105 Brook Road, Dollis Hill, London NW2 7BZ). The school advises that it is located in Brent because of the inability to find a site in Barnet.

For 2014 examinations, for A level exams taken, 95% of the students were graded A* – C (Year 13), and of GCSE results, 97% were A* - C (Years 10 and 11).

Barnet's framework requires evidence to satisfy a range of criteria – (e.g. need, standards, financial health, curriculum, suitability, value for money, equalities and premises) set out at a high level in Department for Education guidance. Officers are currently supporting the school and its advisors to demonstrate how the criteria are satisfied. The small size of the school is unique in Barnet and therefore there are no comparator Barnet schools against which to compare its proposed financial, curriculum and staffing arrangements. In order to fully understand the proposal, the Council has also engaged a serving Haringey headteacher to visit the school and talk through the proposal with the school's leadership team and governing body.

Once the school is confident of being able to satisfy the criteria set out in the council's framework, it will proceed to the next stage of consultation (as set out in DfE guidance). At the end of the consultation period, the council is required to reach a decision. The decision will be made by the Children, Education, Libraries and Safeguarding Committee. The school is keen for the Committee to consider its application as soon as possible with the aim of becoming state maintained on the 1st January 2016 or the 1st April 2016.

Financial implications to Barnet Dedicated Schools Grant

We are seeking final confirmation from the Education Funding Agency that the school will be funded on its entry into the state maintained sector on the same basis as other Barnet secondary schools. Under our local funding formula, all secondary school pupils incur a small cost to the DSG as the amount per pupil paid to schools under our formula is more than the amount paid by the Education Funding Agency. This would apply equally to this school. (For primary schools, the reverse is true). Therefore, it is anticipated that the school will be fully funded by the EFA but there will be a small impact on the DSG through the design of our local formula.

Action: Any view of the Schools Forum will be reported to the Council's Children, Education, Libraries and Safeguarding Committee to help inform decision making.

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Consultation with schools on the mainstream school funding formula

A consultation on the school funding formula is running for the 6 weeks prior to the October Schools Forum. This did not include the early years formula as we are awaiting further guidance from the government on the extension of the entitlement to 30 hours per week and the outcome of its review of funding rates for early years education for 3 and 4 year olds. Schools were provided with detailed guidance on the proposals and asked to indicate their preferred option by listing the 3 options in order of preference

Option 1 – no change in the funding formula

Option 2 – change the cap for schools gaining over the previous year

Option 3 – add £10 to the AWPU and also change the cap for schools gaining over the previous year.

Responses were very slow to begin with, but following various reminders, a more representative number of schools have expressed their views. Some also made other useful comments. A full analysis of the responses will be brought to the Schools Forum meeting for the Schools Forum to consider.

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Issues arising from the Schools Forum training and discussion on 30th September 2015

In response to members' requests for training, a 90 minute session was held on 30th September. 7 members attended and received a presentation designed to help them to understand how the funding is received from the government and how it is distributed by the local authority to schools and allocated to various other budgets. Members joined in the discussion of issues such as

- annual DSG settlements taking no account of inflation or pay awards;
- the high needs block not being linked to pupil numbers;
- the need to advance fund all schools and academies as the population increases each year;
- school places in many secondary schools costing more than the LA receives in the DSG;
- the impact of the MFG which 'locks in' any additional school funding permanently;
- few options for making savings due to the high level of delegation and relatively low central costs.

The draft 2016/17 budget was presented, and although currently balanced, the continuing pressures over the next five years, especially in relation to pupil number growth, are likely to quickly absorb any accumulated underspends.

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2016/17 draft budget

AGENDA ITEM 8

A draft budget for 2016/17 is attached – it is shown gross, i.e. before academy recoupment. Expenditure balances with expected income with the use of part of the previous year underspend to support the growth fund, and also allows for the nursery subsidy of £225,000 in 2016/17.

The following assumptions and methodology have been used:

Income

The Dedicated Schools Grant (DSG) has been estimated using pupil number projections for the October 15 (Schools Block) and January 2016 (Early Years) censuses and for the first time includes free schools and former non-recouped academies. The Schools Block Unit of Funding (SBUF) has already been announced for 2016/17 (£5024) and we are assuming the same hourly rates for 2, 3 and 4 year olds as in 2015/16. We have assumed no increase in the high needs block, although there will be an application process for us to apply to the DfE for increased pupil numbers.

Expenditure

1. A provisional APT has been run to estimate the budget shares for all schools, including those which are filling new year groups (including free schools) and two schools we expect to join the maintained sector. St Mary's High will close at the end of the summer term.
2. The cost of funding eligible 2 year olds has been based on data from Family Services, while the number of 3 & 4 year olds has been assumed to increase by 3%.
3. Required high needs places, i.e. those at our special schools & academies, PRUs and Additional Resourced Provisions (ARPs) in mainstream will now all be funded at a standard rate of £10,000 per annum. We have built in provision for Kisharon and Oakhill campus to become special free schools.
4. The APT includes growth of new year groups in schools which are filling, but we also require a separate fund to pay for bulge classes, permanent expansions, start-ups and economies of scale and bulge class protection. As the demand for additional places in secondary schools starts to increase, this will be a continuing call on the budget. Growth is not funded in the DSG until the following year until the extra pupils are on the census.
5. The High Needs team has been working hard to reduce the costs of pupils with an EHCP/statement of SEN without compromising the outcomes for children. This work is now beginning to show as the expenditure on places at expensive independent schools reduces (S251, line 1.2.3) and the cost of top-ups at less expensive maintained schools and academies, in and out of the borough, increases (S251 lines 1.2.1 & 1.2.2).
6. Most central budgets have been set to the same level as 2015/16

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S251 line	S251 Description	S251			Change	%
		Budget 1516	Budget 1617	Draft		
1.0.1	Individual Schools Budget before Academy recoupment	264,376,738	270,972,617		6,595,879	87%
1.1.1	Contingencies	194,850	86,550		(108,300)	0%
1.1.2	Behaviour Support Services	77,613	79,133		1,520	0%
1.1.3	Support to UPEG and bilingual learners	85,564	87,001		1,437	0%
1.1.9	Staff costs - supply cover for facility time	47,512	48,774		1,262	0%
1.2.1	Top-up funding - maintained schools	16,142,716	16,593,822		451,106	5%
1.2.2	Top-up funding - academies, free schools and colleges	6,854,903	7,021,783		166,880	2%
1.2.3	Top-up and other funding - non-maintained and independent	9,835,971	8,680,292		(1,155,679)	3%
1.2.5	SEN support services	3,198,188	3,198,212		24	1%
1.2.6	Hospital education services	530,006	530,006		-	0%
1.2.11	Direct payments (SEN & Disability)	200,000	200,000		-	0%
1.3.1	Central expenditure on children under 5	979,072	979,072		-	0%
1.4.1	Contribution to combined budgets	777,892	777,892		-	0%
1.4.2	School Admissions	361,200	361,200		-	0%
1.4.3	Servicing of schools forums	34,680	34,680		-	0%
1.4.10	Pupil growth / Infant class sizes	1,041,250	1,440,893		399,643	0%
1.4.11	SEN transport	400,000	400,000		-	0%
1.4.13	Other items	106,500	106,500		-	0%
	Total Expenditure	305,244,655	311,598,426		6,353,771	100%
1.7.1	Dedicated Schools Grant	(296,567,169)	(304,589,467)		(8,022,297)	98%
1.7.2	Balance b/fwd	(1,902,908)	(1,022,500)		880,408	0%
1.7.4	Post 16 allocations from EFA	(6,774,578)	(5,986,459)		788,119	2%
	Total Income	(305,244,655)	(311,598,426)		(6,353,770)	100%
Balance		-	-		-	

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2016/17 APT submission – provisional version

The council is required to submit a provisional version of the Authority Proforma Tool (APT) at the end of October for the financial year April 2016 to March 2017.

The APT lists each school, including academies, and their proposed budget share for pupils in Reception to Year 11. Pupil numbers are estimated as the data from the October census will not yet be available and the funding formula will either be the same as in 15/16, or one of the other options proposed in the consultation, if the council has agreed a change (following advice from the Schools Forum).

The pupil number estimates take account of schools which have expanded in September 2015 or which are due to open new year groups in September 2016 (or both).

Final data from the census will be released by the DfE in December and the APT will be recalculated and resubmitted in January 2016 using the same formula as the provisional submission. However, if the new Free School Meals checking service results in a substantial increase in the FSM6 measure (i.e. the number of pupils eligible for free school meals any time in the last 6 years), and the increase in funding is not dampened by the effect of the MFG / CAP system, it may be necessary to decrease the funding rate in the formula to maintain affordability. It should be noted, however, that the overall effect will still have been an overall increase in funding levels.

Recommendation – The Schools Forum is asked to approve this approach for the October APT submission.

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Dedelegation by maintained schools 2016-17

The local authority is required to consult the primary and secondary LA maintained schools of the Schools Forum every year about de-delegation of the following budgets:

- 1.1.2 Behaviour support services
- 1.1.3 Support to UPEG and bilingual learners (“Narrowing the Gap”)
- 1.1.4 Free school meals eligibility
- 1.1.5 Insurance
- 1.1.6 Museum and Library services
- 1.1.7 Licences/subscriptions
- 1.1.8 Staff costs – supply cover (special leave and salary safeguarding)
- 1.1.9 Staff costs – supply cover for (trade union) facility time

Academies, free schools, special school and nurseries cannot de-delegate and primaries must decide separately from secondaries. De-delegated funds are taken off the funding for maintained schools and are used for separate central budgets.

When consulted in the autumn of 2014, Barnet schools agreed to de-delegate Narrowing the Gap and Trade Union time budgets, and Primaries, but not secondaries, de-delegated the Behaviour Support budget. It was decided not to dedelegate Salary Safeguarding (1.1.8). The budgets indicated by the codes 1.1.4, 1.1.5, 1.1.6, and 1.1.7 have never been de-delegated in Barnet.

1.1.2 The Behaviour Support budget funds the high incidence support team work with maintained primary schools. The budget in 2015/16 is £77,613 and the de-delegation rate is £3.01 per pupil

1.1.3 The Narrowing the Gap budget funds the Narrowing the Gap team. The budget in 2015/16 is £85,564 and the de-delegation rates are £9.55 (Primary) and £16.34 (Secondary) per pupil.

1.1.9 Staff Costs for trade union duties funds the salaries of officials of the various unions representing staff in schools. The budget is supplemented by income from the traded service that enables academies to contribute to these costs. The DSG budget in 2015/16 is £47,512 and the de-delegation rates are £1.66 (Primary) and £1.02 (Secondary) per pupil.

For all these budgets, the total amount de-delegated depends on the number of LA maintained schools in Barnet, and how many pupils they have on roll. The budget available will fall if more schools convert to academies, but rise if maintained schools expand, or independent schools join the maintained sector.

Recommendation – The Schools Forum is asked to approve the continuation of de-delegation on the same basis as 2015-16.

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Terms of Reference (copy attached)

AGENDA ITEM 9

The Barnet Schools Forum terms of reference (TOR) detail the number of different types of member and the procedures for meetings. They should be read in conjunction with the Schools Forum regulations issued by the DfE.

The terms of reference should be reviewed each year, but we do not propose any change this year since the profile of numbers and types of schools has not changed significantly in the last year.

We will review the TOR again in the autumn of 2016.

Recommendation – The Schools Forum is asked to approve the TOR for 2015/16 unchanged and review it again in 2016

Vacancies

In the last few months the following vacancies have arisen on the Schools Forum:

- 1 Primary VA/Foundation Headteacher
- 1 Primary VA/Foundation Governor
- 1 Secondary Governor – community or VA
- 2 Academy/Free school Principals or representatives

We are actively seeking new members to fill these vacancies and would be grateful if existing members could encourage colleagues to consider join.

Recommendation – The Schools Forum is asked to encourage colleagues to join the Schools Forum.

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**BARNET SCHOOLS FORUM
TERMS OF REFERENCE**

1. The Purpose of the Schools Forum

- 1.1 The functions of the Forum are:
- i. to be consulted on the local authority’s school funding formula.
 - ii. to be consulted on service contracts at least one month prior to the local authority issuing invitations to tender.
 - iii. to be consulted on specified issues in connection with the Schools Budget:
 - (a) the arrangements for the education of pupils with SEN;
 - (b) Pupil Referral Units (PRUs) and the education of children otherwise than at school;
 - (c) early years education;
 - (d) arrangements for the allocation of Government grants;
 - iv. with regard to Central Expenditure, to agree any spend which will breach the central limit.
 - v. to agree application to the Secretary of State for disapplication of the MFG in exceptional circumstances, i.e. considered if there is a significant change in the school’s circumstances or pupil numbers.
 - vi. to agree changes to the local authority’s Scheme for Financing Schools.

2. Membership

2.1 The membership will be reflective of the school community, local authority and other stakeholders. This must include representatives of pupil referral units, where there are any such schools in the authority’s area. Wherever possible no school should be represented more than once.

2.2 Nominations for headteacher representatives will be obtained as follows:

Sector	Nominated by
Nursery	Nursery Headteachers
Primary	Primary Headteachers
Secondary	Secondary Headteachers
Special	Special Headteachers
Academies and Free Schools	Academy and Free School Principals and Finance Directors
Pupil Referral Units (PRUs)	PRU Headteachers

2.3 Governor representatives will be self-nominating. An election among Chairs of the relevant school type will be conducted if there are more nominations than vacancies.

2.4 Elected members who hold an executive role in a local authority (a lead member) are barred from being either a schools member or a non-school member. However they have the right to attend meetings and speak but not vote.

2.5 The Director of Children’s Service and other senior officers with a specific role in strategic financial management and/or the schools funding formula are barred from membership but they have the right to attend and speak at meetings.

2.6 The following persons may speak at meetings of the forum, even though they are not members of the forum:

- a) the director of children’s services at the authority or their representative;
- b) the chief finance officer at the authority or their representative;

- c) any elected member of the authority who has primary responsibility for children's services or education in the authority;
 - d) any elected member of the authority who has primary responsibility for the resources of the authority;
 - e) any person who is invited by the forum to attend in order to provide financial or technical advice to the forum – Barnet's forum engages an independent consultant for this purpose;
 - f) an observer appointed by the Secretary of State; and
 - g) any person presenting a paper or other item to the forum that is on the meeting's agenda, but that person's right to speak shall be limited to matters related to the item that the person is presenting.
- 2.7 The composition of the Schools Forum will be reviewed annually to ensure that the representation matches changes in pupil and school numbers and school type. Membership will not be restructured to reflect in-year changes such as conversion to academy status of members' schools.

3 Roles and Responsibilities

3.1 Members should:

- i. take a strategic view of the issues they are considering and not be unduly influenced by personal views or circumstances
- ii. scrutinise and challenge decisions or proposals by the local authority to ensure that changes are made in an appropriate and transparent manner
- iii. ensure information is cascaded back to schools and relevant organisations which they represent, including signposting to online and other resources
- iv. keep up to date with decisions and information covered at meetings they could not attend by accessing minutes of the meeting and consulting with colleagues in attendance
- v. seek to acquire the necessary level of knowledge of school funding by reading background information with support from the local authority.

3.2 The Local Authority should:

- i. foster a positive working relationship with Forum members to feel comfortable to express opinions, ideas and concerns
- ii. provide open and honest advice to enable members to reach necessary decisions and informed views
- iii. provide all necessary resources and training to enable members to acquire the required level knowledge to make informed and balanced decisions
- iv. be responsive to reasonable requests from the Forum (e.g. to discuss particular topics or provide specific information or data) which fall within the Schools Forum remit
- v. ensure that the Schools Forum operates within the local and national constitutional and procedural regulations.

3.3 The independent consultant to the Schools Forum should:

- i. provide impartial technical guidance as required during discussions at meetings.
- ii. work alongside the local authority in the development of training materials and delivery of training sessions.

4 Membership Structure

4.1 The membership structure for September 2012 is:

Type of Member	Schools (Sept 12)	Estimated Pupils (headcount) (Sep 12)	Total	Head Teachers	Governors
Maintained Primary Schools					
Community	48	17616	7	4	3
Foundation & VA	37	10640	5	3	2
Maintained Nursery Schools					
	4	497	1	1	0
Maintained Secondary Schools					
	7	5614	3	2	1
Pupil Referral Units					
	3	89	1	1	0
Maintained Special Schools					
	4	414	2	1	1
Academies & Free Schools					
			7		
Primary Academies	2	301			
Secondary Academies	15	16658			
Free/Studio Schools & UTCs	2	40			
Total School Members			26		
Non Schools Members					
Union			1		
Stakeholders					
Private Early Years Providers (PVI)			1		
14-19 Partnership			1		
Total Non Schools Members			3		
Total	122	51869	29		

5 Terms of Office

- 5.1 School and non-school members may serve for a period of three years. Subsequent re-election of existing members will be allowed. A member from the same representative group will replace members leaving early.
- 5.2 Members who miss two or more consecutive meetings will be asked if they want to continue to remain as members.
- 5.3 Where a member leaves the organisation they are representing they will cease to be a member.
- 5.4 If a school changes its status (e.g. becomes an Academy) the term of office of any member representing schools of the original status will come to an end at the end of the academic year.
- 5.5 The Secretary of State has powers to remove from the Forum any non-school member representing an organisation which she/he has determined, should not hold membership of the Forum.

6 Timing and frequency of meetings

- 6.2 The local authority will timetable at least five meetings per year. These meetings will be arranged to coincide with the Schools' Budget setting cycle, in order that the Schools Forum can be consulted in good time for its view to be taken into account before final decisions are taken for the following year.
- 6.3 The Schools Forum can determine to hold additional meetings if considered necessary in liaison with, and organised by, the local authority. In the event of such exceptional meetings, all members and non-voting attendees of the Forum must be given the opportunity to participate in the meeting for it to be deemed constitutional.
- 6.4 Meetings will be held during normal business hours (i.e. 9am-6pm) on weekdays during school term times. Meetings will normally commence at 4pm and to run until 6pm. The consultant will attend to provide brief impartial technical guidance as required during discussion of each agenda item.

7 Proceedings

- 7.1 The Forum will elect its own Chair and Vice-Chair from among its members at inception and then annually at the first meeting of each academic year.
- 7.1 The local authority will appoint a clerk.
- 7.2 For meetings to be quorate, at least 40% of current Forum members (excluding vacancies) must be present.
- 7.3 The quorum can include substitutes. Each member can have one nominated substitute. Substitutes must be nominated and recorded at the beginning of each member's term of tenure. The substitute may attend with the member but not vote. Substitutes will be expected to keep abreast of all issues in the same way as a full member.
- 7.4 Working parties may be set up as required but decision making remains with the full Schools Forum.
- 7.5 Forum meetings will be open to the public and unless specifically agreed all reports, minutes and agendas will be made available to the public online at:
http://www.barnet.gov.uk/WorkingWithChildrenInBarnet/info/30020/schools_forum
- The agenda and papers not included under Part II will be made available publicly at the same time as they are issued to members. Minutes will be released once agreed and signed as a true record.
- 7.6 Where a member of the Forum has a personal or pecuniary interest (either as a headteacher, governor, parent or individual) in a matter to be discussed at a meeting of the Forum or a sub-committee, they must declare an interest at the start of the meeting or as soon as it becomes apparent. Following a declaration of interest, the Forum shall determine whether the member should withdraw from the meeting for that item or remain and not be counted in the quorum for the item.
- 7.7 Minutes will be circulated to members within 10 working days of each meeting.

8 Voting and Decision Making

- 8.1 The Chair and Vice-Chair will be elected by a simple majority vote, cast by individual voting members present in each case. In the event of a tie, a revote will be held of the tying candidates. If there is still a tie the Director of Children's Service (or his/her representative) will have the casting vote.
- 8.2 General procedural matters (e.g. length of meetings, additional meetings, project work etc.) will also be decided by majority vote.
- 8.3 Only school, academy and PVI members are able to vote on the funding formulae to be used by the local authority to determine the amounts to be allocated to schools and early years providers.

- 8.4 Only the relevant maintained school members of the Forum are able to vote on de-delegation of funds (ie primary members vote on primary dedelegation, secondaries on secondary dedelegation. The relevant services about which the Schools Forum can make decisions on behalf of maintained schools in a phase are as follows:
- a. allocation of contingencies;
 - b. administration of free school meals eligibility;
 - c. insurance;
 - d. licenses or subscriptions;
 - e. staff costs or supply cover;
 - f. support for minority ethnic pupils or underachieving pupils;
 - g. behaviour support services; and
 - h. library and museum services.
- 8.5 Any member, other than those restricted by items 7.3 and 7.4 may put forward a proposal for the Forum to consider on matters connected with:
- changes to the funding formula; or
 - special issues relating to the Schools' budget; or
 - service contracts
- 8.6 All proposals (whether for decision or for consultation) will be decided by majority vote, recording the number of individual members voting (i) in favour; or (ii) against; or (iii) abstaining.
- 8.7 Each member's vote must have an equal weighting, save that in the event of a tie in the number of votes the members may determine such other voting procedures as they see fit. In the absence of alternative voting procedures, the Chair will make the casting vote.

9 Distribution and Content of Papers

- 9.1 The draft agenda for the next meeting will be presented for approval at each meeting. A finalised agenda will be circulated to all members 10 days before each meeting.
- 9.2 The local authority will, in normal circumstances, distribute papers 10 working days (excluding weekends, school and public holidays) in advance of each meeting. Where the fluidity of information means that the content of papers is subject to rapid change, amendments to papers may be issued closer to the meeting. Tabled papers will be avoided if possible.
- 9.3 Papers will be presented in a logical order with a clear demarcation of issues for action and consultation to assist with the decision making process and focus discussion.
- 9.4 Papers will cover key issues with sufficient detail in plain English to allow members to make informed strategic decisions.
- 9.5 Where members do not understand the content of papers, it is their responsibility to contact the local authority or fellow members to request further clarity or support.

10. Training

- 10.1 Induction and training will be provided by the local authority for new members.
- 10.2 The local authority will organise annual training to bring all members up to the required level of knowledge to enable them to participate fully in all discussions and decisions.

10.3 Training should provide clarity around relevant issues and ensure that members are able to understand the consequences of financial decisions on other aspects of the budget. The local authority will work in conjunction with the Schools Forum consultant to achieve this.

11. Expenses

11.1 All costs associated with the running of the schools budget will be met by the centrally retained element of the schools budget.

11.2 Reasonable expenses of members in connection with attendance at meetings of the Forum shall be reimbursed.

11.3 Based on the process agreed by the Forum, supply cover will be available to teacher governors, but not headteachers.

12 Confidentiality

12.1 Should information of a confidential or privileged nature (e.g. in matters relating to proposed contracts) be given to Forum members for an item under discussion, they must observe the confidentiality of such matters. During the discussion, any members of the public may, at the discretion of the Chairman, be asked to withdraw from the meeting.

13 Amendments to the Terms of Reference

13.1 The terms of reference may be amended through a majority of members at a quorate meeting of the Schools Forum.

Bibliography

The Schools Forums (England) Regulations 2010, Department for Children, Schools and Families, February 2010

The Schools Forums (England) Regulations 2012, Department for Education

Schools Forums: Operational And Good Practice Guidance, Department for Education, December 2010

Schools Forums: Powers And Responsibilities 2011-12, Department for Children, Schools and Families/2007/accessed at:

<http://media.education.gov.uk/assets/files/xls/s/schools%20forum%20responsibilities.xls>

School funding reform: Arrangements for 2013-14/ Department for Education/ Crown copyright 2012

School funding reform: Next steps towards a fairer system/ Department for Education/2012

School funding reform: Arrangements for 2013-14/DfE/ Crown copyright 2012/

www.education.gov.uk/schools/adminandfinance/financialmanagement/schoolsrevenuefunding/a00205567

Action

The Schools Forum is asked to approve the amended Terms of Reference in accordance with The Schools Forum (England) Regulations 2012 to come into immediate effect.

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Schools Forum Agenda

3rd December 2015: 4pm – 6pm

AGENDA ITEM 10

BEST HUB, CONFERENCE ROOM1

LANACRE AVENUE, GRAHAME PARK, COLINDALE

LONDON, NW9 5FN

1. Welcome to new members
2. Apologies for absences
3. Declarations of interest
4. Minutes of the last meeting – 15 October 2015
5. Matters Arising
6. Items for Information
 - 6.1. Budget monitoring 2015/16
7. Items for decision
 - 7.1. Draft Schools Budget for 2016/17
8. Draft agenda for next meeting
9. Any other business

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