

SCHOOLS' FORUM

Day: Tuesday
Date: 13 February 2018
Time: 10.00 am
Place: Discovery Academy, Porlock Avenue, Hyde

Item No.	AGENDA	Page No
1.	APOLOGIES FOR ABSENCE	
2.	MINUTES The Minutes of the meeting of the Schools' Forum held on 28 November 2017 to be approved as a correct record.	1 - 4
3.	DEDICATED SCHOOLS GRANT FUNDING (DSG) FORMULA 2018/19 Report of the Director of Finance attached.	5 - 20
4.	DEDICATED SCHOOLS GRANT EARLY YEARS FUNDING UPDATE 2018/19 Report of the Director of Finance attached.	21 - 26
5.	SCHOOLS' FORUM EXPENSES PROCEDURE Report of the Director of Finance attached.	27 - 32
6.	SCHOOL MEALS SERVICE FOR PRIMARY SCHOOLS - PROPOSED CONSULTATION Report of the Director of Finance attached.	33 - 40
7.	SCHOOLS USE OF BALANCES Report of the Director of Finance attached.	41 - 58
8.	DATE OF NEXT MEETING To agree a date for the next meeting of the Forum.	

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Agenda Item 2

SCHOOLS FORUM

28 November 2017

Commenced: 10.00am

Terminated: 10.45am

Present:	Karen Burns (Chair)	Primary Schools – Academies
	Steve Marsland	Primary Schools – L/A Maintained
	Maire Wright	Primary Schools – L/A Maintained
	Bev Allford	Primary Schools – L/A Maintained
	Susan Marsh	Governor, Primary Schools – L/A Maintained
	Anthony McDermott	Governor, Primary Schools – L/A Maintained
	Janet Burns	Secondary Schools – L/A Maintained
	Richard O’Regan	Secondary Schools – L/A Maintained
	Angela Ogden (for Betty Jones)	Governor, Secondary Schools – L/A Maintained
	Brendan Hesketh	Secondary Schools - Academies
	Gill McFadden	Secondary Schools - Academies
	Robin Elms	Special Schools – L/A Maintained
	Maureen Brettell	Pupil Referral Services
	Elaine Horridge	Diocesan Representative
	Alison Hampson	TCC
	Councillor L Travis	Executive Member – Lifelong Learning
	Bob Berry	Assistant Director, Learning
	Christine Mullins	Finance Business Partner
	Louisa Siddall	Senior Accountant

Apologies for absence:

Councillor J Fitzpatrick	First Deputy (Performance and Finance)
Lisa Gallagher	Primary Schools – L/A Maintained
Betty Jones	Governor, Secondary Schools – L/A Maintained
Jeffrey Mellor	Governor – Academy Special Schools
Pam Hirst	Governor, Primary Schools – L/A Maintained
Anton McGrath	14-19 Sector

6. MINUTES

The Minutes of the meeting of the Forum held on 17 October 2017, having been circulated, were approved as a correct record.

In respect of Minute 3, Final Schools Outturn Balance 2016/17, the Chair explained that following the last meeting of the Forum, she and the Deputy Chair had met to discuss possible strategies going forward to address the issue of schools’ excess balances. The Chair gave details of their discussions, including the viability of the retention of surplus balances above the threshold by the Local Authority for the School, for an agreed period of time. There were however difficulties with this, as the Local Authority, legally, would not be able to retain monies. The Chair informed members that they would continue to explore possible strategies including procedures adopted by other Local Authorities, and report further to a future meeting of the Forum.

7. DEDICATED SCHOOLS GRANT NATIONAL FUNDING FORMULA

Consideration was given to a report of the Assistant Director, Finance, providing an update on the indicative national funding figures released by the Education & Skills Funding agency for schools’ consultation.

It was explained that the Department for Education (DfE) carried out consultation in 2016/17 in relation to proposals surrounding national Funding Formula to allocate the Dedicated Schools Grant (DSG). The report provided an update on the indicative figures for 2018/19 to 2020/2021 and the impact for Tameside. It was noted, at this stage, that the figures would be subject to change for pupil census and had been illustrated by DfE using October 2016 census data.

It was further explained that the DSG was the primary source of funding for schools. The estimated total target funding to be allocated to Tameside at the end of the proposed changes was £181.374 million. The estimated allocation of DSG funding for 2018/19 was £179.594 million. The equivalent baseline value in 2017/18 was £173.359 million. The year on year increase represented an estimated increase of £3.234 million (4.62%). The timescale for reaching the final target figure was, at this stage, expected to be 202/2021. The indicative figures provided by DfE were set out in the report.

The report summarised the effect of the National Funding Formula on each block of funding within the elements of the DSG covered by this consultation. Details of the individual school level effects of the target funding and 2020/2021 funding compared to the baseline funding in 2017/18, were appended to the report. It was further explained that a further report with more detailed information would be brought to Forum once final confirmation of funding had been received from DfE.

Forum members were informed that Central Services Block was the terminology used by the DfE to refer to the element of the DSG that councils were expected to access to fund statutory duties they carried out on behalf of schools. The total value of the grant for this block of funding was £0.882 million for 2018/19 under the proposals, compared to the £0.860 million baseline from 2017/2018 which was an increase of £0.022 million.

The DfE had indicated that the target National Funding Formula calculation of this element of funding for Tameside should be £1.116 million, which was based primarily on per pupil rates and a small element of historic commitments.

The central school services block provided funding for local authorities for other responsibilities in respect of education services, these responsibilities included the provision of home to school transport, assessing pupils with SEN, and planning for and supply of sufficient school places.

In relation to the Schools Block, it was reported that the element of the total DSG figure that related to the Schools block was £156.242 million for 2018/2019 under the proposals, compared to the £153.795 million baseline for 2017/2018, which was an increase of £2.629 million or 1.9% (these totals included the two new and growing schools (Inspire and Discovery). This was a significant change from the minimum funding levels exercise that the DfE conducted in 2014/2015 that was reported to Schools Forum and suggested that Tameside Schools were overfunded by approximately 3.52%. On the assumption that the increase in funding in the Schools Block proved to be accurate, then the 2018/2019 National Funding Formula funding for Schools across Tameside resulted in a net increase of £2.621. Individual school level implications of the proposals including the 2017/18 baseline, the eventual target funding amount and the amount in the first year of the implementation in 2018/19, were appended to the report.

It was further reported that the DfE had targeted a ratio of funding in the proposed national funding formula between Primary and Secondary Schools of 1:129 meaning that on average Secondary Schools should receive 29% more funding per pupil than a Primary School. This matched the national average and Tameside's 2016/17 baseline equivalent ratio was 1:130, so this was not a significant change from the average distribution of funding already in place. The government proposed that all schools would receive an additional 0.5% of pupil led funding, per pupil.

The proposed full implementation of the national funding formula would start in 2020/2021 and was referred to as the hard formula by the DfE. Local authorities would still be able to agree local schemes during 2018/19 in the same manner as they did now, referred to as the soft formula.

Consideration needed to be given to switching to a funding formula in 2018/19 that more closely matched the 2019/20 formula.

Reference was also made to the High Needs element of the estimated DSG grant, which was £19.287 million for 2018/19 under the new proposals, compared to £18.704 million in the baseline year of 2017/18, which was an increase of £0.583 million or 1.87%. The total potential gain in target funding in this area of £2.195 million was based on the DfE's revised assessment of needs in Tameside and should eventually result in a total of £22.02million of High Needs funding. However the annual gains were capped at 3% per year initially and therefore it resulted in an increase of £0.583 million in additional funding in the first year 2018/19.

As part of the National Funding Formula, DfE had made a switch of funding from the High Needs Block to the Schools Block for core funding for pupils in SEN units or resource unit. The total amount of the switch a Tameside was £0.324 million. Schools with SEN or resource units would see a reduction in the high needs place funding from £10,000 per place to £6,000 per place to recognise this.

It was further reported that the number of children and young adults accessing High Needs provision had been increasing annually for several years whereas significant elements of the DSG funding since April 2013 had been allocated based on data from 2011 and earlier years. Therefore this additional funding was essential in order to fund the cost of the increasing numbers of Pre and Post 16 High Needs placements.

Discussion ensued with regard to the above and the indicative national funding figures and it was confirmed that finalised figures would be sent to schools before the Christmas break, however if there were no changes forthcoming from DfE, then the figures, as appended to the report would be the estimated figures for consultation.

Further discussion ensued in respect of special schools and the difficulties in calculating figures for special schools was acknowledged.

Members sought clarification in respect of the Central Services Schools Block and Admissions and School Appeals services. It was agreed that further information be provided to a future meeting of the Forum.

Further information was also sought with regard to Tameside Teacher's Model Pay Policy and how this impacted on budgets going forward. It was requested that updates be provided to the Forum in respect of this.

RESOLVED

- (i) That the content of the report be noted;**
- (ii) That further information in respect of Admissions and School Appeals services, be submitted to a future meeting of the Forum; and**
- (iii) That an update be provided to the next meeting of the Forum in respect of Tameside Teachers' Model Pay Policy.**

8. DATE OF NEXT MEETING

RESOLVED

To note the date of the next meeting of the Schools Forum as Tuesday 13 February 2018 at 10.00am, Discovery Academy, Porlock Avenue, Hyde.

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Agenda Item 3

Report To:	SCHOOLS FORUM
Date:	13 February 2018
Reporting Officer:	Kathy Roe - Director of Finance
Subject:	DEDICATED SCHOOLS GRANT FUNDING (DSG) FORMULA 2018/19
Report Summary:	A report on the arrangements concerning the Dedicated Schools Grant funding formula proposals for 2018/19.
Recommendations:	<p>Members of the Schools Forum are requested to note the contents of the report.</p> <p>Members of the Schools Forum approve the proposed Dedicated Schools Grant 2018/19 proposed funding formula for mainstream schools.</p> <p>Members of the Primary and Secondary sectors are required to vote separately on the De-delegation of funding for each of the four services described in paragraph 3.11 of the report.</p> <p>Members of the Forum are required to vote on the central retention of funding for each of the three services described in Section 5 of the report.</p>
Links to Community Strategy:	Effectively calculated and targeted resources will improve access to a high quality education experience for all our children.
Policy Implications:	Expenditure in line with financial and policy framework.
Financial Implications: (Authorised by the Section 151 Officer)	<p>The Dedicated Schools Grant is a ring fenced grant solely for the purposes of schools and pupil related expenditure.</p> <p>There has been an increase in the Dedicated Schools Grant for 2018/19. This report sets out the allocation basis for all Tameside schools.</p>
Legal Implications: (Authorised by the Borough Solicitor)	There is a statutory duty to use resources efficiently and effectively against priorities.
Risk Management:	The correct accounting treatment of the Dedicated Schools Grant is a condition of the grant and procedures exist in budget monitoring and the closure of accounts to ensure that this is achieved. These will be subject to regular review.

ACCESS TO INFORMATION

NON-CONFIDENTIAL

This report does not contain information which warrants its consideration in the absence of the Press or members of the public.

Background Papers

The background papers relating to this report can be inspected by contacting Christine Mullins – Business Partner by:



Telephone:0161 342 3216



e-mail: christine.mullins@tameside.gov.uk

1. BACKGROUND AND INTRODUCTION

- 1.1 This report sets out information on the allocation of the Dedicated Schools Grant (DSG) for 2018/19.
- 1.2 The Department for Education (DFE) carried out consultation in 2016/17 in relation to proposals surrounding National Funding Formula (NFF) to allocate the DSG. Further to this consultation the DSG now comprises of four blocks:
- A Schools block;
 - A High Needs block
 - A new Central School Services Block (CSSB)
 - An Early Years block
- 1.3 Each of the four blocks is determined by a separate national funding formula. National funding formula will determine the schools, high needs and central services block for the first time in 2018/19. Funding for early years has already been allocated through national funding formula since 2017/18.
- 1.4 Section 2 contains a summary of the DSG allocations from the DFE/ESFA and how they have been used in Tameside in 2017/18 and the estimated use in 2018/19.
- 1.5 Section 3 of the report provides details of the proposed funding formula for Mainstream Schools in Tameside in 2018/19.
- 1.6 Section 4 of the report provides details of the proposed funding formula for Pre and Post 16 High Needs.
- 1.7 Section 5 contains details of the Central School Services block.
- 1.8 Section 6 contains a request to vote on the issues discussed in sections 3 to 5
- the de-delegation of 4 central Council services,
 - the Council retaining funding for Central Schools Services Block
- 1.9 A separate report being considered at this meeting details the proposed funding scheme for the Early Years element of the DSG.

2. DEDICATED SCHOOLS GRANT SUMMARY 2017/18 & 2018/19

- 2.1 The table below summarises the gross allocations of DSG to Tameside from the current financial year 2017/18 by DFE/ESFA funding block.

Table 1

2017/18 DSG Allocations from DFE/ESFA	£000
Schools Block	153,780
Retained Duties	545
Early Years 3 and 4 Year Olds	9,211
Extended Entitlement for 3 and 4 Years Olds	1,511
2 Year Old Block	3,064
Disability Access Fund	49
Early Years Pupil Premium	123
High Needs	19,035
Schools Block Retrospective Gains Cap Funding B/fwd from 2016/17	308
Gross DSG Allocation Before DFE/ESFA Recoupment	187,625

- 2.2 The table below summarises the deductions made to the gross DSG allocation in 2017/18 by the DFE/ESFA in relation to Mainstream Academies and both Academy and Non Maintained Special School places. It also shows the net allocation of DSG after those deductions.

Table 2

	£000
Gross DSG Allocation Before DFE/ESFA Recoupment	187,625
DFE/ESFA Recoupment Deduction for Academy Mainstream Schools	-58,683
DFE/ESFA Recoupment Deduction for Non Maintained Special School High Needs Places	-838
DFE/ESFA Recoupment Deduction for Academy Special School High Needs Places	-660
Total DFE Recoupment Deduction	-60,181
Net DSG Allocation to Tameside	127,444

- 2.3 The table below summarises how the current net DSG allocation has been used in Tameside.

Table 3

	£000
Net DSG Allocation to Tameside	127,444
2017/18 Net DSG Allocation in Tameside	
Schools Block	95,351
Retained Duties	545
Early Years 3 and 4 Year Olds	9,211
Extended Entitlement for 3 and 4 year olds	1,511
2 Year Old Block	3,064
Disability Access Fund	49
Early Years pupil Premium	123
High Needs	17,590
Total Net DSG Allocations in Tameside	127,444

- 2.4 The above table is based on estimated spend and any balance (surplus or deficit) at the end of the financial year 2017/18 will be carried forward to 2018/19.
- 2.5 The table below summarises the estimated gross allocations of DSG to Tameside for financial year 2018/19 by DSG funding block.

Table 4

2018/19 DSG Allocations from DFE/ESFA	£000
Schools Block	159,018
Central Service Schools Block	897
Early Years 3 and 4 Year Olds	9,661
Extended Entitlement for 3 and 4 year olds	2,817
2 Year Old Block	3,064
Disability Access Fund	51
Early Years Pupil Premium	123
High Needs	19,396
Gross DSG Allocation Before DFE/ESFA Recoupment	195,027

- 2.6 The table below summarises the estimated deductions made to the gross DSG allocation in 2018/19 by the DFE/ESFA in relation to Mainstream Academies and both Academy and Non Maintained Special School places. It also shows the estimated net allocation of DSG after those deductions.

Table 5

	£000
Gross DSG Allocation Before DFE/ESFA Recoupment	195,027
DFE/ESFA Recoupment Deduction for Academy Mainstream Schools	-64,777
DFE/ESFA Recoupment Deduction for Non Maintained Special School High Needs Places	-774
DFE/ESFA Recoupment Deduction for Academy Special School High Needs Places	-660
Total DFE Recoupment Deduction	-66,211
Net DSG Allocation to Tameside	128,816

- 2.7 The table below summarises how the estimated net DSG allocation has been used in Tameside.

Table 6

	£000
Net DSG Allocation to Tameside	128,816
Estimated Use of 2018/19 Net DSG Allocation in Tameside	
Schools Block	94,241
Central Services Schools Block	897
Early Years 3 and 4 Year Olds	9,661
Extended Entitlement for 3 and 4 year olds	2,817
2 Year Old Block	3,064
Disability Access Fund	51
Early Years Pupil Premium	123
High Needs	17,962
Total Net DSG Allocations in Tameside	128,816

- 2.8 The Schools block element of the 2018/19 grant has increased from 2017/18. This increase relates to an increase in pupil numbers, uplift for RPIX on PFI, and increase in pupil led funding rates (further to the Secretary of States announcement in July 2017). It should be noted that there has been a transfer of funding from the High Needs block to Schools block for core funding for pupils in SEN units or resource unit.
- 2.9 There has also been an increase in the amount allocated by the DFE for High Needs as the allocation is based on pupil data from the October 2017 census. A limit is applied to the per head gain that each local authority sees over the previous year's allocation. This is set at 3% in 2018/19 and a further 3% in 2019/20. The High Needs funding amount provisional and could be adjusted if there is a change to the import/export adjustments (which reflect the cross border movement of pupils and students with high needs living in one local authority who attend provision in another).

3. DEDICATED SCHOOLS GRANT 2018/19 – PROPOSED FUNDING FORMULA FOR MAINSTREAM SCHOOLS

3.1 The Schools Block is the largest element of DSG funding which provides the majority of funding for Mainstream Schools, with additional elements potentially being allocated to Mainstream Schools through the Early Years and High Needs blocks. The schools block allocation received from the DFE is made up of the following funding:

- A primary unit of funding (PUF) of £4,104.34 and a secondary unit of funding (SUF) of £5,223.23 for 2018/19. These units of funding are based on 2017/18 pupil numbers and characteristics and make up the vast majority of the schools block. This core school funding covers funding for all pupil and school led factors in the funding formula. The PUF and SUF are multiplied by the pupil numbers from October 2017 census and then funding for exceptional factors (PFI), business rates and growth (which are based on historical spend) are added.

3.2 As discussed in the report to Schools Forum in November 2017, the DFE have issued National Funding Formula rates but local authorities still have a choice for 2018/19 and 2019/20 as to whether they adopt a soft formula (local formula) or a hard formula (NFF).

3.3 Consultation was undertaken with schools in Tameside to determine which approach they would like to adopt. The results of the consultation indicated that Primary Schools felt they should adopt the Local Formula, whilst Secondary Schools felt they should adopt the National Funding Formula.

Having taken the responses into account, the proposed funding formula for all mainstream Schools in Tameside in 2018/19, is continuation of the Local Formula for the Primary sector and the introduction of the National Funding Formula for the Secondary sector. It should be noted that the DFE deduct the total amount of funding calculated for Academies from the DSG they pay to the Council through a process termed Academy recoupment.

3.4 **Appendix A** provides information on the rates used for each sector to allocate the funding to each individual school.

3.5 In 2017/18 the DFE confirmed in their operational guidance that all PFI funding has to be initially delegated to the Schools within the contract and then recovered from them by the Council. Therefore, the PFI funding will be delegated to the relevant schools which will then be recovered in 2018/19.

3.6 All Schools will receive an allocation of DSG funding through the Business Rates factor which is equivalent to the value of the Business Rates charge for 2018/19.

3.7 It is proposed that the existing policy of Schools who are being asked by the Council to admit additional classes of children from September 2018 will be allocated a Growth allocation. The value of the allocation has been updated from £40,578 to £41,045 for 2018/19. This figure is based on the elements:

- The salary costs including oncosts of a Teacher on point 1 of the UPS grade for 7 months;
- The salary costs including oncosts of a Level 3 Teaching Assistant for 7 months; and
- £2,000 for resources.

3.8 It is also proposed that the existing specific Growth allocation criteria and funding amounts outlined below are continued.

- Schools that have been rebuilt within the last 7 years which have taken over 30 additional pupils in year groups other than the Reception bulge classes they initially formally agreed to. This would only apply to Schools that agreed the additional

intake with the Council in advance. This would not apply where Schools have chosen to admit those children without agreement with the Council. The rationale for this is that the Schools concerned are helping to address an area wide demand for places coordinated through the Council. The value of this growth allocation for 2018/19 is proposed to be £66,935 which is intended to cover the same staffing costs as detailed in 3.12 above, but for a full year.

- Schools that agreed to take a one year only Bulge class of 30 children within the last 7 years, where the Bulge class concerned has less than 20 children on roll. This would only apply to Schools that agreed to take the bulge class with the Council in advance and where there is only one Bulge class in the School meaning it was not possible to combine classes across year groups. This would not apply where Schools have chosen to admit additional children without agreement with the Council. The rationale for this is that the Schools concerned are helping to address an area wide demand for places coordinated through the Council. The value of this for 2018/19 is proposed to be £32,640 which is intended to replace the AWPU funding for 10 children.

3.9 The growth fund required in 2018/19 is £0.661m compared with £0.489m in 2017/18. This increase is due to the increase in pupil numbers coming through from the Primary sector into the Secondary Sector.

3.10 The DSG grant conditions dictate that mainstream Schools should receive MFG (Minimum Funding Guarantee) funding protection which prevents them losing more than 1.5% of their equivalent per pupil level funding from the previous financial year. The Secretary of State confirmed in July 2017 that the national funding formula would provide for at least a 0.5% per pupil increase in respect of each school in 2018/19. Therefore, greater flexibility has been introduced for 2018/19 which allows local authorities to set the MFG between minus 1.5% and plus 0.5% per pupil. It is proposed that MFG for Tameside schools should be set at plus 0.5% per pupil. The amount used to calculate the MFG is the total Schools Block funding less the Business Rates and the Lump Sum.

3.11 As the DFE have allocated additional funding, this has resulted in a change in requirement for the Gains Cap. The Gains Cap is based on limiting the gain in pupil led funding per pupil that a School receives as the Council has a duty to set a balanced DSG budget. For 2018/19 it is proposed to include a cap on increases at 2%. Any gain above this is retained to allow the Council to set a balanced DSG budget.

3.12 De-delegation is the terminology employed by the DFE in relation to Schools Forum representatives of Council Maintained Schools voting on whether to support mandatory charging to all other Council Maintained Schools of certain Council services. The Primary and Secondary sector vote separately in relation to each of the services. The De-delegation rates in 2018/19 are shown below. Members of the Primary and Secondary Maintained sectors respectively are asked to indicate for each sector whether they support the de-delegation of the services listed immediately below.

- Behaviour for Learning and Inclusion Service (BLIS)
- Equality, Multiculturalism and Access Team (EMAT)
- Staff Cover for Trade Union Support
- Schools Contingency

Table 8 – De-delegation Per Pupil Rates

Service	Rate per Pupil - All Pupils	Rate per Pupil - EAL for 2 Years Pupils
Behaviour for Learning & Inclusion Service (BLIS)	28.40	
Contingency	5.81	
Equality, Multiculturalism & Access Team (EMAT)		203.19
Trade Union Support	7.34	

3.13 In previous financial years Schools agreed to repay an element of their overall DSG funding to the Council to enable it to continue to contribute approximately £90,000 of DSG towards the cost of the LSCB (Local Safeguarding Children Board). Schools will be asked to continue this arrangement in 2018/19.

4. DEDICATED SCHOOLS GRANT UPDATE 2018/19 – HIGH NEEDS PRE 16 AND POST 16 BLOCKS

4.1 The DFE prescribed basic funding formula for the High Needs area including Primary and Secondary Special Schools consists of the following main elements:

- An allocation of £10,000 per Pre 16 place for Special Schools (This funding is allocated even if all places are not full);
- An allocation of £6,000 per Pre 16 place for Mainstream School Resourced Units where the place is occupied and £10,000 per place for the remainder of places to be funded; and
- A top-up rate based on the category of School or on the category of needs of individual children in attendance at the School. The School then receives a Top-up allocation for each child in attendance at the School.

4.2 The Council's SEN (Special Educational Needs) Assessment, Review and Monitoring team initially carried out a detailed exercise in conjunction with Special School Head Teachers to allocate individual children at Special Schools into categories of need which was used to inform the Top-up rate element of the funding described above. **Appendix B** contains a summary of the proposed Top-up categories that will be used in Tameside. Top-up funding is time adjusted and not annually allocated and therefore if a child only attends a School until the end of the Summer Term, then funding will only be allocated for 5/12ths of the top-up rate. For the Autumn Term the apportionment is 4/12ths and for the Spring Term it is 3/12ths. It is proposed that these adjustments are made on a termly basis, rather than on an annual, monthly or weekly basis.

4.3 As recommended by the DFE and agreed at Schools Forum on 20 November 2012 all Mainstream Schools are required to meet the first £6,000 of the additional costs associated with educating children with High Needs from their main DSG revenue budget. The DFE refers to this as Notional SEN funding, but it is important to note that it is not additional funding being allocated to Schools. The funding intended to support these SEN costs is from the main School funding formula allocation described in Section 3 above. School funding statements show a value for Total Notional SEN for each School which is based on the full Prior Attainment funding allocation and a small percentage of the AWPU (Age Weighted Pupil Unit) funding allocation. This Total Notional SEN funding value does not have to be used for SEN purposes and equally it is not the only funding that Schools are

expected to use to fund the first £6,000 of the additional costs associated with educating children with High Needs.

- 4.4 The level of costs expected to be incurred by a Mainstream School in relation to a child with an SEN statement will be confirmed by the Council's Assessment, Review and Monitoring team. This estimate of costs is based on any formal assessments maintained by the Assessment, Review and Monitoring team and also on the Provision Map information which is supplied by the School for every child with High Needs. Each child is then allocated to one of the funding bands shown in the table in **Appendix C**, with the School meeting the first £6,000 of the assessed costs directly as described above. Any costs above £6,000 will result in the child being allocated to a funding band that attracts additional funding.
- 4.5 The DFE national funding regime for Pre 16 Special Schools allocates funding via two factors. As described above the first element is £10,000 per place available in Special Schools and Schools are also allocated Top-up funding based on the needs of the children actually attending the School. The Top-up funding is calculated in different ways at different Councils, but generally follows one of two themes. The first is a standard Top-up rate per School which is often used for Schools whose children tend to have very similar needs. The second method which is used in Tameside involves placing each child in a Top-up banding based on their individually assessed needs, which means Schools have children in different Top-up bandings. An unfortunate consequence of the Special School funding system nationally is that the Schools concerned have a lack of clarity over how much Top-up funding they will receive each year.
- 4.6 The Finance Officers of Councils across the North West meet several times a year and often discuss and compare publically available information concerning School funding in each of our areas. One of the main areas of comparison over the past few years has been the cost of both Pre and Post 16 High Needs placements. This comparative data triggered the start of more detailed work with Tameside Special Schools, which was subsequently deferred when DFE announced the first stage of their consultation on High Needs funding reforms in Spring 2016. Further to the second stage of the DFE consultation, High Needs will continue to be managed locally.
- 4.7 The formula review work that was due to commence two years ago included assessing how comparable the Top-up bandings are across the North West Councils. This review will need to re-commence and will involve trying to ensure that any comparisons are as accurate as possible, as there are variations in the criteria used for each Council's Top-up bandings.

5. CENTRAL SCHOOL SERVICES BLOCK (CSSB)

- 5.1 This block is being introduced in 2018/19 to fund local authorities for the statutory duties they hold for both maintained schools and academies. The CSSB brings together:
- Funding previously allocated through the retained duties element of the Education Services Grant (ESG)
 - Funding for ongoing central function such as admissions which were previously top sliced from the schools block
 - Residual funding for historic commitments of which there are none for Tameside MBC
- 5.2 The allocation to the Council is based on a per pupil element of £26.42 for ongoing duties (i.e. Admissions, Schools Forum, Copyright Licenses, former ESG duties) totaling £0.897m.
- 5.3 The DSG operational guidance for 2018/19 requires the Council to formally request Schools Forum approval for the central retention of the following:

- £229,030 of DSG to support the School Admissions service (this has been uplifted to reflect the actual cost of the Admissions Service; the uplift will be funded through a reduction in the central funding to support the former retained duties element of ESG)
- £5,000 of DSG to support the costs of the Schools Forum
- £499,160 of DSG to support elements of the Councils Centrally retained duties (formally the retained duties element of the ESG)

6. RECOMMENDATIONS

- 6.1 Members of the Schools Forum are requested to note the contents of the report.
- 6.2 Members of the Schools Forum approve the proposed Dedicated Schools Grant 2018/19 proposed funding formula for mainstream schools.
- 6.3 Members of the Primary and Secondary Maintained sectors respectively are recommended to approve for each sector the de-delegation of service costs in relation to the following services that were referenced in section 3.11 of this report:
- a) Behaviour for Learning and Inclusion Service (BLIS)
 - b) Equality, Multiculturalism and Access Team (EMAT)
 - c) Staff Cover for Trade Union Support
 - d) Schools Contingency
- 6.4 Members of the Forum are recommended to approve in principle
- a) The retention of £229,030 of DSG in 2018/19 to support the cost of the Admissions service
 - b) The retention of £5,000 of DSG in 2018/19 to support the cost of the Schools Forum
 - c) The retention of £499,160 of DSG in 2018/19 by the Council in relation to former ESG funded Retained Duties

APPENDIX A

	Primary Unit Rate £	Secondary Unit Rate £	Additional Information
Basic Entitlement (Age Weighted Pupil Unit - AWPU)			
Primary	3,264		This factor assigns funding on the basis of individual pupils, with the number of pupils for each school or academy based on the October 2017 census (it excludes Nursery children and Post 16 students). The number of children on roll in Reception classes often changes between the October and January pupil census counts. The DfE provide Councils with historic data in relation to pupil movements for that age group and for 2018/19 Schools receive an AWPU allocation for this number of children.
Secondary - KS3		3,863	
Secondary - KS4		4,386	
Deprivation			
FSM – Primary	352		Eligibility for current FSM is measured using the previous October census.
FSM – Secondary		440	
FSM6 – Primary	0		Eligibility for Ever6 FSM (pupils entitled to free meals at anytime in the last 6 years) is measured using the previous January census.
FSM6 – Secondary		785	
IDACI band F	0	290	IDACI is the Income Deprivation Affecting Children Index and the relevant information for the calculation of this is provided by the DfE.
IDACI band E	104	390	
IDACI band D	156	515	
IDACI band C	260	560	
IDACI band B	312	600	
IDACI band A	364	810	
Low Prior Attainment			
Primary	418		This factor is applied for primary pupils identified as not achieving the expected level of development in the early years foundation stage profile (EYFSP).
Secondary		1,550	This factor is applied for secondary pupils not reaching the expected standard in KS2 at either reading or writing or maths. A national weighting was applied to this in 2017/18 for Year 7 to take into consideration the changes in the KS2 tests. This has been extended to Year 8 in 2018/19. The weightings are 58% for year 7 pupils and 48% for year 8 pupils.
Looked after Children (LAC)	0	0	This is being removed in line with the DfE removing this factor. This funding will be replaced by the increase in LAC Pupil Premium from April 2018 from £1,900 to £2,300.
English as an Additional Language (EAL)			
Primary	951		Pupils identified in the October census with a first language other than English may attract funding for up to three years after they enter the statutory school system.
Secondary		1,385	
Lump Sum	100,000	110,000	

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APPENDIX B

SPECIAL SCHOOL FUNDING BANDINGS

Banding	Description	Severity	Allocation
PMLD-1	Profound and Multiple Learning Difficulties Level 1	1	12,754
PMLD-2	Profound and Multiple Learning Difficulties Level 2	2	19,131
PMLD-3	Profound and Multiple Learning Difficulties Level 3	3	32,753
ASC-1	Autism Spectrum Condition Level 1	1	11,479
ASC-2	Autism Spectrum Condition Level 2	2	17,218
ASC-3	Autism Spectrum Condition Level 3	3	31,477
SLD-1	Severe Learning Difficulties Level 1	1	10,203
SLD-2	Severe Learning Difficulties Level 2	2	15,305
BESD-1	Behavioral, Emotional and Social Difficulties Level 1	1	9,566
BESD-2	Behavioral, Emotional and Social Difficulties Level 2	2	14,348
MLD-1	Moderate Learning Difficulties Level 1	1	5,102
MLD-2	Moderate Learning Difficulties Level 2	1	7,652

SUMMARISED BANDING DESCRIPTIONS

PMLD- Profound and Multiple Learning Difficulties

Level 1

The pupil has PMLD and requires 1-1 support for their personal care and support for accessing learning. A multi-disciplinary plan is required to ensure all the pupils needs are met.

Level 2

Due to complexity of needs e.g. blind, deaf, severe epilepsy, personal care needs the pupil may require 2-1 support for some of the day.

Level 3

Needs greater than Level 2

ASC- Autism Spectrum Condition

Level 1

The pupil has been diagnosed with ASC. The environment is resourced to meet need. A plan around the child is used to ensure strategies and approaches are consistent at school and at home. External agencies offer guidance on strategies to be implemented.

Level 2

The pupil has additional needs that may warrant individual support for some of the day e.g challenging/high risk behaviour, medical needs.

Level 3

Needs greater than Level 2

SLD- Severe Learning Difficulties**Level 1**

The pupil has been identified as having SLD. The environment is resourced to facilitate effective communication. There is also support to develop the pupils attention and concentration skills throughout the school day. External agencies offer advice and frequent input to the teacher, teaching assistance and parents.

Level2

The pupil has additional needs that may warrant individual support for some of the day e.g. specific care needs- tube feeding, medical needs- epilepsy and challenging/ high risk behaviour.

BESD- Behavioural, Emotional and Social Difficulties**Level1:**

The pupil has been identified as having BESD that are impacting on their ability to learn. They may also have an additional need e.g. MLD, speech and language needs.

Level 2:

The pupil has been identified as having BESD. There is evidence that the need is long term and that a multi-agency approach is required.

MLD - Moderate Learning Difficulties**Level 1:**

The pupil has been identified as having MLD and may require support from an external agency eg speech and language therapist.

Level 2:

The pupil has been identified as having MLD, a secondary category has also been recognised e.g. Specific language difficulty, behavioural difficulties, hearing impairment, visual impairment, physical difficulties or motor impairment.

APPENDIX C

HIGH NEEDS FUNDING FOR CHILDREN IN MAINSTREAM SCHOOLS

Band	Equivalent TA Hours from Assessment	Funding Allocation	Equivalent TA Hours Being Funded @ £439.12
##	1-14	0	0.0
1	14.1-17	1,317	3.0
2	17.1-20	2,635	6.0
3	20.1-24	4,391	10.0
4	24 +	6,587	15.0

- Assessments of equivalent Teaching Assistant Hours of less than 14 hours are lower than the Notional SEN figure per pupil of £6,000 and therefore do not attract additional funding as these costs need to be met from existing School funding.

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Agenda Item 4

Report To:	SCHOOLS FORUM
Date:	13 February 2018
Reporting Officer:	Kathy Roe - Director Finance
Subject:	DEDICATED SCHOOLS GRANT EARLY YEARS FUNDING UPDATE 2018/19
Report Summary:	A report on the updated Early Years funding allocations proposals for 2018/19.
Recommendations:	Members of the Schools Forum are requested to note the contents of the report and to approve the centrally retained funding allocations.
Links to Community Strategy:	Effectively calculated and targeted resources will improve access to a high quality education experience for all our children.
Policy Implications:	Expenditure in line with financial and policy framework.
Financial Implications: (Authorised by the Section 151 Officer)	The Dedicated Schools Grant is a ring fenced grant solely for the purposes of schools and pupil related expenditure. The report contains proposals about how the Early Years Dedicated Schools Grant funding detailed in the report should be allocated in 2018/19.
Legal Implications: (Authorised by the Borough Solicitor)	There is a statutory duty to use resources efficiently and effectively against priorities.
Risk Management:	The correct accounting treatment of the Dedicated Schools Grant is a condition of the grant and procedures exist in budget monitoring and the closure of accounts to ensure that this is achieved. These will be subject to regular review.

ACCESS TO INFORMATION

NON-CONFIDENTIAL

This report does not contain information which warrants its consideration in the absence of the Press or members of the public.

Background Papers

The background papers relating to this report can be inspected by contacting Christine Mullins – Business Partner:

 Telephone: 0161 342 3216

 e-mail: christine.mullins@tameside.gov.uk

1. BACKGROUND AND INTRODUCTION

1.1 The funding for placements for 2, 3 and 4 year olds attending both School and Private/Voluntary/Independent provision is provided through the Dedicated Schools Grant (DSG). A national funding formula for Early Years was implemented in 2017/18. As a result of this the below elements of funding were made available through the Early Years block of the DSG:

- Funding for the 15 hours universal entitlement for three and four year olds
- Funding for 2 year olds
- Early Years Pupil Premium
- Disability Access Funding (DAF)
- Funding for three and four year old additional hours for working parents
- Maintained Nursey School Supplementary Funding – there are no Maintained Nursery Schools in Tameside

1.2 **Table 1** below summarises the DFE estimate of the funding changes between 2017/18 and 2018/19.

Table 1

Element of Early Years DSG Funding	2017/18	2018/19	Change
3 and 4 year olds Standard Entitlement	9,739,865	9,660,839	-76,026
2 Year olds	3,029,697	3,063,681	33,984
Early Years Pupil Premium	120,077	123,454	3,377
Disability Access Fund	49,200	51,045	1,845
3 and 4 year old extended entitlement	1,510,960	2,817,487	1,306,527
Total Early Years Estimated Funding	14,449,799	15,716,506	1,266,707

1.3 The full operational guidance and indicative allocations documents can be accessed via this link – <https://www.gov.uk/government/publications/early-years-national-funding-formula-allocations-and-guidance>

1.4 A copy of this report was issued as a consultation document to Schools with Nursery Units and Private, Voluntary and Independent providers by 1 February 2018 with a deadline for return by midday on 12 February 2018.

2. 3 & 4 YEAR OLDS FUNDING

2.1 The estimated Early Years Funding of £9,660,839 being allocated through the DSG in Tameside for 2018/19 in relation to the Universal 15 hour entitlement for 3 and 4 year olds has reduced from the 2017/18 equivalent estimated funding of £9,739,865. The 2018/19 early years block allocations are initial, and based on Schools, Early Years and Alternative Provision censuses data from January 2017. These allocations will be updated based on January 2018 and January 2019 census data. The update of census data is the main reason for the reduction between years as the rate of funding for 2018/19 had increased to £4.51 per hour from £4.30 per hour in 2017/18.

2.2 The DFE calculation of the Extended Entitlement to an additional 15 hours element of the funding is based on the same hourly rate as the standard entitlement to 15 hours which is described in paragraphs 2.1. Tameside's estimated allocation for 2018/19 is £2,817,487. As this was only introduced in September 2017 the amount allocated for 2018/19 is not directly comparable to the 2017/18 allocation. The 2018/19 allocation is based on a DFE estimate of 3 and 4 year old child numbers for the additional 15 hours entitlement for

eligible working parents and will be updated with data from the January 2018 and January 2019 census data.

- 2.3 A mandatory element of the changes to the funding rules in 2017/18, was that a SEN Inclusion Fund has had to be established to help providers to address the needs of individual children. The Council is proposing to continue to allocate £150,000 of funding from within this block of funding. The allocations would effectively be made by the Statutory Assessment Meeting (SAM) panel or a placement meeting if a child has a significant disability, in the same way that schools currently receive the equivalent funding for children of Reception Class age and above. The same top-up bands would be used for Nursery aged children, but they would be adjusted to reflect the hours attended by the child compared to the School equivalent number of hours as shown in **Table 2** below.

Table 2

Additional SEN Funding Bands	School Funding Annual Value	Nursery Funding Annual Value for 15 Hours	Nursery Funding Annual Value for 30 Hours
TMBC Mainstream Band 1	1,317	790	1,580
TMBC Mainstream Band 2	2,635	1,581	3,162
TMBC Mainstream Band 3	4,391	2,635	5,269
TMBC Mainstream Band 4	6,587	3,952	7,904

- 2.4 The local funding scheme has to include a base rate that applies to all children in all settings. There is a mandatory requirement to have a supplementary rate in relation to Deprivation and it is also possible to have other supplements in relation to Rurality/Sparsity, Flexibility, Quality and English as an Additional Language. The total value of these supplements cannot exceed 10% of the overall funding within this block.
- 2.5 The funding scheme for 2017/18 only contains one supplementary element which is in relation to Deprivation and it is proposed that this continues to be the only supplement in 2018/19. The bands of deprivation that each provider is allocated to are calculated with reference to each individual child's score on the DFE maintained Index of Deprivation Affecting Children (IDACI). These scores are used to create an average score per provider and then each provider is ranked into one of three bands. It is proposed to keep the 3 bandings used previously.
- 2.6 The proposed rates to be allocated to providers in relation to standard entitlement for 3 and 4 year olds are shown in **Table 3** below and the equivalent rates from 2017/18 are shown in **Table 4**.

Table 3

	Schools & Private, Voluntary & Independent
3 & 4 Year Old Standard Entitlement Funding Element	£ Per Hour
2018/19 Base Rate	4.16
2018/19 Deprivation Band A Rate	0.05
2018/19 Deprivation Band B Rate	0.10
2018/19 Deprivation Band C Rate	0.15

Table 4

	Schools & Private, Voluntary & Independent
3 & 4 Year Old Standard Entitlement Funding Element	£ Per Hour
2017/18 Base Rate	3.96
2017/18 Deprivation Band A Rate	0.05
2017/18 Deprivation Band B Rate	0.10
2017/18 Deprivation Band C Rate	0.15

- 2.7 The Local Authority has to ensure that at least 95% of the funding in relation to 3 and 4 year olds is passed through to providers in 2018/19. The Council is proposing to retain approximately 2.2% of the funding in 2018/19, which equates to £271,461 of the 3 and 4 Year Old elements of the grant in 2018/19. Paragraphs 2.8 to 2.11 below provide details on how some of this centrally retained funding would be used to support Council managed Early Years posts that will support all Early Years providers.
- 2.8 It is proposed that £132,132 of the retained funding would support the cost of the Early Education Funding Team. This funding would continue to support the addition of two officers to accommodate the increased volume of payments that will need to be monitored and reviewed, particularly in relation to the extended entitlement. This funding will also support the annual costs associated with the Servelec IT system which is used to calculate and process the payments to Schools and Private, Voluntary and Independent providers. This funding is key to ensuring the prompt and efficient processing of all future payments to providers.
- 2.9 Private, voluntary and independent childcare providers already received support, advice and guidance from the Early Years Provider Development Team prior to 2017/18. This support was extended to schools in 2017/18 due to the addition of two Early Years Quality Officers, funded through the central retention of 3 and 4 year old funding. This support is primarily in relation to the standard 15 hours offer and extended 30 hours offer, OFSTED regulations and standards and Special Educational Needs and Disabilities related issues. It is proposed that the service is allocated £75,209 to continue to support the two additional Early Years Quality Officers.
- 2.10 Early Years funding now includes the Disability Access Fund that is intended to improve access to Early Years places by supporting providers to make reasonable adjustments to

accommodate children with additional needs. There is also the requirement to have a specific Special Educational Needs (SEN) Inclusion fund to help providers to better address the needs of individual children. In order to support a greater focus on the SEN of Early Years children it is proposed to allocate £40,446 to continue to support a dedicated Early Years SEN caseworker.

- 2.11 The Family Information Service provides an integral element of support for Early Years providers by offering advice, guidance and information to families wishing to access Children’s services. The service increased its capacity in 2017/18 to support the extra demands from families created by the extension of the provision for both 2 year olds and 3 and 4 year olds. Therefore it is proposed that £23,674 is allocated to continue to support the additional Information Officer.
- 2.12 It is proposed that £257,732 of the 3 and 4 Year Old funding is used to create a contingency fund. This contingency fund would then be available to allocate funding to providers throughout the year where otherwise unfunded costs are being incurred. One example of potential use is where a provider has a child taking up a place after the Census that is used by the DFE to calculate funding. Another example would be to provide support where English being an Additional Language is affecting the provision.
- 2.13 **Table 5** below shows a summary of the proposed use of the DSG allocation for 3 and 4 year olds.

Table 5

Proposed Use of 3 & 4 Year Olds Funding 2018/19	£
Estimated Standard Entitlement (First 15 Hours) Total Grant	9,660,839
Estimated Extended Entitlement (Up to 30 Hours) Total Grant	2,817,487
Total Grant	12,478,326
Funding Being Allocated to Providers	
SEN Inclusion Fund	150,000
Base Rate Allocations	11,519,212
Deprivation Supplement Allocations	279,921
Contingency Fund	257,732
Total Being Allocated to Providers	12,206,865
Centrally Retained Expenditure	271,461

3. 2 YEAR OLDS FUNDING

- 3.1 The allocation of funding through this block of the grant has increased from an estimated £3,029,697 in 2017/18 to an estimated £3,063,681 in 2018/19. These allocations of funding are based on a combination of the hourly rate per child and the number of children who are eligible for the grant on the census data submitted to the DFE by each provider. The hourly rate used by the DFE to calculate the grant allocation for Tameside remains at 5.30 per hour.
- 3.2 The Council has retained £0.10 of the hourly rate in previous financial years to support the costs of the Early Education Funding Team and it is proposed to continue the same level of retention from the increased grant. This funding will continue to support part of the cost of

the existing officers who process the payments and it is key to ensuring the prompt and efficient processing of all future payments to providers. The estimated value of this retention for 2018/19 is £57,805.

4. EARLY YEARS PUPIL PREMIUM

4.1 The DFE have not proposed any changes to the Early Years Pupil Premium (EYPP) element of this block of DSG funding and the total estimated value for 2018/19 is £123,454 which is based on the part time equivalent child counts from the January 2017 schools, early years and alternative provision censuses. The allocations to individual providers will continue to be based on a maximum eligibility of 38 weeks per year, 15 hours per week and a hourly rate of £0.53. Providers will need to continue to submit claims for each child in every term that they are in attendance and funding will be allocated for a combination of:

- Current and former Looked After Children (LAC) are automatically eligible
- Children whose parents or guardians financial circumstances mean that they are eligible, which requires the written consent of the parents/guardians before the Council can check the Department for Work and Pensions database

5. DISABILITY ACCESS FUND

5.1 The Disability Access Fund is aimed at supporting providers to offer places to children with disabilities or Special Educational Needs (SEN). The estimated allocation for 2018/19 is £51,045 which is based on a DFE estimate of the number of eligible children and an allocation rate of £615 per child.

6 RECOMMENDATIONS

6.1 As stated on the report cover.

Agenda Item 5

Report To:	SCHOOLS FORUM
Date:	13 February 2018
Reporting Officer:	Kathy Roe – Director of Finance.
Subject:	SCHOOLS FORUM EXPENSES PROCEDURE
Report Summary:	A report for noting outlining the Expense Procedure for Schools Forum.
Recommendations:	Members of the Schools Forum are requested to note the contents of the report.
Links to Community Strategy:	Effectively calculated and targeted resources will improve access to a quality education experience for all our children.
Policy Implications:	Expenditure in line with financial and policy framework. Financial procedures are delegated to the Director of Finance under Part 4b of the Council's Constitution Financial Regulations and Procedures (section 19).
Financial Implications: (Authorised by the Section 151 Officer)	The Dedicated Schools Grant is a ring fenced grant solely for the purposes of schools and pupil related expenditure. This report outlines the procedure for claiming out of pocket expense with regards to attendance at the Schools Forum Meetings.
Legal Implications: (Authorised by the Borough Solicitor)	There is a statutory duty to use resources efficiently and effectively against priorities.
Risk Management:	The correct accounting treatment of the Dedicated Schools Grant is a condition of the grant and procedures exist in budget monitoring and the closure of accounts to ensure that this is achieved. These will be subject to regular review.

ACCESS TO INFORMATION

NON-CONFIDENTIAL

This report does not contain information which warrants its consideration in the absence of the Press or members of the public.

Background Papers

The background papers relating to this report can be inspected by contacting Christine Mullins – Business Partner:



Telephone: 0161 342 3216



e-mail: christine.mullins@tameside.gov.uk

1. BACKGROUND AND INTRODUCTION

- 1.1 Schools Forum members identified the need for some forum representatives, who attend Schools Forum in a voluntary capacity to be able to claim out of pocket expenses. With a view to enabling them to attend meetings and not be at a financial disadvantage in doing so.
- 1.2 Forum members felt that some representatives had been unable to attend meetings as they were unaware of being able to claim such expenses as a formal procedure was not in place to refer to.
- 1.3 The attached procedure is to address these concerns.

2. SCHOOLS FORUM BUDGET

- 2.1 A small annual budget is made available from the Central Support Block of the Dedicated Schools Grant
- 2.2. The budget for 20/17/18 is £1,000 which is subject to annual review and specific agreement of Schools Forum. This is approved alongside the annual schools funding report.

3. PROCEDURE

- 3.1 The procedure outlines the type of expenses that can be claimed, including the following
 - Travel payments for volunteer members;
 - The costs of specialist advice that may be required from time to time agreed by Forum in advance
 - Training approved by Forum in advance.
 - Cost of hire of premises;
 - Other Specific Forum related costs to be approved by Forum in advance.
- 3.2 Travel rates payable will be paid in line with Tameside Council rates for car mileage and will be updated in line with changes to them. Rates claimed for Motorcycles will be updated in line with HMRC rates.
- 3.3 The full procedure can be found at **Appendix A**, which outlines the procedure, the claim form for expenses and a supplier form to enable payments to be made to forum members.

4 RECOMMENDATIONS

- 4.1 Forum notes the expenses procedure.

APPENDIX A

SCHOOLS FORUM BUDGET AND EXPENSES PROCEDURE

Budget

An annual budget will be made available for reasonable expenses incurred by the Forum. Specifically, expenses may be included for:-

- Travel payments for volunteer members for out of pocket;
- The costs of specialist advice that may be required from time to time agreed by Forum in advance
- Training approved by Forum in advance.
- Cost of hire of premises;
- Other Specific Forum related costs to be approved by Forum in advance.

The Forum's costs will be charged to the Dedicated Schools grant specifically funded from the Central Services Block.

Travel payments for Volunteers;

Mileage can be claimed in line with HMRC guidelines as follows;

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p

The following can be reimbursed provided the claim is submitted with a valid receipt or proof of purchase.

Car Parking; Car Park costs (any penalties for or parking tickets will not be paid.).
Public Transport Bus or Train Travel

If a member of forum cannot access either of the above means of transport, due to health issues please discuss with the Chair of Schools Forum, who will consider use of Taxi's with the agreement of Financial Management.

All Other Expenses

Other claimable expenses such as training, expertise and other reasonable expenses need to be approved in advance of incurring by Schools Forum. Failure to do so will result in non-payment of of the claim.

Making a Claim

To make a claim please complete the form at **Appendix A** and attach the receipts to the claim and submit to; Democratic Services, Schools Forum, Dukinfield Town Hall, King Street, Dukinfield

If this is your first claim then you will need to be set up on our system to enable payments to be made. Please also complete the form at **Appendix B**.

Payments in advance

For some people on a low income, even the cost of buying the bus fare may be too much. Therefore a cash advance can be provided so a ticket can be bought remove this barrier. If this is done, a photocopy of the bus ticket must be provided before giving advance payment for the next ticket.



Schools Forum Expenses Claim Form

DEPARTMENT Finance DATE _____

NAME & ADDRESS OF PAYEE

Agresso Supplier ID		
DATE	DETAILS	£ : p
Total		0.00

BACS DETAILS (PAYROLL USE ONLY)

SORT CODE **ACCOUNT NUMBER**

ROLL NUMBER Building Society Only

PAYROLL NUMBER (employee only)

Please include iTrent screen shot to evidence the above bank details

You must provide a unique reference number for this payment to prevent duplication

Unique Reference Number									
Account	Cost Centre	VA	T	Net Amount	In the event of a query contact (print name): Tel: Checked by:				
		CA							
		CA							
		CA							
		CA							
		CA							
Total									

New Supplier/Payee Request

How to complete a Supplier/Payee request.

An active supplier/payee record must exist within Tameside's Agresso database in order for Tameside Council to make payment

For a new supplier/payee set up will result in a letter being issued to the supplier/payee in order to verify independently the bank account details for future payments to be made

Unless otherwise stated, all fields on this form are mandatory and the form will be returned if incomplete.

New Supplier/Payee
setup

1. Purchase Information

Please provide details of the procurement process undertaken to source the Supplier identified for purpose of works/good/service to be undertaken. Failure to provide this information will result in the request being returned.

Brief description of
goods/services to be
ordered

Expenses

Why is this Purchase
needed

To reimburse members.

Your estimated spend
per annum with this
supplier

N/A

Estimated number of
orders to be placed
per annum with this
supplier

N/A

Has a contract been
let for these
goods/service

Not
Applicable

2. Supplier/Payee Details

Payee Name

Payee Address

Post code

Telephone No

Email address

Payment Terms Standard **30 days** - unless specifically shown in contract terms and conditions.

Once completed this form should be emailed to: Tameside.procurement@tameside.gov.uk
When the supplier account has been set up in Agresso you will be notified by the
Procurement Team.

Agenda Item 6

Report To:	SCHOOLS FORUM
Date:	13 February 2018
Reporting Officer:	Kathy Roe, Director of Finance
Subject:	SCHOOLS MEALS SERVICE FOR PRIMARY SCHOOLS – PROPOSED CONSULTATION
Report Summary:	<p>The current financial arrangements for the schools meals service have not been reviewed for some time and have become disjointed and haphazard. Improvements that could be made to the arrangements have been identified and it is planned to consult schools about these.</p> <p>A further report will be presented to Members about any recommended changes in the light of feedback to the consultation.</p>
Recommendations:	<p>Schools Forum is asked to:</p> <ul style="list-style-type: none">• Note Members have approved a consultation on the full delegation of the school meals service to primary schools;• Note subject to the outcome of consultation that Council members support the implementation of cashless payment systems in schools.
Links to Community Strategy:	The proposal will contribute to the aims of the Community Strategy 2012-22 by making best use of council resources.
Policy Implications:	None
Financial Implications: (Authorised by the Section 151 Officer)	<p>There would be a minor on-going budgetary saving from 2017/18 to the Council of £4,970 per year.</p> <p>Cost of installing the cashless systems in 67 schools would be £73,200. This would be funded from existing resources.</p>
Legal Implications: (Authorised by the Borough Solicitor)	<p>The local authority has a duty under Section 512 of the <i>Education Act</i> 1996 (EA 1996) to provide school meals to registered pupils, provided it would not be unreasonable to do so. The local authority has the discretion to charge for these meals, however such charges must not exceed the cost of providing the food, and some pupils will be eligible for free school meals. As such it is the default position that local authorities will provide school meals and set the pricing.</p> <p>School meals must comply with nutritional standards outlined in the <i>Requirement for School Food Regulations</i> 2014/1603.</p> <p>Under Section 533 EA 1996, the governing bodies of maintained schools with delegated budgets are also empowered to provide school meals to registered pupils, subject to all of the above. In such cases, the provision of</p>

school meals and pricing thereof falls within the remit of the governing body.

There is no statutory regulation as to the mechanics of how a local authority or maintained school charges for school meals in practice.

Owing to the shrinking number of schools buying into the direct service, the Council procured the LEP to provide these services under a three year contract and staff transferred accordingly. Under the contract the Council is liable to pay for all the services and/or equipment which is covered by the 13p for each meal under the contract. In effect the 13 pence/meal acts as an insurance as some schools will use more or have a greater claim against the budget. This proposal makes it fairer for individual schools but may mean some pay more and it may mean that some schools have to pay for unbudgeted sums as the timely means that heavy equipment fails which would have been covered under this arrangement. What will be important to safeguard the Council is to ensure that the Council is able to recover the sums payable by each individual school which the Council is currently liable for.

Risk Management:

This proposal will bring primary schools operations of schools catering in line with the secondary schools. Therefore the risks in relation to this proposal are minimal.

ACCESS TO INFORMATION

NON-CONFIDENTIAL

This report does not contain information which warrants its consideration in the absence of the Press or members of the public.

Background Papers

The background papers relating to this report can be inspected by contacting Christine Mullins – Business Partner:



Telephone:0161 342 3216



e-mail: christine.mullins@tameside.gov.uk

1 BACKGROUND

- 1.1 The provision of school meals is a delegated item in the Local Management of Schools. This means schools are free to decide who they commission to provide the service, with the cost being met from their delegated budget.
- 1.2 Secondary schools tend to operate a restaurant type of service with pupils having a choice of meals. The prices for the meals are set by the school and the income generated from pupils is retained by the school to help towards the cost of providing the service.
- 1.3 In primary schools there is limited choice menu and a standard price which is determined by the Council each year. Until recently the arrangement was that the money schools collect from parents for school meals was paid into the Council's bank account. Schools were then charged for the net cost of the catering service i.e. the difference between the contract price and the amount due from parents. There has been an enforced change in this arrangement which is referred to below. In addition schools are levied an additional charge of 13p per meal to cover certain costs associated with operating the catering contract.

2 PROPOSED CHANGES TO BE CONSULTED UPON

- 2.1 As this is a delegated service to schools it is proposed that all income and expenditure related to the catering service is managed by each school from their delegated budget.
- 2.2 Currently this is largely happening by default. After the Council was forced to change its bank in 2015. Schools have not been able to pay the money they collect from parents into the Council's new bank account with Barclays as there are only limited paying in facilities (the Post Office could be used for the Co-op Bank this service cannot be accessed via Barclays). For security purposes the schools pay the money into their own bank account. This has a knock-on effect as the monthly advances paid to schools have to be manually re-calculated to allow for the fact that schools have received the benefit of having catering income in their bank account. This is an inefficient and laborious task.
- 2.3 It is proposed that the additional charge to schools of 13p per meal ceases. Anecdotally we understand that schools are not in favour of this charge. However it is levied to cover the following costs associated with the catering service:
 - Provision, maintenance & repair of heavy catering equipment e.g. cookers ,freezers, mixers
 - Provision of light catering equipment e.g. cutlery, trays, serving equipment
 - Provision and maintenance of school dining hall furniture e.g. SICO fixed tables
 - Pest control, Trade waste, catering health and safety checks in kitchens e.g. PAT testing, emission testing, and fan cleaning.
 - Stationery items connected to provision e.g. registers
 - School kitchen telephones, fax machines and landline installation and rental.
 - The collection of payments for lunches including administration of 'bad debt'.
- 2.4 These services still need to be provided and therefore it is proposed that these are carried out by schools, as schools will already be carrying out a number of these activities as part of the local management arrangements e.g. pest control, PAT testing, waste collection.
- 2.5 The proposed changes would bring primary schools in line operationally with the secondary schools in the borough. It would also help to 'future proof' these primary schools, making it easier to change the school meals provider if they desired or make the transition to an Academy.

Indeed a number of primary schools have changed their catering provider and will have arranged for these services identified in para 2.3 to be carried out.

- 2.6 Some of the expenditure is ad-hoc in nature, such as the replacement of furniture and equipment. This will be paid to schools by the abolition of the 13p charge but it will require schools to decide how to build this into their financial plans.
- 2.7 On average over the past 3 years the council has incurred a loss on providing the services listed in paragraph 2.3 above of £9,472, with a projected surplus of £15,500 for the current financial year. Therefore if arrangements stayed the same the charge would need to increase. It is important to note that the plan to pass the responsibility for the direct cost of these services to primary and secondary does not necessarily mean an extra cost to a school's budget. Apart from a saving from the ending of the 13p charge, schools will not incur the Council's overhead charge and will almost certainly improve collection of school meals charges from families.
- 2.8 For the avoidance of doubt, any change in the financial arrangements of the school meals service would have to be applied consistently across all schools i.e. schools could not have the individual choice whether to opt in, or not, to some or all of the arrangements.

3 COLLECTION OF INCOME

- 3.1 A total of £1.5m is collected each year from parents for school meals. This may come in the form of cash, cheques and, for some schools which have the facility, card payment. There are occasions when payment is not received and schools may ask the Council to pursue payment. As with any debt, if payment is not received promptly it can be difficult to collect the debt.
- 3.2 As can be seen, part of the additional 13p charge is to cover losses from families not paying the charge for school meals. It is felt that schools have the best opportunity to collect the charge as they are in closer and more regular contact with families; at present the Council is unaware of unpaid school meals until asked by a school to pursue arrears.
- 3.3 A number of schools have cashless payment systems which makes it much easier to collect income and have the ability to track where payments have not been received. To ensure that all schools have the same opportunity it is proposed that the Council pays for the installation of a cashless payment system, and first year's maintenance, for those schools without such a system.
- 3.4 There are 67 schools which would require such a system and the estimated costs are:

Year 1 costs including training –	£47,500
Year 2 cost	£25,700
Total cost for 2 years	£73,200

There are some schools that are in the process of opting out of the council catering contract and in the process of converting to academies so the final number of schools and resulting costs may change.

- 3.5 A procurement process would need to be gone through to purchase the system, by the Council procuring this on schools behalf a discounted rate could be secured, generating a saving of between £34k if one year only and £53k over the 2 years. Note the costs in 3.3 include this assumed level of savings.

- 3.6 The system would enable parents to pay the school directly for school meals via a secure portal. For parents who do not have access to the system online, there is an option to pay for meals at a post office or local shop via PayPoint.
- 3.7 The benefit for the school is they could remove cash handling completely, removing the need to keep cash securely on site and banking the cash. Also removing the associated cash reconciliations that sit alongside this process and sign off by the Bursar, or Head in some cases, again reducing administration for the school.
- 3.8 The cashless systems include other functionality within system including:
- maintaining individual pupil balances so the parent knows exactly how much they have paid or owe. These can be text, emailed or notified by letter directly from the system. This would support the assist in the debt management of unpaid meals.
 - automatically updates pupil data with payments as they are made automating reconciliations.
 - enabling parents to make meal choices on line to help with healthy meal choices for children. Enables the parent to make advance meal bookings for the days they require meals.
 - having the option within the system to collect other cash items such as trips, once again reducing the administration on the teaching and admin staff.

4 CONSULTATION

- 4.1 Consultation with the schools would need to take place for the proposed change. If Members agree to consult schools then this would start in January 2018 and will run for four weeks. The proposed questions are attached at Appendix A.
- 4.2 Feedback from the consultation will be reported back to Tameside Board Members and will be taken into account as part of the final decision report.

5 CONCLUSION

- 5.1 The transfer of the responsibility of school meals income to schools would support effective use of resources for both the Council and the schools in the collection of income.
- 5.2 The procurement and roll out of a cashless system in primary schools would provide parents with an easier method of payment of the meals and manage payments to schools more succinctly.

6 RECOMMENDATION

- 6.1 As set out on the front of the report.

APPENDIX A

SCHOOLS MEALS SERVICE FOR PRIMARY SCHOOLS

We are consulting with primary schools about proposed changes to the charging arrangements for the schools meals service and also the collection of income from parents for the Primary Schools Catering Contract. We are proposing to bring primary schools operations of school catering in line with that provided by secondary schools.

We are asking you to submit your views by no later than XXXXXXXX.

Income Collection

The report proposes that the collection and banking of schools catering income would be carried out completely by the school. As part of this transfer it is proposed the council invest in a cashless system to enable parents to pay online, or via pay point for school meals income.

1. To what extent do you agree that the efficiency of catering income collection would be improved if this was transferred to the school with all payments going directly to the school bank account? (Please tick one box only)

- Strongly agree
- Agree
- Disagree
- Strongly disagree

2. To what extent do you agree that the school would benefit from investment in a cashless payment service? (Please tick one box only)

- Strongly agree
- Agree
- Disagree
- Strongly disagree

3. To what extent do you agree that parents would benefit from being able to pay for schools meals on-line directly to the school or via pay point facility at local shops or post offices? (Please tick one box only)

- Strongly agree
- Agree
- Disagree
- Strongly disagree

4. To what extent do you agree that a cashless system would remove some of the administration of the income collection for the School's Bursar/Business Manager? (Please tick one box only)

- Strongly agree
- Agree
- Disagree
- Strongly disagree

5. To what extent do you agree that schools are better placed to collect the school meal income directly as they are in closer and more regular contact with families? (Please tick one box only)

- Strongly agree
- Agree
- Disagree
- Strongly disagree

Transfer of Schools Catering Contract

The provision of school meals is a delegated item in the Local Management of Schools. This means schools decide who they commission to provide the service, with the cost being met from their delegated budget. The report proposes to transfer the management of the schools meals service in primary schools to the school in line with Secondary schools and Academies. The report also proposes to stop the charge of 13p per meal (currently) for the management of the additional services of catering operation, and transfer the responsibility of this to the school.

6. To what extent do you agree that the school is better placed than the council to understand the daily catering requirements of the children and staff within the school? (Please tick one box only)

- Strongly agree
- Agree
- Disagree
- Strongly disagree

7. To what extent do you agree it would be more efficient for schools to directly purchase services required for the kitchen alongside the general services purchased for the school? (examples of these services may include Pest control, trade waste collection; health and safety checks in kitchens, PAT testing) (Please tick one box only)

- Strongly agree
- Agree
- Disagree
- Strongly disagree

8. The council currently charges 13p per meal for the management of the additional services of catering operation. This 13p charge covers

- Provision, maintenance & repair of heavy catering equipment e.g. cookers ,freezers, mixers
- Provision of light catering equipment e.g. cutlery, trays, serving equipment
- Provision and maintenance of school dining hall furniture e.g. SICO fixed tables
- Pest control, Trade waste, catering health and safety checks in kitchens e.g. PAT testing, emission testing, and fan cleaning.
- Stationery items connected to provision e.g. registers
- School kitchen telephones, fax machines and landline installation and rental.
- The collection of payments for lunches including administration of 'bad debt'.
- All other costs e.g. utility bills, school kitchen building maintenance.

The school would have to factor this expenditure into the routine planning of school finances. The council are proposing to remove the 13p charge so that the school could use these funds to pay for the additional services element that it would become responsible for. Please note this charge is due to be reviewed and is likely to increase if the function remains with the council.

To what extent do you agree with the proposal that the additional service charge per meal (currently 13p) would be removed? (Please tick one box only)

- Strongly agree
- Agree
- Disagree
- Strongly disagree

Agenda Item 7

Report To:	SCHOOLS FORUM
Date:	13 February 2018
Reporting Officer:	Kathy Roe – Director of Finance
Subject:	SCHOOLS USE OF BALANCES
Report Summary:	A report to provide an update on school use of excess balances at 31 March 2017.
Recommendations:	Members of the Schools Forum are recommended to <ol style="list-style-type: none">1) Note the contents of the report.2) Schools Forum look to retain the clawback criteria applied to mainstream schools but relax the application of it, on the following provisions;<ul style="list-style-type: none">• Schools provide governor approved plans to the Local Authority, on agreed criteria.• Balances are not held in excess of 3 years3) Note the update of spend on balances identified by schools at the October 2017 position.
Links to Community Strategy:	Effectively calculated and targeted resources will improve access to a high quality education experience for all our children.
Policy Implications:	Overall effective use of resources across Tameside schools is a key component in the Authority's Annual Use of Resources Statement.
Financial Implications: (Authorised by the Section 151 Officer)	Schools with a projected excessive revenue surplus balance (greater than 8% of in year delegated funding for primary and special schools and greater than 5% of in year delegated funding for secondary schools) are required to have an agreed plan of commitments in place with the Council for the excessive balance. Schools Forum has the right to clawback excess balances under the Scheme of Finance for Schools. If this is invoked the clawback would be redistributed across all schools including the Academy Sector.
Legal Implications: (Authorised by the Borough Solicitor)	There is a statutory duty to use resources efficiently and effectively against priorities.
Risk Management:	The correct accounting treatment of the Dedicated Schools Grant is a condition of the grant and procedures exist in budget monitoring and the closure of accounts to ensure that this is achieved.

ACCESS TO INFORMATION:

NON-CONFIDENTIAL

This report does not contain information which warrants its consideration in the absence of the Press or members of the public.

Access To Information:

The background papers relating to this report can be inspected by contacting Christine Mullins, Financial Management:



Telephone:0161 342 3216



e-mail: christine.mullins@tameside.gov.uk

1. BACKGROUND AND INTRODUCTION

- 1.1 Final school balances for 2016/17 were presented to the Schools Forum on 18 November 2017. Forum Members requested an update on the position be brought back to the February meeting.
- 1.2 A review of Tameside MBC's approach to excess balances was requested. Officers were asked to research what approach is taken in other authorities to inform decisions relating to invoking of clawback in future.
- 1.3 The final level of school balances as at 31 March 2017 are £4.624m. Those schools with excess balances held balances totaling £3.333m of which £1.740m represented balances in excess of the permitted levels 8% for Primary Schools and Special School and 5% for Secondary Schools. The £4.624m is net of deficit balances in some schools; therefore balances are providing funding for in deficit schools without which the Local Authority would have no funding to do this.
- 1.4 There were 32 primary schools with excess surplus balances of £1.615m, 1 secondary school with an excess balance of £0.114 and special school of £0.011m.

2. APPROACH TO CLAWBACK IN NORTHWEST.

- 2.1 Officers carried out research through the North West Local Management of School group (NWLMS). The group consists of Local Authority representation of Schools Finance representatives for Local Authorities across the North West of England. All of the Greater Manchester Authorities are represented.
- 2.2 The group was asked a number of questions in relation to the Authority they represent as follows;
 - If they have claw back mechanism in the Scheme of Finance for Schools?
 - Do they invoke the clause?
 - If not why do they not invoke the clause?
- 2.3 Of the 21 Authorities asked 13 Authorities responded. 8 local authorities do not have a clawback policy in operation. Of the 5 whom do have a clawback policy, 2 no longer use it and 3 still have a clawback but only 1 Authority continues to use this as a routine process.
- 2.4 The reasons Authorities gave for moving away from using clawback are as follows:-
 - Clawback of funding can only be applied to the Local Authority Schools; this cannot be applied to Academy Converter Schools. If funding is clawed back from schools it has to be redistributed across all school sectors including Academies, which creates inequitable treatment of the maintained sector.
 - With the changes to schools funding, the impact of above inflationary increases on staffing and pensions schools are facing increasing pressures. Schools have been allowed to use balances to make planned changes in school to address and avoid going into deficit.
 - The Authority works closely with the Schools to plan spend appropriately, ensure schools make best use of resources available to them and avoid spending budgets up to avoid losing them coming up to year end.

- 2.5 It is therefore suggested that the future approach with relation to schools excess balances, is as follows
- The Schools Finance team use the recently introduced budget monitoring reporting as an additional tool, to support schools in year to plan spend and manage utilisation of excess balances to more appropriate levels.
 - Look to establish specific reasons or criteria that balances can be held for. A return to be submitted to Schools Finance Team that has been approved by Governors, which outlines the planned spend with timescales for the plan.
 - It is suggested to cap the time period for which all balances could be held for, at 3 years, unless there were exceptional reasons for doing so.
 - Schools forum move away from clawback of budgets in the maintained sector, on the proviso that schools work with the Schools Finance Team to ensure robust approved spending plans are in place to utilise said balances, which will continue to be reported to forum.
 - However Schools Forum retain the right to clawback budgets in exceptional circumstances, which are suggested to be instances where excess balances do not have robust agreed spending plans and the school does not engage effectively with the Schools Finance Team, or hold the balances for more than 3 years.
 - An annual report will continue to come to forum for decision but, earlier reports will brought to Forum any instances where clawback may need to be considered to keep Forum fully informed.

3. UPDATE ON SCHOOLS SPEND OF EXCESS BALANCES

- 3.1 An update was requested from all schools that have balances in excess of the permitted thresholds. **Appendix A** details the planned expenditure identified by schools for the October Forum report, with an update to how those plans are progressing.
- 3.2 **Appendix B** provides a comprehensive overview of the delays and issues that Fairfield Primary has faced with regards to the building works the balances have been identified for.
- 3.2 There are currently 8 schools that have not provided an update to spending plans. The Schools team will continue to work with these schools to understand the spending position.
- 3.3 From December 2017 there is a requirement for schools to provide the Authority with regular budget monitoring updates. The exercise has proved useful and schools in general are engaged with the process.
- 3.4 The monitoring information provided by school has enabled finance officers directly working with the schools to identify areas where spending is school is different that the budget and support said schools to look at plans and act accordingly to ensure informed spending decisions are made.

6. RECOMMENDATIONS

- 6.1 As set out on the front of the report.

APPENDIX A

Sch No	School Name	Revenue Balance 31/03/17	Excess Balance 31/03/17	Plans for Excess Balance	Update
2004	Hollingworth Primary School	£76,567	£1,438	<p>£23k - Contingency to for staffing costs as the predicted fall in our pupil numbers will significantly reduce funding and governors are keen to avoid reducing staffing levels</p> <p>£10k - Updating IT equipment (including server).</p> <p>£4k - Replacement hall lighting</p> <p>£3k - Early Years' equipment following flood damage/water ingress</p> <p>£3k - Middy assistant for 1-2-1 work with child with EHCP</p> <p>£18k - Additional staff to support child with EHCP on 1-2-1basis.</p> <p>£15k - Contingency for extensive floor repairs in two classrooms.</p>	
2006	Pinfold Primary School	£177,505	£107,428	<p>£15.0k - Development of curriculm kitchen</p> <p>£30.0k - Development of an immersive classroom plus IT</p> <p>£ 3.0k development of external forest school area</p> <p>£29.0k Reading teacher 0.6 fixed term contract</p> <p>£3.5k interactive whiteboard</p> <p>£30.0k update of classroom laptops and ipads</p> <p>£ 5.0k - PFI contract variations</p> <p>£14.0k - Resurfacing the tyre park play area & new service in KS2</p> <p>£ 8.0k – Set up of new server and software roll-out</p>	
2011	Arundale Primary and Nursery School	£129,997	£26,416	<p>£10k - Lottery Holiday Grant</p> <p>£12k - IT Hardware</p> <p>£44.9k Service Level Agreements</p>	<p>Fully Spent</p> <p>Equipment order underway</p> <p>Due to spend by end of March</p>

APPENDIX A

Sch No	School Name	Revenue Balance 31/03/17	Excess Balance 31/03/17	Plans for Excess Balance	Update
2018	Gorse Hall Primary School	£151,006	£7,833	£26.0k - A new roof for the LKS2 part of our school £7.0k - Painting/refurbishing 6 classrooms £14.5k - New security gates £4.0k - New carpets in 4 classrooms £3.0k - minor works to windows, fence, boiler and survey works.	Excess element spent on New gates as per Ofsted recommendation £11,000. Further balance of £26,269 spent on Roof repairs
2019	Stalyhill Junior School	£121,065	£43,713	A shelter/porch for reception was designed and planned for 2016/17 but advice from an engineer confirmed the proposed structure was not fit for purpose and an extension to the school building would be more appropriate. An Extension to the school building has been approved by governors the excess balances are to be used to fund this work.	
2020	Arlies Primary School	£204,445	£112,523	£8k – Signage completed late October 2017 £20k - Remote gates £40k - Decorating including re-plastering £18k - All fire doors replacing £2.5k - Extra lunchtime assistant £9k - Pathway to give access from within secure area to the hub. £8k - Lockers to reduce fire hazard £6k - Sign in safeguarding £3k - Hall upgrading £4k - Reading scheme EYFS and FS £15k - Learning mentor & attendance supervisor	£3.6k spent rest to be spent April Pending Pending Order placed £5.4k, further £10k by year end. Employed Sept 17 Pending Lockers order, to be fitted Feb 18 Completed Oct 17 Delayed awaiting fire doors completion £2.5k spent Employed Nov 17.

APPENDIX A

Sch No	School Name	Revenue Balance 31/03/17	Excess Balance 31/03/17	Plans for Excess Balance	Update
2026	Wildbank Primary School	£161,443	£75,646	<p>£85k – Construction & additional works building, motorised shutters to main building, heating for intervention & ICT suite, create new meeting room, remove sinks in Y1 to widen access, block door between Y1 & Y4, ramps for fire exits for wheel chair access)</p> <p>£18k – water tank conversion</p> <p>£15k – internal doors</p> <p>£10k – new library</p> <p>£8k - IT for new classroom and offices</p> <p>£10k – upgrade of wifi and phones</p> <p>£3k – upgrade of cctv and installation of lock down alarm system</p> <p>£3k - furniture for new classroom and HT office</p> <p>£5k – fascia boards</p> <p>£4k – path and gate for wheelchair access</p>	<p>This work has now be rescheduled to be carried out between Dec 17 and Aug 18.</p> <p>Completed Nov 17 Due Feb 18 Due Feb 18 Due Jan 18 Completed Nov 17 Completed Nov 17</p> <p>Completed Nov 17 Completed Nov 17 Due Mar 18</p>
2037	The Heys Primary School	£138,579	£29,728	<p>£20k - Resident Social Worker</p> <p>£10k - Smartboards</p>	<p>On going £14,986 spent on Smartboards</p>
2039	Audenshaw Primary School	£91,393	£18,673	<p>£10k - Voluntary funds, fund raising, school trips which.</p> <p>£18.5k - Level 3 Teaching Assistant to provide 1 to 1 support for pupil with EHCP</p> <p>£25k - 0.6 Teacher employed for interventions (Pupil Premium)</p> <p>£15k - Replace safety surfacing around trim trails</p> <p>£2k - Replace Fascia Boards</p> <p>Tree Survey - Recommendations from H and S</p> <p>Inspection also to be implemented</p>	<p>Payments in advance Started Sept 17</p> <p>Started Sept 17</p> <p>Work to start April 18 Work completed Ongoing issue</p>

APPENDIX A

Sch No	School Name	Revenue Balance 31/03/17	Excess Balance 31/03/17	Plans for Excess Balance	Update
2045	Fairfield Road Primary School	£563,819	£415,346	Surplus funding is earmarked for extensive capital building works planned for the site. The school is awaiting confirmation of funding from ESFA with regards to building a new school canteen. There are other capital works that cannot commence until the canteen has been completed therefore the funds are not likely to straddle future years due to the size of the capital work required.	See Steve report
2051	Livingstone Primary School	£138,981	£78,033	Due to high level of admissions for children in EYFS with special needs the balance will be used to employ more staff to work on one to one basis. Also to fund the cost of maternity cover. There have also been changes to teaching arrangements and the funds have been earmarked to cover some of this as part of the 3 year plan.	
2056	St. Anne's Primary School	£74,018	£1,082	The excess balance will be used as a contribution to an airlock door system.	Awaiting support from Tameside from Property service regarding airlock.
2064	Dane Bank Primary School	£106,854	£24,652	The excess balances have been used to fund capital works as follows; Boiler Roof £12k, Boiler Control Works £5k, Smart Boards Yr 1 & 2 £7k and Fixed Wire Test & Repairs £2.3k.	Actual Net Costs Work Carried Out 11,400 May 2017 – Boiler Roof 5,599 May 2017 - Boiler Control Works 6,043 August 2017 – Smart Boards YR 1 & 2 2,053 April 17 & June 17 Fixed Wire Test and Repair 25,095

APPENDIX A

Sch No	School Name	Revenue Balance 31/03/17	Excess Balance 31/03/17	Plans for Excess Balance	Update
2073	Stalyhill Infant School	£77,498	£10,713	<p>£5k Repairs/renewals projects cfwd. (as 5 year premises plan)</p> <p>£13k - Teaching staff release/management support for specific project ending August 17</p> <p>£13k TA 1 year fixed term contract ending Aug 18 for SEND project.</p> <p>£19k Playground works including resurfacing.</p> <p>£18k Support the deficit recovery plan from 17/18 financial year.</p> <p>£8.k Earmarked balances to carry forward PP/LAC/PE Grant.</p>	<p>To be spent in March 18</p> <p>Spent Aug 17</p> <p>To be spent Aug 18</p> <p>Spent Aug 17</p> <p>To be Spent Mar 18</p> <p>Spent Aug 17</p>
2079	Leigh Primary School	£131,075	£14,616	<p>£92k of the year-end balance was a cash advance from TMBC funding to enable payroll payments to a new payroll contractor 1/4/17. As the school was due to convert to Academy status at that time. This has now been delayed and the balance spent on staffing.</p>	<p>School converted to Academy on 1st November 2017.</p>
3001	Broadbottom Primary C of E School	£55,185	£8,577	<p>The excess balance is being kept as a contribution towards a new roof which in being planned for within the next 3 years.</p>	
3003	St. John's C of E Primary School	£192,227	£98,048	<p>The school is due to be remodelled. The excess balance will be used to fund capital works including remodelling the front area of school to create additional space. A planning meeting will be held on 3/10/17 to discuss the proposals and aim to start the project in Spring 2018. The work includes teaching staff workspace, increased administration work space, meeting area and larger staff room and better use of</p>	<p>Works due to commence October 2018</p>

APPENDIX A

Sch No	School Name	Revenue Balance 31/03/17	Excess Balance 31/03/17	Plans for Excess Balance	Update
				entrance space into school. Delays are due to waiting for confirmed plans from TMBC of designs of an extension that is being funded by the Council to determine what additional space the school needs.	
3019	Hurst Knoll St James' C of E Primary School	£118,742	£29,996	£6k - We have committed to a SLA which is £6000 for a Teacher to come in once a week to teach PE alongside our Class Teachers and run afterschool clubs. £15.7 – Staff supply to deliver interventions. £15k - Speech and Language SLA for 1 day a week	- Professional PE support Apr – Jul £1833. - Pupil premium support and intervention work £47,137. - CCTV capital £3,960
3020	Parochial C of E Primary School	£99,308	£16,958	Balances are to be used to maintain current staffing levels for an additional year. (this currently includes an additional teacher in school on a fixed term contract which will end in August 2018).	
3027	Micklehurst All Saints C of E Primary School	£121,753	£34,661	£18k – KS1 Teacher £2.2 – EAL Teacher £11k - Updating teaching resources and library reference books £2k – Replacement white boards	Total Excess School Balance - £34,661 £18k – KS1 Teacher - on-going since April 2017 YTD £12,648 £2.2 – EAL Teacher - on going since April £2,693 £11k - Updating teaching resources and library reference books - variety of dates current YTD spend £4021 £2k – Replacement white boards - £403 first one installed and currently measuring up for others

APPENDIX A

Sch No	School Name	Revenue Balance 31/03/17	Excess Balance 31/03/17	Plans for Excess Balance	Update
3305	St. James' Catholic Primary School	£163,757	£72,551	£10k - Wi-Fi Whole School £15k - Outdoor Storage (Kitchen Entrance) Refurbishment £20k - Paths & Steps around School £25k - CCTV - Security Whole School	Works Completed on WIFI The rest of the works are planned to complete September 2018.
3309	St. Peter's Catholic Primary School	£107,019	£31,441	£8k - Hall lighting £2k - Nursery classroom wall refurbishment £6k - Toilet refurbishment £5k - Heating Phase 2 £6k - Pupil Premium £1.4k - Charity fundraising and payments to charities. A toilet and light refurbishment is project managed by Atkins the Diocesan Surveyors. The work was carried out in stages, heating phase 2 to be carried out in the summer holidays.	Spent £8,000 Nursery Work - Planned Feb 18 Toilet work - £2995.78 spent Emergency repairs - £3,000 Pupil Premium £6,000 Reading Resources £1,004.52
3312	Holy Trinity C of E Primary School	£129,850	£26,174	The excess surplus balance has been used to fund a staffing restructure and cover redundancy costs for members of staff who were made redundant.	
3313	St. Peter's C of E Primary School	£118,822	£22,972	£15k for refresh of IT equipment and whiteboards £30k for Forest school storage £12k – Prayer garden £10k – Foundation stage, shed, new furniture, outdoor markings £15k - Staff development and training £10k – School redecoration £4k – Artist booked to work with all classes	IT spent £7,764.88 Forest Storage Spent £20,582 Prayer Garden – Fully spent Foundation Stage – Fully spent Staff Development – Fully spent Decoration -£4,740 spent Artist - £620 spent

APPENDIX A

Sch No	School Name	Revenue Balance 31/03/17	Excess Balance 31/03/17	Plans for Excess Balance	Update
3316	St. Mary's C of E Primary School	£96,419	£13,441	The brought forward for 2016/17 will be used to prevent any further budget deficits in the future as well as allowing the school to move forward with purchasing resources to enhance the curriculum and attaining the high standards of achievement that we currently have.	The budget is being used to address deficit projections in future years in a planned way.
3319	Canon Burrows C of E Primary School	£223,414	£78,675	The school is having building work carried out refurbishing the main corridor and hall. Also having works done to the stage, outdoor works and new sound system. The majority of works were carried out over the summer period.	
3322	St. Mary's Catholic Primary School	£78,557	£1,112	The excess balance will be spent as contribution to spending in the after schools club.	The excess funds have now been spent on Trips.
3324	St. Joseph's Catholic Primary School	£105,594	£42,789	Excess funds are needed to contribute to on-going health and safety issues that are being addressed.	
3325	St. John Fisher Catholic Primary School	£135,887	£59,658	<p>£10k - Reading scheme</p> <p>£10k - Computing support for curriculum.</p> <p>£5k - RE scheme</p> <p>£20k - Contribution to Salford Diocese building project</p> <p>£20k - Contingency for playground surface failure.</p>	<p>Reading scheme cost was £13,714.95 date 30th November 2013</p> <p>£20k - Contribution to Salford Diocese building project re-requested form today to complete and awaiting invoice.</p> <p>£10k - Computing support for curriculum. Cost £10,200 Date 6th October 2017.</p>

APPENDIX A

Sch No	School Name	Revenue Balance 31/03/17	Excess Balance 31/03/17	Plans for Excess Balance	Update
					<p>£20k - Contingency for playground surface failure. Still on going as only part of the surface are failing at the moment.</p> <p>£5k - RE scheme various items bought from various suppliers estimated cost approx. £2,000</p>
3331	Our Lady of Mount Carmel Catholic Primary School	£90,337	£7,348	The surplus balance has been used to refurbish the year six toilets.	The spend was a total of £9,891.00 Order No (ED000309) for a refurb of Year 5/6 toilets which was completed and paid 4th September 2017
4602	St. Damian's Catholic High School	£324,306	£114,202	<p>The majority of the surplus is required to ensure affordability of the existing PFI Managed Service. Estimated costs for PFI occupation for 17/18 are £600k. Other committed revenue is designated for:</p> <ul style="list-style-type: none"> • Maintaining the existing provision of teaching and support staff in order to deliver the curriculum. • Maintain pupil:staff ratio with the increase PAN to 165 • Maintaining existing provision of goods and services to college 	
7005	Cromwell High School	£139,949	£10,851	<p>£10k Contribution towards 3G pitch in Astley Sports College</p> <p>£17k Replacement of mini bus from Sunshine Coach</p>	

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APPENDIX B

Fairfield Primary School – Building Developments

1. In late 2014 the Council submitted bids to central government to rebuild several primary schools and a further high school under the Government's Priority Schools Building Programme (PSBP2). This followed our successful applications under PSBP1 where we were successful in obtaining support to rebuild four primary schools (Holden Clough, Broadbottom, Silver Springs and Flowery Field).
2. In 2015 the Government announced the schemes it was prepared to support. Unfortunately in Tameside's case this amounted to the rebuilding of just two blocks – the Kitchen and Dining Block at Hollingworth Primary and the Kitchen and Dining Block at Fairfield Primary School. Both are structures built in the early 1950s as temporary buildings. Both are constructed with single-glazed metal windows, single thickness brickwork and both are way beyond the end of their useful lives.
3. Under the PSBP arrangements the work is generally procured directly by the ESFA in batches of schools across multiple local authority areas. The ESFA decided to procure the replacement kitchen at Hollingworth itself but wanted to pass the responsibility for procuring the replacement block at Fairfield to the Council – what is termed local delivery.
4. Very little happened for over a year as nothing could be progressed until the ESFA contacted the council and it was not until late April 2016 that the “kick off” meeting took place between the council and the ESFA for the Fairfield scheme.
5. The procurement of the replacement kitchen and dining block is not straightforward. There are numerous ESFA procedures that must be met which do not sit easily with the way Tameside traditionally procured its buildings. A lengthy and detailed options appraisal had to be carried out looking at four different options. A Memorandum of Understanding had to be signed between the parties and an initial design process entered into.
6. Several meetings took place with the ESFA and their architectural advisers along with the head teacher at the school to look at the various options.
7. Running in parallel with these discussions with the ESFA the school had made it clear to the council that it had a significant sum of money available that it wished to put towards an extension at the front of the school. This extension would provide, the school hoped, new visitor and reception facilities including a secure entrance, meeting room, general office and offices for the senior management team. This would release spaces currently used for admin to create SEN/small group teaching areas.
8. It was felt sensible in terms of obtaining value for money that the extension works funded by the school be incorporated into the rebuild of the kitchen and dining room. This would also give the added benefit of creating a new link corridor to the new dining room. Currently the pupils had access the dining block by walking across the playground.
9. Towards the end of 2016 there was a further meeting between the school, the Council and the ESFA and its architectural advisers. The impression was given by the ESFA architects that we may wish to look further at the project. The school has a number of accommodation shortfalls. Might these be addressed better by not building a dining hall – but by building a new school hall with kitchen attached?

10. This opened some exciting prospects. The school is a traditionally built construction with classrooms around a central hall in the style of a typical Victorian and Edwardian school. The main school hall is very under-sized and as it also acts as the only circulation route to the classrooms its usable area is again further reduced. To make matters worse all of the classrooms radiating from it are small. The hall is further restricted by housing the school's library. There are no separate small group/1:1 teaching areas other than the corridors.
11. If we could build a school hall (rather than a dining hall) then the existing hall could be used to extend classroom teaching areas, create small group rooms, library and curriculum storage areas. Indeed the vast majority of the school's accommodation problems could be addressed.
12. Tameside's building advisers and the school then spent some considerable time looking at how this new plan could be taken forward.
13. A further meeting took place with the ESFA and their advisers on 1 August 2017. The ESFA made clear at that meeting that whatever we thought had been said about the creation of a new school hall the ESFA was only prepared to fund a replacement dining hall. This came as rather a disappointment as expectations had been raised with the school which had to be scaled back.
14. Further discussions took place between the Council and the school where consideration was given to what would be the best scenario for the school's future. Given that we are unlikely to obtain any further significant funding for the school from the ESFA (the dining and kitchen block replacement was being estimated at around the £800,000 mark) it seemed a waste not to go further and build a school hall which would over time allow the school to address all of its building deficiencies.
15. To build a new school hall and kitchen was estimated to cost in the region of £1.1 million. Putting aside the likely contribution from the ESFA for the dining hall and kitchen (which would never cover 100% of the build costs) there looks to be something between £420,000 and £500,000 shortfall in funding.
16. Discussions have taken place again between the school and the Council. The Governors remain committed to the long-term building development programme and have reluctantly accepted that they will need to contribute upwards of £250,000 for the school hall project to be carried out – there will need to be a similar contribution from the Council. Any works for additional admin areas will require further funding by the school. The redesign of the existing hall will also need to be funded by the school. The school is also under-provided with toilets and additional facilities will need to be included in the new-build – again funded by the school.
17. After a rather convoluted and lengthy process all parties are now committed to the principle of building a kitchen and new school hall, link corridor and a reduced amount of new admin space.
18. The next stage in the next few weeks is to commence the ground surveys, agree final designs and costs.
19. If the unspent balances are removed the scheme will not be able to proceed as the school's contribution cannot be replaced by the Council or the ESFA.
20. The project represents a once in a lifetime opportunity for us to address all of the school's accommodation deficiencies. The Forum needs to be clear that the delays in getting the scheme started lie with the Council rather than the school. These delays are a result of all parties wanting to achieve value for money and a one-off long-term building solution.

21. The replacement kitchen at Hollingworth and the work at Fairfield will be procured directly by the ESFA is still in the planning stages. Demolition of the (now condemned) block at Hollingworth is scheduled for the New Year but final designs for the new building and costs are not yet available even though the Hollingworth procurement started before Fairfield.
22. Further to a meeting with ESFA 30/1/18 at the school, they are looking to start building it this autumn so should be done wholly within the 2018-19 financial year. It'll be the best part of £1million so will need big contributions from TMBC and the School. Final figures hope to be firmed up in the next month.

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