

## **Schools Forum**

**MONDAY 19th JUNE 2017 AT 2.30PM  
AT OLDBURY COUNCIL HOUSE, ANNEX 2**

### **Agenda**

*(Open to Public and Press)*

1. Apologies for absence.
2. Members to declare any interest in matters to be discussed at the meeting.
3. To confirm the minutes of the meeting held on 13<sup>th</sup> March 2017 as a correct record.

#### **For decision**

4. Appointment of Chair & Vice Chair
5. School Forum Forward plan
6. Attendance of meetings
7. Fair Funding updates **including Day Care bank accounts**
8. Procurement Cards
9. HNB 2016/17 Outturn
10. Pupil Number growth Application Query
11. Pupil Number growth – Additional funding
12. Re-use of funds for Shireland High Technical Primary

#### **For information**

13. School Balances 2016/17 & Budget plans 2017/18

**Next Meeting:**

**Date and venue to be confirmed.**

**Schools Forum Distribution to Members:**

**Head Teachers Advisory Forum - Primary Schools (6)**

Mr R Kentish, Mr P Jones, Ms K Bickley, Mr A Orgill, Ms C Walsh,  
Ms P Thompson.

**Head Teachers Advisory Forum – Secondary Schools (4)**

Mr P Shone, Mr A Burns, Mr D Redmond, Ms M McMahon

**Head Teachers Advisory Forum – Special School (1)**

Mr N Toplass

**School Governors (4)**

Mr B Patel, Ms. C. Gallant, Mr J Smallman, Mr N Edge, Ms A  
Cysewski

**Trade Union (1)**

Mr. D Barton

**Early Years Partnership (1)**

Ms A Sahota

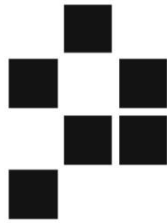
**14-19 Provider (1)**

D Holden

**Pupil Referral Unit (1)**

T Lecointe

Agenda prepared by Prakash Patel  
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# Sandwell

Metropolitan Borough Council

## Minutes of the Schools Forum

**Held on Monday 13th March 2017 at 2.30 p.m.**  
**Oldbury Council House, Committee Room 2**

**Members Present:** K Bickley, A Orgill, C Walsh, P Shone, B Patel,  
D Barton, A Sahota, A Cysewski, M McMahon

**Officers Present:** R Kerr, C Ward, P Patel, J Gill, K Rowland

**Apologies:** J Smallman, A Timmins, D Redmond, A Burns,  
P Thompson, P Jones, R Kentish.

**Observers:** L Bradbury, M Smith

09/17 **Agenda Item 1 - Apologies**

As Above.

**Interim Chair**

P Jones (Chair) and C Gallant (Vice Chair) were unable to attend the meeting. Members nominated and elected P Shone to chair the meeting. M McMahon chaired the meeting for agenda 5 the Pupil Number Growth funding item.

10/17 **Agenda Item 2 – Declaration of Interest**

P Shone, A Cysewski

11/17 **Agenda Item 3 – Minutes Of Previous Meeting**

The minutes for the forum held on the 23<sup>rd</sup> January 2017 were agreed.

12/17 **Agenda Item 6 – Behaviour Support Report**

**Schools Forum –**  
**IL0 unclassified**

K Rowland outlined the report.

K Rowland informed the group that he was finding it difficult to backfill his current posts due to the new posts would advertised as a temporary basis until the future funding has been identified.

C Ward informed members that the High Needs Block currently funds 25 places at Primrose and that future funding would need to be identified. A financial plan on how Primrose will be funded will be brought back to the next forum.

13/17

**Agenda Item 4 – School Funding Formula**

R Kerr outlined the report.

P Shone asked if any additional funding is available for PFI / BSF schools. R Kerr informed members that the budgets for 2017/18 have now been set. The PFI column indicates the PFI affordability gap which used to be a central item, but is allocated to the PFI schools in order to pay the contractor. BSF schools are not treated in the same way; schools make a contribution as does the local authority had budgeted £0.400m contribution for BSF schools. R Kerr also informed members to consider responding individually to the school's consultation to highlight the possible issues faced by BSF schools..

14/17

**Agenda Item 5 – Pupil Number Growth Applications**

R Kerr outlined the report. The 2016/17 flow chart for pupil number growth was distributed to members and R Kerr highlighted the criteria of the pupil number growth flow chart. P Shone queried his schools Year 1 surplus balance of £899k and that it should have brackets on the figures as he did not believe his reserve was so high. The school representatives were asked to leave the room whilst a discussion took place. The outcome of the decision is as follows.

Phoenix – Members discussed the application and awarded pupil number growth of £267,308 on the basis it met the criteria for 4% increase on the previous year's October census as well as pupils predominantly in one group. The schools balances did not exceed the recommended levels and were at 2%.

Ormiston Forge – Members discussed the application. They were informed that the school had experienced an increase of 95 pupils

**Schools Forum –**  
**IL0 unclassified**

(9.7%) increase and that they had received funding for 82 pupils direct from the DfE; leaving 13 unfunded pupils.

The following comments were made by members:

One member felt that a net increase of 13 pupils did not meet the criteria. Another member agreed that the increase was not significant and did not meet the criteria for additional funding. Members did not approve the funding on the basis of the application that it did not meet the criteria for significant pupil increase

Holly Lodge – decision deferred until school's balances has been checked.

George Salter- awarded pupil number growth £78,474 (after verification of year one balance percentage.)

15/17 **Agenda Item 7- High Needs Block Analysis 2016/17**

C Ward outlined the report. J Gill informed members that the anticipated overspend for the High Needs Block has increased to £2.2m and that the current trend would continue due to more pupils entering the system. The predicted overspend for 2017/18 is £1.7m.

C Ward mentioned that as the trend would continue the pupil top figure that is given to schools would need to be reviewed from September 2017 to address the projected overspend. It was agreed a working group consisting of members and local officers to meet after Easter to discuss the High Needs budget and report back for the June Forum. The group members are: C Ward, K Bickley, C Walsh, P Shone, J Gill, K Rowland and D Barton.

16/17 **Agenda Item 8 – Stage Two Consultation – Schools**

R Kerr outlined the report and informed the group questions 4 and 16 would be expanded.

17/17 **Agenda Item 9 – Stage Two Consultation – High Needs**

R Kerr outlined the report. C Ward asked for further information for question 3 and asked for the response to expanded and clarified

**The meeting was called to a close at 4.15pm**

**Schools Forum –**  
**IL0 unclassified**

Contact Officer:  
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Schools Strategic Finance Unit (SSFU)  
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**Schools Forum 2017-18  
Forward Plan**

**AGENDA ITEM 5**

Meeting Date	Proposed Agenda Items (Core Business)	Reports to be sent to Bec/Darren for approval and Chris Ward for School Improvement section to be completed	Publish Agenda & Reports on Virtual Office & CMIS & Circulate to Members	Publish Minutes on Virtual Office & CMIS
<b>19th June 2017</b>	Election of Chair & Vice Chair School Forum Constitution Review and Update School Balances 2016/17 & Budget Plans 2017/18 School Balances 2016/17 & Budget Plans 2017/18 High Needs Block Outturn 2016/17 & Budget Plan 2017/18 Fair Funding Scheme Updates Forward Plan 2017/18 Pupil Number Growth Applications Procurement Cards	<b>7th June 2017</b>	<b>12th June 2017</b>	<b>26th June 2017</b>
<b>18th September 2017</b>	2018/19 School Budget Consultation Proposals De-delegated Budgets 2016/17 Outturn & Impact Analysis	<b>6th September 2017</b>	<b>11th September 2017</b>	<b>25th September 2017</b>
<b>16th October 2017</b>	School Budget Consultation Responses and approval of October proforma  Confirmation of 2017/18 DSG Allocation  Fair Funding Scheme Consultation	<b>4th October 2017</b>	<b>9th October 2017</b>	<b>23rd October 2017</b>
<b>27th November 2017</b>		<b>15th November 2017</b>	<b>20th November 2017</b>	<b>4th December 2017</b>
<b>15th January 2018</b>	Approval of 2018/19 Schools Block Budgets (Jan Proforma)	<b>3rd January 2018</b>	<b>8th January 2018</b>	<b>22nd January 2018</b>
<b>12th March 2018</b>	School Budgets 2018/19 (including Early Years & High Needs) Arrangements for pupils with SEN Arrangements for use of PRUs and education of children otherwise than at school Arrangements for EY provision Forward Plan 2018/19	<b>1st March 2018</b>	<b>5th March 2018</b>	<b>19th March 2018</b>
<b>18th June 2018</b>	Appointment of Chair & Vice Chair Attendance of Meetings School Balances 2017/18 & Budget Plans 2018/19 De-delegated Budgets 2017/18 Outturn & Impact Analysis Fair Funding Scheme Updates Membership Review based on May census 2019/20 National Funding Formula	<b>6th June 2018</b>	<b>11th June 2018</b>	<b>25th June 2018</b>

**Standing Items (on agenda for every meeting): -**

Membership Updates - Vacancies & Expiry of Office

Schools Forum Attendance: June 2016 - March 2017

	20th June 2016	17th October 2016	05th December 2016	23rd January 2017	13th March 2017
<b>Primary School Members</b>					
R Kentish	Apologies	Apologies	✓	✓	Apologies
P Jones	✓	✓	✓	✓	Apologies
K Bickley	✓	✓	✓	✓	✓
A Orgill	✓	✓	Apologies	✓	✓
C Walsh	✓	Apologies			✓
P Thompson	✓	✓	Apologies		Apologies
<b>Secondary Schools Members</b>					
P Shone	✓	✓	✓	✓	✓
A Burns	✓	✓	✓	✓	Apologies
D Redmond	Apologies	✓	✓		Apologies
M McMahan	✓	Apologies	✓	Apologies	✓
<b>Special Schools</b>					
N Toplass	Apologies	✓	Apologies	Apologies	
<b>Schools Governors</b>					
B Patel	✓	✓	Apologies		✓
C Gallant	Apologies	Apologies			
J Smallman	✓	✓	✓	✓	Apologies
N Edge	✓	✓	✓	✓	
A Cysewski		✓		✓	✓
<b>Trade Union</b>					
D Barton	✓	✓	✓	✓	✓
<b>Early Years</b>					
A Sahota		✓	✓	✓	✓
<b>14-19 Provider</b>					
D Holden	✓				
<b>Pupil Referarral Unit</b>					
T Lecointe	✓				



**Agenda Item 7**

**Schools Forum**

**19<sup>th</sup> June 2017**

**Scheme for Financing of Schools: Update re School Nurseries**

**This report is for decision.**

**1. Recommendations:**

That Schools Forum members:

- 1.1 Approve the updates to the Scheme for the Financing of Schools outlined in Appendix 1.

**2. Purpose**

- 2.1 This report is to obtain approval for the attached updates to be made to the Scheme for the Financing of Schools in order to clarify the position of school nurseries that operate as private settings.

**3. Links to School Improvement Priorities**

- 3.1 The report aims to support schools in delivering pre-school provisions are properly funded and well resourced, ensuring a good quality of early years education for young children.

**4. Report Details**

- 4.1 Some schools currently operate nursery/day care provisions as private settings. There has been some confusion about how these settings should be treated from a financial point of view.
- 4.2 The local authority has considered this from a number of perspectives, particularly Human Resources, Finance and Legal and have concluded that these facilities should be considered as Community Facilities. The guidance outlined in Appendix C of the Scheme for the Financing of Schools should therefore be followed.
- 4.3 Appendix 1 to this report details recommended updates to Appendix C and Appendix G to the Scheme for the Financing of

Schools in order to further clarify the expectations with regard to these facilities.

**5. Recommendations**

- 5.1 That Schools Forum members approve the updates to the Scheme for the Financing of Schools outlined in Appendix 1.

Rebecca Maher, Strategic Finance Manager

Date: 13/06/2017

Contact Officer: Rebecca Maher

Tel No: 0121 569 8460

**DAY CARE FACILITIES – FAIR FUNDING UPDATE**

**(Updates/additions in red text)**

**UPDATE TO COMMUNITY FACILITIES APPENDIX C**

Current Appendix C can be found at this link on the SSFU Virtual Office: [Appendix C - 2016 - Community Facilities - Home](#)

**1. Introduction**

1.3 Schools that offer day care provision should treat these as community facilities and adhere to the guidance in this appendix.

**2. Consultation with the authority – financial aspects**

**2.8 Banking Arrangements**

2.8.2 If a school wishes to open a separate bank account for day care provision the procedures set out in Appendix A Bank Account Scheme must be adhered to. The following criteria must also be met: -

**The school must: -**

- Apply to open a separate bank account by the end of November of the preceding year in which the bank account will become active.
- Be projecting a surplus across all years in 3 year projections and the current year projected surplus must be above 6%.
- Provide a report showing the closedown, in-year and projected budget position for the day care facility only. This must show that the costs of running the provision have been fairly apportioned and that the facility is not being subsidised by the school budget.
- Prove that its bank balance has not fallen below £30,000 in the last 12 months.
- Have been audited in the last two years and been judged as providing Good/Outstanding assurance about the framework of controls in operation. If the school has not been audited within the last two years' internal audit will be required to carry out a review prior to a second bank account being approved.

**5. Supply of financial information**

5.2 The statements in the CFR format are to be sent in every term **in line with the Termly Monitoring deadlines set out in Appendix G.**

**7. Treatment of income and surpluses**

- 7.2 The school may carry such retained net income over from one financial year to the next as a separate community facilities surplus. This should be shown under OB02 and B06 on the school's CFR return.

## **UPDATE TO TERMLY MONITORING APPENDIX G**

**Current Appendix C can be found at this link on the SSFU Virtual Office: [Appendix G - 2016 - Termly Monitoring - Home](#)**

### **5. Monitoring Report – Community Facilities (including Day Care Provisions)**

Where a school operates a community facility ~~which is funded mainly by charges to parents~~, a monitoring report showing the financial position of this facility should also be submitted. This monitoring report should include a statement of the current debt outstanding to the facility. Although it is now possible to use school budget share to fund these facilities this should not be at detriment to the rest of the school therefore it is important that these facilities are largely self-financing.

**Schools Forum**

**19<sup>th</sup> June 2017**

**Procurement Cards for Schools**

**This report is for decision.**

**1. Recommendations:**

That Schools Forum members:

- 1.1 Approve the roll out of procurement cards for all schools from September 2017 in line with procedures attached in Appendix 1 and 2.

**2. Purpose**

- 2.1 This report is to update Schools Forum members on the procurement card pilot and obtain approval for all schools to now be allowed to use procurement cards.

**3. Links to School Improvement Priorities**

- 3.1 Schools are increasingly required to secure best value for money when procuring resources to support educational development. The universal use of the procurement cards will assist in delivering best value and reduce timescales for delivery. Chris Ward to complete.

**4. Report Details**

- 4.1 Procurement cards were introduced in a number of pilot schools in 2013. Since then the council has changed banking provider which has delayed the roll out of these to all schools.
- 4.2 The pilot has been considered successful with those schools involved stating the following benefits: -
- Reduction in staff time
  - Ability to make online purchases

- Purchase of IT applications e.g. iPad possible

- 4.3 Internal audit have also reviewed procurement card procedures and have been satisfied that internal controls are sufficient.
- 4.4 As a result approval is now being sought for the roll out of procurement cards for all schools.
- 4.5 This includes schools that bank with both the council's provider RBS and other banks.
- 4.6 Two sets of procedures have been put together (Appendix 1 and Appendix 2) – one for RBS schools and one for non-RBS schools. These must be adhered to in order for schools to retain use of a procurement card. Any misuse will result in the cancellation of the card.

## 5. **Recommendations**

- 5.1 That Schools Forum approve the roll out of procurement cards for all schools from September 2017 in line with the procedures attached in Appendix 1 and 2.

Rebecca Maher, Strategic Finance Manager

Date: 13/06/2017

Contact Officer: Rebecca Maher

Tel No: 0121 569 8460



**School Procurement Card Procedures**  
**For schools with RBS bank accounts**

## **1. Introduction**

- 1.1 The Council is introducing procurement cards to schools as a means of acquiring and paying for goods and services that cannot be procured via the usual procurement process.
- 1.2 These procedures provides background details of: -
  - the reasons for using procurement cards,
  - how to apply for a procurement card,
  - how and where procurement cards can be used
  - responsibilities placed on cardholders and budget approvers.
- 1.3 Cardholders and budget approvers should be aware that failure to meet the requirements and responsibilities outlined within these procedures will be regarded as a disciplinary matter.

## **2. What is a procurement card?**

- 2.1 The procurement card looks like any normal debit/credit card, but is a charge card, which means the total balance on the monthly statement must be settled in full by Direct Debit.
- 2.2 Any establishment displaying the VISA symbol, in the UK and globally, will accept the procurement card.
- 2.3 The procurement card is to be used for school business purposes only and limited to those suppliers and types of transactions to which cardholders have been approved (see Controls).

## **3. Applying for a procurement card**

- 3.1 The Purchasing Card Administrator (PCA) is a member of the Schools Strategic Finance Unit (SSFU) and will co-ordinate the application process.
- 3.2 Schools must obtain Governing Body approval before applying for a procurement card. The Governing Body minutes must then be submitted to the PCA along with the procurement card Nomination Form. These minutes should show that the Governing Body have read and agree with these procedures.
- 3.3 Schools with deficit budgets will not be allowed to set up a procurement card.



3.4 Once the PCA has given approval for the school to join the scheme the PCA will email the following documents:

- A procurement card application form
- A procurement card holder schedule and
- A RBS Direct Debit Mandate.

3.5 In order to complete these documents, Governors will be required to agree the following: -

- Credit limit (max £10,000 per annum)
- Card Limit (max £2,000 per month)
- Single transaction limit
- Monthly transaction limit
- That cash withdrawals will be blocked

3.6 Both the *original signed hard copy* documents above and a copy of the Governors minutes detailing the decisions above should be sent to the PCA who will then forward on to the bank.

#### **4. How and where procurement cards can be used**

4.1 The procurement card can be used to purchase items that cannot be purchased by any other approved route. It can be used in the same way as a personal debit/credit card -

- Over the phone – have your card at hand; you will have to quote your card number, expiry date, cardholder information and possibly some security details. You must provide a contact name and delivery address.
- Over the counter, face-to-face – just as you would use a personal debit or credit card
- Over the Internet – as an extra security feature the Card provider guarantee Internet transactions, meaning the Council is not liable for any Internet transactions you did not make.

4.2 A step-by-step process to using the procurement card can be found at the end of this document.

#### **5. VAT**

5.1 There are three types of supplier capabilities in relation to VAT: -

- **Level 1 – UK non-evidence:** These suppliers do not have the capability to transmit VAT data electronically. As a result, the cardholder will be expected to obtain a VAT receipt/invoice for these types of transactions.
- **Level 2 – UK Summary:** These suppliers send summary detail up to a maximum of £5k. Above this a VAT receipt/invoice will be required as with Level 1 suppliers.
- **Level 3 – UKLID:** These suppliers transmit enhanced VAT information therefore no invoice is required to reclaim VAT.

5.2 A VAT receipt must contain the following information to substantiate the council's VAT claim: -

- Name, address and VAT number of the supplier,
- Time of the supply
- Description of goods/service
- VAT rate charged and breakdown of the VAT charge in sterling

## 6. Controls

- 6.1 Each card has a card limit, an individual transaction limit and a monthly transaction limit. It is recommended that the monthly card limit and individual transaction limit are set to a maximum of £2,000 per month and the maximum credit limit is set to £10,000 per annum.
- 6.2 These limits are inclusive of VAT and any delivery charges and should be approved by Governors.
- 6.3 Schools will be responsible for payment in full via Direct Debit for all transactions made with the card. This means ensuring that there are sufficient funds within the school bank account to pay the Direct Debit. No funds will be made available via an SMBC account.
- 6.4 Only one card will be allowed for each school, unless a business case is approved by the PCA for the use of additional cards.
- 6.5 Procurement cards must only be used when all other procurement routes have been exhausted.

- 6.6 Certain merchant categories can be blocked in order to limit the type of expenditure that can be incurred using the card. However, this can cause difficulties as some suppliers sit under a number of different categories. Governors must determine whether there are any merchant category groups that should be blocked but **cash withdrawals must always be blocked.**
- 6.7 The cardholder must check all expenditure on the card statement to ensure that payments are correct and only made for goods received. Any discrepancies must be rectified with the supplier.

## **7. Monitoring of card use and card misuse**

- 7.1 The PCA will undertake random checks of procurement card usage to ensure that this is appropriate. Internal audit will also include checks as part of their regular audits.
- 7.2 The cardholder will therefore need to maintain a record of transactions. There are two options for doing this: -

### **1. Smart Data Online (SDOL)**

- 7.3 This is a facility within the RBS/Natwest online banking system which allows cardholders to justify and code transactions and upload VAT invoices/receipts so that all information is held electronically.
- 7.4 Transactions can be approved online and the system is then able to produce various management reports which can be accessed directly by the PCA.
- 7.5 Further guidance and training is available on this system. Please contact the PCA if you wish to be set up on this system.

### **2. Excel Transaction Logs**

- 7.6 The PCA will provide blank Excel transaction logs which can be used by the school to record transactions and reconcile to the monthly procurement card statements.
- 7.7 The procurement statement can also be viewed online and exported into an Excel document. This can be forwarded to the PCA instead of the transaction log.
- 7.8 These must be approved by a senior member of staff other than the cardholder and submitted to the PCA on a quarterly basis.

- 7.9 Cardholders are not permitted to make use of personal loyalty cards for transactions using a school procurement card.
- 7.10 Any consistent misuse will result in the card being cancelled with immediate effect.

## **8. General Procurement Card Administration**

### **Procurement Card Administrators**

- 8.1 The Procurement Card Administrator is Prakash Patel, Schools Strategic Finance Unit, 1 Providence Place, West Bromwich, Tel 0121 569 8174.

### **Security**

- 8.2 Procurement cards must be signed by the cardholder upon receipt.
- 8.3 It is the cardholder's responsibility to ensure that the card is kept in a secure place e.g. office safe.
- 8.4 Procurement cards must only be used by the cardholder. This means that it must not be used by anybody else in the cardholder's absence.

### **Lost/Stolen Cards**

- 8.5 If a procurement card is lost or stolen Natwest Customer Services must be contacted immediately **0370 010 1152**.
- 8.6 The PCA must also be contacted immediately after the bank.
- 8.7 If a procurement card is subsequently found after being reported lost or stolen, it should be destroyed as a new card will have been sent out by RBS.

### **Damaged Cards**

- 8.8 If the procurement card becomes damaged, RBS/Natwest Customer Services should be contacted on **0370 010 1152**.
- 8.9 A new card will be issued immediately and the damaged card should be destroyed.

### **Replacement Cards**

- 8.10 A new procurement card will be issued automatically shortly before the expiry date of your current card. When the new card becomes valid, the old one should be destroyed.

### **Transaction Queries**

- 8.11 If a statement shows a transaction that has not been made, the supplier should be contacted directly. Where a credit is due the supplier will generate a refund, which will be processed back on to the account.
- 8.12 If the query cannot be resolved with the supplier, Natwest Customer Services should be contacted on 0370 010 1152. The PCA should also be notified.

### **Fraudulent Transactions and Preventing Fraud**

- 8.13 In the event of fraudulent use of your procurement card, you should contact Natwest Customer Services immediately on 0370 010 1152. The PCA must also be notified.
- 8.14 To help prevent card fraud the following advice is recommended to cardholders:
- Never leave your procurement card unattended – for example, in a car or your office where thieves can easily find it.
  - Try not to let your procurement card out of your sight when paying for goods and services at the point of sale.
  - Never discard transaction slips that display the card number - always tear them up when you have completed the reconciliation process.
  - Never write down your procurement card number.
  - If you suspect your card has been stolen or lost, always report it.
  - Your three-digit security code proves you have the physical card and should only ever be quoted to a supplier. The bank would never ask for this number if you are in any doubt always check before giving out any personal information out.

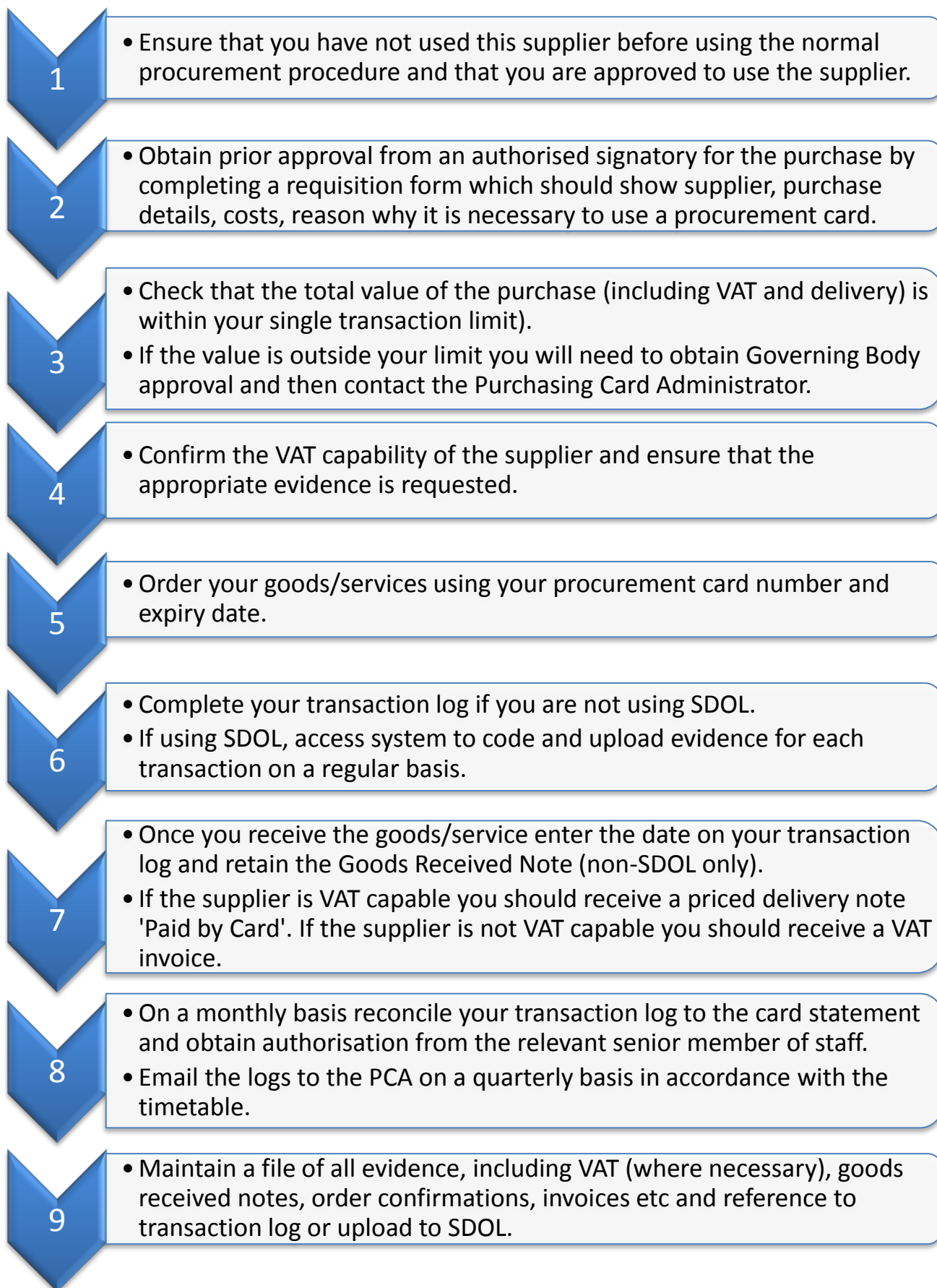
### **Change of Situation**

- 8.15 If the cardholder is leaving the school, the PCA must be contacted and the procurement card returned to them by hand or secure post. The PCA will then arrange for the card to be

cancelled. New forms will need to be completed for a new cardholder.

- 8.16 If there are any changes in the cardholders details e.g. change of name, the PCA must be contacted who will liaise with the bank to effect the necessary changes.
- 8.17 If the school converts to academy status the procurement card must be returned to the PCA in order to be cancelled.

## Step-by-step process for using a procurement card





# **School Procurement Card Procedures**

**For schools with non- RBS bank accounts**



## **1. Introduction**

- 1.1 Non-RBS schools must follow these procedures and obtain SSFU approval in order to set up a debit/procurement card (Note: the term procurement card will be used throughout this document but will also cover debit cards as long as transaction limits are able to be set).
- 1.2 The controls around the use of the procurement card must be at least as robust as those for the RBS procurement card. This will be checked when the school submits the Nomination Form and procedures prior to approval.
- 1.3 Cardholders and approvers should be aware that failure to meet the requirements and responsibilities outlined within these procedures will be regarded as a disciplinary matter.
- 1.4 A step-by-step guide to using a procurement card can be found at the end of this document.

## **2. Applying for a procurement card**

- 2.1 The Purchasing Card Administrator (PCA) is a member of the Schools Strategic Finance Unit (SSFU) and will co-ordinate the application process.
- 2.2 Schools must obtain Governing Body approval before applying for a procurement card. The Governing Body minutes must then be submitted to the PCA along with the Procurement Card Nomination Form and procedures that will be implemented in school. These minutes should show that the Governing Body have read and agree with these procedures.
- 2.3 These minutes should show that the Governing Body and read and agree with these procedures.
- 2.4 Schools with deficit budgets will not be allowed to set up procurement cards.
- 2.5 A list of all council signatories on the school's bank account must also be provided.
- 2.6 The Governing Body minutes must show the following decisions:
  - - Credit limit (max £10,000 per annum)
    - Card Limit (max £2,000 per month)
    - Single transaction limit

- Monthly transaction limit
- That cash withdrawals will be blocked.

### 3. Controls

- 3.1 It is recommended that the monthly card limit and individual transaction limit are set to a maximum of £2,000 per month and the maximum credit limit is set to £10,000 per annum.
- 3.2 These limits are inclusive of VAT and any delivery charges and should be approved by Governors.
- 3.3 Only one card must be set up for each school, unless a business case is approved by the PCA for the use of additional cards.
- 3.4 Procurement cards must only be used when all other procurement routes have been exhausted.
- 3.5 With some procurement cards certain merchant categories can be blocked in order to limit the type of expenditure that can be incurred using the card. However, this can cause difficulties as some suppliers sit under a number of different categories. Governors must determine whether there are any merchant category groups that should be blocked but **cash withdrawals must always be blocked.**
- 3.6 The cardholder must check all expenditure on the card statement to ensure that payments are correct and only made for goods received. Any discrepancies must be rectified with the supplier.

### 4. VAT

- 4.1 When making a purchase, the cardholder must ascertain what level of VAT information the supplier is able to provide: -
- **Level 1 – UK non-evidence:** These suppliers do not have the capability to transmit VAT data electronically. As a result, the cardholder will be expected to obtain a VAT receipt/invoice for these types of transactions.
  - **Level 2 – UK Summary:** These suppliers send summary detail up to a maximum of £5k. Above this a VAT receipt/invoice will be required as with Level 1 suppliers.
  - **Level 3 – UKLID:** These suppliers transmit enhanced VAT information therefore no invoice is required to reclaim VAT.

4.2 A VAT receipt must contain the following information to substantiate the council's VAT claim: -

- Name, address and VAT number of the supplier,
- Time of the supply
- Description of goods/service
- VAT rate charged and breakdown of the VAT charge in sterling

## **5. Monitoring of card use and card misuse**

5.1 The PCA will undertake random checks of procurement card usage to ensure that this is appropriate. Internal audit will also include checks as part of their regular audits, including a review of the card use within the first 12 months of it being set up.

5.2 The cardholder will therefore need to maintain a record of transactions. The PCA will provide a blank Excel transaction log which can be used by the school to record transactions and reconcile to the monthly card statements.

5.3 This log must be approved by a senior member of staff other than the cardholder and submitted to the PCA on a quarterly basis in line with the timetable.

5.4 Cardholders are not permitted to make use of personal loyalty cards for transactions using a school procurement card.

5.5 Any consistent misuse will result in the council instructing the bank to cancel the card with immediate effect.

## **6. General Procurement Card Administration**

### **Procurement Card Administrators**

6.1 The Procurement Card Administrator is Prakash Patel, Schools Strategic Finance Unit, 1 Providence Place, West Bromwich, Tel 0121 569 8174.

### **Security**

6.2 Procurement cards must be signed by the cardholder upon receipt.

6.3 It is the cardholder's responsibility to ensure that the card is kept in a secure place e.g. office safe.

- 6.4 Procurement/debit cards must only be used by the cardholder. This means that it must not be used by anybody else in the cardholder's absence.

### **Lost/Stolen Cards**

- 6.5 If a procurement card is lost or stolen the PCA must be notified immediately after the bank.

### **Preventing Fraud**

- 6.6 To help prevent card fraud the following advice is recommended to cardholders:
- Never leave your procurement card unattended – for example, in a car or your office where thieves can easily find it.
  - Try not to let your procurement card out of your sight when paying for goods and services at the point of sale.
  - Never discard transaction slips that display the card number - always tear them up when you have completed the reconciliation process.
  - Never write down your procurement card number.
  - If you suspect your card has been stolen or lost, always report it.
  - Your three-digit security code proves you have the physical card and should only ever be quoted to a supplier. The bank would never ask for this number if you are in any doubt always check before giving out any personal information out.

### **Cardholder leaving**

- 6.7 It is the responsibility of the school to ensure that the procurement card is cancelled if the cardholder leaves.

## Step-by-step guide to using procurement cards

- 1
  - Ensure that you have not used this supplier before using the normal procurement procedure and that you are approved to use the supplier.
- 2
  - Obtain prior approval from an authorised signatory for the purchase by completing a requisition form which should show supplier, purchase details, costs, reason why it is necessary to use a procurement card.
- 3
  - Check that the total value of the purchase (including VAT and delivery) is within your single transaction limit).
  - If the value is outside your limit you will need to obtain Governing Body approval and then contact the bank.
- 4
  - Confirm the VAT capability of the supplier and ensure that the appropriate evidence is requested.
- 5
  - Order your goods/services using your procurement card number and expiry date.
- 6
  - Complete your transaction log.
- 7
  - Once you receive the goods/service enter the date on your transaction log and retain the Goods Received Note (non-SDOL only).
  - If the supplier is VAT capable you should receive a priced delivery note 'Paid by Card'. If the supplier is not VAT capable you should receive a VAT invoice.
- 8
  - On a monthly basis reconcile your transaction log to the card statement and obtain authorisation from the relevant senior member of staff.
  - Email the logs to the PCA on a quarterly basis in accordance with the timetable.
- 9
  - Maintain a file of all evidence, including VAT (where necessary), goods received notes, order confirmations, invoices etc and reference to transaction log.

**Agenda Item 9**

**Schools Forum**

**19th June 2017**

**SPECIAL EDUCATIONAL NEEDS HIGH NEEDS BLOCK 2016/17 IN  
YEAR ADJUSTMENTS – SUB COMMITTEE REPORT**

**This report is for decision**

**1. Recommendations:**

That Schools Forum members:

- 1.1 Note the contents of the report in relation to the in-year overspend 2016-17 in the High Needs Block Grant and the predicted overspend in 2017-18
- 1.2 Decide the course of action necessary to ensure High Need Block Grant expenditure is brought within budget in year by considering all grant income and through reducing expenditure across the majority of budget headers
- 1.3 Agree financial adjustments to avoid overspend in High Needs Block in 2017-18 and in subsequent years

**2. Purpose**

- 2.1 To provide schools forum with information relating to the High Needs Block (HNB) Grant, current expenditure and anticipated outturn figures for the financial year 2016/17. To ensure HNB expenditure can be modified through efficiency savings, reductions in service costs and practice changes to deliver a balanced in year budget.

**3. Links to School Improvement Priorities**

- 3.1 The continued improvement in attainment and progress rates of all pupils is integral to Sandwell's improvement strategy. Within this it is recognised that the performance of vulnerable groups funded

through the High Needs Block arrangements, plays a key role in delivering improved outcomes overall. It is important to recognise that HNB funding resources are finite and need to be allocated to ensure professional services and learning support resources are available for schools to meet the needs of pupils whilst at the same time allowing schools enough scope to shape their support for young people.

#### **4. Report Details**

- 4.1 The HNB is part of the DSG which can only be used as defined in the School and Early Years Finance Regulations.
- 4.2 The 2016/17 HNB Grant was £36.253M. The outturn for 2016/17 is £38.109m, resulting in an in year deficit of £1.856m. This overspend is to be offset against the HNB balances held on the balance sheet as at 31/3/16 of £2.347m.
- 4.3 The HNB balances for 2017/18 are projected to reduce to £0.491m with a predicted in year overspend of £1.8m. Therefore, Schools Forum will need to consider all areas of High Needs Block expenditure to avoid an overall deficit position at the end of the financial year of £1.309m and have plans to ensure savings identified can be maintained in coming years to account for the rest of the ongoing £1.8M in year overspend.
- 4.4 Table 1 details the 2016/17 HNB Budget and the outturn for 2016/17.

**Table 1 - HNB 2016/17 Budget and Outturn**

<b>Budget Heading</b>	<b>Budget 2016/17 £,000</b>	<b>Outturn 31/3/17 £,000</b>	<b>Variance £,000</b>
1) Out of Borough Placements	2,667	2,374	(293)
2) Pupil Top Up Funding	18,740	21,050	2,310
3) Place Funding	8,160	8,300	140
4) Hospital PRU	982	982	0

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5) SEN Support Services	842	739	(103)
6) Support for Inclusion	2,590	2,445	(145)
7) SEN Developments	348	331	(17)
8) Other SEN Funding	1,924	1,845	(79)
9) Exclusions and Reintegration	0	43	43
<b>TOTAL</b>	<b>36,253</b>	<b>38,109</b>	<b>1,856</b>

An explanation for each of the above budget headings is as follows:

- **Out of borough Placements** – this provides funding for SEN pupils that are placed outside of the borough in specialist maintained/academy special schools or resource bases, independent special schools or maintained mainstream schools. Pupils will have a statement of Special Educational Needs or Education Health and Care Plan.
- **Pupil top up funding** – this is top up for pupils in Sandwell maintained/academy mainstream, special schools, focus provision schools, post 16 establishments and alternative provision. Approximately 1,800 pupils are supported.
- **Place Funding** – this represents £10,000 per place purchased in special schools, focus provisions and PRUs. Sometimes an in year adjustment is necessary if establishments are requested to go over agreed purchased places.
- **Hospital PRU** – provides support for pupils attending Whiteheath Hospital PRU and home tuition
- **SEN Support Services** – this funds the Special Educational Needs Service responsible for the administration of statements and Education Health and Care Plans (EHCP). The Service also administers the delegation of the funds to schools on an individual pupil lead basis for those pupils who require funding in excess of the Notional £6,000 Special Educational Needs funding who are in receipt of a Statement or EHCP.



- **Support for Inclusion** – this includes Inclusion Support, Sensory Support, Complex Communications Team, Early Years Team and LACE team.
- **SEN Developments** – This currently funds additional capacity to support activities for Early Years and Complex Communications as requested and agreed by the Joint Executive Group on a time limited basis.
- **Other SEN Funding** – See table 2

**Table 2 Other SEN Funding**

<b>Description</b>	<b>Budget 2016/17 £000</b>	<b>Outturn 31/3/17 £000</b>
Central Recharges	678	678
SLAs with Health	81	85
Equal Pay Claim Special Schools	58	58
SLAs with SIPS	12	9
Transfer to CWD	120	120
Hospital Tuition	90	19
Mediation	10	10
Medical Malpractice Insurance	15	15
Non Statutory SEN Support	360	360
Contribution to Childrens Services	500	500
Balance on Accrual		-10
<b>TOTAL</b>	<b>1,924</b>	<b>1,844</b>

4.5 An explanation of the above headings is as follows:

- **Central Recharges** – contributions to central services ie. Office Accommodation, Legal, Energy Conservation, Property

Maintenance, Strategic Resources and Improvement and Efficiency.

- **SLA with Health** – SLA for Speech and Language, Occupational Therapist and Physiotherapist for SEN pupils in mainstream schools
- **Equal Pay claims** – this was initially kept within the special schools quantum and paid centrally. When the quantum was disbanded it was built into the HNB as it was part of the HNB settlement calculation from the DfE
- **SLA with Sandwell Inspired Partnership Services (SIPS)** - this includes assessments for individual high cost equipment including communication aids for pupils in mainstream schools and Focus Provisions. The SLA is renegotiated yearly and based on need.
- **Transfer to Children with Disabilities** – historical contribution to CWD from the DSG prior to the introduction of the HNB. The contribution was maintained.
- **Hospital Tuition** – Education for pupils placed in private hospitals for which the LA is responsible for their tuition
- **Mediation** – Local Authorities must provide a mediation service to parents seeking recourse through a tribunal. This is paid on an individual needs lead basis
- **Medical Malpractice Insurance** – This is an insurance policy that has previously been treated as a school hold back, following consultation. In 16/17 a blanket policy was negotiated and will be met from the HNB. It includes all schools within Sandwell rather than just those schools who responded to the request for medical data. The cost of this blanket policy is the same as the previous policy that only included certain schools.
- **Non Statutory SEN Support** – The Local Authority provides a core amount of educational psychology time as a statutory duty. This funding is the additional EP capacity that schools have requested over time, through schools forum and The HT Executive Groups to supplement the core statutory EP time provided by the LA. This allows us to reduce traded EP services. It will not have any effect on those schools that already purchase additional hours through the EP Service.

- **Contribution to Children’s Services** – this funds pupils educated on site in residential child care settings.
- **Balance remaining on funds redistributed to schools in 2016/17** - during the year £830K was redistributed to schools. There is a credit balance left on the ledger equating to £10K

4.6 The balance, as at 1 April 2016 was £2.357M.

**Table 3 – Carry forward Balances**

<b>Balances Brought forward on</b>	<b>£000</b>
<b>Total Budget Carried Forward 31 March 2016</b>	<b>2,347</b>
2016/17 In year deficit	1,856
<b>Carry forward</b>	<b>491</b>

**5. Financial summary position**

- 5.1 The HNB is predicted to outturn with an in year deficit in 2017/18 of £1.8M with the highest overspend against pupil top up funding.
- 5.2 The predicted overspend this year can be managed through utilisation of unallocated grant money carried forward from early years. However, reductions in expenditure lines will need to be agreed in year to avoid overspending in 2018/19.
- 5.3 If the same level of expenditure is incurred in future financial years the HNB spend will create a continuous cumulative deficit, which, in 4 years, will accrue to £7.2m, assuming a standstill grant settlement.

**6. Working Group principles for funding allocation changes**

- 6.1 The Working Group was clear that the in the first instance savings should be made where possible in any central services and back office costs. All expenditure lines should be reviewed and considered for reduction based on services received.
- 6.2 Equally, there will need to be transparency on the value or impact of the services received for contracted and historical HNB

payments. Where this is not shown then budget allocations should be reduced accordingly.

- 6.3 Consistency in practice for allocating funding will need to be reviewed to ensure schools are accessing additional funding on a fair footing.
- 6.4 Efficiency savings across Inclusion Support and SEN services will need to be made although this will need to take in to account the balance of services required by schools against a rising population of SEND pupils.
- 6.5 Contracts for provision with colleges and other external providers will need to be reviewed to ensure value for money is achieved.
- 6.6 Reductions in top up funding will be required to meet any further in year funding deficit in future years.
- 6.7 A business case needs to be submitted to the DfE requesting an increase in funding through the HNB in respect of place funding in special schools, focus provisions, PRUs and Post 16 establishments.
- 6.8 The Local Area SEND review highlighted the need to develop improved contribution from Children's Social Care in to Education Health and Care plans. With this in mind, and already with agreement of the SEND Partnership Board, financial allocations to Children's Social Care to strengthen the ability to deliver on this expectation for a high quality contribute
- 6.9 on should include the costs of specific Social Worker roles within SEND teams.

## **7. Recommendations**

7.1 The following expenditure lines should be prioritised to deliver savings before calculating reductions in top up funding in 2018/19.

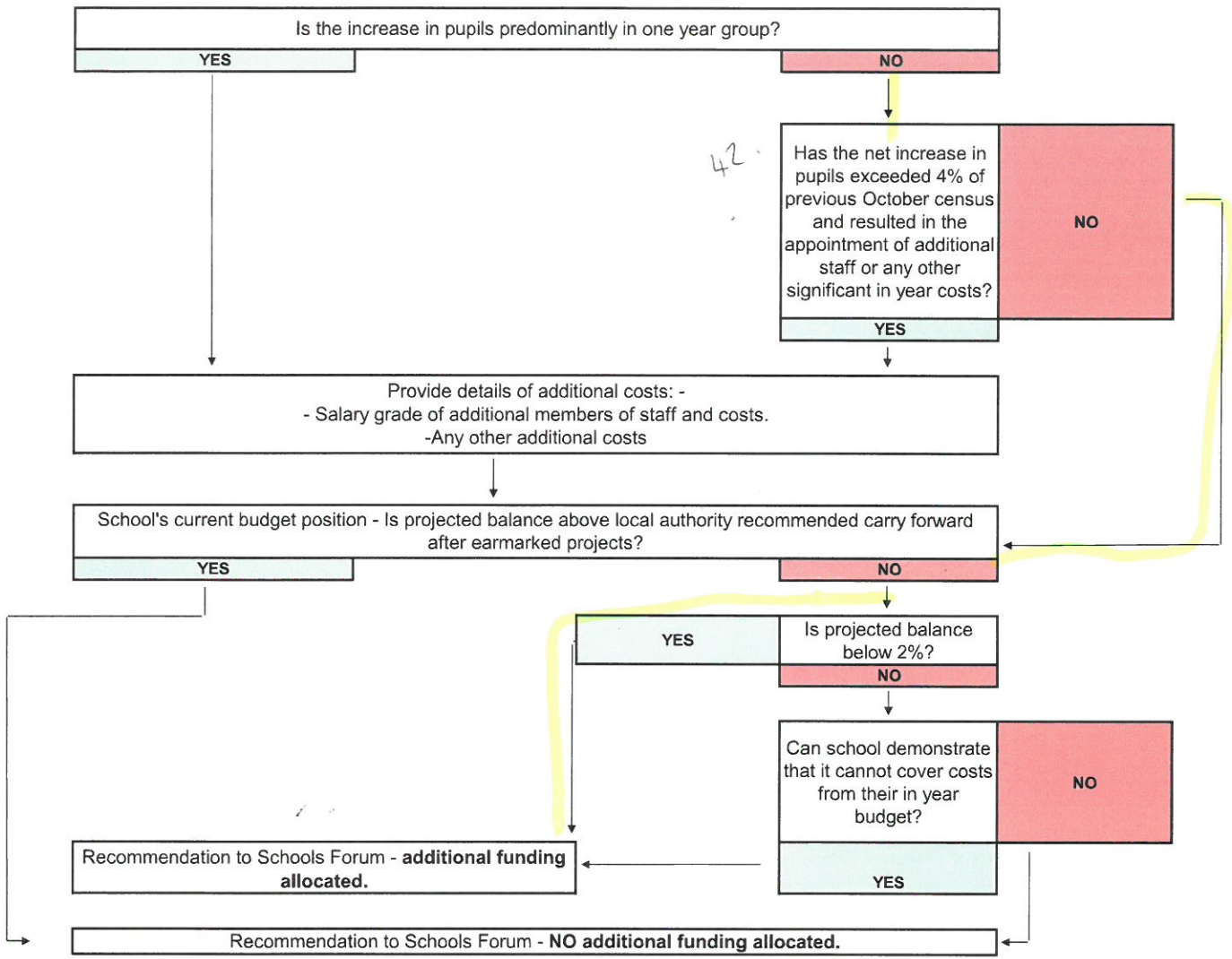
- Contribution to Children's Social Care           £500,000
- Contribution to CWD                                   £119,700
- Central Recharges                                   £678,100
- Cost of college and ISPs                           £2,862,000

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- Cost of Independent and residential £2,018,000
  - Total cost of support services (teams) £3,791,000
- 7.2 A business case is submitted to the DfE requesting an increase in funding through the HNB in respect of place funding in special schools, focus provisions, PRUs and Post 16 establishments.
- 7.3 The Working Party should present the financial model for expenditure in 2018/19, including changes to top up funding, at the next School Forum meeting showing a full breakdown of expenditure against HNB central services recharges.
- 7.4 Indicative school budget allocations should be circulated for the next financial year taking in to account changes in top up funding and central recharges.
- 7.5 To support the development of EHCP plans, £100k from the total allocation to Children's Social Care should be redirected to employ two social workers within the SEND team

Date: 19/06/2017  
Contact Officer: Chris Ward  
Tel No: 0121-569-8338

**TABLE G: PUPIL NUMBER GROWTH CONTINGENCY - PROCESS FOR GENERAL PUPIL NUMBER INCREASES**



**School Organisation Contingency Funding Requests Criteria**

**General Guidance**

- 1.1 Additional funding will automatically be allocated to schools that are increasing their PANs at the request of the local authority. The amount of funding allocated will be: -  
Basic per Pupil Entitlement x Additional Pupils x 7/12
- 1.2 Any other requests for additional funding must be made in writing to Schools Forum by the Headteacher on behalf of the Governing Body and
- 1.3 The deadline for receiving requests for additional funding where there is an increase in one year group is 30<sup>th</sup> October of each year. The deadline for receiving requests for additional funding for mid -year admissions is 28th February of each financial year.
- 1.4 The Head's attendance is required at the appropriate Schools Forum meeting in order that clarity can be achieved and any questions answered. (All member interests must be declared).
- 1.5 Head's must then leave the room for Schools Forum members to discuss the requests. The decision will be notified to them by the next working day.
- 1.6 Forum members must consider the requests for additional funding and advise on any funding adjustments using the following criteria as a guide.
- 1.7 Only one allocation per school will be made from this budget each financial year.
- 1.8 Information on additional pupils will be taken from the official October census only. If this information has not been submitted by the school then no additional funding will be awarded.
- 1.9 No additional funding will be available for general "overall" school increases in pupil numbers. An analysis of year group increases will be required and will have to demonstrate the requirement for additional classes/members of staff.
- 1.10 The template below must be completed and submitted in order to request pupil growth funding.

**Schools Forum**

**19<sup>th</sup> June 2017**

**Pupil Number Growth – Additional Needs**

**This report is for decision**

**1. Recommendations:**

That Schools Forum members:

- 1.1 Approve the payment of Pupil Number Growth – Additional Needs to the schools as detailed in Section 4.4 of the report.

**2. Purpose**

- 2.1 To obtain approval from Schools Forum members for the payment of Pupil Number Growth – Additional Needs to the schools as identified in the report.

**3. Links to School Improvement Priorities**

- 3.1 The Local Authority has experienced a growth in pupil numbers of 26% over the last ten years. This has placed significant pressures on primary school places and is now affecting secondary school places. As a result of overall increases in pupil numbers schools are dealing with a higher number of pupils with additional needs. This report is written to support the allocation of additional funds to support this growing number of children with additional needs.

**4. Report Details**

- 4.1 School Forum members agreed at its meeting on 23<sup>rd</sup> February 2015 to set up a “Pupil Number Growth Fund – Additional needs”. One million pounds was allocated to the fund which could be distributed to schools experiencing significant increase in pupils with additional needs.

- 4.2 Expenditure approved up to the end of 2016/17 was £294,541 leaving a carry forward balance of £705,459.
- 4.3 The schools listed in section 4.4 have previously been allocated funding from the Pupil Number Growth fund – Basic and wish to be considered for the additional needs funding.
- 4.4 Census information for October 2015 and October 2016 has been used to calculate the funding for pupils with additional needs. The funding is calculated up to March 2017. The schools below meet the criteria for additional needs and therefore would attract funding as detailed below:

<b>School</b>	<b>Funding</b>
Phoenix Collegiate	£79,861
George Salter Academy	£30,192
<b>Grand Total</b>	<b>£110,053</b>

- 4.5 No further funding allocations will be made once the £1m original budget has been fully used.

## **5. Recommendations**

- 5.1 That Schools Forum

Approve the payment of Pupil Number Growth – Additional Needs to the schools as detailed in Section 4.4 of the report.

Rosemarie Kerr, Principal Accountant – Schools

Date: 13/06/2017

Contact Officer: Rosemarie Kerr

Tel No: 0121 569 8318



**Schools Forum**

**19<sup>th</sup> June 2017**

**Shireland Technical Primary School Delay**

**This report is for decision**

**1. Recommendations:**

That Schools Forum members:

- 1.1 Agree to the £271,996 initially set aside for Shireland Technical Primary School be used to partially offset the High Needs Block projected overspend in 2017/18.

**2. Purpose**

- 2.1 To put forward proposals for the consideration of School Forum for the use of schools block funding originally set aside for Shireland Technical Primary School.

**3. Links to School Improvement Priorities**

- 3.1 School Funding in real terms has been reducing over the last five years. Where it is possible to return funding to school the Forum should look at the most equitable way to support the education system. This paper offers schools the opportunity to decide how this can best be achieved within financial regulations.

**4. Report Details**

- 4.1 The authority through its pupil place planning work identified the need for a new primary school in the Smethwick area.
- 4.2 The local authority originally planned for the opening of a 2 form entry school; "Shireland Technical Primary School" which was to be established via the Free school programme in September 2017 with Shireland Collegiate Academy as sponsors.

- 4.3 The authority completed a DfE issued school funding model based on the agreed outcome of consultations on the local authority formula for 2017/18 and the planned opening of the school was therefore reflected in the school funding model submitted to the Department for Education (DfE) in January 2017.
- 4.4 The Sponsor has been unable to find a suitable site therefore the opening of the school has been re-scheduled to September 2019; this new date however is dependent on finding an appropriate site within the new timeframes.
- 4.5 Schools Block funding of £271,996 was allocated for the school for the period September 2017 to March 2018.
- 4.6 The authority has considered a few proposals on the re-use of this funding, and have liaised with the DfE to confirm that they adhere to regulations.
- 4.7 The authority considered the following options:
- The creation of a “Schools in Financial Difficulties Fund”.
  - The re-allocation of the £271,996 to all school based on pupil numbers. This would be actioned in 2018/19 as school budgets cannot be re-determined in year.
  - To partially offset the projected High Needs Block overspend in 2017/18.
- 4.8 After further consideration the authority’s view is that the funds should be used to partially offset the projected High Needs overspend.
- 4.9 **Recommendations**
- That Schools Forum members:
- 4.10 Agree to the £271,996 initially set aside for Shireland Technical Primary School be used to partially offset the High Needs Block projected overspend in 2017/18.

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Rosemarie Kerr, Principal Accountant – Schools

Date: 13/06/2017

Contact Officer: Rosemarie Kerr

Tel No: 0121 569 8318

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**Schools Forum**

**19th June 2017**

**This report is for information**

**1. Recommendations:**

That Schools Forum members:

- 1.1 Note the balances held by schools at the end of 2016-17 and the projected balances for 2017-18.

**2. Purpose**

- 2.1 That Schools Forum note the balances held by schools at the end of 2016-17 and the projected balances for 2017-18.

**3. Links to School Improvement Priorities**

- 3.1 School governing bodies have a responsibility to set a balanced budget annually and to use available resources effectively to deliver high quality education to children. It is important that schools balance budget priorities well whilst planning for any foreseeable changes in coming years. Schools should take effective action to avoid deficit budgets or excessive balances above recommended limits.

**4. Report Details**

**4.1 School Balances 2016-17**

- 4.1.1 **Appendix 1** shows the total school balances as at the end of 2016-17. This is summarised below and compared to the position at the end of 2015-16.

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	<b>2015-16</b>	<b>2016-17</b>	<b>Difference</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
<b>Budget Share</b>	21.516	20.639	(0.877)
<b>Capital</b>	0.949	0.912	(0.037)
<b>Other Funds</b>	0.401	0.065	(0.336)
<b>Total</b>	<b>22.866</b>	<b>21.617</b>	<b>(1.250)</b>

4.1.2 **Appendix 2** shows how schools plan to spend these balances.

4.1.3 Seven primary schools held balances (including amounts included under General Contingency) above the LA recommended limit of 8% after deduction of properly assigned amounts.

4.1.4 No secondary school held balances (including amounts included under General Contingency) above the LA recommended limit of 5% after deduction of properly assigned amounts.

4.1.5 No special school held balances (including amounts included under General Contingency) above the LA recommended limit of 8% after deduction of properly assigned amounts.

4.1.6 Two schools (Hateley Heath Primary and Brickhouse Junior and Infant School) were in deficit at the end of 2016-17.

4.2 **Budget Plans 2017-18**

4.2.1 **Appendix 3** shows the projected balances for 2017-18 as indicated by the Budget Plans received from schools. Percentages are highlighted according to the following criteria: -

	<b>Primary/Special</b>	<b>Secondary</b>
<b>Red</b>	Less than 1% or greater than 10% balance	Less than 1% or greater than 8% balance
<b>Amber</b>	1%-2% OR 8%-10% balance	1%-2% OR 5%-8% balance
<b>Green</b>	2%-8% balance	2%-5% balance

- 4.2.2 Fourteen primary schools are projecting to hold balances above 10% and six primary schools are projecting to hold balances below 1% at the end of 2016-17. With one of the schools projecting to go into deficit at the end 2016-17. The school has applied for a licensed deficit and have submitted a deficit recovery plan. The authority is working with the school to ensure the plan is robust and to ensure appropriate mechanisms are put in place to regularly review the financial position of the school.
- 4.2.3 There are no secondary schools projecting to hold balances above 8% and three secondary schools is projecting holding balances below 1% at the end of 2016-17.
- 4.2.4 There are no special school projecting to hold a balance above 10% and no special school is projecting to hold a balance below 1%.

## **5. Recommendations**

That Schools Forum:

- 5.1 Note the balances held by schools at the end of 2016-17 and the projected balances for 2017-18.

Rosemarie Kerr, Principal Accountant – Schools

Date: 13/06/2017

Contact Officer: Rosemarie Kerr

Tel No: 0121 569 8318

Agenda Item 13 - Appendix 1

SCHOOL BALANCES 2016/17

TOTAL CARRY FORWARDS	2016/17				
	BUDGET SHARE	STANDARDS FUND CAPITAL	COMMUNITY FUNDS	OTHER FUNDS	TOTAL
	£	£	£	£	£
ABBEY INFANT	46,484.73	0.00	0.00	0.00	46,484.73
ABBEY JUNIOR	45,086.10	0.00	0.00	0.00	45,086.10
ALBERT PRITCHARD INF	67,554.93	6,410.00	0.00	0.00	73,964.93
ALL SAINTS JR & INF	136,950.09	0.00	0.00	0.00	136,950.09
ANNIE LENNARD	276,463.07	6,160.00	0.00	0.00	282,623.07
BEARWOOD JR & INF	349,795.34	54,939.00	0.00	0.00	404,734.34
BLACKHEATH JR & INF	376,270.86	42,029.00	0.00	0.00	418,299.86
BLEAKHOUSE JUNIOR	100,649.32	473.19	0.00	0.00	101,122.51
BRANDHALL JR & INF	129,348.67	0.00	0.00	0.00	129,348.67
BRICKHOUSE JR & INF	-10,791.49	0.00	0.00	0.00	-10,791.49
BURNT TREE JR & INF	189,722.57	21,670.50	0.00	0.00	211,393.07
CAPE JR & INF	642,672.50	0.00	0.00	0.00	642,672.50
CAUSEWAY GREEN JR & INF	250,094.35	34,651.00	0.00	0.00	284,745.35
CHRIST CHURCH JR & INF	188,295.07	0.00	0.00	0.00	188,295.07
CROCKETTS LANE INF	335,234.67	0.00	0.00	0.00	335,234.67
Eaton Valley	387,428.71	0.00	0.00	0.00	387,428.71
FERNDALE JR & INF	258,276.27	2,360.95	-165,506.48	0.00	95,130.74
GALTON VALLEY	382,690.28	23,395.00	14,428.04	0.00	420,513.32
GLEBEFIELDS JR & INF	199,297.06	0.00	0.00	0.00	199,297.06
GRACE MARY JR & INF	179,433.01	6,777.00	0.00	0.00	186,210.01
GREAT BRIDGE JR & INF	433,541.6	9,108.00	0.00	0.00	442,649.55
GROVE VALE JR & INF	326,518.15	10,940.00	0.00	0.00	337,458.15
GUNS VILLAGE PRIMARY	970,841.12	25,088.00	0.00	0.00	995,929.12
HALL GREEN JR & INF	775,038.36	30,416.00	0.00	0.00	805,454.36
HAMSTEAD INF	70,478.95	16,914.00	0.00	0.00	87,392.95
HAMSTEAD JUNIOR	111,597.28	6,599.00	0.00	0.00	118,196.28
HARGATE JR & INF	275,801.13	62,484.00	0.00	0.00	338,285.13
HARVILLS HAWTHORN PR	177,006.59	0.00	0.00	0.00	177,006.59
HATELEY HEATH PRIM	9,175.34	1,228.25	-150,528.45	0.00	-140,124.86
HIGHFIELDS JR & INF	148,507.77	25,830.91	0.00	0.00	174,338.68
HOLY NAME RC JR & INF	0.00	75,043.94	0.00	0.00	75,043.94
HOLY TRINITY JR & INF	243,968.33	9,765.57	0.00	0.00	253,733.90
HOLYHEAD JR & INF	123,209.38	14,306.19	0.00	0.00	137,515.57
JOSEPH TURNER JR & INF	128,951.11	8,556.00	0.00	0.00	137,507.11
KING GEORGE V PRIMARY	17,971.35	0.00	0.00	0.00	17,971.35
LANGLEY JR & INF	288,172.59	25,000.00	0.00	0.00	313,172.59
LIGHTWOODS JR & INF	74,743.09	540.34	0.00	9,565.69	84,849.12
SUMMERHILL	688,706.43	93,647.00	77,608.00	0.00	859,961.43
LODGE JR & INF	231,118.58	0.00	0.00	0.00	231,118.58
LYNG JUNIOR & INF	159,914.97	0.00	0.00	0.00	159,914.97
MOAT FARM INF	162,949.43	2,337.00	14,636.42	0.00	179,922.85
MOAT FARM JUNIOR	162,971.94	0.00	0.00	0.00	162,971.94
MOORLANDS JR & INF	113,971.59	1,886.00	0.00	0.00	115,857.59
NEWTOWN JR & INF	118,815.07	0.00	0.00	0.00	118,815.07
OAKHAM JR & INF	439,606.83	25,000.00	0.00	0.00	464,606.83
OCKER HILL INFANTS	197,087.69	3,963.00	0.00	0.00	201,050.69
OLD HILL JR & INF	52,387.39	0.00	0.00	0.00	52,387.39
OLD PARK JR & INF	482,308.71	21,419.68	79,902.63	0.00	583,631.02
PARK HILL JR & INF	108,049.78	7,475.00	0.00	0.00	115,524.78
PENNYHILL	389,271.38	21,612.26	103,761.43	0.00	514,645.07
PERRYFIELDS JR & INF	91,007.57	-0.28	0.00	0.00	91,007.29
PRIORY PRIMARY	219,148.05	6,497.52	0.00	0.00	225,645.57
REDDAL HILL JR & INF	170,806.29	7,143.00	0.00	0.00	177,949.29
ROOD END JR & INF	302,085.52	0.00	0.00	0.00	302,085.52
ROUNDS GREEN JR & INF	172,163.00	0.00	0.00	0.00	172,163.00
ROWLEY HALL JR & INF	166,461.32	0.00	28,197.92	0.00	194,659.24
RYDERS GREEN JR & INF	360,107.68	0.00	0.00	0.00	360,107.68
SACRED HEART JR & INF	46,351.96	23,020.00	0.00	0.00	69,371.96
SPRINGFIELD PRIMARY	206,446.38	1,627.78	0.00	0.00	208,074.16
ST JAMES CE PRIMARY	236,500.80	-0.18	0.00	0.00	236,500.62
ST JOHN BOSCO JR & INF	269,183.00	0.00	0.00	0.00	269,183.00
ST MARGARETS JR & INF	84,481.47	0.00	0.00	0.00	84,481.47
ST MARTINS JR & INF	51,315.57	11,662.74	0.00	0.00	62,978.31
ST MARY MAG JR & INF	188,255.41	0.00	0.00	0.00	188,255.41
ST MARY'S JR & INF	73,291.09	0.00	0.00	0.00	73,291.09
ST MATTHEWS JR & INF	250,350.29	0.00	0.00	0.00	250,350.29
TAMESIDE PRIMARY	308,493.15	20,197.95	0.00	0.00	328,691.10
TEMPLE MEADOW JR & INF	88,291.29	8,414.34	0.00	0.00	96,705.63
TIPTON GREEN JUNIOR	117,475.97	0.00	0.00	0.00	117,475.97
TIVIDALE HALL JR & INF	141,684.08	0.00	0.00	0.00	141,684.08
TIVIDALE COMMUNITY	315,870.46	18,403.00	0.00	0.00	334,273.46
UPLANDS MANOR PRIMARY	213,993.29	0.35	0.00	0.00	213,993.64
WARLEY INFANTS	121,148.00	0.00	0.00	0.00	121,148.00
WHITECREST JR & INF	48,189.71	6,385.00	0.00	0.00	54,574.71
WOOD GREEN JUNIOR	69,728.63	8,000.00	0.00	0.00	77,728.63
YEW TREE JR & INF	254,214.80	5,235.31	0.00	0.00	259,450.11
<b>PRIMARY TOTAL</b>	<b>16,580,682.76</b>	<b>814,612.31</b>	<b>2,499.51</b>	<b>9,565.69</b>	<b>17,407,360.27</b>
HOLLY LODGE HIGH	570,004.02	0.00	0.00	0.00	570,004.02
PHOENIX	626,779.60	45,322.00	0.00	0.00	672,101.60
PERRYFIELDS HIGH	210,201.05	162.00	0.00	0.00	210,363.05
ST MICHAELS CE HIGH	552,048.68	0.00	0.00	0.00	552,048.68
STUART BATHURST	360,693.94	0.00	0.00	0.00	360,693.94
<b>SECONDARY TOTAL</b>	<b>2,319,727.29</b>	<b>45,484.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,365,211.29</b>
MEADOWS	281,514.91	7,881.00	0.00	0.00	289,395.91
ORCHARD	407,208.20	44,411.27	0.00	52,824.53	504,444.00
WESTMINSTER	552,516.74	0.00	0.00	0.00	552,516.74
SHENSTONE	497,931.97	0.00	0.00	0.00	497,931.97
<b>SPECIAL TOTAL</b>	<b>1,739,171.82</b>	<b>52,292.27</b>	<b>0.00</b>	<b>52,824.53</b>	<b>1,844,288.62</b>
<b>SCHOOLS TOTAL</b>	<b>20,639,581.88</b>	<b>912,388.58</b>	<b>2,499.51</b>	<b>62,390.22</b>	<b>21,616,860.19</b>





## BUDGET PLANS 2017-2018

SCHOOLS	BUDGET PLANS	
	2017-18	
	£	%
ABBEY INFANT	24,867	1.91
ABBEY JUNIOR	20,924	1.35
ALBERT PRITCHARD INFANT	44,543	3.42
ALL SAINTS CE PRIMARY	116,595	7.28
ANNIE LENNARD PRIMARY	168,907	13.29
BEARWOOD PRIMARY	222,701	10.46
BLACKHEATH PRIMARY	382,579	16.21
BLEAKHOUSE JUNIOR	67,256	6.25
BRANDHALL PRIMARY	57,496	2.61
BRICKHOUSE PRIMARY	21,069	1.89
BURNT TREE PRIMARY	100,515	5.72
CAPE PRIMARY	608,815	17.61
CAUSEWAY GREEN PRIMARY	167,022	7.70
CHRIST CHURCH CE PRIMARY	224,235	10.91
CROCKETTS COMMUNITY PRIMARY	256,653	10.78
EATON VALLEY PRIMARY	297,395	14.31
FERNDALE PRIMARY	31,770	1.25
GALTON VALLEY PRIMARY	366,102	14.03
GLEBEFIELDS PRIMARY	149,373	6.72
GRACE MARY PRIMARY	122,543	8.60
GREAT BRIDGE PRIMARY	121,873	4.98
GROVE VALE PRIMARY	20,080	1.16
GUNS VILLAGE PRIMARY	163,398	7.21
HALL GREEN PRIMARY	503,302	21.01
HAMSTEAD INFANT	17,579	1.92
HAMSTEAD JUNIOR	53,627	4.93
HARGATE PRIMARY	201,962	9.35
HARVILLS HAWTHORN PRIMARY	156,229	7.10
HATELEY HEATH PRIMARY	-180,424	-8.49
HIGHFIELDS PRIMARY	136,096	7.05
HOLY NAME CATHOLIC PRIMARY	31,775	3.52
HOLY TRINITY CE PRIMARY	139,043	6.81
HOLYHEAD PRIMARY	104,386	8.84
JOSEPH TURNER PRIMARY	61,238	2.96
KING GEORGE V PRIMARY	11,310	0.98
LANGLEY PRIMARY	203,835	9.68
LIGHTWOODS PRIMARY	5,185	0.44
LODGE PRIMARY	86,548	4.19
LYNG PRIMARY	70,002	3.22
MOAT FARM INFANT	105,354	5.73
MOAT FARM JUNIOR	191,921	8.82
MOORLANDS PRIMARY	85,237	8.29
NEWTOWN PRIMARY	33,988	2.72
OAKHAM PRIMARY	155,236	8.04
OCKER HILL INFANT	66,313	6.23
OLD HILL PRIMARY	12,446	1.08
OLD PARK PRIMARY	368,550	16.40
PARK HILL PRIMARY	65,394	5.99
PENNYHILL PRIMARY	258,795	8.74
PERRYFIELDS PRIMARY	50,398	3.49
PRIORY PRIMARY	26,233	1.94
REDDAL HILL PRIMARY	60,534	3.75
ROOD END PRIMARY	266,838	11.12
ROUNDS GREEN PRIMARY	696	0.03
ROWLEY HALL PRIMARY	66,057	2.31
RYDERS GREEN PRIMARY	233,486	10.62
SACRED HEART PRIMARY	3,451	0.36
SPRINGFIELD PRIMARY	109,010	5.08
ST JAMES CE PRIMARY	35,044	1.60
ST JOHN BOSCO CATHOLIC PRIMARY	66,024	6.02
ST MARGARETS CE PRIMARY	47,181	5.14
ST MARTINS CE PRIMARY	31,754	2.72
ST MARY MAGDALENE CE PRIMARY	53,137	4.96
ST MARY'S CATHOLIC PRIMARY	22,860	2.11
ST MATTHEWS CE PRIMARY	196,562	15.16
SUMMERHILL PRIMARY	226,170	6.37
TAMESIDE PRIMARY	113,183	3.86
TEMPLE MEADOW PRIMARY	58,609	3.18
TIPTON GREEN JUNIOR	62,109	3.59
TIVIDALE COMMUNITY PRIMARY	142,956	7.03
TIVIDALE HALL PRIMARY	16,153	0.86
UPLANDS MANOR PRIMARY	237,128	5.42
WARLEY INFANT	100,452	10.16
WHITECREST PRIMARY	1,326	0.15
WOOD GREEN JUNIOR	78,150	6.92
YEW TREE PRIMARY	146,318	5.21
<b>PRIMARY TOTAL</b>	<b>9,153,457</b>	
HOLLY LODGE HIGH	43,844	0.51
PERRYFIELDS HIGH	87,116	1.32
PHOENIX COLLEGIATE	67,243	0.73
ST MICHAELS CE HIGH	7,597	0.11
STUART BATHURST CATHOLIC HIGH	53,684	1.06
<b>SECONDARY TOTAL</b>	<b>259,484</b>	
MEADOWS	197,129	5.94
ORCHARD	259,253	7.78
SHENSTONE	216,011	7.16
WESTMINSTER	280,913	6.90
<b>SPECIAL TOTAL</b>	<b>953,306</b>	