

## **Schools Forum**

**MONDAY 18th SEPTEMBER 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 19<sup>th</sup> June 2017 as a correct record.
4. De-delegated & Historic Commitments Outturn 2016/17
5. Pupil Number Growth Criteria update
6. Fair Funding Schemes updates
7. HNB 2018/19 – Report to be tabled
8. School Revenue Budgets 2018/19 – Report to be tabled
9. National Fair Funding Conference (19/10/2017) – Verbal
10. Re-schedule School Forum Meeting (16/10/2017) – Verbal

**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

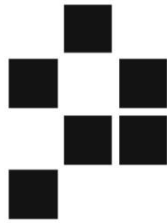
**14-19 Provider (1)**

D Holden

**Pupil Referral Unit (1)**

T Lecointe

Agenda prepared by Prakash Patel  
Secretary to the Schools Forum  
Tel No: 0121 569 8174  
E-mail: Prakash\_Patel\_Env@sandwell.gov.uk



# Sandwell

Metropolitan Borough Council

## Minutes of the Schools Forum

**Held on Monday 19th June 2017 at 2.30 p.m.**  
**Oldbury Council House, Annexe Room 2**

**Members Present:** R Kentish, P Jones, A Orgill, C Walsh, P Thompson, P Shone, A Burns, M McMahon, J Smallman, D Redmond, A Cysewski

**Officers Present:** R Kerr, C Ward, P Patel, R Maher, J Gill, A Timmins

**Apologies:** B Patel, A Sahota, D Barton

**Observers:** D Maher, R Fisher

18/17 **Agenda Item 1 - Apologies**

As Above.

19/17 **Agenda Item 2 – Declaration of Interest**

P Shone, A Burns

20/17 **Agenda Item 3 – Minutes of Previous Meeting**

The minutes for the forum held on the 13<sup>th</sup> March 2017 were agreed.

21/17 **Agenda Item 4 – Appointment of Chair & Vice Chair**

Members were asked to nominate a Chair for the forthcoming year Schools Forum. P Jones was nominated by members. Forum members were asked to vote and P Jones was elected Chair.

A Burns was nominated by members for the role of Vice Chair. Forum members were asked to vote and A Burns was elected Vice Chair.

22/17      **Agenda Item 5 – School Forum Forward Plan**

R Kerr outlined the report informing members of future meeting dates and proposed agenda items.

C Ward requested for the High Needs Block to be included in the September meeting. A Burns asked if the fair funding formula will be included in the future meetings, R Kerr informed the group that it will be included into the agenda. C Ward also informed members that the Primary/Secondary would form part of the consultation this year.

23/17      **Agenda Item 6 – Attendance of Meetings**

R Kerr outlined the report highlighting any consecutive member's absences. C Ward informed the group that he would be in contact with the 14-19 provider and with the pupil referral unit to discuss the current membership.

24/17      **Agenda Item 7- Fair Funding Updates including Day Care bank accounts**

R Maher outlined the report. P Jones queried how private nursery settings are identified, R Maher informed the group that they would be registered separately with Ofsted.

Members approved the updates to the Scheme for Financing of Schools

25/17      **Agenda Item 8 – Procurement Card for Schools**

R Maher outlined the report.

Members approved the roll out of procurement cards for all schools from September 2017.

R Maher informed the group that the application forms will be updated and a circular will be sent to schools before the cards are issued.

26/17

**Agenda Item 9 – High Needs Block 2016/17 and 2017/18**

C Ward outlined the report informing members that the High Needs Block is projected to over spend in 2017/18 by £1.856m.

P Thompson asked if further funding from the DFE would be available. R Kerr informed the group the DFE were using historical data but we are waiting on the outcome of the consultation.

C Ward informed the group that a working group has been setup and have been reviewing how savings can be made before having to make reductions in top funding in 2018/19. The following expenditure is to be reviewed as a priority,

- Contribution to Children’s Social Care £500k – to see if this can be recharged on a case by case basis
- Contribution to CWD £119k – to evaluate the impact report for the service being offered.
- Central Recharges £678k – understand the basis of the historical calculation and to revisit.
- Cost of colleges and ISPs £2,862m – review and negotiate with Post 16 providers and create more internal places.

Forum members noted the report and agreed to the recommendations.

27/17

**Agenda Item 10 – Pupil Number Growth Application Query**

R Kerr informed the members that pupil number growth applications from Holly Lodge and Ormiston Forge were to be reviewed as a decision on Holly Lodge was deferred at the last meeting, and Ormiston Forge were unable to send a representative.

A Burns issued a paper to members “Pupil Number Growth Application – Forge Academy Notes”, and outlined the concerns of the school regarding the increase in pupil numbers.

P Shone was then asked to present his case, whilst he acknowledge that the school balance for 2015/16 was £0.899m,

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

he was concerned that this did not take into consideration his commitments for the following year.

The school representatives were asked to leave the room whilst a discussion took place. The outcome of the decision is as follows:

Ormiston Forge– members considered the points raised and reviewed the handout issued by A Burns. After much deliberation, members were asked to vote and the outcome of the vote was as follows:

**0 in Favour. 7 Against. 0 Abstentions**

Holly Lodge – The original application was presented 13<sup>th</sup> March 2017 and schools forum decided to defer the application due to the year end balance of £899k being queried.

It was clarified at the meeting that the school balance as at 2015/16 was £899k and that the pupil number growth application would take this into account. After much deliberation, members were asked to vote and the outcome of the vote was as follows:

**0 in Favour. 6 Against. 0 Abstentions**

The Chair fed back the outcome once the schools representations where called back into the meeting.

It was further decided that the flow chart needs to be revisited and brought back to the next meeting.

28/17

**Agenda Item 11 – Pupil Number Growth – Additional Funding**

R Kerr outlined the report informing members that the schools listed below are experiencing significant increase in pupils with additional needs and maybe entitled for the additional needs funding.

Phoenix Collegiate                      £79,861

George Salter Academy                £30,192

Members approved the payment to be issued.

29/17

**Agenda Item 12 – Shireland Technical Primary School Delay**

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

R Kerr outlined the report.

A Burns asked if schools will be worse off in 2018/19 if the funds are used to offset the High Needs Block. C Ward informed the group that if the funds were used to offset the High Needs Block they would still be used for schools.

Members agreed to use the £271,996 to partially offset the High Needs Block overspend in 2017/18

30/17

**Agenda Item 13 – School Balances 2016/17 & Budget plans 2017/18**

R Kerr outlined the report.

The contents of the report were noted by forum members.

**The meeting was called to a close at 4.05pm**

<p>Contact Officer: Prakash Patel Schools Strategic Finance Unit (SSFU) Prakash_Patel_env@Sandwell.gov.uk 0121 569 8174</p>
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**Schools Forum**

**18<sup>th</sup> September 2017**

**De – Delegated and Historical Commitments Outturn 2016/17**

**This report is for decision**

**1. Recommendations:**

That Schools Forum members:

- 1.1 The balances as detailed in section 4.17 be used to reduce the over spend on Pupil Number Growth fund.
- 1.2 The remaining deficit of £700,140 be funded from Early Years underspend from previous years

**2. Purpose**

- 2.1 To inform members on how De-delegated budgets were used in 2016-17.

**2.2 Report Details**

- 2.3 As part of a previous Budget Consultation process, schools requested that more detailed information is presented to Schools Forum regarding the use of de delegated and centrally retained budgets. Appendix 1 details the year end outturn position for each budget. The following information has also been collated from Lead Officers: -

**Behaviour Support Team (Budget £414,300)**

- 2.4 This Service provides a team of teachers and learning support staff who work with schools to support young people with Complex Communication Disorders and a part time Speech Therapist who supports the CCD Team and also works directly with pupils in Focus Provisions for language and communication difficulties.



- 2.5 The budget has been fully utilised in providing this service. Appendix 1 provides detailed information on the service provided.

**Preventing Primary Exclusions (Budget £152,500)**

- 2.6 This funding is used to support a team of 6 staff who work directly with children who are at risk of exclusion. The budget has been fully spent, especially in the light of a prolonged staff absence and cover provided.

- 2.7 The budget has been fully utilised in providing this service. Appendix 2 provides detailed information on the service provided.

**Free School Meals Eligibility (Budget £59,600)**

- 2.8 The budget has been fully utilised in providing this service. Appendix 3 provides detailed information on the service provided.

**School Libraries (Budget £26,800)**

- 2.9 The budget of £26,800 has been utilised in providing this service; Appendix 4 provides detailed information.

**Health & Safety Licenses and Subscriptions (Budget £24,000)**

- 2.10 The expenditure incurred was £34,151, in providing this service. This is an overspend of £10,151 against the budget.

**EVOLVE Annual Licence Fee (Budget £6,000)**

- 2.11 Expenditure of £6,000 was incurred in purchasing the annual EVOLVE licence. This licence allows the authority to use the computerised Educational Visits system for maintained schools and those that pay for a service level agreement.

**Union Facilities Time (Original £199,000)**

- 2.12 Funding was distributed to unions to meet statutory requirements. Actual expenditure incurred in providing this service was £189,965 giving rise to an under spend of £9,035.

**Pupil Number Growth Contingency (£1,950,000)**

- 2.13 The total expenditure incurred was £2,664,737 resulting in an over spend of £714,737.

**Copyright Licensing (£226,600)**

- 2.14 The funding is taken at source by the Department for Education to pay for licenses for schools.

**Schools Forum Admin Costs (£3,000)**

- 2.15 Actual expenditure incurred was £287 giving an under spend of £2,713.

**Pensions Administration (£285,000)**

- 2.16 This budget has been fully utilised.

**School Buildings (£179,000)**

- 2.17 Actual Expenditure incurred was £166,000 giving rise to an underspend of £13,000.

**Admissions Service (£452,600)**

- 2.18 The budget was fully utilised as a contribution towards the cost of the Admissions Service.

**Summary**

- 2.19 It is recommended that the following balances be utilised to offset the overspend on the Pupil Number Growth Contingency in 2016-17.

<b>Description</b>	<b>£</b>
Pupil Number Growth Contingency – over spend	714,737
<b>Funded as follows:</b>	
Health & Safety	10,150
Union Facilities	(9,035)
School Forum	(2,712)
School Buildings	(13,000)
<b>Total Funding</b>	<b>(14,597)</b>
<b>Remaining Deficit Balance</b>	<b>700,140</b>

2.20 The deficit balance of £700,140 can be funded from the under spend on Early Years brought forward from previous years.

**3. Recommendations**

That Schools Forum

3.1.1 The balances as detailed in section 4.17 be used to reduce the over spend on Pupil Number Growth fund.

3.1.2 The remaining deficit of £700,140 be funded from Early Years underspend from previous years.

Rosemarie Kerr, Principal Accountant – Schools

Date: 12/09/2017

Contact Officer: Rosemarie Kerr

Tel No: 0121 569 8318

## Agenda Item 4 - Appendix 1

DE-DELEGATED OUTTURN 2016-17 Impact report																					
<b>Title of De-Delegated Budget</b>	Behaviour Support Team																				
<b>Lead Officer:</b>	Kuldip Berdesha																				
<b>2016-17 Revised Funding :</b>	<b>£414,317.38</b>																				
<b>A brief outline on how the funding was used, and the service impact to maintained schools. (eg KPI's, service statistics, etc)</b>																					
<b><u>Behaviour Recovery Training</u></b>																					
Whole school Behaviour Recovery training for all school staff continues to promote creating a whole school ethos embedded within emotional intelligence. We now have a total of 52 schools running the programme.																					
<table border="1"> <thead> <tr> <th>Type of provision</th> <th>Number of schools</th> <th>Training evaluations</th> </tr> </thead> <tbody> <tr> <td>Primary</td> <td>41</td> <td>98% good to excellent</td> </tr> <tr> <td>Secondary</td> <td>7</td> <td>98% good to excellent</td> </tr> <tr> <td>Special schools</td> <td>Shenstone Lodge Westminster</td> <td>98% good to excellent</td> </tr> <tr> <td>Pupil referral units</td> <td>All Key stage 3 and 4 units Primrose Centre</td> <td>98% good to excellent</td> </tr> <tr> <td>Total</td> <td>52</td> <td></td> </tr> </tbody> </table>				Type of provision	Number of schools	Training evaluations	Primary	41	98% good to excellent	Secondary	7	98% good to excellent	Special schools	Shenstone Lodge Westminster	98% good to excellent	Pupil referral units	All Key stage 3 and 4 units Primrose Centre	98% good to excellent	Total	52	
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Pupil referral units	All Key stage 3 and 4 units Primrose Centre	98% good to excellent																			
Total	52																				
<b><u>PPEPSI meetings</u></b> (Preventing Permanent Exclusion Promoting Social Inclusion).																					
<table border="1"> <thead> <tr> <th>PPEPSI meetings</th> <th>Number of meetings</th> <th>Impact</th> </tr> </thead> <tbody> <tr> <td>2015-16</td> <td>33</td> <td>79.4%</td> </tr> <tr> <td>2016-17</td> <td>52 PPEPSI 12 Family PPEPSI</td> <td>92.3% (4 Perm Ex)</td> </tr> </tbody> </table>				PPEPSI meetings	Number of meetings	Impact	2015-16	33	79.4%	2016-17	52 PPEPSI 12 Family PPEPSI	92.3% (4 Perm Ex)									
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<b><u>Permanent Exclusions</u></b>																					
Academic year	Number	PPE support	PPEPSI meetings																		
2015-16	17	7 children supported by PPE	10 cases had PPEPSI																		

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<b>Team Impact Measures 2015-16</b>			
Type of work	Number of activities undertaken		Impact of activity
Consultation with school staff and parents using the Primary Behaviour Checklist:	600 meetings		98% of consultations showed an improvement
Towards Better Behaviour Tracker and Plan implemented with support from BST:	115		97% of children on a tracker showed a positive improvement in behaviour over a period of six weeks
1:1 work with children Including group work	1,100 separate events		96% of children felt that the work had supported improvement in targeted areas
1:1 work with staff	1,146 meetings		92.4% of staff felt that the strategies provided supported positive behaviour management
Working with parents:	289 meetings		90% of parents have given positive feedback following consultation
Regular review meetings with Primary Behaviour checklist or Tracker tool to inform strategies:	715		81% of reviews had a positive outcome for pupils, 19% required further support
Training – individual schools (bespoke)	98 separate training events		99% good or better rating from participants
MAPA training:	51 schools trained 661 staff trained		99% good or better rating from participants
2016-17	9	4 children supported by PPE	4 cases had PPEPSI

## Agenda Item 4 - Appendix 2

<b>DE-DELEGATED OUTTURN 2016-17 Impact report</b>							
<b>Title of De-Delegated Budget</b>	<b>Preventing Primary Exclusions Team</b>						
<b>Lead Officer:</b>	<b>Kuldip Berdesha</b>						
<b>2016-17 Revised Funding :</b>	£152,490						
<b>A brief outline on how the funding was used, and the service impact to maintained schools. (eg KPI's, service statistics, etc)</b>							
<b>PPE team data for 2016-17</b>							
<b><u>Value Added Data</u></b>							
<b>Academic year</b>	<b>Number of emergency cases referred</b>	<b>Time school waited for support</b>	<b>Value added</b>				
<b>2016-17</b>	<b>31</b>	<b>Max 3 weeks</b>	<b>91.8%</b>				
<p>This year 31 out of the 48 cases referred have been through the PPEPSI process, with an increased risk of permanent exclusion. Requiring a quick response with intensive support that was offered from PPE with joint support from BST and EP as required.</p> <p>Cases requiring longer term support have continued to grow. With eight schools asking for prolonged support to allow them time to support behaviour and find the relevant staff to manage as PPE begin to withdraw support. This has added to the pressure and availability of the team.</p>							
<b><u>Numbers of children referred by area team</u></b>							
<b>Area team</b>		<b>Number of children referred</b>					
<b>North</b>		<b>19</b>					
<b>South</b>		<b>9</b>					
<b>West</b>		<b>20</b>					
<b><u>Children by year group</u></b>							
<b>Nursery</b>	<b>Rec</b>	<b>Yr1</b>	<b>Yr2</b>	<b>Yr3</b>	<b>Yr4</b>	<b>Yr5</b>	<b>Yr6</b>

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0	1	9	5	9	9	9	6
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**Permanent Exclusions**

Year	Number of children	Number supported by PPE
2016-17	9	4

**Evaluations**

	Number completed	% outcome good or outstanding
Staff evaluations	48	96%
Parent evaluations	40	100%
Pupil evaluations	48	100%

**Reintegration officer post**

Reintegration from Primrose Centre/Hard to place/managed transfer	Number of children	Impact
2016-17	14	93.4%

**Home/School Liaison Officer post**

Support for families of children receiving PPE support	Number of families	Impact
2016-17	27	92.6%

## Agenda Item 4 - Appendix 3

<b>DE-DELEGATED OUTTURN 2016-17 Impact report</b>	
<b>Title of De-Delegated Budget</b>	<b>Free School Meals Eligibility Checking / administration Service</b>
<b>Lead Officer:</b>	<b>Joy Djukic</b>
<b>2016-17 Funding :</b>	<b>£59,600</b>
<b>A brief outline on how the funding was used, and the service impact to maintained schools. (eg KPI's, service statistics, etc)</b>	
<p>The Education Benefits Team has continued to provide this service to all Sandwell maintained schools.</p> <ul style="list-style-type: none"> <li>• FSM eligibility is determined and instant eligibility checks done for schools/families, removing requirement for benefit evidence to be produced.</li> <li>• Education Benefits have checked all FSM claims monthly to ensure continuous auditable eligibility for schools. Updates are issued weekly, using secure data transfer systems, of new and discontinued eligibility to FSM's 165,000 eligibility checks have been completed for eligible families.</li> <li>• Claims that are not eligible are continually checked so that if circumstances change the school/family are automatically notified of eligibility with no need for the family to re-apply</li> <li>• There are no renewal/checking system for schools to administer and no need for families to reapply as claim continues until pupil leaves school if parent/carer remains in receipt of eligible benefits.</li> <li>• Weekly updated eligibility lists have been provided to schools, along with full lists of eligibly pupils for census dates.</li> <li>• An on-line application process has been developed to improve the timescales from application to meal take up.</li> <li>• All applications are processed same day in most cases.</li> <li>• Schools benefit from the increased FSM applications which have been generated by the following initiatives : <ul style="list-style-type: none"> <li>• <b>School Clothing Scheme</b> now generates FSM applications for those families who apply for clothing vouchers and do not</li> </ul> </li> </ul>	



have a current live FSM's claim. (505 New FSM apps 16/17 generating £638,000 in Pupil Premium for Sandwell's schools)

- Continued **awareness campaign and promotion** of FSM's at events throughout the Borough and schools –29 events were attended.
- **Universal FSM's for all KS1 pupils** – systems developed to enable eligibility checks on all KS1 pupils to ensure that all Pupil Premium pupils can be identified and eliminating the need for them to apply once they are no longer eligible to receive a Universal meal.
- **New systems developed** to enable continuous checking of those not eligible so that schools are aware of eligibility as soon as their circumstances change and no need for families to re-apply.

## Agenda Item 4 - Appendix 4

<b>DE-DELEGATED OUTTURN 2016-17</b>	
<b>Impact report</b>	
<b>Title of De- Delegated Budget</b>	<b>Schools Library Service</b>
<b>Lead Officer:</b>	<b>Andy Timmins</b>
<b>2016-17 Funding:</b>	<b>£26,800</b>
<b>A brief outline on how the funding was used, and the service impact to maintained schools. (E.g. KPI's, service statistics, etc.)</b>	
<p>Since April 2016 SIPS Schools Library Service have provided schools with additional reading resources through the use of the Dedicated School Grant. Schools have had the opportunity to choose provision based on their own requirements from an offer which includes: loan services, pupils' events, parent events etc. Some of the activities and events that have taken place are:</p> <p><b>Reading for pleasure (fiction and non-fiction for wider reading).</b></p> <p>"Reading for pleasure is not only important because it improves performance in reading tests: it has a much wider significance for children's education. Schools will be able to choose from a range of services which will enable them to choose a combination of services which are personalised to their needs"</p> <p style="text-align: right;">Reading the next steps, DfE (p18)</p> <p>Since April 2016, 44 schools have used the annual or termly book boxes. Examples of how they have been used include:</p> <ul style="list-style-type: none"> <li>• Year 2 have used them as class readers and for "choosing books"</li> <li>• Year 5 have used them for individual reading books</li> <li>• Class reading</li> <li>• Library time</li> <li>• Topic work</li> <li>• Paired reading and group sessions at lunch time</li> </ul> <p>"I am so impressed with the resources and books we have had this term"</p> <p><b>Advisory visits:</b></p> <p>All advisory visits include promotion of the resources available through the DSG funding, this enable's discussion to highlight what is suitable within the setting. 9 schools have had an advisory visit since April 2016.</p> <p><b>Pupil events</b></p> <p>Pupil Librarian Training has taken place at 2 schools A book quiz has taken place for Wednesbury Town</p> <p><b>Teacher Events</b></p> <p>2 teacher events have taken place: Can't read won't read and Gruesome Grammar</p>	

**Artefact boxes**

Bespoke replica artefacts ranging from KS1 – 3 focussing on different historical time periods and diversity. 2 schools have opted for this service since April.

**E-Platform**

There are currently 1,400 books active to be loaned from the platform. The eBooks platform is a new initiative, eBooks can be read on:

- **Tablets** (android, apple, windows & kindle fire)
- **Smartphones** (android and apple)
- **Laptops, PCs and Macs**
- **Dedicated eReaders** (e.g. kobo/nook/Sony eReaders)
- **Interactive whiteboards**

5 schools have been part of the initial pilot and positive feedback has been received.

**Schools Forum**

**16<sup>th</sup> September 2017**

**Pupil Number Growth Flowchart Update**

**This report is for decision.**

**1. Recommendations:**

That Schools Forum members:

- 1.1 The proposed amendments to the “Pupil Number Growth Fund – Flowchart.

**2. Purpose**

- 2.1 To obtain approval from Schools Forum members for the proposed amendments to the “Pupil Number Growth Fund – Flowchart.

**3. Links to School Improvement Priorities**

- 3.1 Sandwell has been experiencing a significant increase in the number of children entering the education system over the last seven years. The increase in school population creates pressures on school resources and has the potential to impact on standards. The allocation of in year financial support to school through the Pupil Number Growth Fund is designed to mitigate reorganisation, staffing and educational resource costs for schools.

**4. Report Details**

- 4.1 The Pupil Number Growth Fund and its criteria including the flowchart was initially introduced in 2013/14 as part of the implementation of the reformed schools funding. A number of updates have been made to the criteria and flowchart to provide a tighter definition of “significant pupil number increase” as well as strengthen the provision of financial information.

4.2 At its meeting on 19<sup>th</sup> June 2017, members asked for the flowchart to be reviewed and brought back to its next meeting.

4.3 The 2016/17 criteria and flowchart had already been agreed to be updated from April 2017 as part of the schools funding 2017/18 consultation exercise, the details of which were included in a report taken to its meeting on 16<sup>th</sup> October 2016. (Appendix 2).

4.4 The revised flowchart (Appendix 1) includes the following changes which are highlighted in red:

**4.4.1 Flowchart Title**

The flowchart title has been amended to “Pupil Number Growth Contingency – Process for Significant Pupil Number Increases”

**4.4.2 “Is the increase in pupils predominantly in one year Group”**

The overall increase in pupil numbers in the schools must be at least 30 pupils; with the majority of these pupils falling in one year group.

**4.4.3 “Has the net increase in pupils exceeded 30” – 2<sup>nd</sup> Box**

If the response to this box is no the arrow now feeds into “recommendation to Schools Forum – No additional funding allocated”

**4.4.4 General Guidance: Point 1.11 – Census data**

In recognition of the fact that pupils are being admitted to schools in significant numbers at times other than the beginning of the academic year, the authority will receive information on additional pupils from the official October and January census from now on.

**5. Recommendations**

That Schools Forum approve

5.1 The proposed amendments to the “Pupil Number Growth Fund – Flowchart and criteria.

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Rosemarie Kerr, Principal Accountant – Schools

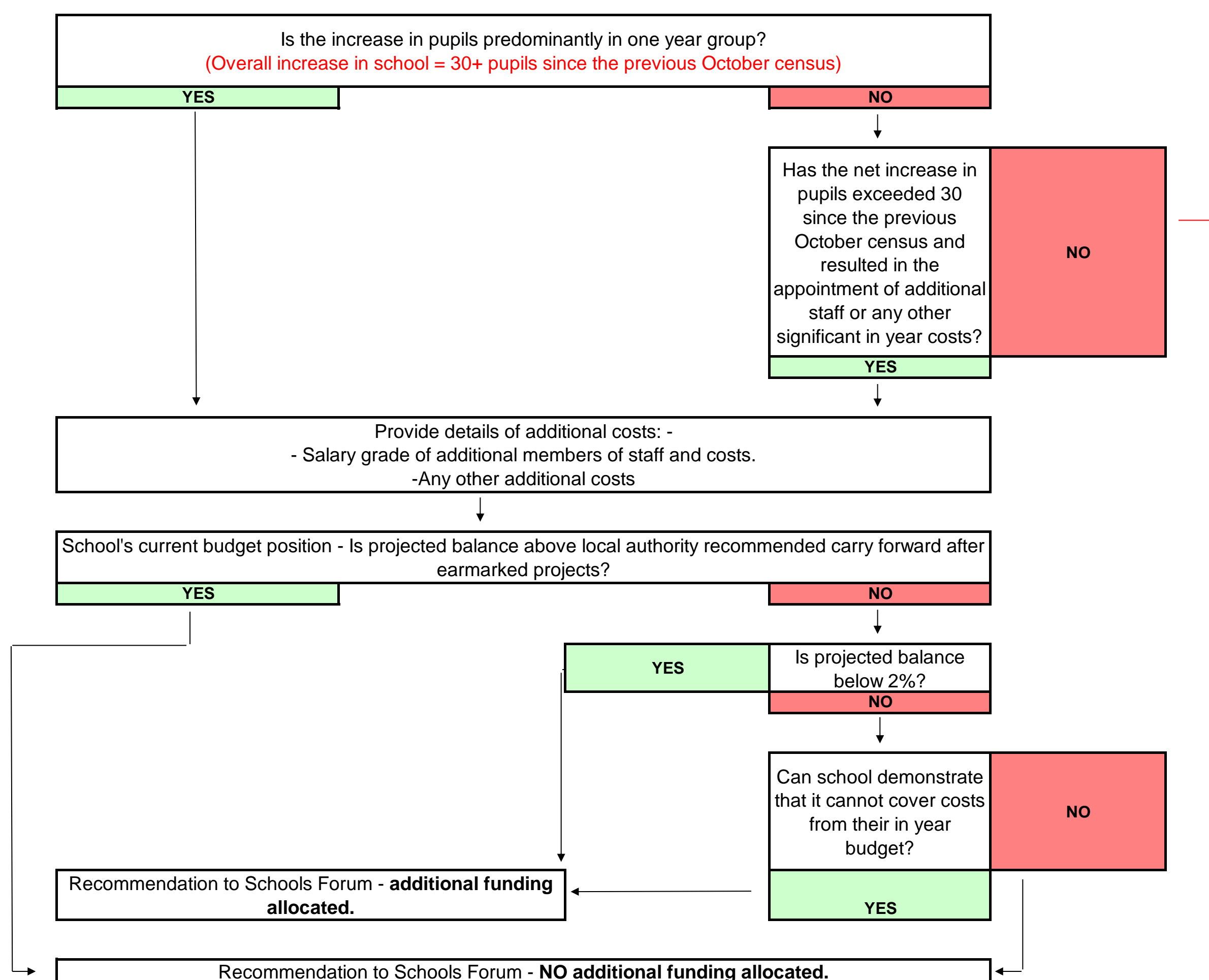
Date: 12/09/2017

Contact Officer: Rosemarie Kerr

Tel No: 0121 569 8318

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



**School Organisation Contingency Funding Requests Criteria**  
**General Guidance**

- 1.1 **LA requested PAN/Bulge Class** - Additional funding will automatically be allocated to schools that are increasing their PANs or has a bulge class at the request of the local authority. The amount of funding allocated will be: -  
 The school would receive basic entitlement/AWPU funding until the pupils are counted in the next October census and forms part of the Schools DSG Schools Block funding. This could result in pupils being funded for one academic year, which would cross over two financial years. (Basic per Pupil Entitlement x Additional Pupils x Year 1 7/12ths; Year 2 5/12ths.)
- 1.2 **"Excepted pupils" over PAN** - If a school accepts additional pupils over PAN; the school would receive 50% Basic Entitlement/AWPU until the pupils are counted in the next October census and it forms part of the schools basic funding.
- 1.3 **Mid-Year Admissions** - If a school has a minimum of 30 pupils net increase over the previous October census; the school will receive 50% Basic Entitlement/AWPU until the pupils are counted in the next October census and it forms part of the schools basic funding.
- 1.4 **Application Forms** - The Authority would automatically calculate the funding for all schools meeting the criteria as detailed in 1.1 to 1.3 so there would no longer be a requirement for schools to complete application forms in these instances.  
 It is anticipated that schools meeting the criteria set out in section 1.1 would be paid from September of the relevant financial year. Schools meeting the criteria in section 1.2 and 1.3 would be paid in March.
- 1.5 Any other requests for additional funding must be made in writing to Schools Forum by the Headteacher on behalf of the Governing Body
- 1.6 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.
- 1.7 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).
- 1.8 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.
- 1.9 Forum members must consider the requests for additional funding and advise on any funding adjustments using the following criteria as a guide.
- 1.1 Only one allocation per school will be made from this budget each financial year.
- 1.11 Information on additional pupils will be taken from the official October and January census only. If this information has not been submitted by the school then no additional funding will be awarded.
- 1.12 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.
- 1.13 The template below must be completed and submitted in order to request pupil growth funding.

**PUPIL GROWTH FUNDING TEMPLATE**

SCHOOL

1 Please detail the change in pupil numbers (since the October census on which your funding was based) across year groups: -

DATE OF PUPIL COUNT	
<b>YEAR GROUP</b>	<b>CHANGE IN PUPIL NUMBERS</b>
RECEPTION/YEAR 7	
YEAR 1/YEAR 8	
YEAR 2/YEAR 9	
YEAR 3/YEAR 10	
YEAR 4/YEAR 11	
YEAR 5	
YEAR 6	
<b>TOTAL CHANGE</b>	

- 2 Please detail additional costs that need to be incurred as a result of the increase in pupil numbers e.g. new staff or reallocation of staff. Please provide grade and salary costs of any staff.

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- 3 Please provide details of the last year outturn and the latest 3 year projections for the school.

	Last Outturn (£000)	Current Year (£000)	Year 2 (£000)	Year 3 (£000)
LA Funding/GAG				
Other Income				
<b>TOTAL FUNDING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Staffing Costs				
Premises Costs				
Transport Costs				
Admin Supplies				
ICT				
Learning Resources				
<b>TOTAL EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
B/fwd Balance			0	0
<b>CUMULATIVE BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Balance as % of Funding</b>				

- 4 Balances carried forward for the last 3 years

<b>Balance Carried forward</b>			
<b>Balance as % of Funding</b>			

- 5 For the current financial year please provide details of items earmarked from your projected balance and the remaining balance following this.

<b>Projected Balance – Current Year</b>	
<b>Earmarked amounts: -</b>	
<b>Remaining Balance</b>	
<b>%</b>	

Following this, if your projected balance is above the local authority recommended limit (8% for Primary and 5% for Secondary) **no funding will be allocated**. If your projected balance is above 2% please explain why these additional costs cannot be covered by your existing budget.

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- 5 Are you requesting funding for additional language and deprivation needs as part of this? Please see Table H for criteria.

<b>Yes</b>		<b>No</b>	
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**VERSION DATE: V4: Agreed at School Forum ???**



**Agenda Item 5 – Appendix 2**

**Schools Forum**

**17<sup>th</sup> October 2016**

**Pupil Number Growth Criteria Review**

**This report is for decision.**

**1. Recommendations:**

That Schools Forum members:

- 1.1 The proposed amendments to the “Pupil Number Growth Fund – Basic” criteria.

**2. Purpose**

- 2.1 To obtain approval from Schools Forum members for the proposed amendments to the “Pupil Number Growth Fund – Basic” criteria.

**3. Links to School Improvement Priorities**

- 3.1 Sandwell has been experiencing a significant increase in the number of children entering the education system over the last seven years. The increase in school population creates pressures on school resources and has the potential to impact on standards. The allocation of in year financial support to school through the Pupil Number Growth Fund is designed to mitigate reorganisation, staffing and educational resource costs for schools.

**4. Report Details**

- 4.1 The Pupil Number Growth Fund and its criteria were initially introduced in 2013/14 as part of the implementation of the reformed schools funding. A number of updates have been made to the criteria to provide a tighter definition of “significant pupil number increase” as well as strengthen the provision of financial

information; to include schools financial outturn for the previous 2 years preceding the application for Pupil number growth funding.

- 4.2 In October 2013 it was agreed to fund those schools that agreed to exceed their PAN at the request of the authority. The funding would be based on the Basic Entitlement for the time period between September and March of the relevant financial year.
- 4.3 The Authority has in recent years experienced significantly increasing pupil numbers. Although birth rate increases have been taken into consideration when planning for new schools and extensions; it is difficult to plan for mid-year admissions. Mid-year admissions have also increased quite significantly over the last few years and in some circumstances the authority has had to ask schools to take on bulge classes mid-way through the academic year.
- 4.4 The authority has undertaken an initial review of the criteria as it was felt the current system of payments is unsustainable going forwards.
- 4.5 Officers for the authority have met and are therefore proposing the following criteria for consideration:

**4.5.1 LA requested PAN/Bulge Class**

If a school increases its PAN or has a bulge class; the school would receive Basic entitlement/AWPU funding until the pupils are counted in the next October census and forms part of the schools DSG Schools Block funding. This could result in pupils being funded for one academic year, which would cross over two financial years. (Year 1 7/12ths; Year 2 5/12ths)

**4.5.2 “Excepted Pupils” over PAN**

If a school accepts additional pupils over PAN; the school would receive 50% Basic Entitlement/AWPU until the pupils are counted in the next October census and it forms part of the schools basic funding. Currently these pupils attract 100% Basic Entitlement for the dates falling between October and March of the financial year. The reason for the proposed reduction is that the school is unlikely to need to set up a new class and therefore will not incur the same costs as where there is a PAN increase.

**4.5.3 Mid-Year Admissions**

If a school has a minimum of 30 pupils net increase over the previous October census; the school will receive 50% Basic Entitlement/AWPU until the pupils are counted in the next October census and it forms part of the schools basic funding.

#### 4.6 **Application forms**

The Authority would automatically calculate the funding for all schools meeting the criteria as detailed in 4.5.1 to 4.5.3 so there would no longer be a requirement for schools to complete application forms in these instances.

It is anticipated that schools meeting the criteria set out in section 4.5.1 would be paid from September of the relevant financial year. Schools meeting the criteria in section 4.5.2 and 4.5.3 would be paid in March.

- 4.7 If a school experiences significant pupil number growth outside of the above circumstances then an application form would need to be submitted.

#### 5. **Recommendations**

That Schools Forum approve

- 5.1 The proposed amendments to the “Pupil Number Growth Fund – Basic” criteria.

Rosemarie Kerr, Principal Accountant – Schools

Date: 12/09/2017

Contact Officer: Rosemarie Kerr

Tel No: 0121 569 8318

**Agenda Item 6**

**Schools Forum**

**18<sup>th</sup> September 2017**

**Fair Funding Scheme Updates**

**This report is for decision**

**1. Recommendations:**

That Schools Forum members approve the following updates to the Fair Funding Scheme:

- 1.1 The issuing of “Maintained Schools involved in Outsourcing” for consultation with school for the proposed inclusion in the Scheme for Financing of Schools: Section 11: Miscellaneous.
- 1.2 Inclusion of Pin and chip Machine
- 1.3 Amendment to the requirements for submission of termly monitoring.

**2. Purpose**

- 2.1 To consult with members on the addition of a section “Maintained Schools involved in Outsourcing” to the Scheme for Financing Schools

**3. Report Details**

**Outsourcing of Services**

- 3.1 The authority is aware that schools are examining different service delivery models, which could entail the outsourcing of services.
- 3.2 The authority has unfortunately experienced a handful of cases where schools have let contracts and the pension implications have not been fully understood/considered until too late in the process and this has led to unnecessary delays and complications.

- 3.3 The authority is therefore proposing the inclusion a new section in the Scheme of financing for Schools under Section 11: “Miscellaneous”, to make known to schools their responsibilities to liaise with specific parties when contemplating the outsourcing of services.
- 3.4 The proposed addition to the Scheme of financing for schools is contained in Appendix 1.

### **Chip and Pin Machines**

- 3.5 An increasing number of schools have asked whether they can have chip and pin machines. The main reason cited relates to allow schools to receive payment for day care services.
- 3.6 After seeking advice from Internal Audit it has been agreed that schools may have a machine if they wish, but this has to be agreed at a full governing body meeting and the minutes submitted to SSFU, which should outline the controls that will be put in place to safeguard sensitive information.
- 3.7 The school need to ensure they are compliant with the Payment Card Industry Security Standard, especially with regard to security of card details, etc.

### **Termly Monitoring**

- 3.8 As part of the Accounts and Audit Regulations 2015; a key requirement is that from the 2017/18 financial year, the timetable for the preparation and approval of local authority accounts will be brought forward to have draft accounts by 31st May and an audit deadline of 31st July.
- 3.9 In order to meet the earlier statutory deadlines, the authority proposes to reduce the requirement to submit termly monitoring from 3 times to 2 times per year.
- 3.10 Currently schools submit budget monitoring to Schools Statagic Finance Unit on 15 July, 30 November and 15 February. The proposal is to end the requirement to submit a report in February so as to give schools sufficient time and capacity to close down their accounts to the new deadlines.

**4. Recommendations**

- 4.1 That Schools Forum approve the updates to the Fair Funding Scheme

Rosemarie Kerr, Principal Accountant – Schools

Date: 12/09/2017

Contact Officer: Rosemarie Kerr

Tel No: 0121 569 8318

**Fair Funding Scheme – Update**

**Section 11: Miscellaneous**

**11.12 Information for Maintained schools involved in outsourcing**

The authority is aware that schools are examining different service delivery models, which could entail the outsourcing of services.

Where the outsourcing of services involves TUPE transfer of any council employees who are members or are entitled to be members of the Local Government Pension Scheme (LGPS), there will be pension implications which should be considered as part of the tender process.

There is a responsibility for schools to be fully aware of pension procedures and protocols early on in any tendering process

Schools considering outsourcing a service should contact the following bodies/teams at the earliest opportunity to ensure any pension implications are understood and considered at the outset of any tendering process.

- Schools Strategic Finance Unit (SSFU)
- Local authority HR Team
- Local authority Legal team

Once all the relevant information has been received, the authority will contact the West Midlands Pension Scheme.

This will help to ensure that the proper processes are followed and the school can factor in any pension issues and costs in their tender documents and potential contractors can price these costs accurately into their bids. This will avoid potential and unnecessary delays and complications at the latter stages of the tender process or after the contract has been awarded.