



## **SCHOOL FORUM**

**MEETING ON THURSDAY 14<sup>TH</sup> JUNE 2018**

**14:00 at Witton Park CLC**

### **AGENDA**

1. WELCOME AND INTRODUCTIONS
2. MINUTES OF THE PREVIOUS MEETING – held on 22<sup>nd</sup> February 2018
3. MATTERS ARISING
4. SCHOOLS OUTTURN 2017/18 - paper attached
5. ANY OTHER BUSINESS
6. DATES FOR 2018/19 ACADEMIC YEAR MEETINGS
  - 19 July 2018 - provisional benchmarking available
  - 20 September 2018 – to include benchmarking
  - 22 November 2018
  - 10 January 2019
  - 07 February 2019

**Prepared by: Schools & Education Finance Team**



# **SCHOOLS FORUM MEETING MINUTES**

**HELD ON 22<sup>nd</sup> FEBRUARY 2018**

Position	Attendee	15 Jan 2018	22 Feb 2018	14 Jun 2018		
<b>Chairing the meeting</b>						
Chair	Diane Atkinson	✓	✓			
Vice Chair	Brian Peacock		✓			
<b>18 School Members</b>	<b>Appointed Members</b>	<b>Meetings attended</b>				
<b>8 Maintained Schools reps - 1 Secondary, 4 Primary, 1 Special, 1 Nursery and 1 PRU Headteacher places</b>						
Secondary Headteacher	Diane Atkinson	✓	✓			
Primary Headteacher	Elizabeth Hargreaves	✓	✓			
Primary Headteacher	Susan Aldred	✓	✓			
Primary Headteacher	Michelle Smith	X	✓			
Primary Headteacher	Carolyn Lord	✓	x			
Special Headteacher	Geoff Fitzpatrick	✓	✓			
Nursery Headteacher	Gillian Crompton	X	x			
PRU Headteacher	Jo Siddle – Amanda Leaver	✓	✓			
<b>1 Free School reps</b>						
Free School	Hannah Speakman	✓	x			
<b>4 Governors – 1 Secondary and 3 Primary Governors</b>						
Secondary Governor	Helen Holden	X	✓			
Primary Governor	Brian Peacock	✓	✓			
Primary Governor	Pauline Lovick	✓	✓			
Primary Governor	Lilian Salton	X	x			
<b>5 Academy reps – 2 Secondary, 1 Primary, 1 Special and 1 Alternative Provision Headteacher places</b>						
Secondary Academy	Dean Logan	X	x			
Secondary Academy	Brendan Loughran	X	x			
Primary Academy	Donna Simpson	✓	x			
Special Academy	Sharon Roscoe	X	x			
Alt' Provision Academy	Hannah Speakman/Gary Holding	X	✓			
<b>4 Non School Members – 1 Teacher Unions, 1 Non-Teaching Unions, 1 Post 16 FE College and 1 Early Years Provider representatives</b>						
Teacher Unions	Simon Jones	✓	x			
Non-Teaching Unions	Paul Crewe	✓	✓			
Post 16 FE College	VACANT					
Early Years Provider	Tracy Ellett	X	✓			
<b>School Forum Members present</b>		<b>12</b>	<b>12</b>			
<i>Quorate 40% of filled posts</i>		9	9			
<b>In Attendance</b>						
LA Officers	Jessica Byrne	✓	x			
LA Officers	Adam Clarkson	✓	✓			
LA Officers	Kirsten Reid	✓	✓			
LA Officers	Mary Parker	✓	✓			
Council Members	Dave Harling	X	x			
<b>Observers presenting papers</b>						
LA Officers	Julia Coleman	✓	x			
<b>Total</b>		<b>5</b>	<b>3</b>			

## 1. Welcome and Introductions

Diane Atkinson (the Chair) welcomed everyone to the meeting

## 2. Minutes from the previous meeting

It was agreed that the Minutes from 15 January 2018 be accepted as a true and accurate record of the meeting.

## 3. Matters Arising

Page 4 – Gypsy Roma Traveller Item amendment the service will continue to be available until 31 August 2018m when the teachers' contracts will end. The funding would be provided from under spent de-delegated funds from 17/18 and so would not incur additional costs to the primary schools.

Page 5 - Action check the level of redundancy costs – Kirsten did not have this information at present. Redundancy costs will not be available until it is clear what alternative roles may be available within the Council for the staff members.

With regard to the cessation of the SEBD team, Jo Siddle advised that the Consultation period was still open and would end 1<sup>st</sup> March when the next stage will begin. If there are any vacancies to let Jessica Byrne know. Paul Crewe queried this and thought there were 4 referrals. Jo Siddle confirmed that there had been no referrals this week.

Page 6 - No comments

## 4. Schools block arrangements 2018/19 (paper)

Voting: 2 votes to be taken

**School members and Early Years representatives are asked to note and comment on the revised delegated schools budgets detailed in the report.**

Kirsten went through the figures for the School Forum and made reference to School Milk which was for the Free School Meals category.

Kirsten explained the variation of the pupil growth figures from last year which were £127,000 and for 18/19 had increased to £520,579 on the Education School Grant services.

**The Schools Forum agreed unanimously and accepted the recommendation.**

**Maintained primary and secondary school representatives are asked to formally approve the updated de-delegations of funding from schools block for the relevant budgets detailed in the report for their sector.**

**The Schools Forum agreed unanimously and accepted the recommendation**

## 5. High needs block funding 2018/19 (paper)

**Schools forum members are asked to note and comment on the Local Authority's proposals on high needs block funding arrangements.**

Kirsten explained the figures allocated to the Local Authority and how the basic entitlement was made up for the 264 pupils.

Kirsten pointed out that the shortfall on the High Needs Block of £1,337,500 had been partly closed through the transfer of £581,200 from the schools block as agreed by the Schools Forum from the previous meeting. The balance of £0.8m will be covered by use of available reserves.

The Chair asked on moving forward with this, as a small percentage had been taken from the schools budget for the high needs budget, how will this be sustained. Jo Siddle advised that this would be discussed and addressed in the next show.

The Schools Forum noted this item, however, Gary Holding specified that the figures for Eden and The Heights were incorrect and that placements on Eden were not 24 and reported 35 had been commissioned and for The Heights, were not 100 and reported 120 had been commissioned.

**Action - The Schools Forum asked Kirsten to go back to the Authority and investigate the schools placements figures for Eden and The Heights.**

## **6. Early years block funding (paper)**

**School Forum members are asked to note and comment on the early years block arrangements for 2018-19 as detailed in this report.**

Kirsten went through the paper and advised whether or not to continue in the 3<sup>rd</sup> year

Kirsten made reference to the following points from the report:

- Must Spend at least 95% on delivery to settings
- Must move to a universal base rate which the LA already applies in Blackburn with Darwen
- LA have complied with all the requirements
- Increase for 2 year olds by £0.05 and 3 and 4 year olds by £0.13 per hour
- No change to the deprivation rate of £0.19 per child per hour

Kirsten had split down the analysis of 3 and 4 year olds for simplicity. Children in need very low this year but enough funding if needed (£571,000).

Early Years – Tracy Ellett had sent a question to Kirsten and she had it explained. Supplement rate for the maintained nursery schools only – which allows these settings to continue to receive funds at the pre EYSFF rate of £5.14. The supplement is only available for a transition period and this is used to keep these nurseries at their old higher rate of £5.14. Kirsten pointed out from the report that there was £188,442 to support the nurseries and by 2020 it would be the same base rate. Carol Grimshaw advised that the Nursery schools were in a difficult position at the moment.

**The Schools Forum noted the report.**

## **7. Central Services to Schools block (paper)**

**School Forum School maintained school representatives are asked to note and comment on the funding allocated in the central schools services block.**

Kirsten went through the paper and she had also included an appendix in a table format to show one side for all schools and the other side for the maintained schools. She advised that funding would continue for the maintained schools with £400,000 transferred in the centrally retained block which covers £700,000.

The table showed ongoing costs for Music wider ops and it was the same funding by central services block. Kirsten advised that if the Schools Forum dis-continued the service, she had been advised that those funds would no longer be available to the LA.

## **8. AOB**

Next Schools Forum Meeting will be the 14<sup>th</sup> June 2018 at 2pm.

A request to accept Apologies for Donna Simpson

## **SCHOOL FORUM - BRIEFING PAPER**

### **SCHOOLS OUTTURN FOR 2017/18**

#### **1. Purpose**

- 1.1. To provide the Schools Forum with the schools outturn position at the end of the 2017-18 financial year and to review reserves held by school in accordance with agreed reserve policy.

#### **2. Recommendations**

- 2.1. **School representatives are asked to note and comment on the movement in reserves held at schools between 31 March 2017 and 31 March 2018.**
- 2.2. **School representatives are asked to approve of the additional factor applied to determining excess reserves for the amounts held at 31 March 2018 of excluding funds held on behalf of other schools for the calculation.**
- 2.3. **School representatives are asked to note the clawback of excess reserves held by schools at 31 March 2018.**
- 2.4. **School representatives are asked to consider if any changes are required to the mechanism to determine excess reserves in 2018/19.**

#### **3. Background**

- 3.1. Each Local Authority is required to publish details of reserves held by schools at the end of every financial year. Outturn statements have been sent to all schools detailing how much reserves each school held at 31st March 2018.
- 3.2. Schools Forum has agreed the level of reserves that schools in Blackburn with Darwen ("BwD") may carry over to the following financial year. These are set out in section 4 of the BwD version of the Scheme for Financing Schools. In October 2015 schools were consulted on a revised version of the mechanism to clawback excess reserves and the mechanism has been applied every year in accordance with the agreed mechanism applying at that time.
- 3.3. For the 17/18 year end the relevant SBS is 2018/19 and the limits of reserves are:-
  - higher of 12% of the annual School Budget Share or £60,000, in Nursery, Primary, Special Schools and Alternative Provisions
  - higher of 10% of the annual School Budget Share or £60,000, in Secondary Schools
- 3.4. At 31 March 2018 5 schools were determined to be carrying forward excess reserves.

- 3.5. All schools were advised of their outturn positions before 30 May 2018.
- 3.6. Consideration was given in calculating the excess reserves at 31 March 2018 that due to the timing of the approval of distribution of School Improvement Grants, a number of the schools were holding funds on behalf of other schools at the year end. These were schools who are the leaders of their SIG groups. Where SIG funds were paid directly to schools, ie in SIG group 1, these are not funds held on behalf of other schools and so no adjustment was made.
- 3.7. Schools were asked to confirm in writing the level of funds remaining at 31 March 2018 held on behalf of others. These funds were then excluded from the reserves calculation on the understanding that if Schools Forum did not agree the treatment then their excess reserves would be recalculated.

#### **4. Summary of reserves at 31 March 2018**

- 4.1. The overall level of reserves at 31 March 2018 has increased from that held by schools at 31 March 2017.
- 4.2. The table below summarises the reserves held maintained schools in BwD before applying any clawback of reserves held in excess of agreed parameters.

*School reserves by year and phase*

<b>Overall school balances @</b>	<b>31 Mar 15</b>	<b>31 Mar 16</b>	<b>31 Mar 17</b>	<b>31 Mar 18</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Primary	5,755,642	4,673,143	4,188,739	4,863,540
Secondary	2,117,628	1,194,600	866,441	1,063,620
Special schools and Alternative provisions	565,189	461,668	669,063	828,314
<b>Totals</b>	<b>8,438,459</b>	<b>6,329,411</b>	<b>5,724,243</b>	<b>6,755,473</b>

- 4.3. The table below summarises the reserves held maintained schools in BwD after applying any clawback of reserves. The estimated reserves to be clawed back amount to £75,000.

*Maintained school reserves by year and phase after estimated clawback of reserves*

<b>Overall school balances @</b>	<b>31 Mar 15</b>	<b>31 Mar 16</b>	<b>31 Mar 17</b>	<b>31 Mar 18</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Primary	5,755,642	4,673,143	4,188,739	4,850,116
Secondary	2,117,628	1,194,600	866,441	1,013,799
Special schools and Alternative provisions	565,189	461,668	669,063	816,556
<b>Totals</b>	<b>8,438,459</b>	<b>6,329,411</b>	<b>5,724,243</b>	<b>6,680,471</b>

- 4.4. The table below shows the percentage of reserves held at the year end as a factor of the maintained schools budget shares for 2018-19. All 57 schools are shown plus the 3 nurseries. This table analyses the number of schools whose reserves are either negative



or under the limits for reserves set prior to March 2015 or fall between the old and current limits and over the current limits.

*School reserves by year and phase after estimated clawback of reserves*

Financial Year	Negative		Under old limits		Between old & current limits		Over excess reserve %	
	16-17	17-18	16-17	17-18	16-17	17-18	16-17	17-18
Primary schools	1	2	25	17	22	27	0	2
Secondary schools	1	1	0	0	2	1	0	1
Special schools and Alternative provisions	0	0	1	0	2	1	0	2
Nursery schools	2	3	1	0	0	0	0	0
<b>Totals</b>	<b>4</b>	<b>6</b>	<b>27</b>	<b>17</b>	<b>26</b>	<b>29</b>	<b>0</b>	<b>5</b>

- 4.5. The primary school with negative reserves in 2016/17 no longer is in deficit, but three new primaries have negative reserves.
- 4.6. The secondary school with negative reserves in 2016/17 still has negative reserves in 2017/18 and is working to improve their deficit balance.
- 4.7. The nursery schools with negative reserves have not managed to reverse their positions and have been joined by the remaining nursery. At the end of 17/18 all nurseries were in a deficit position.
- 4.8. In general there are fewer schools with reserves that would fall under the old limits. The majority of schools are now retaining reserves up to the current limits.

**The School and Education Finance Team**  
**May 2018**

**Contact Officer: Kirsten Reid**  
**Tel 01254 585 712**  
**Email [Kirsten.reid@blackburn.gov.uk](mailto:Kirsten.reid@blackburn.gov.uk)**