

NORFOLK SCHOOLS FORUM

AGENDA

Meeting on Friday 22 November 2019 09:00 – 12:00 hours at South Green Park
Mattishall -Tea/Coffee available from 08.30 hours

Individual members, named below, are asked to provide verbal reports for these items.

09:00 - 09:05	1 Welcome and Introductions Apologies		
09:05 - 09:15	2 Minutes of Last Meeting		3-8
09:15 - 09:30	3 Matters Arising		
	<ul style="list-style-type: none">Account of PE and Pupil Premium Grant spend request by Educator solutions – M. Grimble	Information	
	<ul style="list-style-type: none">Fraud Mitigation – increasing threshold for secondary schools – M. Brock	Information	
	<ul style="list-style-type: none">Pupil Place Planning	Information	
	<ul style="list-style-type: none">School investment programmeChange in landscape and where pressures areDfE dashboard		
	<ul style="list-style-type: none">Appeal Costs		
	Request for information:	Information	
	<ul style="list-style-type: none">how costs are derivedwhere money goescould there be a capping mechanism?		
09:30 – 09:50	4 Catering contract Alison Randall – paper attached	Information	9 - 13
09:50 – 10:20	5 SEND Transformation Michael Bateman	Information	14 - 21
10:20 – 10:40	6 De-delegation of Central Services Martin Brock – paper attached	Decision	22 - 35
10:40 – 11:00	COFFEE		
11:00 – 11:45	7 Fair Funding Consultation Martin Brock – paper attached	Discussion/ Decision	
	8 <u>Communication</u>		
	9 <u>Future Agenda Items</u>		

10 Dates of Meetings

School Forum

10 January 2020 09:00 – 12:00

South Green Enterprise Centre Mattishall

Norfolk Schools Forum

Minutes of Meeting held on Wednesday 11 September 2019

09:00 – 12:00 hours

South Green Park Mattishall

Present:

Andrew Alders-Dunthorne (Sub)
Keith Bates, Eaton Hall Specialist Academy
Chris Caddamy, (Vice Chair) City College
Ian Clayton
Carol Dallas, Taverham High School
Mike Grimble, Avenue Junior School
Glyn Hambling
Carole Jacques (sub)
Clare Jones
Fyfe Johnston
Adrian Lincoln (Sub)
Howard Nelson
Peter Pazitka
Joanne Philpott
Sarah Porter (substitute for Christina Kenna)
Sarah Shirras, (Chair) St Williams Primary
Joanna Tuttle
Vicky Warnes
Martin White
Michael Bateman

Martin Brock
Sally Cutting
Marilyn Edgeley
Alison Randall

Chris Snudden
James Stanford

Representing

Academies
Special School Academy
16 – 19 Representative
Academies
Secondary Academies
Primary Governors
Alternative Provision
Nursery Schools
Academies
Maintained Special Schools
JCC (Secondary phase)
Diocesan Board of Education
Academies
Academies
Academies
Primary Schools
Maintained Secondary
JCC (primary phase)
Primary Governors
Head of Education HN SEND
Service
Accountant
Senior Accountant
Admin Officer
Head of Finance, Leadership
& Governance Services
Assistant Director (Education)
Accounting Software Manager

Apologies:

Holly Bowman
Alan Evans
Dawn Filtress
Bob Groome
Christina Kenna
Sara Tough

Nursery Schools
Academies
Finance Business Partner
JCC
Academies
Executive Director Childrens Services

1. Welcome

The Chair welcomed everyone to the meeting

2. Matters Arising

PE and Pupil Premium Grant

School Forum queried why maintained schools have been asked to account for PE and Pupil Premium Grant spend by Educator solutions.

Officers said that although this is not a statutory requirement it does help the authority keep up to date with revenue balances and correlate end of academic year and financial year. It can cost the authority money when schools academise if this information is not provided.

The chair summed up saying that there needs to be a simple mechanism for collecting this information and to investigate the impact on schools.

Action Officers will have further discussions on this and bring back to the next meeting. Mike Grimble and Martin White to join discussions.

Staff Costs

At previous meetings the point was raised that if a school is Red RAG rated they could get help with redundancy costs.

Officers reported that following a consultation in 2011 the authority adopted a clear policy on this issue.

A moderation panel along with Human Resources (HR) reviews each case of redundancy for budgetary reasons. This is a robust and thorough system that works well.

When a school is on the cusp of being Red RAG rated finance consultants work with schools and HR would be alerted.

Members pointed out that when a school has managed their budgets correctly they have no guarantee of being supported and could be penalised.

The authority will remove financial responsibilities from schools when needed.

Buyback of services for maintained special Schools

There are no special schools academising at this time so no longer relevant, however, this would have just been the usual buyback arrangement.

Cluster Balances and school 2 school support

At the last meeting members requested further information on the cluster balances held by the two teaching alliances and the School 2 School support and whether this is within the cluster balance regulations.

These were included within the Dedicated Schools Grant Outturn report in error, revised tables for balances have been provided.

3. Fraud Mitigation - Barclays Bank Proposed Changes

There has recently been an increase in the number of actual and attempted fraud attacks on school bank accounts which has resulted in the loss of thousands of pounds of public money. To assist schools to protect the funds in their care, the authority is seeking to increase the protection mechanisms that can be put in place to mitigate the risk of loss to come into force on 1 October 2019. (James Stanford has since confirmed that they intend to make the changes on 1st November to give schools time to put the required procedures in place.)

- Removed immediate payments functionality

Where a school has a need for an urgent requirement to make a same day payment, there is the availability of the NCC CHAPS system. Schools will be given instructions on who to contact to make CHAPS payments via the Schools Finance team.

- Increasing number of online authorised users to two people
- Single payments over £10,000 – copy to be sent in to School Finance Officer
- Looking at increasing cheque signatures up to £1000 to two signatures

It was highlighted that secondary schools frequently have a £10,000 sign off and this is an extra level of scrutiny for them.

Officers said the authority could look at increasing this for high schools but would want an assurance that any losses would not be covered by the authority and that the federation would carry out checks on their primary schools.

Forum noted the information provided

Action: Officers will discuss raising the threshold for the secondary school.

4. Pupil Place Planning and Variation

Feedback from Schools Forum on previous reports raised concerns largely related to place planning and the DfE Free School Policy with concerns over not the issue of how we grow a new school but why schools are sited in particular areas.

The report is provided to assist Schools Forum in understanding the financial implications, where the authority or other parties seek to make changes to the number of school places provided in an area.

Concerns were raised on the issue around free schools opening when not required, different from a place planning need, and the budget impact on existing schools.

Officers said that this was an historical issue and would not happen now.

In the past it was government thinking that surplus places created competition and were therefore thought to be beneficial. This is not the case now where there is importance of place need in addition to a need to show deprivation or performance issue in an area to warrant a new school. There is now a DfE score card to tell us how on track we are in place planning.

The case of White House Farm school being granted when St Clements has empty places – housing is being built and the authority had identified a need before permission was granted for a free school.

The authority will only fund places up to a certain amount the rest is the responsibility of the trust.

Members said that in future it should be made clear to new schools that there is no automatic right for funding to continue and the authority needs a robust process in place on decisions to fund or not.

Officers confirmed this was the case.

Forum noted the information provided.

Action – information for next meeting:

- **School investment programme**
- **Change in landscape and where pressures are**

- **DfE dashboard**

5. Early Years Entitlement for 2, 3 and 4 year olds

This paper is to update Schools Forum on the delivery and take up of the universal and extended early education entitlement for eligible 2,3 and 4 year olds.

The paper also seeks the recommendation of the Schools Forum to decide on whether the Local Authority should carry out a consultation during the Autumn Term 2019 on making changes to current funding arrangements for 3 and 4 year olds. All 3 and 4 year olds are entitled to 15 hours childcare and 30 for children of eligible working parents. The DfE also provides funding for some 2 year olds.

Providers received 95% of the government funding for 3 & 4 year olds and 100% of the funding for 2 year olds. The authority has statutory responsibility to make sure funding is used to provide free early years education there is an additional voluntary charge to families for non-educational items.

Take up for 3 and 4 year olds is 94% and 88:8% for 2 year olds these figures are above our regional neighbours.

SEN Inclusion Fund

Local authorities are required to have SEN Inclusion funds for all 3 and 4 year olds with special educational needs (SEN) who are taking up free entitlement regardless of the number of hours.

There are 4 pots of money not all statutory in place.

- SEN Inclusion Fund
- EHCP and Complex Need
- 2 year olds in Early Education
- Exception

Hourly Rate

There has been no change in the basic hourly rate since its conception in April 2017. £3.65 at present - the authority receives £4.30 an hour
£5.20 for 2 year olds

Although extra funding has been promised for Early Years this will equate to 2p per child.

The 30 hours entitlement and increase costs around the living wage and apprenticeships are having an impact on providers.

The authority therefore wishes to conduct a consultation with providers in the autumn term to remove the flexibility and quality supplements and just have a deprivation supplement. This could enable the authority to raise the basic rate paid to providers to £4.05 and we recommend school forum consider this proposal.

Members comments:

- Underspend a concern need for better communication
 - Some providers may lose out
 - Number of free schools not financially viable should be reflected
 - Removal of Quality supplement would mean no incentive to improve
- Response - *with number of providers this has not proved to be an incentive*

The funding for the increase would come from contingency money and underspend.

Sally Cutting confirmed that the carry forward of any surplus would be part of the year end process and brought back to School Forum.

Members agreed the recommendation to consult with providers on making changes to current funding arrangements for 3 and 4 year olds.

6. Proposals for Fair Funding Consultation

Proposals for mainstream schools - the government has not yet released funding guidance for 2020/21. There has however been an announcement that councils will receive £14 billion extra funding - £700m increase for High Needs although this may be a one-off payment. It is estimated that Norfolk could receive £10m extra High Needs Block funding.

Also announced an increase to the minimum per pupil figure which it is estimated could amount to an extra £5.2m into our schools' block.

Although funding information has not been released the February deadline for budget shares will not change. We expect the deadline for application for disapplication to be end of November. If the estimated High Needs Block increase for 2020/21 is a one-off this alone would not make the High Needs block sustainable.

We propose to consult on ½% movement from Schools Block to the High Needs block and to look at a disapplication to the Secretary of State of 1%

The condition of the £120m investment from the council makes the assumption of the ½ and 1% but officers realise it is difficult to ask schools to make a decision before funding information has been released.

Members highlighted that teachers payroll additional grant calculated on a school by school basis on November salary terms will need to be in November payroll.

It was proposed to move the October School Forum meeting date to 8 November to allow time to consult with schools after receiving the government funding announcements.

Schools Forum agreed the 8 November meeting date, but this has subsequently been changed to **15 November**.

7. SEN Transformation

An update will be provided at every school forum meeting following the same format as today and will always include:

1. Provide update in-year forecasting
2. Provide update on 5 year recovery plan

Plus a termly mini refresh of the HN block.

Members highlighted that the update does not include cost to Special School indirect tribunal costs where we are ordered to place but do not feel there is a need.

Personal Budgets

The paper includes a link to the Local Offer.

Norfolk is the highest user of personal budget in the region. The authority has limited influence over this apart from discussing with health colleagues for a second opinion.

5 Year Recovery Plan

No significant change to last update an additional £700,000 is around special school places.

Business case remains unchanged.

Positive – we are still on track

Negative – business as usual as far as exclusions are concerned

Members highlighted the fact that forecasting is not always accurate – officers said that there would be more detailed information next time and that there had been price increases from when contracts ran out and were renewed. Also government import and export adjustments where they move £6,000 for every pupil imported or exported was a factor.

Renewed contracts that may be at higher rates will be built into the forecast.

Government has announced a SEND Review and will look at any unintended consequences of the 2014 review.

Members highlighted the issue that children are coming from tribunals to a special school place when mainstream schools are saying they can provide what is required. The system should reinforce the message that many of these children needs can be met by mainstream school places.

Officers agreed that this would then help to reduce the number of children who need special school places going into high cost provision.

Officers referred to live tracking child by child which shows the whole package including transport.

Invest to Save work with maintained schools – members asked how this could be achieved without the funding?

Action: Officers will include background information in the next update.

8. AOB

- Appeal Costs and Norfolk's decision to have them when other authorities do not.

Request for information at next meeting:

- how costs are derived
- where money goes
- could there be a capping mechanism?

- Reinstatement of the Finance Consultative Sub-group – this group still exists but has only one school Forum member that attends.

This would technically be a sub-group of the Schools Forum.

Any School Forum member wishing to join the group should contact Marilyn Edgeley. Alison Randall will send out the terms of reference for review.

9. Dates of next meeting

22 November 2019 9am-12pm – South Green Park Mattishall

Schools' Forum

Item No 4

Report title:	Renewal of the NCC Group Catering Contract for maintained schools
Date of meeting:	22 November 2019
Responsible Cabinet Member:	Cllr John Fisher, Cabinet Member for Children's Services
Responsible Director:	Sara Tough, Executive Director of Children's Services
Is this a key decision?	No

Introduction

The council has a duty to ensure that there is provision for all children in maintained schools to receive a school meal. The Local Management of Schools legislation gives governing bodies the freedom to choose their own catering provider for their school. However, due to the many smaller primary schools in Norfolk, and in particular those with no cooking facilities of their own, the Council fulfils its legal obligations and ensures provision is available to all schools, irrespective of size and available facilities, by negotiating a group catering contract. The governing bodies of maintained primary schools are able to opt into this contract via a Service Level Agreement or are free to procure another solution should they wish to do so.

Executive Summary

1. The Council currently has a group contract with Norse Eastern Limited to provide catering services to maintained primary schools.
2. The current contract ceases on 31 March 2020, contains in the region of 119 schools, and is worth approximately £6M per annum.
3. Maintained primary schools may opt into the contract by signing a Service Level Agreement with Norse but must leave if they convert to academy status. There is no obligation for maintained schools to opt into the contract, and they are free to choose an alternative supplier or provide their own meals if they wish.
4. The nutritional standards, quality and value for money of the contract is monitored and reported upon by a Catering Board.
5. There is no financial cost to the Council but there may be some financial risk if the contract is not renewed, as the Council may then receive a reduced dividend from Norse and there may be the potential for pension strain costs should Norse staff be made redundant as a direct result of lost business.
6. The value of the contract is reducing annually as schools convert to academy status, making it less attractive to alternative suppliers.
7. The operation of Norse Eastern Ltd, with reference to the Group Catering Contract has been considered by the Council's procurement team and by solicitors from nplaw, in conjunction with a report to Norse Group from the external auditors KPMG, and it has been deemed to be Teckal compliant.

8. Norse Eastern Ltd use local suppliers for the majority of the food used in the servicing of the school contract, and also meet the stringent School Food Standards.
9. On the basis of all the considerations above, it has been agreed that the NCC Group Catering Contract with Norse Eastern Ltd should be renewed for a further 3 years, but with enhancements as agreed with the members of the Catering Board.

Recommendations To note the contents of the report and the renewal of the Group Catering Contract with Norse Eastern Ltd with effect from 1 April 2020 for a period of 3 years.

1. Background and Purpose

1.1 There is a longstanding arrangement whereby the Council has a group catering contract with Norse Eastern Limited to provide catering services to maintained primary schools.

1.2 The council is not obliged to tender the contract, which is currently valued at
1.3 circa £6M per annum, because Norse Eastern meets certain criteria about degree of council control set out in procurement law (Teckal).

1.4 Maintained primary schools may choose to sign a Service Level Agreement with Norse to be covered by the group contract. Some 119 primary schools currently opt into this arrangement, although this number is falling as schools
1.5 convert to academy status.

1.6 The group contract can only cover LA maintained schools; academies are required to enter into a contract for catering, as opposed to an SLA via the Council. As schools convert to academy status during the contract term, they must therefore leave the group contract.

The group contract is monitored in terms of nutritional quality and value for money by a Catering Board comprising council officers, Norse officers and stakeholders (governor & headteacher representatives). The Board is content with the quality and value of the Norse contract, and that it should be renewed.

Although the contract does not end until 31 March 2020, in order to ensure that schools that do not opt to renew have sufficient time to find alternate provision and undertake any staff TUPE processes, we need to ensure that we have an indication of signup to the new contract before the end of this school term.

2. Proposal

2.1 The proposal is that the Council continue with the Group Catering Contract with Norse Eastern Limited for a further 3-year contract term with effect from 1 April 2020, but with some enhancements to the contract as agreed with the
2.2 members of the Catering Board.

2.3 The Catering Board, in negotiating with Norse Eastern Limited, discussed changes to the management fee structure to give participating schools more freedom and choice.

- 2.4 In addition, discussions have led to a methodology to encourage take-up of meals in order to allow for a 'profit-sharing rebate' with participating members. The final contract renewal is recommended by the Catering Board, stakeholder engagement includes discussion at Norfolk School's Forum, before ultimate sign-off by the Executive Director of Children's Services.

3. Impact of the Proposal

- 3.1 The proposals will ensure there is a suitable provision available for all maintained schools, irrespective of size and available facilities, so that all children will have access to a school meal and thereby ensure the council's duty is fulfilled.
- 3.2 Should the Council not negotiate a group contract, there would be the risk that a number of small rural schools, particularly those without kitchens, would not be able to find a suitable alternative supplier and children would therefore not be able to benefit from a school lunch. The Council would then be failing in its duty to these children.

4. Evidence and Reasons for Decision

- 4.1 A full stakeholder consultation regarding the school meal provision in Norfolk was undertaken in 2008 and 2009, using external consultants Impower Limited. The recommendations included a detailed change programme, which led to the formation of a Catering Board to oversee the introduction of the group catering contract with Norse Eastern Limited and to report on the nutritional standards, quality, and value for money of the contract.
- 4.2 The Board meets half-termly and considers performance against a series of agreed key performance indicators: service-wide; financial; team development; customer service.
- 4.3 The Chair of the Board (an LA Officer) also receives and responds to any customer complaints that cannot be satisfactorily dealt with by Norse.
- 4.4 The contract was initially for a 3-year period from 1 April 2011 and was subsequently renewed for further 3-year periods from 1 April 2014 and 1 April 2017. This current contract is due to end on 31 March 2020.

5. Alternative Options

- 5.1. As the number of schools in the contract have reduced over the 3-year contract periods due to schools converting to academy status, it has also reduced the attractiveness of the contract to alternative suppliers.

6. Financial Implications

- 6.1 There is no explicit cost to the Council, as all costs of school meals fall to school budgets (for the management fee and for free / adult duty meals) or to parents (for pupil paid meals) or to school staff (for adult paid meals). The Council is not taking the risk relating to volume; if schools leave the contract, the council passes the reduction in income directly through to Norse.
- 6.2

6.3 There is a potential cost to the Council if the contract is not renewed with Norse Eastern Limited, as a dividend of the profits of this company is returned to the County Council each year.

6.4 There is a separate agreement with Norse concerning pension liabilities. As a result of this, the Council is taking a risk regarding pension costs on redundancy if Norse loses business (although we would generally expect staff to transfer to the new provider under the Transfer of Undertakings (Protection of Employment) (TUPE) regulations.

Additionally, there is currently a cost to the Council for the administration and management of the group contract, which is undertaken by Educator Solutions on behalf of Children's Services Department. Norse currently pays a management fee to defray the costs incurred in managing the contract and collecting the income.

7. Resource Implications

7.1. **Staff:** N/A

7.2. **Property:** N/A

7.3. **IT:** N/A

8. Other Implications

8.1. **Legal Implications** Nplaw and the Council's procurement team have been involved in the contract renewal throughout. Senior Counsel's opinion has affirmed the correctness of our procurement approach and also continued use of our current contract structure.

8.2. **Human Rights implications**

No implications

8.3. **Equality Impact Assessment (EqIA) (this must be included)**

The Catering Board completes the EqIA as part of the contract renewal by considering items including but not restricted to the following:

- The availability of a nutritionally balanced school meal for all children, including those who are eligible for Free School Meals
- The availability of a nutritionally balanced school meal for those children with restricted diets for any reason (e.g. medical, religious, ethical etc.)

8.4. **Health and Safety implications** (where appropriate)

The employment terms & conditions for staff employed in school kitchens
There are no specific implications; however, the Catering Board receive reports from Norse Eastern Limited at every meeting in relation to Health & Safety matters such as incidents and staff training.

8.5. **Sustainability implications** (where appropriate)

There are no specific implications; however, the Catering Board consider the sustainability of the contract including impact upon the environment. Norse Eastern Limited use in the main, local suppliers to service the contract, with the majority of food being sourced from local farmers and growers.

The Catering Board also discuss such topics as the impact upon the contract of such issues as the Healthy Schools agenda and Brexit.

9. Risk Implications/Assessment

9.1. There are no other issues or risks other than those listed elsewhere in this document.

10. Recommendations

10.1. To note the contents of the report and the renewal of the Group Catering Contract with Norse Eastern Ltd with effect from 1 April 2020 for a period of 3 years.

11. Background Papers

None

Officer Contact

If you have any questions about matters contained in this paper, please get in touch with:

Officer name: Alison Randall **Tel No.:** 01603 224273

Email address: alison.randall@norfolk.gov.uk



If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Schools' Forum

Item No.5

Report title:	<ul style="list-style-type: none">• SEND & AP Transformation Programme update
Date of meeting:	22 November 2019

Executive summary

Norfolk County Council's SEND & AP Transformation Programme continues to progress within the 5 workstreams, namely

- Workstream 1 - SEN Support & Inclusion
- Workstream 2 - EHCP Performance Improvement
- Workstream 3 - Infrastructure
- Workstream 4 - AP & Inclusion
- Workstream 5 - HNB and SEN Transport budgets, and DSG recovery plan

Progress within workstreams 1 & 3 are of particular importance to the DSG recovery plan, and for the HNB and SEN transport budgets; with parents and schools having greater confidence of effective inclusion within 'SEN Support' and a reduction in the requirements for EHCP, alongside the development of new specialist provision to reduce our over-reliance on high cost independent sector placements. Progress within both of these workstreams is in line with timelines set out at the start of the programme and are being managed within a significant project management structure in the Children's Services Learning & Inclusion directorate.

The DSG recovery plan submitted to the DfE in the summer term has now been assessed and a visit by DfE officials to Norfolk is planned to discuss the plan further. In particular they want to understand in more detail the development of our new specialist provision and our modelling which demonstrates how this will reduce costs.

The DfE have recently announced additional funding for the HNB in all LA areas and are also consulting on changes to the DSG and its relationship to Local Authority 'general fund' budgets. For these reasons the fair funding consultation regarding the transfer of funding between the Schools Block and the High Needs Block was changed, reflecting the increase in funding to the High Needs Block for FY2020/21. The outcome of the fair funding consultation and recommendations for the transfer of funding are set out in a separate paper.

This paper for the September Schools' Forum, therefore, sets out 3 elements in relation to the High Needs Block:

- SEND & AP Transformation Programme update
- HNB latest position within current FY 2019/20
- DSG recovery plan update

Recommendations:

- **Provide comments on the HNB current year update**
- **Provide comments on the DSG recovery plan update, in conjunction with the separate paper on the outcome of the fair funding consultation**

Updates and information

1. SEND & AP Transformation Programme

Norfolk County Council's £120 million SEND & AP Transformation Programme is part of the Norfolk Area SEND Strategy. The Area SEND Strategy has now been updated following public consultation and can be found within the Norfolk SEND Local Offer website:

Norfolk SEND Local Offer main page:

<https://www.norfolk.gov.uk/children-and-families/send-local-offer>

Norfolk SEND Area Strategy / SEND & AP Transformation Programme page:

<https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/send-policies/send-strategy>

<https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/send-policies/send-transformation-programme>

The SEND & AP Transformation Programme is nearing the end of the first year of its implementation and continues to be organised within 5 workstreams:

- Workstream 1 - SEN Support & Inclusion
- Workstream 2 - EHCP Performance Improvement
- Workstream 3 - Infrastructure
- Workstream 4 - AP & Inclusion
- Workstream 5 - HNB and SEN Transport budgets, and DSG recovery plan

Progress within workstreams 1 & 3 are of particular importance to the DSG recovery plan, and for the HNB and SEN transport budgets. We need to ensure that parents and schools have greater confidence of effective inclusion within 'SEN Support', leading to a reduction in the requirement for EHCP through more effective support. This focus on mainstream inclusion sits alongside the development of new specialist provision, to reduce our over-reliance on high cost independent sector placements.

Latest updates within these two workstreams are:

Workstream 1 - SEN Support & Inclusion

- Further development of the approach to 'Element 3' funding and the quality of provision supported through these funding allocations
- Scoping a SEND training and coaching offer
- Piloting of a range of SEND support and provision, for example the 'Core Consultation' offer from Educational Psychology & Specialist Support
- Improvements to the Local Offer website to assist easy navigation to advice, guidance and resources

Workstream 3 – Infrastructure

- Sponsor for the new SEMH school in Great Yarmouth confirmed by the Regional Schools Commissioner as 'Right for Success'
- Planning application submitted for the new SEMH school in Great Yarmouth and out to tender for the constructor competition
- Site visit for potential Sponsors of the new ASD school in Fakenham
- Design and construction 'briefs' issued to NPS for 9 of the new Specialist Resource Bases

Progress within both of these workstreams is in line with the timelines set out at the start of the programme and are being managed within a significant project management structure in the Children's Services Learning & Inclusion directorate.

Further updates are provided through the new monthly newsletter 'SEND News' (1st edition emailed directly to all schools in October) and copies of all editions of the newsletter will now be promoted through e courier and the Local Offer Twitter account.

2. High Needs Block update FY 2019/20

The report to School's Forum in September 2019, setting out the period 4 HNB position, outlined an increase of £743k from the planned budget position. There has been a further increase between period 4 and the current period 6 of £198k.

This further increase is due to ongoing increased pupil movement into specialist placements; these increases will be reflected in the revised DSG recovery plan following discussion / decision making regarding the transfer of funding between the Schools Block and High Needs Block.

Table 1: Current High Needs Block, FY2019_20, Budget Schedule

High Needs Block Budget 2019/20 - Period 6							
	Places Apr-Aug	Places Sept-Mar	£000's Budget	£000's Forecast @15/10/19	£000's Variance Over/(Under)	Previous	Change
DSG Allocation			81,917.36				
Transfer from schools block			6,990.06				
Total Budget			88,907.42				
Special Schools (Pre-16)	1,500	1,573	30,751.66	30,483.78	(268)	(438)	170
Special Schools (Post-16)			3,706.00	3,547.56	(158)	(124)	(34)
Specialist Resource Bases	238	238	3,327.52	3,153.59	(174)	(187)	14
Exceptional Circumstances Fund			1,000.00	1,000.00	0	0	0
VS SEN Support/EHCPs			7,439.09	7,439.09	0	0	0
<u>Independent & Non maintained, Alternative Education</u>							
Non Maintained Special Schools			22,718.75	27,785.90	5,067	4,949	118
-Single funded	622	619					
-Joint funded	41	47					
-Private Hospital	21	12					
-Other Provision/Therapies	36	98					
Personal Budgets	63	73	250.00	577	327	318	9
Estimated Inter Authority Recoupment	81	82	630.00	632	2	36	(34)
Short Stay School For Norfolk & Alternative Provision	350	370	5,748.20	6,725.74	978	978	0
Less PEX income			(900.00)	(900)	0	0	0
Alternative Education			4,099.00	4,875.55	777	828	(51)
-Compass Centre	50	50					
-Pinetrees	22	35					
-Include (Catch 22)	106	85					
-Earthsea House	12	12					
-Hooper Lane (within SSSfN budget from Sept'19)	60	0					
-Crea8	6	0					
-Horatio House	23	10					
<u>LA Hosted Services</u>							
Services to Home Educators			92.83	92.83	0	0	0
Youth Offending Team			290.37	290.37	0	0	0
County Sensory Support			1,623.04	1,623.04	0	0	0
Moving and Handling			41.41	53	12	4	8
SEN Invest to Save			171.05	171	0	0	0
Learning Support & ATT Central Costs			663.50	663.50	0	0	0
Critical Incident			18.00	18.00	0	0	0
Medical Needs Co-ordinator			0.00	13.57	14	14	0
CAHMS			250.52	250.52	0	0	0
PATHS			100.00	101.01	1	1	0
Virtual School for Sensory Support			68.48	68.48	0	0	0
<u>Other Services</u>							
Speech and Language Therapy			1,004.00	1,004.00	0	0	0
Post 16 FE High Needs top up	590	590	2,806.00	3,810	1,004	1,004	0
Post 16 Place Funding	427	479	3,008.00	3,008	0	0	0
Schools DDA Equipment			0.00	49	49	49	0
Total			88,907.42	96,537	7,630	7,431	198

3. DSG recovery plan update

The LA prepared a Dedicated Schools Grant (DSG) Recovery Plan in line with DfE requirements and following discussion at the Schools Forum in May 2019 it was submitted to the DfE in June this year. There are year on year assumptions, within the recovery plan, which relate to our transformation programme being successful and ongoing transfer of funding between the Schools Block to the High Needs Block.

The DSG recovery plan submitted to the DfE in the summer term has now been assessed and a visit by DfE officials to Norfolk is planned to discuss the plan further. In particular they want to understand in more detail the development of our new specialist provision and our modelling which demonstrates how this will reduce costs.

The DfE announcement on the 11th October indicates that Norfolk's High Needs Block (HNB) will increase by approximately £10.2m for 2020/21. This increase has only been confirmed for 2020/21 at this time, leaving uncertainty regarding the base level of HNB for future years. This increase alone will not immediately resolve the ongoing High Needs Block overspend pressure due to the level of cumulative deficit, the anticipated ongoing commitments, and the uncertainty regarding future year's HNB base funding.

In light of the recent announcements, the Local Authority have completed a high-level review of the DSG Recovery Plan modelling. For the purposes of this modelling, the Local Authority have assumed that the HNB will continue at the same base level as 2020/21 in future years. Having completed this revised modelling, it is the Local Authority's view that the assumption of the need for year on year Schools Block to High Needs Block transfer is currently maintained (though at a reduced level) and that Norfolk should be looking to recover the DSG to a balanced position within the next 3 years. This view will be kept under review as and when future funding arrangements are confirmed.

On the 11th October, the DfE also announced a consultation on the ring-fencing and grant conditions of the DSG, which seeks to clarify that Local Authorities are not required to cover DSG deficits from other LA funds and that deficits need to be recovered from future Schools (DSG) funding. Therefore, to reflect the impact of the proposed changes, the planned contributions from the LA's General Fund to the DSG have been removed from the revised DSG recovery plan.

The revised DSG recovery plan is shown in the table below:

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
High Needs Block Allocation	80.462	81.822	92.087	92.912	93.740	94.572
0.5% Schools' Block Transfer	2.365	2.410	2.481	2.506	2.531	0.000
Additional Schools' Block Transfer	0.000	4.580	2.500	2.500	2.500	0.000
NCC General Fund Contribution		0.000	0.000	0.000	0.000	0.000
Schools, Early Years and Central Services Blocks Underspend	4.090					
Total Resources Available	86.917	88.812	97.068	97.918	98.771	94.572
Placement Budget brought forward		80.488	83.478	82.815	78.385	77.015
Demographics and unmet demand		5.617	6.748	5.206	5.206	5.206
Demand Management *		0.000	0.000	-1.080	-2.931	-4.620
Savings *		-2.207	-7.411	-8.556	-3.644	-1.853
Sub-Total Placement Costs	80.488	83.899	82.815	78.385	77.015	75.749
Pupil specific supplementary High Needs SEND funding in mainstream schools - includes Element 3 SEND and exceptional circumstances funding	6.075	8.439	8.439	8.439	8.439	8.439
Start-up Costs	0.000	0.500	0.500	0.000	0.000	0.000
Speech and Language	0.771	1.004	1.004	1.004	1.004	1.004
Sensory Support	1.624	1.624	1.624	1.624	1.624	1.624
YOT	0.290	0.290	0.290	0.290	0.290	0.290
CAMHS	0.251	0.251	0.251	0.251	0.251	0.251
LA Posts	0.774	0.774	0.774	0.774	0.774	0.774
Fines Income *	-0.999	-0.900	-0.900	-0.900	-0.900	-0.900
Other services	0.447	0.447	0.447	0.447	0.447	0.447
Repay overdrawn position			1.825	7.604	9.826	0.000
Total expenditure	89.722	96.328	97.069	97.918	98.771	87.678
Surplus (+)/Deficit (-)	-2.804	-7.516	0.000	0.000	0.000	6.894

*These 3 rows are income/savings with a positive effect on the High Needs block.

The revised recovery plan projects that DSG will balance in-year from 2020/21 onwards, and that the DSG deficit will be fully recovered by 2022/23, assuming a continuing (but reduced) transfer from the Schools Block to the High Needs Block for the next 3 years. The cumulative deficit position is forecast to have reached £18.4m

by the end of 2019/20 and, as this is a ring-fenced grant, the deficit will need to be repaid over a number of future years. This deficit will be identified separately within the Council's accounts from the Council's general reserves, as per the DfE guidance.

It should be noted that if the application to move the funding from the School's Block to the High Needs Block is not agreed, or if only partially agreed, then there will be a delay as to when an in-year sustainable position will be achieved, and the repayment of the cumulative deficit will be delayed.

The LA have also modelled the DSG Recovery Plan for the two alternative options included within this consultation:

Alternative Option	Impact
Only 0.5% Schools Block to High Needs Block transfer	In-year breakeven 2021/22 Cumulative deficit repaid during 2023/24
No Schools Block to High Needs Block transfer	In-year breakeven 2021/22 Cumulative deficit in excess of £7m by the end of 2023/24

The financial modelling is based upon the best available information at the time of preparation and some elements of the transformation planned are further through the planning cycle than other elements. For example, detailed plans for new Special School provision is well-underway allowing the financial modelling to take account of the planned movement of places from independent to maintained special schools. There are updates on both the transformation programme and the DSG recovery plan scheduled within the Schools' Forum Forward Plan for the 2019/20 academic year. As detailed planning continues, the local authority will review the validity of the assumptions made and will make appropriate updates to the place and financial modelling for future years. These will be shared with Schools' Forum.

The DSG recovery plan and Transformation Programme take account of ensuring that HNB funding is utilised to support children and young people within various educational provision, e.g.

- To further support placements within complex needs schools for pupils who need to transfer from mainstream school in the coming year
- To provide exceptional needs funding to mainstream schools for pupils who have complex needs and require high levels of day to day adult support
- To provide support to schools who are demonstrably able to prevent exclusion

Following the announcements by the DfE in October, regarding additional funding for the HNB in all LA areas and the planned changes to the DSG and its relationship to Local Authority 'general fund' budgets, the fair funding consultation regarding the transfer of funding between the Schools Block and the High Needs Block was changed.

This change reflected the increase in funding to the High Needs Block for FY2020/21 and the remodelled impact for individual school budgets.

The outcome of the fair funding consultation and recommendations for the transfer of funding between the Schools Block and the High Needs Block are set out in a separate paper to this months Schools' Forum. The DSG recovery plan will need to be reviewed, following discussion / decision making of the Schools' Forum within the November 2019 meeting, to reflect the revised position.

Officer Contact

If you have any questions about matters contained or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

If you have any questions about matters contained in this paper please get in touch with:

Officer Name:	Tel No:	Email address:
Michael Bateman	07768 165536	michael.bateman@norfolk.gov.uk



If you need this report in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Schools' Forum

Item No. 6

Report title:	De-delegation, Growth, Central Services
Date of meeting:	22 November 2019

Executive summary

In this paper Schools Forum members are asked to make decisions on the de-delegation of services from primary and secondary schools' budgets in 2020/21, to agree the level of growth fund for 2020/21, and to agree funding for central services for 2020/21.

1. De-delegated Services

Schools Forum are asked to vote separately by **maintained Primary and Secondary sector** on de-delegation of the below services (representatives of those sectors only). **Nursery schools** and **Special Schools** are services as a buy back option, as they are not covered by de-delegation under the statutory finance regulations.

The cost of De-delegated services would be removed from the Basic Per-Pupil Entitlement, at a single per pupil rate, for all year groups, except for Free School Meal eligibility which would be removed from FSM deprivation funding. These are estimates based on the October 2018 census as we do not yet have the October 2019 census results which will drive the final 2020-21 de-delegation figures.

1.1 Staff Costs

Staff costs relating to redeployment, safeguarding duties, maternity cover, supply cover for special circumstances, suspended staff and additional costs relating to disabled staff. Should the amounts be de-delegated it is proposed that the current practice of allowing Special Schools to buy-back into the same fund is continued. Based on prior year figures the reduction to Basic Per-Pupil Entitlement values would be:

- Redeployment, £1.19 per pupil
- Safeguarding, £0.82 per pupil
- Maternity Cover, £17.50 per pupil
- Supply Cover, special circumstances, £2.92 per pupil
- Suspended staff, £4.99 per pupil
- Disabled Staff, £0.69 per pupil

The pupil amounts are the same as 2019/20 and the budgets are calculated on a year by year decreasing basis, as schools convert to academy status. The spend profile against de-delegated staff cost budgets has changed over the years (for example, maternity has a significant increase this year), and although we have left the de-delegation rates the same for 2020/21, we intend to analyse the actual spend and review de-delegation rates for 2021/22. This will be brought back to Schools Forum.

Total indicative budgets are;

- **Redeployment, £40,473** (£39,218 primary and £1,255 secondary)
- **Safeguarding, £27,889** (£27,024 primary and £865 secondary)
- **Maternity Cover, £595,198** (£576,735 primary and £18,463 secondary)
- **Supply Cover, special circumstances, £99,313** (£96,232 primary and £3,081 secondary)
- **Suspended staff, £169,717** (£164,452 primary and £5,265 secondary)
- **Disabled Staff, £23,468** (£22,740 primary and £728 secondary)

Decision 1a - Staff costs for the primary sector (maintained) should be de-delegated

Decision 1b - Staff costs for the secondary sector (maintained) should be de-delegated

1.2 Contingencies

Schools Forum are asked to consider de-delegation of a contingency budget for 2020/21, to be used to meet costs of sponsored academy deficits upon conversion.

Where a school with a deficit is to open as a sponsored academy, the deficit remains with the local authority. If Schools Forum agree to de-delegate a contingency provision then the deficit may be funded from that contingency, otherwise the cost must be funded from the LA's core budget.

As of January 2018, the Finance and Business Services Team were instructed by the Director of Children's Services not to accept any further licensed deficit budget plans.

In 2019/20 a contingency budget of £100,000 for the primary sector was de-delegated but only £3,425 has been used for academy deficits and £525 for other (DBS checks/class 1a NI benefits/small balances written off).

It would be prudent to hold a contingency to safeguard against further primary school deficits. It is not possible to know the exact amount that could be required but the LA would recommend a smaller contingency of £25k for 2020/21.

There are no further secondary academy deficits expected to occur as most secondary schools have now converted and those that remain are not currently forecasting deficit balances.

A small contingency of £25k would work out to £0.76 per primary pupil.

Decision 2 - Contingency for the primary sector (maintained) should be de-delegated

1.3 Free School Meal eligibility

The reduction to FSM deprivation funding would be £5.63 per eligible FSM primary and secondary pupil to provide a central service checking free school meal eligibility data.

The pupil amount is the same as in 2019/20 and the budgets are calculated on a year by year decreasing basis, as schools convert to academy status.

Budget £23,669 (£23,241 primary and £428 secondary).

Decision 3a - Free School Meals eligibility for the primary sector (maintained) should be de-delegated

Decision 3b - Free School Meal eligibility for the secondary sector (maintained) should be de-delegated

1.4 Special Schools – Buyback of Services

A decision on the buyback of services in the 2020/21 financial year is required for special schools (by the maintained and academy special school representatives).

Buyback vs De-delegation

The local authority is not allowed, under the finance regulations, to offer de-delegation of services to special schools in the same way as for maintained mainstream schools.

Instead, special schools are allowed to buy back into the same services.

The services available to buy back into are:

- Contingencies
- FSM Eligibility
- Licences/Subscriptions

- Staff Costs (safeguarding, maternity, special circumstances, suspended staff, disabled staff)

In previous years the maintained special schools have bought into all services except for contingencies.

The cost for each service is the rate per place delegated to special schools when the central budgets were originally delegated in 2013/14, and is equal to the amount currently included as delegation within the budget share of each school (these are shown on the 'Memorandum Items' document of the budget share).

A schedule of the costs for each service is attached.

Decision 4a - The maintained special school representative is asked to decide on the buyback of services for all maintained special schools in the 2020/21 financial year.

Decision 4b - The academy special school representative is asked to inform whether the academy special schools wish to the buyback services in the 2020/21 financial year.

ESTIMATED BUYBACK COSTS 2020/21

Rate £	166.56	0.43	0.36	2.86	68.32	10.23	10.38	2.41	0.23	25.88
---------------	--------	------	------	------	-------	-------	-------	------	------	-------

Locn	DfE	School	Number of Places	Contingencies £	FSM Eligibility £	Licences/ Subscriptions £	Staff Costs - Safeguarding £	Staff Costs - Maternity £	Staff Costs - Special Circumstances £	Staff Costs - Suspended Staff £	Staff Costs - Disabled Staff £	Ethnic/ Bilingual Learners £	Behaviour Support Services £	TOTAL £
2650	7010	Chapel Green School	98.92	16,476	43	36	283	6,758	1,012	1,027	238	23	2,560	28,456
2670	7020	John Grant School	143.00	23,818	61	51	409	9,770	1,463	1,484	345	33	3,701	41,135
2675	7007	Sheringham Woodfields Schc	118.00	19,654	51	42	337	8,062	1,207	1,225	284	27	3,054	33,943
2690	7021	Churchill Park School	221.00	36,810	95	80	632	15,099	2,261	2,294	533	51	5,719	63,574
2695	7013	The Clare School	100.50	16,739	43	36	287	6,866	1,028	1,043	242	23	2,601	28,908
2705	7016	Harford Manor School	87.58	14,588	38	32	250	5,984	896	909	211	20	2,267	25,195
2710	7014	The Parkside School	170.00	28,315	73	61	486	11,614	1,739	1,765	410	39	4,400	48,902
2715	7006	Hall School	83.00	13,824	36	30	237	5,671	849	862	200	19	2,148	23,876
2720	7001	Sidestrand Hall School	183.33	30,536	79	66	524	12,525	1,876	1,903	442	42	4,745	52,738
2721	7004	Fred Nicholson School	148.08	24,665	64	53	424	10,117	1,515	1,537	357	34	3,832	42,598
2723	7015	Eaton Hall School	54.84	9,134	24	20	157	3,747	561	569	132	13	1,419	15,776
7000	7000	Fen Rivers Academy	44.67	7,440	19	16	128	3,052	457	464	108	10	1,156	12,850
7002	7002	The Wherry School	74.17	12,353	32	27	212	5,067	759	770	179	17	1,919	21,335
			1,527.09	254,352	658	550	4,366	104,332	15,623	15,852	3,681	351	39,521	439,286

1.5 Maintained Nursery Schools – Buyback of Services

A decision on the buyback of services in the 2020/21 financial year is required for maintained nursery schools (by the maintained nursery school representative).

Buyback vs De-delegation

The local authority is not allowed, under the finance regulations, to offer de-delegation of services to maintained nursery schools in the same way as for maintained mainstream schools.

Instead, maintained nursery schools are allowed to buy back into services.

The services available to buy back into (as previously requested by a Nursery School) are:

- Staff Costs (safeguarding, maternity, special circumstances, suspended staff, disabled staff)

In 2019/20 only King's Lynn Nursery School bought into these services.

The cost for each service is the same as the rate per pupil used for mainstream staff costs de-delegation.

A schedule of the costs for each school is attached.

Decision 5 - The maintained nursery school representative is asked to decide on the buyback of services for maintained nursery schools in the 2020/21 financial year.

NURSERY SCHOOLS BUYBACK 2020/21

Loc. Code	Dfes No.	School	Total Hours (Current)	Staff Costs - Supply/Cover, buyback rate £ per F.T.E.						TOTAL
				Redeployment	Safeguarding	Maternity	Special Circumstances	Suspended Staff	Disabled Staff	
				1.19	0.82	17.5	2.92	4.99	0.69	
				£	£	£	£	£	£	£
0004	1001	Emneth Nursery School	41548.00	52.04	35.86	765.36	127.71	218.24	30.18	1,229.38
0007	1002	King's Lynn Nursery School	37977.00	47.57	32.78	699.58	116.73	199.48	27.58	1,123.72
0010	1005	Earlham Nursery School	39903.00	49.98	34.44	735.06	122.65	209.60	28.98	1,180.71

1.6 Growth Fund

The growth fund sits within the School Block and Schools Forum are required to vote on the criteria and amount.

Required Growth

In 2019/20, £965k was top-sliced from the Schools Block for growth fund. The following criteria were used for 2019/20:

- Growth has been identified by the authority as required in the area for the following academic year. i.e. a comparison of numbers between the two October counts, and;
- Growth must be the greater of 10% of a year group or 5 pupils and will be funded at 7/12th of Basic Pupil Entitlement, the starting point for the growth must be over and above a school's/academy's current Pupil Admission Number (PAN).
- Growth for an additional year group or class will be given at 7/12th of the Pupil Admission Number, e.g. a school/academy is increasing from an intake of 30 pupils to 60 pupils p.a. - school/academy will therefore qualify for 30x7/12th AWPU.
- There are no additional payments to schools or academies in respect of Infant Class Size Funding.
- Where growth fund payments are made to academies for the period September-March, the payment is continued by the local authority for the following April-August.
- Pupils moving from a closing school in advance of that school's official closure date will be funded at their new school at up to 5/12th of the AWPU value (1/12th for each full month) where the number of pupils received early is the greater of 10% of a year group or 5 pupils. The number of pupils on roll does not need to exceed the PAN.

A total of £940,813 has been allocated for growth so far in 2019/20.

It is proposed that £965k is retained centrally for pre-16 growth in 2020/21 and is allocated using the same criteria as in 2019/20 (as listed above). This includes growth within existing schools and any new schools set up to meet basic need, whether maintained, academy or free school.

Decision 6 - There should be a £965,000 centrally retained fund for pre-16 growth, with the same criteria to be used as in previous years for allocation of that funding (decision for all Forum members).

1.7 Central School Services Block/Education Services Grant

The Central School Services Block funds local authorities for the statutory duties they hold for both maintained schools and academies. The CSSB brings together:

- Funding previously allocated through the retained duties element of the Education Services Grant (ESG)
- Funding for ongoing central functions, in Norfolk this is admissions, servicing of the Schools Forum and fees to Independent schools without SEN.
- Residual Funding for historic commitments, previously top-sliced from the schools' block, totalling £192,000 for 2020/21 (the DfE have reduced the allocation for this by 20% compared to 2019/20).
- The licences and subscriptions paid for centrally by the DfE.

Norfolk's indicative allocation for 2020/21, based on 105,132 pupils, for the Central School Services Block is £3,370,598.

This is approximately £30.23 per pupil plus £192,000 for agreed historic costs.

Full Schools Forum are required to vote on the retention of the Central School Services Block.

Specific budgets:

Category	2019/20	2020/21	Difference	Explanation for change
7a Ongoing Central Functions				
School Admissions	487,011	487,011	0	This is an allowable item under the regulations
Servicing of Schools Forum*	69,691	69,691	0	This is an allowable item under the regulations. See note below the table.
Fees to independent	100,000	100,000	0	This is an allowable item

schools for pupils without SEN				under the regulations.
7b Historic Commitments				
SACRE**	5,000	5,000	0	This can be evidenced as a historic commitment prior to April 2013.
Contribution towards the Director of Learning & Inclusion central budgets- Early Intervention and Achievement.***	119,700	119,700	0	This can be evidenced as a historic commitment prior to April 2013. This meets the rules of contributing towards Education Benefit.
Joint User agreement Long Stratton Leisure Centre	50,000	50,000	0	We have a contract committing us to this expenditure.
Termination of Employment Costs (existing pension costs)	64,994	64,994	0	This can be evidenced as a historic commitment prior to April 2013.
Total	896,396	896,396		

**This covers the clerk to the forum, an Education post in the MASH team, conference, supply and travel expenses.*

***Standing Advisory Council for Religious Education*

**** Improvement and Strategy work, Head teacher and Educational conferences.*

Decision 7a – Agree the level of ongoing centrally retained items - Admissions, Servicing of Schools Forum, Independent Fees for non-SEN pupils (decision for all Forum members).

Decision 7b – Agree the historic commitments to be funded (decision for all Forum members).

Responsibilities held for all schools (previously from Education Services Grant)

The Education Services Grant retained element became part of the Dedicated Schools Grant from September 2017 and now sits within the Central School Services Block. After deducting ongoing central functions to be agreed line-by-line (decision 7a) and Norfolk's historic commitments (decision 7b) as well as an estimate of the amount required for the DfE's central licencing scheme based on 2019/20 (£629,977), the indicative level of funding remaining for other responsibilities held for all schools is £1,844,225. All Schools Forum members are required to vote on the retention of this funding by the Local Authority to carry out the duties listed below for all schools.

(Source for items listed below is the 'Schools revenue funding 2020 to 2021 Operational guide'):

<https://www.gov.uk/government/publications/pre-16-schools-funding-local-authority-guidance-for-2020-to-2021>

The schedules quoted below are from The School and Early Years Finance (England) (No.2) Regulations 2018.

Responsibilities held for all schools

Statutory and regulatory duties

- Director of children's services and personal staff for director (Sch 2, 15a)
- Planning for the education service as a whole (Sch 2, 15b)
- Revenue budget preparation, preparation of information on income and expenditure relating to education, and external audit relating to education (Sch 2, 22)
- Authorisation and monitoring of expenditure not met from schools' budget shares (Sch 2, 15c)
- Formulation and review of local authority schools funding formula (Sch 2, 15d)
- Internal audit and other tasks related to the authority's chief finance officer's responsibilities under Section 151 of LGA 1972 except duties specifically related to maintained schools (Sch 2, 15e)
- Consultation costs relating to non-staffing issues (Sch 2, 19)
- Plans involving collaboration with other LA services or public or voluntary bodies (Sch 2, 15f)
- Standing Advisory Committees for Religious Education (SACREs) (Sch 2, 17)
- Provision of information to or at the request of the Crown other than relating specifically to maintained schools (Sch 2, 21)

Education welfare

- Functions in relation to the exclusion of pupils from schools, excluding any provision of education to excluded pupils (Sch 2, 20)
- School attendance (Sch 2, 16)
- Responsibilities regarding the employment of children (Sch 2, 18)

Asset management

- Management of the LA's capital programme including preparation and review of an asset management plan, and negotiation and management of private finance transactions (Sch 2, 14a)
- General landlord duties for all buildings owned by the local authority, including those leased to academies (Sch 2, 14b)

Other ongoing duties

- Licences negotiated centrally by the Secretary of State for all publicly funded schools (Sch 2, 8); this does not require schools forum approval
- Admissions (Sch 2, 9)
- Places in independent schools for non-SEN pupils (Sch 2, 10)
- Remission of boarding fees at maintained schools and academies (Sch 2, 11)
- Servicing of schools forums (Sch 2, 12)
- Back-pay for equal pay claims (Sch 2, 13)
- Writing to parents of year 9 pupils about schools with an atypical age of admission, such as UTCs and studio schools, within a reasonable travelling distance (Sch 2, 23)

Historic commitments

- Capital expenditure funded from revenue (Sch 2, 1)
- Prudential borrowing costs (Sch 2, 2(a))
- Termination of employment costs (Sch 2, 2(b))
- Contribution to combined budgets (Sch 2, 2(c))

Decision 7c – Agree the funding for responsibilities held for all schools from the former Education Services Grant retained element (decision for all Forum members).

Schools Forum decisions required:

- **Vote on de-delegated services for 2020/21 (Decisions 1a, 1b, 2, 3a, 3b, 4a, 4b, 5)**

- **Vote on growth fund for 2020/21 (Decision 6)**
- **Vote on items to be retained from the Central Services School Block for 2020/21 (Decisions 7a, 7b, 7c)**

Schools' Forum

Item No. 7

The Fair Funding Consultation report will be published early next week.