

Phil Norrey
Chief Executive

To: The Chairman and Members of
the Devon Education Forum

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

(See below)

Your ref :
Our ref :

Date : 11 October 2016
Please ask for : Fiona Rutley 01392 382305

Email: fiona.rutley@devon.gov.uk

DEVON EDUCATION FORUM

Wednesday, 19th October, 2016

A meeting of the Devon Education Forum is to be held on the above date at 10.00 am in the Committee Suite, County Hall, Exeter to consider the following matters.

P NORREY
Chief Executive

*The meeting will be followed by a light buffet lunch.
It would be helpful if members were to confirm their attendance*

AGENDA

PART I - OPEN COMMITTEE

1 Election of Chairman and Vice-Chairman

To be elected from amongst Forum members, excluding any member of the Forum who is an elected member or officer of the authority.

2 Apologies

3 Minutes (Pages 1 - 10)

Minutes of the meeting held on 22 June 2016 attached.

4 Items Requiring Urgent Attention

Items which in the opinion of the Chairman should be considered at the meeting as matters of urgency.

- 5 Matters Arising from the Last Meeting and Report back on Issues Raised with Cabinet
To consider any matters arising from the last meeting where not otherwise covered on this agenda and to report on items considered at the Cabinet.

6 Membership

SPECIFIC AGENDA ITEMS

- 7 Children's Services Priorities
Chief Officer for Children's Services to report.

- 8 Acting Head of Education & Learning Update
Acting Head of Education & Learning to report.

ITEMS FOR DECISION

- 9 Finance Update (Pages 11 - 16)
Report of the Chief Officer for Children's Services and County Treasurer (DEF/16/08) attached.

- 10 2017/18 School Revenue Funding Formula
Report of the Chief Officer for Children's Services and County Treasurer (DEF/16/10) **to follow.**

ITEMS FOR DEBATE AND INFORMATION

- 11 Elective Home Education (EHE) (Pages 17 - 20)
Report of the Chief Officer for Children's Services (DEF/16/09) attached.

STANDARD AGENDA ITEMS

ITEMS FOR DEBATE AND INFORMATION

- 12 Standing (and other) Groups (Pages 21 - 34)
(a) To review action for the Forum from its groups and to receive minutes:-

(i) Schools' Finance Group

Minutes of the meeting held on 6 July and 5 October 2016, enclosed separately/attached respectively.

Also available at

<http://www.devon.gov.uk/index/learningschools/schoolsforum/schoolsfundinggroup.htm>

(ii) Schools Organisation, Capital and Admissions Forum

Minutes of the meeting held on 27 September 2016, attached.

Also available at

<http://www.devon.gov.uk/index/learningschools/schoolsforum/soca.htm>

- 13 Dates of Future Meetings
Monday 16 January 2017
Wed 15 March 2017

Further dates now confirmed:

Wed 21 June 2017
Wed 18 October 2017
Monday 15 January 2018
Wed 21 March 2018.

VOTING (see below)

FAILED AMENDMENTS AND VOTING FIGURES MAY BE RECORDED WHERE REQUESTED BY AN ASSOCIATION OR SINGLE MEMBER REPRESENTATIVE (for contentious issues)

Voting Representatives are Schools, Academies and Non-Schools Members, excepting Regulations restrict the voting arrangements by only allowing Schools and Academy members and the PVI private, voluntary and independent sector early years to vote on the funding formula. Additionally for de-delegation matters only the relevant maintained schools members may vote (primary and secondary, vote by phase). In relation to the scheme for financing schools all maintained schools members may vote (all phases).

Coloured voting cards for restricted voting:-
Schools members (maintained) primary - gold
Schools members (maintained) secondary - beige
Academies (mainstream and alternative provision) - blue
Special Schools, Nursery Schools – pink
PVI - orange

FORMAL OBSERVERS, ATTENDEES AND ANY SUBSTITUTE MEMBER ATTENDING IN ADDITION TO THEIR RESPECTIVE FULL MEMBER ARE EXEMPT FROM VOTING

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

The Devon Education Forum web is www.devon.gov.uk/schoolsforum
The proceedings of this meeting may be recorded for broadcasting live on the internet via the Devon Education Forum's website. The whole of the meeting may be broadcast apart from any confidential items which may need to be considered in the absence of the press and public.

For information on travelling to County Hall please see <http://www.devon.gov.uk/travelling-to-countyhall.htm>

DEVON EDUCATION FORUM

22 JUNE 2016

Present:-

Schools & Academies Members

Primary School Head teachers

Mr A Dobson	Marwood Primary
Mr J Stone	Denbury Primary
Mr P Walker	Sidmouth CE Primary

Primary School Governors

Mrs A Blewett	Kings Nympton Primary
Mr M Dobbins	Exmouth Marpool Primary
Ms M Wallis	Whimple School
Mr A Walmsley	First Federation (<i>Academy Member</i>)

Secondary School Head teachers

Mr D Chapman	The Dartmoor Federation
Mr R Haring	Ivybridge CC
Mrs J Phelan	Cullompton CC (<i>Substitute Member</i>)

Secondary School Governors

Mr I Courtney	The Dartmoor Federation (Chairman)
Ms J Elson	Exmouth CC (<i>Academy Member</i>)
Mr M Juby	Braunton Academy

Nursery School

Mrs S Baker	Westexe
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Special School HeadTeacher

Ms C May	Pathfield School
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Special School Governor

Mrs F Butler	Marland School
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Alternative Provision

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Non-Schools Members

Ms B Alderson	Teachers Consultative Committee
Ms G Rolstone	Early Years Private, Voluntary & Independent Providers
Mrs T de Bernhardt Dunkin	16-19 West England School & College

Observers

Councillor James McInnes	Cabinet Member – Children, Schools and Skills
Mrs A Mayes	Standards Committee Monitoring
Mrs R Saltmarsh	Standards Committee Monitoring

Apologies

Mr J Bishop	Broadclyst Primary School (<i>Academy Member</i>)
Mr P Mantell	Exeter Diocesan Board of Education
Mr M Shanks	Coombeshead CC (<i>Academy Member</i>)

Agenda Item 3

DEVON EDUCATION FORUM
22/06/16

1 Minutes

DECISION:

that the minutes of the meeting held on 16 March 2016 be signed as a correct record.

2 Matters Arising from the Last Meeting and Report back on Issues Raised with Cabinet

The Cabinet Member - Children, Schools & Skills reported on continued lobbying for LA funding on the government white paper on school organisation and on academisation.

3 Membership

DISCUSSION:

The following membership changes were noted:-

Resignation of Mrs Paulette Furnival - DAG Primary maintained
Election of Mr Alex Walmsley - DAG Primary academy (new position, see minute 9(b))
Schools Member (maintained) secondary school governor - new vacancy

Election of Mrs Bronwyn Cashere - Special School Headteacher wef 1 September 2016
Election of Mrs Cherie White - Special School Headteacher substitute member wef 1 September 2016

Election of Mrs Maggie Carter - Special School Governor substitute member.

Appointment of Mr Wilson Forster - Early Years Private, Voluntary and Independent substitute member.

DECISION:

that Mrs Paulette Furnival be thanked for her service to the Forum.

ACTION:

County Solicitor (Fiona Rutley)

4 Head of Education & Learning Update

DISCUSSION:

The Head of Education & Learning reported (summary tabled) on:-

(a) Persistent Absenteeism

This covered School data on 600 pupils on a part-time timetable /pupil with 30+sessions of absence during the Spring Term 2016 (breakdown by phase, SEN, pupil premium, gender, completion of part time timetable, reasons for absence(significant number of anxiety/other mental health/psychological issues)).

Discussion and points raised included:-

- The attention of schools and governors would be drawn to recent statutory guidance duty on governing bodies to support young people with physical and mental health medical conditions and recent advice on mental health and behaviour in schools
- Long gap in attendance and coming to the attention of the LA where medical needs were not being supported
- Timely and early solutions required including part time timetables, on line learning
- Importance of linking professionals early on to stop the downward cycle and increased absenteeism
- Schools becoming overwhelmed with the sheer numbers of young people affected and assistance sought from Devon Partnership Trust
- DASH concerns around GPs/CAMHS raising expectations of young people on what schools could provide, as well as the increasing number of vulnerable children receiving Elective Home Education (EHE)
- 42% rise in young people receiving EHE, safeguarding around EHE. Special Educational Needs families in EHE due to time lag waiting for services
- very positive Early Help 4 Mental Health support and training in primary schools, but concern at the suspension of parental support (further data requested eg to measure interventions success)
- year 6 absenteeism increase
- Bideford learning community early help resilience programme (vulnerable pupils and anxiety)
- lack of help for young people over summer school holidays
- significant pressure on high needs block funding.

DECISION:

that a further report be made to this Forum on Elective Home Education (EHE)

ACTION:

Head of Education & Learning (Sue Clarke)

(b) Education & Learning Performance (Quarter 4 - 2015/16)

This covered Attainment and Attainment Gaps, Closing the Gap, Inclusion, Ofsted Outcomes and Overall Performance.

Discussion and points raised included:-

- Gap closed significantly in Keystages 2 and 4
- Significant improvement of take up of early years funding for 2 year olds
- Significant improvement in closing the gap for children in need and looked after children
- Ofsted baseline data measure for Children in Care and national benchmarking database
- Significant improvement in Keystage 5
- 94.7%/ 97.7% primary/secondary first preferences met and 98.6%/99.6% respectively one of preferences met in normal schools admissions round outperforming nationally as well as a high number of in year admissions
- Special Educational Need & Disabilities (SEND) moving SEN statements to EHCPs needed better shared assessment and a multi agency approach to shorten timeframes in collecting information back from agencies and providers as some statutory timeframes not being met
- Devon was a top LA for tracking attendance/persistent absenteeism with year 11 increase due to legal action now being taken up to April/May
- Ofsted outcomes overall % of primary, secondary and special schools judged good or outstanding increased (to 90%) over last five quarters and consistently better than nationally.
- Overall performance showed Devon LA had almost reached the top 10% LAs nationally.

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22/06/16

DECISION:

(i) that Sue Clarke, Head of Education & Learning on her retirement, formally thanks all staff in Devon schools for their support and their continued work for young people in Devon.

(ii) that the Forum formally acknowledge Sue's work over her career in Devon and in the last five years as Head of Education & Learning.

ACTION: -

5

Finance Update

DISCUSSION:

The Forum considered the report of the Head of Education & Learning and County Treasurer (DEF/16/04). There was a correction to the last paragraph of paragraph 1.1, schools carry forward balances, comparing with £20.9m (instead of £20.4m), a net increase of £2.8m (instead of £2.3m).

The Forum also noted the respective minutes of the Schools Finance Group (SFG) of 11 May 2016.

The report (DEF/16/04) covered:-

- DSG (Dedicated Schools Grant) and Schools Funding Outturn 2015/16
- Allocation of carry forward from 2015/16 and
- Mutual Fund Update.

In relation to members' comments:-

- the DASH underspend of £157,000 was planned for leadership and induction programmes;
- it was noted that there was ongoing work relating to how future funding may be used to address the pressures on the high needs block.

DECISION:

(a) that the DSG 2015/16 outturn position (subject to Statement of Accounts sign off) be noted;

(b) that the allocation of the carried forward under spend from 2015/16 as set out in section 2, table 5 of report DEF/16/04 be approved as follows:-

Budget Line	Amount £'000	Notes	Decision*
Mainstream School balances	21,248	Automatically carried forward in Individual School budgets	2.2 noted
Total School balances	21,248		
De-delegated budgets	1,012	Roll forward 2015/16 underspend into 2016/17	2.3 noted
Total de-delegated budgets	1,012		
Growth Fund	2,188	Planned strategy to build sufficient revenue budget to cover start up and diseconomy costs of new and expanding schools.	2.4 approved
Local Learning Communities	35	Some residual costs and issues re new fund codes/collaborative working set up.	2.5 approved
Emotional, Psychological	25	Academic year funding for	2.6 All to note

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and Social Wellbeing		Schools Mental Health coordinator	(Historic commitment)
Phase Associations	252	Roll forward 2015/16 underspend into 2016/17. DAPH (£83k); DASH (£157k) & SHAD (£12k)	2.7 approved
Total centrally retained budgets	2,500		
Special School Balances	1,897	These are school's balances and are automatically carried forward	2.8 noted
Alternative Provision	48	Additional payment required if medical placements remain high in 16/17 and increase in Top up rate	2.9 noted
Money Following Excluded Pupils	420	Funding to be carry forward for new initiatives for retaining pupils in mainstream education and to avoid exclusions. Introduction of White paper and uncertainty of funding in the future and exclusions still remaining LA responsibility	2.10 noted
Early Help	238	Phased spend of the Early Help budget. £7k other minor variations	2.11 noted
Hospital Education	24	Specialised training for hospital staff and additional support in North Devon	2.12 noted
Atkinson Unit	58	Schools Admin Assistant and agreed funding for JE temporary 2 year contract	2.13 noted
Primary Support Partnerships	300	Expenditure takes place over an academic year.	2.14 noted
Nursery Plus	15	Not all schools had claimed for the Summer, Autumn or Spring Term expenses.	2.15 noted
Total High Needs	3,000		
Delay in implementation of reduction in 2 year old provider hourly rate	70	Carry forward requested originally related to a two year plan. The £70k will be required for fund the 2 nd year of protection.	2.16 approved
Free School Meals	6	Low take up of FSM's. £6k carry forward required for Spring term funding	2.17 approved
Growth funding for MNU's on new school sites	230	Growth plan spans financial years. Only 1 new school in 15/16, therefore carry forward required.	2.18 approved
Early Years Pupil Premium	50	15/16 Ring fenced grant – DfE have confirmed can be spent in 16/17	2.19 approved
Total Early Years	356		
Total Carry forward requested	28,116		

****(Vote: all phases maintained and academy, PVI on the above).***

(c) that it be noted that SFG would consider responses to any LA proposal regarding unallocated carry forward (£1.010m) and refer recommendations to this Forum;

(d) that the year-end Mutual Fund position as set out in section 3 of the report be noted.

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ACTION:

County Treasurer (Julian Dinnicombe) and (c) Head of Education & Learning (Heidi Watson-Jones)

6 Financial Intervention Panel (Schools), FIPS - Annual Report 2015/16

DISCUSSION:

The Forum received the report of the Head of Education & Learning and County Treasurer (DEF/16/06). FIPS was an officer group scrutinising budgets and recovery plans of schools at financial risk at an early stage, also considering requests and signposting schools to support strategies for long term financial viability planning. The report also contained an analysis of submissions and outcomes for 2015/16.

With a challenging fiscal environment and the prospect of the National Funding Formula, significant changes to the way in which schools were funded and a cash flat DSG settlement, the role of FIPS had become much more proactive.

7 Step Change Young Carers

DISCUSSION:

The Forum considered the report of the Head of Social Care Commissioning (DEF/16/05) regarding new rights under The Children and Families Act for care and support for Young Carers under the age of 18 and LA duties to assess and identify young carers and their support needs.

The most recent census showed around 4,700 carers aged 0-24 in Devon (2,628 of which were aged 0-18. This figure was likely to be a significant under estimate with further work to identify the full numbers .

Devon was one of six trailblazers across the country for the Step Change Project ,ending March 2016 with a report due to be published in July 2016. A main recommendation for Devon was to improve joint working between adult and children's services to better identify and support young carers whose cared for had a learning disability, mental health issue, substance misuse issue or were physically unwell.

The report also detailed work with schools and colleges including Devon Carers as part of a national pilot in relation to Young Carers in schools awards.

DECISION:

that the Head's Liaison Group be requested to consider representation from DASH, DAPH, DAG and SHAD or other educational provision on the Young Carers Partnership Steering Group .

ACTION:

Head of Education & Learning (Heidi Watson-Jones)

8 Early Help 4 Mental Health (EH4MH)

DISCUSSION:

The Forum received the Newsletter (April 2016) from the Director of Public Health on the first six months of the EH4MH initiative; School Support & training; Direct support to young

people through Young Devon and Xenzone (via KOOH.com) on-line counselling and support) and Parenting Support. The impact so far had been good, although parenting support had been suspended due to Public Health grant reduction but Children's Centres continued to deliver a range of evidence-based parenting programmes.

It was noted that schools and children centres were encouraged to work with their local partnership steering group (rather than Local Learning Community) .

ACTION: Director of Public Health (Virginia Pearson)

9

Standing (and other) Groups

(a) The Forum received the following minutes of its standing groups:-

(i) School Finance Group (SFG)

Minutes of the meeting held on 11 May 2016 (considered under Finance Update minute 5 above).

(ii) Schools Organisation, Capital and Admissions (SOCA)

(replacing Schools Organisation and Policy Forum and the Local Admissions Forum)

DISCUSSION:

Devon had reviewed its charging for conversion costs in line with other LAs. Actual costs were in the region of £12,00-15,000 per conversion, estimating on current projections a total of £3.9m - £5m which the LA did not have the funding for.

The Forum was also mindful of its minute 697(b), 25 June 2014:-
that costs relating to asset transfer for LA maintained schools transferring to Academy status after 1 April be met by the individual school on the basis that the costs can be met from start-up support grant provided by the Education Funding Agency to the convertor school specifically to help with costs of converting;

DECISION:

that the LA's intention to request a contribution of up to £8,000 from all schools converting to academy status to support LA costs, from funds released to their academy conversion be noted.

(b) DEF Proportionality

DECISION:

that the amendment to the DAG composition on the Forum to 3 maintained primary governors and 1 primary academy representative* (instead of 4 maintained primary governors) to reflect primary academy pupil numbers be noted.

**academy representation not necessarily restricted to principals, senior staff or governors (EFA Code)*

ACTION:

County Solicitor (Fiona Rutley)

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DEVON EDUCATION FORUM
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10 Post 16 Education & Skills Draft Vision for DCC 2016-2020

DISCUSSION:

The Forum considered the report of the Head of Education & Learning (DEF/16/07) Post 16 Education and Skills draft vision, that DCC wanted to ensure with all its key partners in education, further education, higher education, employers and businesses that every school leaver was given the maximum opportunity to achieve their fullest potential in work and employment. Post 16 Employability and Skills had resurfaced as a national and local priority. The report set out DCC's six point action plan.

Discussion and points raised included:-

- LA duty to promote participation and tracking NEETs (Not in Education, Employment & Training) to support young people
- DCC's unique position linking all providers and the holder of young people's data
- Vulnerable NEET young people currently included 96 young mothers and 140 young people with learning disabilities out of 1002 (approx. 2000 pa but large proportion NEET for a part year only)
- single accountable body to be established with three work streams (qualifications, employment & training and community living & learning (voluntary sector)
- Local Enterprise Partnerships and devolution plans lack of emphasis on post 16
- vulnerable young people tended to prefer small sixth form provision
- financial constraints and sustainability of school 6th forms due to national funding change
- 6th form provision was affecting some parental year 7 secondary transfer preferences
- support required for small business apprenticeships
- there was not a shortage of apprenticeship vacancies but high calibre vacancies were not easy to fill
- work plan smart approach
- sector by sector approach in compiling vision document.

DECISION:

that a further report be brought to this Forum on apprenticeship levy and funding and the impact on schools.

ACTION:

Head of Education & Learning (John Peart/Kristine Norton)

11 Correspondence

-

12 Dates of Future Meetings

Wed 19 October 2016
Monday 16 January 2017
Wed 15 March 2017.

13 Mr Ian Courtney MBE, Chairman

DISCUSSION:

Mr Ian Courtney MBE, Chairman was attending his last meeting of the Forum.

DECISION:

that Mr Ian Courtney MBE be formally thanked on behalf of the Forum and Devon County Council for all his work as Chairman over recent years and for his support given through the Devon Association of Governors and National Governors Association.

ACTION:

County Solicitor (Fiona Rutley)

The Meeting started at 10.00 am and finished at 11.50 am

The Schools Forum web is www.devon.gov.uk/schoolsforum

Agenda Item 3

FINANCE UPDATE

REPORT OF THE COUNTY TREASURER AND CHIEF OFFICER FOR CHILDREN'S SERVICES

Recommendations

It is recommended that DEF:

- a) Note month 5 DSG monitoring position as set out in section 1
All to note
- b) Specifically agrees the revised Terms of Reference as set out in section 2
All to vote

1. Month 5 DSG budget monitoring position

- 1.1 The Month 5 forecast for the DSG is an under spend of £451,000. DEF and Cabinet have approved the £29.13m in Carry forward from 2015/16 (£21.2m of which is schools balances) and has been included as budget for 2016/17.

Table 1: Summary of Month 5 forecast position and major variations:

Education and Learning (DSG)				
	Final Approved	Mth 5	Forecast at	Variance
	Net Budget £'000	Net Spend £'000	Mth 5 £'000	£'000
Schools delegated budget	265,365	107,057	265,362	(3)
DSG and School funding	(339,020)	(148,887)	(338,732)	288
De-delegated budgets	5,830	1,381	4,949	(881)
Total DSG / delegated budgets	(67,825)	(40,449)	(68,421)	(596)
Central Provision within Schools Budget	6,140	1,492	4,465	(1,675)
High Needs Funding	61,001	25,283	63,157	2,156
Early Years & Childcare Services	29,810	9,935	29,474	(336)
Total DSG central budgets	96,951	36,710	97,096	145
Overall Net DSG budget	29,126	(3,739)	28,675	(451)

1.2 Schools and de-delegated budgets

The DSG schools block budget is based upon pupil numbers as at the October 2015 census. It also includes the Pupil Premium Grant and will include adjustments to the budgets in year to reflect Academy Recoupment. Based on final pupil numbers and High Needs Place adjustments, the DSG allocation including 2 year old funding for 2016/17 is £339.02m.

De-delegated budgets are forecasting an under spend of £881,000 due to anticipated savings against a range of services; however, this does include rates rebates of £528,000. This is offset in part by a projected reduction in the Early Years funding at the January 2017 census of £288,000.

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1.3 Central Provision within Schools

The issue of providing revenue funding for “basic need” growth and diseconomy costs of new schools is well rehearsed. A ring-fenced carry forward to 2017/18 of £1.54m in respect of projected growth over the next few years, explains the forecast under spend.

The remaining central provision budgets are currently projecting to have an under spend of £132,000.

1.4 Early Years

The carry forwards from 2015/16 of £286,000 have been allocated as agreed previously. However, the carried forward for delay in 2 year reduction is no longer required and budget was vired to the High Needs block as part of Management action to help offset significant funding pressures.

1.5 High Needs

Table 2 shows the High Needs budget is currently forecasting to over spend at year end by £2.16m for 2016/17. It is likely this adverse variance will need to be carried forward in to 2017/18.

Despite management action of £1.6m (included in forecasts above), the growing demand on services continues to exceed the funding allocated. The main factors behind the increased costs are:

- High cost placements in the independent sector
- Expansion of the Maintained Special schools to meet demand
- Increasing costs and numbers of personalised education packages, EHCPs and MyPlans
- Increased exclusions
- Demand for Medical AP and independent hospital placements

Table 2: Summary of High Needs budgets and forecast position as at Month 5

Activity Description	Base budget 2016/17 after recoupment	C/fwd from 15/16	Revised Net budget at month 5	Forecast spend at outturn	Current Month Variance
Alternative Provision incl Hospital school	1,922	130	2,052	2,255	203
LDP Inclusion & Safeguarding	3,267	7	3,274	3,274	0
Nursery Plus	1,164	15	1,179	1,163	(16)
SEN Mainstream	11,383	892	12,275	11,427	(848)
SEN Services	1,219	0	1,219	1,219	0
Independent Sp.Schools & Recoupment	12,318	0	12,318	13,919	1,601
Maintained Special Schools	23,408	1,897	25,305	26,357	1,052
Early Help	236	231	467	467	0
MFEP	20	420	440	440	0
Support Centress and PSPs	2,172	300	2,472	2,636	164
TOTAL	57,109	3,892	61,001	63,157	2,156

1.6 Recommendation:

Schools Forum is asked to note the update as set out in section 1 above
All to note

2. Schools Finance Group Terms of Reference

- 2.1 The Schools Finance Group has reviewed its Terms of Reference and has agreed an updated iteration as per SFG Minutes 6 July 2016. See Appendix A

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2.2 Recommendation

That the Schools Forum accepts the updated SFG Terms of Reference

All to vote

MARY DAVIS
County Treasurer

JO OLSSON
Chief Officer for Children's Services

Please ask for: Julian Dinnicombe
Julian.dinnicombe@devon.gov.uk

APPENDIX A

THE SCHOOL FINANCE GROUP

Terms of Reference

1. Purpose of the School Finance Group (SFG)

SFG provides an opportunity for school representatives to acquire an understanding of the detail of educational funding. The group can take time to look at budget performance and options for change so that the Forum can be confident in the basis upon which recommendations are made.

2. Objectives of SFG

- Review the education aspects of the Section 251 statement
- Monitor the Dedicated Schools Grant during the year and consider impact of any variances on future years.
- Monitor how well the formula is delivering what schools need in an equitable way.
- Consider options for formula change and take a lead on any local consultations relating to change.
- Consider the impact of any Government proposals and help to collate responses to Government consultations.
- Make recommendations to the Forum on funding issues and other financial matters impacting on schools.
- Make decisions as delegated by Schools' Forum.

3. Membership

- 4 representatives of primary school headteachers, nominated by DAPH
- 4 representatives of secondary school headteachers, nominated by DASH
- 2 representatives of special school headteachers, nominated by SHAD
- 3 representatives of school governors across the primary, secondary and special school phases, nominated by DAG
- 1 representative for Early Years and PVI sector providers, to be nominated by DEF.

Other officers of the authority will be in attendance as required.

The lead Executive Member for schools will attend as an observer with a speaking entitlement.

4. Attendance

Absence at three consecutive meetings will suggest to the group that membership should be reviewed. This will be referred back to the phase association or group for consideration and action.

Members can elect a substitute. Any substitutes must be recorded in the minutes. If a member elects a substitute for three consecutive meetings this will be referred back to the association or group for consideration and action.

5. Chairing meetings

It is envisaged that a senior local authority officer will chair the SFG and arrange a substitute if his/her absence is unavoidable. The Chair will arrange for distribution of papers, a note-taker, and any follow-up required.

6. Conduct and frequency of meetings

- The SFG will during the summer term establish a programme of work for the next academic year within the multi-year framework.
- The SFG will meet as appropriate to its programme of work, but not less than three times a year.
- The SFG requires 50% of school representatives to attend to be quorate. It may discuss agenda and make recommendations in the absence of a quorum but this must be made plain at the following Forum so that the Forum may decide whether full discussion is needed before any formal decision is taken.
- The SFG will wish to arrive at decisions by consensus, but if a vote is required different views will be represented in the papers passed on to the Forum and DCC's Executive.

ELECTIVE HOME EDUCATION IN DEVON 2015-16

Key issues:

- 1. Increasing numbers of home educated students**
- 2. Increasing numbers categorised as 'highly vulnerable'**
- 3. Increasing numbers at Key Stage 4**
- 4. Difficulty engaging some vulnerable families, potentially putting children at risk of harm and of not receiving a suitable education**
- 5. Increasing number of short term registrations**
- 6. Lack of funding for home educated students**

Increasing numbers of home educated students:

The annual data shows a year on year increase in the number of home educated students over the last 5 years. In 2015-16 1018 students were registered with the Elective Home Education Service. This is a 33% increase compared to 2014-15 and the highest number recorded to date. The significant increase in the numbers of boys being home educated observed in 2014-15 has continued: In 2015-16 there were 557 boys (55%) and 461 girls (45%).

The increased numbers of home educated students is concerning as historically this group are 4-5 times more likely to go on to become not in employment, education or training (NEET) compared to students attending school.

Increasing numbers categorised as 'highly vulnerable'

Whilst the numbers of home educated students with statements or Education Health Care Plans has remained fairly constant, there has been a growth in the numbers of students with complex needs, but without a statement or Education Health Care Plan. In a number of cases we have found the young person's needs have not been fully recognised in school and it has only been when the child has become home educated that their needs have been appropriately assessed and understood. During 2015-16 3 home educated students without statements or Education Health Care Plans underwent statutory assessment and were subsequently placed in Special Schools. These students had not received input from an Educational Psychologist whilst attending school. The Elective Home Education team work closely with colleagues from across Learners Support Services to highlight concerns and provide challenge and support to schools as required.

Increasing numbers at Key Stage 4

The number of Key Stage 4 referrals is a particular concern. In 2015-16 there were 70 new Key Stage 4 students. The majority of students that come off school roll at this stage are not choosing home education for lifestyle/philosophical reasons but a range of other reasons. This includes: to avoid permanent exclusion; to avoid fines and prosecution for non-attendance (in some cases due to mental health issues); to attend Further Education

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College on a part-time basis in order to undertake courses considered by parents and young people as being more appropriate than those being offered in school. In some cases parents have reported that schools have encouraged this, indicating that they are unable to fund relevant courses being offered at Further Education Colleges but students would be able to take them if they registered as home educated.

Whilst a significant number of Key Stage 4 students are now attending Further Education Colleges on a part-time basis - currently 59 students (30%) this does not equate to the level of education that they would receive if attending school on a full time basis.

In the last couple of years there has been a significant increase in the numbers of Year 11 students coming out of school in the autumn term whereas previously Year 11 students tended to come out of school from January onwards. (In 2015-16 19 Year 11 students came off roll in the autumn term). In some cases they have been led to believe that they could attend FE College, not realising that most courses offered by FE Colleges are 2 years in length and the Colleges are often unwilling to accept students' part way through. This increases the probability of them becoming disengaged with learning and going on to become NEET.

Difficulty engaging with some vulnerable families potentially putting children at risk of harm and of not receiving a suitable education

The increasing numbers of vulnerable students coming off roll presents a considerable challenge to the Local Authority as current legislation around Elective Home Education provides Local Authorities with extremely limited powers. Whilst the Elective Home Education Service makes every effort to establish positive relationships with families and work with them, in some cases parents choose not to engage which potentially leaves children at risk of harm and possibly not receiving a suitable education.

As there is no legal right for education officers to see children who are being electively home educated, the child may have no contact with any professionals and whilst it is possible to do a MASH enquiry without being able to provide specific details of the concerns – other than we haven't seen the child for some time' – this does not fit with social care thresholds.

Increasing number of short term EHE registrations

During 2015-16 there were 24 short term EHE registrations. In some cases we believe parents are choosing to register their child as home educated in order to avoid fines for taking holidays during term time. This can be extremely disruptive to a child's education but Head teachers do not have the authority to prevent this course of action.

Lack of funding for EHE students

Devon has maintained its Elective Home Education Service, despite no central funding for home educated students. Support is targeted at the most vulnerable students, including those with special educational needs and where there are safeguarding concerns. However, with the increasing numbers of home educated students this is becoming a considerable challenge to the Local Authority.

JO OLSSON
Chief Officer for Children's Services

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Name of report author: *Emma Hitchins*
Job title: Professional Lead for Elective Home Education
Email address: emma.hitchins@babcockinternational.com

SCHOOLS FINANCE GROUP on 5 October 2016 at Larkbeare House

ISSUES FOR DEF ON 19 OCTOBER 2016

Item 1	Terms of Reference – to be ratified by DEF (appended to end of SFG minutes)
Item 2	DSG – Month 5 position – DEF to note
Items 5 & 6	Growth Fund and High Needs Block pressures – DEF to note that issues around increasing Growth Fund capacity and addressing current pressures on the High Needs Block are included within the funding consultation document (consultation closes 12.10.16) Proposed further action will be agreed once school responses have been considered.

SCHOOLS FINANCE GROUP Notes of meeting on 5 October 2016 at Larkbeare

		Attendance		
		5/10/16	6/7/16	11/5/16
DCC				
John Holme (Chair)	Assistant County Treasurer (People)	✓	✓	✓
Julian Dinnicombe	Head Accountant (Education & Learning)	✓	Apologies	✓
Adrian Fox	Senior Accountant (Schools)	✓	✓	✓
Heidi Watson-Jones	Service Support Officer (Education)	✓	✓	✓
DAPH				
Jonathan Bishop	Broadclyst Primary	✓	Apologies	Apologies
Alun Dobson	Marwood Primary	✓	✓	✓
Jo Evans	St Leonard's Primary	-	-	Apologies
Jamie Stone	Denbury Primary	✓	✓	✓
Paul Walker	Sidmouth Primary	✓	✓	✓
DASH				
Daryll Chapman	Okehampton College	✓	Apologies	✓
David Fitzsimmons	Holsworthy Community College	✓	✓	Apologies
Lorraine Heath	Uffculme College	Apologies	✓	Apologies
Matthew Shanks	Coombeshead Academy	Apologies	✓	Apologies
SHAD				
Keith Bennett	Marland School	✓	✓	✓
Jacqui Warne	Learn to Live Federation	✓	✓	Apologies
DAG				
Faith Butler	Special	✓	✓	✓
Malcolm Dobbins	Primary	✓	Apologies	Apologies
Jill Larcombe	Secondary	✓	✓	✓
EY Providers				
Gemma Rolstone	Early Years – PVI (Puffins Childcare)	✓	✓	✓
In Attendance				
Julia Foster	DCC – SEN	✓		
Simon Niles	DCC – Schools Organisation & Admissions	✓		

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1. Item/Focus: Minutes and Matters Arising from meeting on 6 July 2016	
Discussion:	
<ul style="list-style-type: none"> • DS to clarify ongoing process for transferring Year 11 students absent due to medical reasons to Schools' Company and re-issue for 2016-17. • Terms of Reference – Agreed by SFG. Noted attendance tracking on minutes from 5/10 meeting. 	
Key Decision/ Issues for DEF:	DEF to note revised Terms of Reference for Schools' Finance Group. Minutes agreed as an accurate record.
Action:	Dawn Stabb to confirm arrangements for 2016/17 re. medically absent Year 11 students transferring to Schools Company.
2. Item/Focus: DSG Monitoring – month 5	
Discussion:	
<ul style="list-style-type: none"> • Noted forecast underspend of £451k • Agreed carry forwards now reflected in budget • Noted ongoing pressure on High Needs Block of £2.16m. HNB Task Group had agreed management action for 2016/17 which has now been built into projections. • Noted that volume of EHCP / statements projected to increase by 92 with an increase in value of £25 each (£375k projected overspend in this area – Element 3 funding) 	
Key Decision/ Issues for DEF:	Report noted
Action:	
3. Item/Focus: National Funding Formula - update	
Discussion:	
<ul style="list-style-type: none"> • Still awaiting release of Phase 2 of the consultation; expecting mid-late November. • Noted Westminster Education Forum set a meeting on 12 January 2017 to discuss implementation of the National Funding Formula and High Needs formula. • Confirmed ESG will be removed from 2017/18 academic year. General fund for Devon will be removed (£4.5m). Retained duties element (£15 per pupil) to be moved into Schools' Block but pulled back into the LA through toplice. Guidance on this expected in the autumn; transition funding expected, but no detail yet known; will be included within NFF Consultation documentation. • Considered context of the difficult overall financial position of the Local Authority over the next two years. • Clarity required around unintended consequences, particularly around funding of the Babcock contract, staff working across school support services and ongoing ability to provide sustainable services to schools. In the light of the reductions in council funding, considerations in the way that statutory functions are delivered to schools should be clearly communicated; particularly around Babcock contract, Virtual School and SEND, and a distinction made between services provided through core funding, and de-delegated funding. Status of individual children will impact on the services available to schools, through PP, PEPs etc. which may need to be spent in a more creative way in future to ensure services are available for different groups of children. • Ongoing questions of duplicate funding across vulnerable groups still to be resolved. • Discussed possible savings by schools commissioning services independently rather than through Babcock e.g. School Improvement advice can sometimes be obtained on a more cost effective basis from an independent provider. 	

- Need to ensure that the commissioning of the Babcock contract represents the best possible value for money for Devon schools; this will become more pertinent as funding challenges increase. Suggested that this should be discussed separately with Dawn Stabb.
- Discussed possible impact of the Green Paper re. Grammar Schools.
- Restrictions on transferring funding between funding blocks in the future will decisions made now.

Key Decision/ Issues for DEF:	Update noted
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Action:	Dawn Stabb to meet with Phase Association representatives to discuss vfm through Babcock commissioning processes.
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4. Item/Focus: Early Years Funding Formula – update (Gemma Rolstone / Adrian Fox)

Discussion:

- Expecting increase in funding from April 2017 and launch of 30 hour entitlement from September 2017.
- Expecting introduction of a base rate, with additional needs supplement and area cost adjustment. Pre-School Learning Alliance has developed an indicative calculator. Devon expecting to see 5p per hour increase (for 3 and 4 year olds) fixed for 3 years, which will not allow for anticipated Living Wage increases.
- 93-95% of funding to go direct to providers; LA will be able to allocate some factors e.g. deprivation and rurality, FSM eligibility, EAL and Disability Living Allowance, which will be measured by Year 1 and 2 as a proxy – this will result in a time lag.
- There is concern that providers will be unwilling or unable to provide a full 30 hours for a range of reasons including low hourly rate, or accommodation constraints.
- Noted Devon already has an EY Inclusion fund to address additional needs of EY children.
- Considered transport issues for children securing an EY place at a special school, and how this might tie into funding for extended provision. Definition of what can be funded through the Early Years setting to be investigated **AF**.
- Considered the proposed online notification of eligibility for the 30 hours provision and noted that any subsequent changes in eligibility will not be communicated directly to settings.

Key Decision/ Issues for DEF:	Update noted
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Action:	AF to look at definitions of eligible use of funding within Early Years settings – including provision of 'childcare' through transport.
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5. Item/Focus: Growth Fund Proposals 2018/19 onwards (Simon Niles)

Discussion:

- Noted projected basic need growth to 2019 and need to increase provision in the Growth Fund to accommodate this.
- Three new Free Schools have recently been approved in Exeter and Barnstaple. Not expecting contributions from Developers to be available; DSG should cover growth in basic need. Noted EFA funds all Free School pre-opening set up costs. DfE website indicates EFA funding is available for Free School post-opening costs from April 2016; concerns were raised around potential double-funding from EFA and DSG Growth Fund.
- Considered projections based on current level of DSG topslice alongside proposals for increasing Growth Fund provision to £2.5m from 17/18 or to £4m from 18/19. DfE considering locking Growth into historical commitments for baseline funding, and the LA will need to be clear about what level of funding will be appropriate and sufficient going forward.
- Phase Associations suggested a more phased approach to increasing Growth Fund over time; increase to £2.5m from 2017/18 with the intention of increasing to £4m from 2018/19 following a review.
- Considered implications on transfers from Schools Block to contribute to High Needs Block budget outcomes, and impact on the Minimum Funding Guarantee, likely to have a detrimental effect on schools if exceeding £4.5m overall.

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- Following an in-depth discussion around the High Needs Block pressures, it was recognised that although it is prudent to build up the Growth Fund, the priority should be to direct available funding to children who are already in schools.
- SFG agreed that Members and MPs must be engaged in discussions to ensure there is clear understanding that there is insufficient funding in the system to adequately address the need to build a growth fund for the future, maintain HNB at a manageable level and to protect MFG provision.

**Key Decision/
Issues for DEF:**

Action:

6. Item/Focus: High Needs Block Working Group – feedback (Julia Foster)

Discussion:

- Task Group had met along with SEN Reference Group and decisions had been taken to ensure that as much funding as possible is directly targeted at meeting individual children's needs.
- Current spend on HNB had been closely scrutinised. Management action for 2016/17 was identified along with proposals for ongoing proposals for 2018 onwards.
- The group considered 2017/18 Management action proposals.
- Incidental costs (Virtual School)- expected to have an accurate picture of full year spend by end 2016/17. Concerns raised again around potential multi-funding on a small group of vulnerable children from a series of different budget lines.
- SEN Strategic Support (LDP contract) – noted that Babcock is currently preparing a breakdown of spend. Acknowledged the LA is tied into a contract which is not due for renewal until 2019.
- Employment and Skills – NEETs – clarity being sought on ongoing need.
- Safeguarding Champion - agreed as a full ongoing saving.
- Atkinson – saving identified as a proportion of Education cost. Further discussion required with Atkinson regarding increased education provision and level of funding required. **JF/JD** to follow up.
- Post 16 SEN – savings identified linked to changes in non-statutory SEN funding
- Early Help – Dawn Stabb has considered proposed savings from EH projects, which currently stand at 50% savings.
- Independent School Placements – no savings identified in this area as both demand and cost continue to rise, particularly for post 19 placements.
- ICS Children with complex needs – investigating potential savings in this area as joint funded placements are now agreed and financed differently.
- Noted that volume of both non-statutory My Plans and statutory EHCPs continue to increase. Reiterated that no statutory plans or statements will be de-valued.
- LAPs and PSPs – proposing that these now prepare an exit strategy to operate in a self sustaining way in the future. Funding will cease from April 2018.
- The group discussed the expansion of places in maintained special schools, which has addressed neither rising demand in, nor cost of independent placements. SFG sought reassurance that Free Schools are being considered as a mechanism to address this situation. Noted that this is being considered.
- DAPH noted that the SEN strategy doesn't seem to recognise planned expansion in the special school sector over the next 5 years or vision for strategic placement of new specialist provision across the county. Commissioning conversation alongside Health and Social Care would be required to move forward expectations and clarity around costs and need. Need to ensure that joint funding for complex high needs is not being duplicated across agencies.
- Written strategic vision is needed to be clear about aspirations for a new landscape of SEN provision across the county. DCC needs to be more proactive in identifying geographical need and approaching schools and colleges in that area to work collaboratively to propose solutions, or establish special Free School provision. **JF** to raise at Education SMT for consideration.
- The anticipated growth in high needs demand is from Devon children, families moving to the area, and a longer life expectancy for those with most complex need.
- Peninsula commissioning group discussing a strategy to align the current variation in

independent sector charges across the region to different LAs, looking only at providers operating within (and therefore funded through) the EFA Code of Practice, and formalising funding against the individual children's needs. **JF** to report back to SFG on development of a Peninsula effort to increase buying power from ISPs.

- Considered £5m projected HNB overspend forecast by end 2017/18. Noted maximum of £4.5m may be transferred from schools block to HNB before an effect is seen on MFG (this is included in the annual schools funding consultation document). Considered LA remit to decide on this type of transfer, and possible issues raised by schools could be referred back to DEF for further consideration.
- Possible that an Autumn budget statement may result in additional funding for the Local Authority.
- Discussed post 19 funding patterns, and increasing demand, particularly in FE sector for post 19 SEN funding against an EHCP.
- Considered the remit of the LA and Schools' Forum for agreeing a decision to move funding from schools' block to HNB. Anticipated that the consultation responses may reflect a lack of understanding of the overall budget situation, particularly in the High Needs area. The complexities may be missed by schools who are less closely involved in tracking the financial position. Potential issues in consulting schools on matters for which the LA may ultimately determine outcomes.
- Phase Associations encouraged to explain the 'bigger picture' to schools who might be responding to the consultation with a focus on their individual school budget position, rather than ensuring ongoing provision for all children across the county. Confident that these issues have been debated thoroughly through the HNB task group.
- Considered the HNB budget deficit in the context of the total cost of ISP placements. Noted that Tribunal outcomes are based entirely on provision of evidence of ability of a setting to meet need and not on cost of provision.
- Concern was expressed that the group is unable to solve the strategic budget problems across Growth Fund and HNB simply by transferring funds from the Schools' Block. The effect could be that reduced funding in schools results in a downwards spiral of further harmful effects on HNB.
- It was felt that moving funding from Schools' Block will inevitably raise the profile of the issue by significantly reducing AWPU and is likely to continue to be unable to meet the rising demand in high needs funding. Rising DSG carry forward situation will need to be addressed quickly to add credibility to Devon's concerns.
- Understand that Cllr James McInnes is writing to MPs raise the profile of the current schools' funding pressures. Schools and Phase Associations encouraged to contact local MPs to outline the situation and the impact on schools in Devon. Important to be clear about the expected outcome is important to ensure that the queries are escalated by the MP and not referred back to the LA for comment. **HWJ** to ensure Cllr McInnes' letter is circulated to SFG.
- Understand that there currently seems to be insufficient funding in the system. SFG felt that the priority should be to fund children who are already in Devon schools, rather than deciding to transfer significant sums to the Growth Fund in next year as proposed. This would indicate following the second option proposed for the Growth Fund, although the risks relating to this were understood
- Noted that communication to schools will be circulated from Dawn Stabb following decisions made by the HNB task group.
- Noted that Nick Gibb will soon be visiting Devon and it would be timely to correspond with MPs regarding the funding situation and to cc Nick Gibb to ensure he's fully aware of challenges.

Key Decision/ Issues for DEF:	SFG recommended that DEF raises issues pertaining to ongoing and escalating pressures on the DSG to Cabinet and MPs.
Action:	<ul style="list-style-type: none"> • JF/JD to follow up discussions re. identifying savings in context of increased and ongoing education provision at Atkinson. • JF to raise at Education SMT the need for a strategic vision for a renewed landscape across the county for SEN / specialist provision. • JF to feed back on Peninsula discussions around joint agreements on ISP placements. • Schools' Forum remit for decision making to be circulated to SFG. JD • JF to liaise with Cllr McInnes & Dawn Stabb to encourage MPs to meet with

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	<p>SFG members.</p> <ul style="list-style-type: none"> • HWJ to forward Cllr McInnes' letter to MPs re. high needs funding
<p>7. Item/Focus: Consultation 2017/18</p>	
<p>Discussion:</p> <ul style="list-style-type: none"> • Noted that the initial APT was historically submitted to EFA in October, but will only be the one submission in January 2017. Calculations on expected impact of funding changes will need to be available by then. • Noted that the Apprenticeship Levy is included within the consultation, which will equate to a 0.5% charge of the LAs pay bill. Current discussions are seeking clarity of the inclusion of , VA and Foundation Schools within the DCC remit. Academies will not be included within the DCC remit. Concerns were raised about ambiguity in eligibility – e.g. where DCC is commissioned to provide payroll services. Noted that Payroll is looking at this through a corporate working group, but it was suggested that a legal challenge might be necessary. 	
<p>Key Decision/ Issues for DEF:</p>	<p>Update noted</p>
<p>Action:</p>	
<p>8. Item/Focus: Mutual Fund Board and Appeals</p>	
<p>Discussion:</p> <ul style="list-style-type: none"> • Noted month 5 position. • Considered appeal from Clyst Heath School which was rejected. 	
<p>Key Decision/ Issues for DEF:</p>	<p>Monitoring report noted</p>
<p>Action:</p>	<p>AF to communicate appeal response to school</p>
<p>9. Item/Focus: Items for DEF on 19 October 2016</p>	
<p>Discussion:</p> <ul style="list-style-type: none"> • Approval of Terms of Reference • Month 5 DSG position • Growth Fund and High Needs Block will be included within the consultation. 	

THE SCHOOL FINANCE GROUP

Terms of Reference (revised 29.9.16)

1. Purpose of the School Finance Group (SFG)

SFG provides an opportunity for school representatives to acquire an understanding of the detail of educational funding. The group can take time to look at budget performance and options for change so that the Forum can be confident in the basis upon which recommendations are made.

2. Objectives of SFG

- Review the education aspects of the Section 251 statement
- Monitor the Dedicated Schools Grant during the year and consider impact of any variances on future years.
- Monitor how well the formula is delivering what schools need in an equitable way.
- Consider options for formula change and take a lead on any local consultations relating to change.
- Consider the impact of any Government proposals and help to collate responses to Government consultations.
- Make recommendations to the Forum on funding issues and other financial matters impacting on schools.
- Make decisions as delegated by Schools' Forum.

3. Membership

- 4 representatives of primary school headteachers, nominated by DAPH
- 4 representatives of secondary school headteachers, nominated by DASH
- 2 representatives of special school headteachers, nominated by SHAD
- 3 representatives of school governors across the primary, secondary and special school phases, nominated by DAG
- 1 representative for Early Years and PVI sector providers, to be nominated by DEF.

Other officers of the authority will be in attendance as required.

The lead Executive Member for schools will attend as an observer with a speaking entitlement.

4. Attendance

Absence at three consecutive meetings will suggest to the group that membership should be reviewed. This will be referred back to the phase association or group for consideration and action.

Members can elect a substitute. Any substitutes must be recorded in the minutes. If a member elects a substitute for three consecutive meetings this will be referred back to the association or group for consideration and action.

5. Chairing meetings

It is envisaged that a senior local authority officer will chair the SFG and arrange a substitute if his/her absence is unavoidable. The Chair will arrange for distribution of papers, a note-taker, and any follow-up required.

6. Conduct and frequency of meetings

- The SFG will during the summer term establish a programme of work for the next academic year within the multi-year framework.
- The SFG will meet as appropriate to its programme of work, but not less than three times a year.
- The SFG requires 50% of school representatives to attend to be quorate. It may discuss agenda and make recommendations in the absence of a quorum but this must be made plain at the following Forum so that the Forum may decide whether full discussion is needed before any formal decision is taken.
- The SFG will wish to arrive at decisions by consensus, but if a vote is required different views will be represented in the papers passed on to the Forum and DCC's Executive.

SCHOOLS ORGANISATION, CAPITAL AND ADMISSIONS GROUP 27 SEPTEMBER 2016

ISSUES FOR DEF ON 19 OCTOBER 2016

Item 3.	Impact on outcomes for children held back or repeating a school year Phase Associations encouraged to highlight recent research findings with schools, and fully consider the longer-term implications when admitting children out of their chronological year.
Item 4.	Children Missing Education and in-year admissions compliance Phase Associations requested to highlight to schools the expectation of full compliance with Admissions Code relating to in-year admissions procedures, and timeframes to avoid a delay in admitting children to school.
Item 6.	Early Years – revision of nursery oversubscription criteria SOCA recommended approval of revised oversubscription criteria for nursery admission, to remove priority for children in receipt of Early Years Pupil Premium, and to reduce parental confusion in this area.
Item 9.	School Organisation – changing school age ranges (re. Early Years) Phase Associations requested to highlight to all schools that they must follow the formal process for applying to extend the age range and secure LA approval prior to amending details on EduBase.

SCHOOLS ORGANISATION, CAPITAL AND ADMISSIONS GROUP Notes of meeting on 27 September 2016 at Larkbeare

		Attendance		
		27/9/16	7/6/16	23/2/16
DCC				
Chris Dyer (Chair)	Head of Built Environments	✓	✓	✓
Andrew Brent	Policy Officer	✓	✓	✓
Fran Butler	EY Childcare Sufficiency Lead	✓	✓	✓
Christine McNeil	School Organisation Policy Manager	✓	Apologies	✓
Heidi Watson-Jones	Service Support Officer (Education)	✓	✓	✓
DAPH				
Hilary Priest	The Grove Primary	✓	-	-
Jonathan Bishop	Broadclyst Primary	-	Apologies	Apologies
Caroline Boother	Hatherleigh Primary	Apologies	Apologies	Apologies
Alun Dobson	Marwood Primary	✓	Apologies	✓
Jan Reid	Yeo Valley Primary	✓	✓	✓
DASH				
Daryll Chapman	Okehampton College	✓	Apologies	✓
Paul Cornish	Newton Abbot College	✓	-	-
Rob Haring	Ivybridge Community College		✓	Apologies
SHAD				
Bronwen Caschere	Southbrook School	✓	Apologies	✓
DAG				
Ian Rogers	Secondary	✓	✓	✓
David Treharne	Primary	-	✓	✓
John Thorndyke	Special	-	-	Apologies

Diocesan Representatives				
Mary Cox	Plymouth CAST	✓	-	-
Tricia Blyth	Plymouth RC Diocese	-	Apologies	Apologies
Christina Mabin	Exeter Anglican Diocese (Admissions)	Apologies	✓	Apologies
Richard Power	Exeter Anglican Diocese (Capital)	✓	Apologies	✓
Union Representatives				
John Staddon	TCC	✓	✓	✓
Steve Ryles	JCC			
In Attendance				
Nigel Coleman	NPS		✓	✓

1. Item/Focus: Minutes and Matters Arising from meeting on 7 June 2016	
<p>Discussion:</p> <ul style="list-style-type: none"> Marie Stone had provided an update on Free School Meals for children attending nursery, calculated through take up during head count week. Any questions to be directed directly to marie.stone@devon.gov.uk AB to circulate 2016 admissions data. No further comments had been received for inclusion in the annual report. Noted some schools had been in contact to update the online admissions directory. Delayed admission to schools - considered possible disadvantage for primary schools in terms of over-subscription, DASH considered potential impact on attainment data, but would consider context of individual cases when making a decision. Noted that LA Admissions will encourage parents to carefully consider the longer term implications (e.g. around funding post-16 provision) CD outlined that three trust transfers had now been completed, with several currently being processed in the system. Noted backlog of legal work relating to VC schools transferring to Diocesan Education Board. Priority is given to schools converting to Academy status. Noted that Academies are expected to pick up legal costs relating to transfer. 	
Key Decision/ Issues for DEF:	Minutes of previous meeting agreed as an accurate record.
Action:	AB to circulate 2016 admissions data
2. Item/Focus: LA Annual Admissions Report (Andrew Brent)	
<p>Discussion:</p> <ul style="list-style-type: none"> Report was submitted in June 2016. Positive report overall, with good inclusivity and response times most of the time. Admissions applications in year seem to be taking longer to process. Percentage of applications refused and going to appeal is currently manageable. 	
Key Decision/ Issues for DEF:	Report noted
Action:	
3. Item/Focus: Impact on outcomes for children held back or repeating a school year (Andrew Brent)	
<p>Discussion:</p> <ul style="list-style-type: none"> Research has been undertaken in Devon recently following a discussion at the CME 'Missing Monday' meeting. Noted that research does not seem to support holding children back, particularly in Key Stage 	

<p>4. DASH colleagues encouraged to share the research findings. LA position is not in favour of educating children out of year.</p> <ul style="list-style-type: none"> • Considered delayed primary admission for summer born children; Devon policy to be reviewed in the light of the report, particularly re. Community and VC schools. Noted national Admissions Code has not been reviewed as expected, but note DfE stance to increase parental right to delayed admission. DASH highlighted that decisions are made in the context of the individual child's personal circumstances and curriculum (varying from a previous school), and a policy review should include reference to seeking professional advice from the school during the decision process. • Noted position in Special Schools where multi-agency advice can be given to families to encourage them to keep the child in primary school for a further year, which can have admissions implications for oversubscribed maintained special schools, and children can miss out on a place. Will be raised at next SHAD meeting with Dawn Stabb. • Research completed by Dr Natasha Ellis of Babcock and colleague. 	
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Key Decision/ Issues for DEF:	Research findings noted
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Action:	Phase Associations to disseminate the research report and consider implications SHAD to discuss concerns relating to special school admissions with Dawn Stabb
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4. Item/Focus: Children Missing Education and In-Year Admissions Compliance (Andrew Brent)

<p>Discussion:</p> <ul style="list-style-type: none"> • Noted Admissions Code states that schools may not 'interview' children and families during an in-year admissions application or insist on seeing reports from previous schools. This, and lengthy local decision making processes are resulting delays in admitting a number of children in-year; except in very exceptional circumstances, every mainstream school should be admitting mainstream applicants if under PAN or admissions number. Decisions whether a place is available to another child are expected to be made by the governing body within 5 school days. • Expectation is that if a place is available, then the child's admission would be agreed with a support package where appropriate. DASH outlined that there can be circumstances where full background information and assessment of additional need is not available immediately, which can cause issues where appropriate support package is not anticipated and planned. This may delay admission itself but not the decision itself to admit. • Noted many children moving school in-year will have with additional needs but might not have an EHCP, and obtaining funding or information, particularly through the 0-25 SEN team can be time consuming. • A school place can often be identified in advance of the child starting at the school, allowing time for a support package to be put in place, but unnecessary bureaucratic delay in offering a place is not appropriate. • Noted that LA does monitor schools where there are significant delays or refusal in offering a place, and can refer these concerns to the Regional Schools Commissioner. • In secondary schools, if a child is new to the area and the local school is full, then Fair Access Protocol will expect the catchment school to admit the child if within 3% over capacity in that year group. • Phase Associations to share the information with schools, highlight expectations around timeframes for decision making, and to refer parents seeking to admit in-year to LA Admissions team for advice and guidance. • Considered PAN (at reception) and Admission numbers (in other year groups) and implications around accepting additional admissions where it can prejudice the education of a mixed year group class in smaller schools. 	
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Key Decision/ Issues for DEF:	Report noted and Recommendations as set out in section 3.2 of the report were agreed.
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Action:	Phase Associations to disseminate information to schools and highlight expectation of compliance with the Admissions Code relating to in-year admissions procedures.
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5. Item/Focus: Syrian Resettlement – update on arrangements and funding (Andrew Brent)	
Discussion:	
<ul style="list-style-type: none"> Update from previous report considered at SOCA. Noted that a number of children have been admitted to Devon schools, with a range of support requirements. 	
Key Decision/ Issues for DEF:	Report noted SOCA re-confirmed its commitment that all schools support the resettlement programme.
Action:	
6. Item/Focus: Early Years Update report (Fran Butler)	
Discussion:	
<ul style="list-style-type: none"> Noted around 60 children delaying entry to school in 2016/17, evenly spread across the county, with no obvious patterns emerging. Noted a range of reasons for delaying, including medical and social care issues. Considered how schools can sometime more easily manage re-integration into the chronological age group particularly where there is a Foundation Unit. 30 new funded childminders this year, with 15 closing. Noted issues around Ofsted registration for Dartmouth pre-school. Noted new pre school provision now open in Dawlish Warren and Marsh Barton, Exeter. Several schools are now running EY provision away from main school sites, which poses unique challenges. Extended entitlement for 3 and 4 year olds to 30 hours from September 2017. FB to provide eligibility information to the group. Single funding formula for Early Years expected from April 2017. Funding rates for 2 year olds and 3 and 4 year olds expected to be notified in Spring term. Noted five capital project bids have been submitted to DfE where additional need for 30-hour childcare places has been identified – notification of outcome expected in December. Citizen's Portal is now open; enabling parents to check eligibility for funded 2 year old places. Considered success of 'Golden Ticket' initiative. Discussed how this might also work for Free School Meals eligibility, particularly where a family with an eligible 2 year old might have older children at school that could be entitled to FSM / Pupil Premium. Noted in-house processes exist to ensure take up for children in care, adopted children and Syrian refugees. Support for childminders will revert to the LA from 1 October 2016 at the end of the contract currently held by Noel Quinn. Local Authority advisors will act as a first point of contact for Child minders to ensure that they understand and can meet the requirements of the Early Years Foundation Stage and SEND code of Practice to meet the needs of all children including those with additional needs and SEND. Babcock LDP Early Years Consultants team will support this role where a child is identified with more significant SEND to ensure that appropriate provision is provided and additional actions to secure effective entry to school are taken. Babcock LDP Early Years Consultants team will continue to provide the Area SENCo role to all Private, Voluntary Independent and maintained Nursery provision. Noted that in North Devon area there are cases where SEN needs have not been identified within EY settings until entry into reception. Would be helpful to highlight availability of additional training or support where needs are identified. FB to follow up on this. Nursery admissions oversubscription criteria have been revised to remove priority for children in receipt of EY Pupil Premium, as parents often do not know if they are eligible. SOCA approved proposed revision and posting online. 	
Key Decision/ Issues for DEF:	SOCA Agreed recommendation to revise nursery oversubscription criteria and for changes to be posted online.
Action:	FB to circulate extended childcare / early education eligibility criteria. FB to consider how information about SENCo support for Early Years settings can be shared.
7. Item/Focus: NPS Update report (Nigel Coleman)	

Discussion:	
<ul style="list-style-type: none"> Contractors were appointed in April and there have generally been good relationships between schools and the contractor. Use of Connect 2 system has been successful. Devon Academies Maintenance Agreement (DAMA) operating well, with Academies appointing their own contractors. NC to provide details of membership in next report. Service Term Contracts – DCC performance threshold of 95% has been maintained. Thanks to Phase Associations for encouraging schools to update installations database. Noted DMP currently includes 196 schools remaining in the scheme, and noted that contractors continue to be keen to cover sites close to each other. 	
Key Decision/ Issues for DEF:	Report noted
Action:	NC to provide details of the number of schools within the DAMA scheme.
8. Item/Focus: Capital Programme Update (Chris Dyer)	
Discussion:	
<ul style="list-style-type: none"> Significant amount of works completed over summer break. Some contractors still on site with agreement of the schools, but all schools opened on time. Considering priority for 2017/18 programme setting which will be available for SOCA consideration in the new year. Prudent programme will be set initially, to ensure that all prioritised work is completed and allowing possible capacity to complete further projects if funding allows. Noted completion of in-year schemes relating to urgent DDA, structural repair and Health & Safety works. 	
Key Decision/ Issues for DEF:	Report noted
Action:	CD to prepare 2017/18 capital maintenance programme for consideration at January SOCA.
9. Item/Focus: School Organisation Update (Christine McNeil)	
Discussion:	
<ul style="list-style-type: none"> 3 Free Schools approved – Western Barnstaple, SW Exeter All-through (Ted Wragg Trust with Exeter Creative School) and East of Exeter Primary School (Monkerton). Sites to be acquired with possible 2017/18 start. Sutcome Primary closed at end August. Noted updates for schools expanding and changing their age ranges. Noted a number of schools are not following DfE statutory procedure for changing age-ranges to include Early Years. Phase Associations to highlight to schools that they may not alter Edubase without completing the formal process and securing LA approval. Cross-border liaison group for school place planning and organisation will be meeting on 14/10/16 if any issues are to be raised, contact C McNeil. Education Investment Plan was circulated – to be considered at October Cabinet. Suggested that EIP clarifies priority for allocation of maintenance funding for Special Schools, which would be considered as at full admissions capacity for prioritisation processes. 	
Key Decision/ Issues for DEF:	SOCA approved EIP to be submitted to Cabinet for approval.
Action:	Phase Associations to highlight to schools that they may not alter Edubase to reflect a change in age-range to include EY without completing the formal process and securing LA approval.

10. Item/Focus: AOB - Admissions Consultation 2018-19 (Andrew Brent)**Discussion:**

- Consultation documents for 2018/19 admissions policy for all own-admission authority schools is available online on Google Drive. Additional documents will also be made available. Church of England schools will need to respond to the Diocese within agreed timescales.
- Formal consultation from 1 November 2016 until New Year.
- Governing Body or Directors meetings must take place in February for own admissions schools to agree policies.

**Key Decision/
Issues for DEF:****Action:**

Own Admission Authority Schools to carefully consider the policy documentation held on Google Drive and ensure Governing Body / Board of Directors approval within require timeframe.

NEXT MEETING

9.30am on Tuesday 10 January 2017 at Larkbeare House