

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 : 7 March 2017
Please ask for : Fiona Rutley 01392 382305

Email: fiona.rutley@devon.gov.uk

DEVON EDUCATION FORUM

Wednesday, 15th March, 2017

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 to consider the following matters.

P NORREY
Chief Executive

AGENDA

PART I - OPEN COMMITTEE

- 1 Apologies for absence
- 2 Minutes (Pages 1 - 8)
Minutes of the meeting held on 16 January 2017 attached.
- 3 Items Requiring Urgent Attention
Items which in the opinion of the Chairman should be considered at the meeting as matters of urgency.
- 4 Matters Arising from the Last Meeting and Report back on Issues Raised with Cabinet
To consider any matters arising from the last meeting where no otherwise covered on this agenda and to report on items considered at the Cabinet.
- 5 Membership
To note Ms Sarah Acland (Executive Principal, Schools Company Trust) has been elected as the Alternative Provision member and Mr Justin Davey (Principal, School Company North Devon) elected as substitute.

Mr Gareth Roscoe (Principal, Barnstaple The Park School) has replaced Mr David Fitsimmons as the maintained secondary substitute member.

6 Head of Education & Learning Update
10.05am Head of Education & Learning to report.

7 Children's Centres Re-Commissioning (Pages 9 - 14)
10.25am Report of the Chief Officer for Children's Services (DEF/17/07) attached.

SPECIFIC AGENDA ITEMS

ITEMS FOR DECISION

8 Finance Update (Pages 15 - 26)
10.45am Report of the County Treasurer and Chief Officer for Children's Services (DEF/17/06) attached.

STANDARD AGENDA ITEMS

ITEMS FOR DEBATE AND INFORMATION

9 Standing (and other) Groups (Pages 27 - 38)
11.15am To review action for the Forum from its groups and to receive minutes:-

(a) Schools' Finance Group

Minutes of the meeting held on 1 March 2017, attached.

Also available at

<https://new.devon.gov.uk/educationandfamilies/school-information/devon-education-forum/schools-finance-group>

(b) School Organisation, Capital and Admissions Forum

Minutes of the meeting held on 28 February 2017, attached.

Also available at

<https://new.devon.gov.uk/educationandfamilies/school-information/devon-education-forum/school-organisation-capital-and-admissions-group-soca>

10 Correspondence

11 Dates of Future Meetings
Wed 21 June 2017
Wed 18 October 2017
Monday 15 January 2018
Wed 21 March 2018.

11.20am

C L O S E

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

16 January 2017

Present:-

Schools Members

Primary School Head teachers

Mr M Boxall

Mr A Dobson

Mr J Stone

Mr P Walker

Exeter Countess Wear

Marwood Primary

Denbury Primary

Genesis Academy Trust (*Academy Member*)

Primary School Governors

Mrs A Blewett

Mr M Dobbins

Ms M Wallis

Mr A Walmsley

Kings Nympton Primary

Exmouth Marpool Primary

Whimble School (**Chairman**)

First Federation (*Academy Member*)

Secondary School Head teachers

Mr D Chapman

Mrs J Phelan

Mrs M Marder

Okehampton CC

Cullompton CC

The Ted Wragg Multi Academy Trust (*Academy Member*)

Secondary School Governors

Ms J Elson

Mr M Juby

Exmouth CC (*Academy Member*)

Braunton (*Academy Member*)

Nursery School

Mrs S Baker

Westexe

Special School HeadTeacher

Ms B Caschere

Exeter Southbrook

Special School Governor

Mrs F Butler

Marland School

Non-Schools Members

Mr N Williams

Councillor James McInnes

Ms G Rolstone

Mrs R Saltmarsh

Teachers Consultative Committee

Cabinet Member – Children, Schools and Skills

Early Years Private, Voluntary & Independent

Standards Committee Monitoring

Apologies

Ms B Alderson

Mrs T de Bernhardt Dunkin

Mr R Haring

Mr J Searson

Teachers Consultative Committee

16-19 West England School & College

Ivybridge CC (*Academy Member*)

Exeter Diocesan Board of Education

Agenda Item 2

DEVON EDUCATION FORUM
16/01/17

26 Minutes

DECISION:

That the minutes of the meeting held on 19 October 2016 be signed as a correct record.

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

DISCUSSION:

Members expressed disappointment that the option to extend the Learning Development Joint Venture Partnership with Babcock LDP beyond the initial contract period of 2019 by a further 3 years was approved by Cabinet 11 January 2017 without any consultation with the associations, when they had been involved in the initial joint venture arrangements.

The Head of Education & Learning reported that this was extended given the desire to provide stability for services at a time of uncertainty and the current contractor's record, but that the associations would have involvement in the annual decisions.

ACTION:

Head of Education & Learning (Dawn Stabb)

28 Chief Officer for Children's Services Update, Children's Partnership, Children's Services (Draft) Delivery Plan (DEF minute 775)

DISCUSSION:

The Forum considered the Draft Plan by the Chief Officer for Children's Services (DEF/17/05) and with the responsibility for the draft with the Devon's Children's Alliance, detailed 5 key shifts in direction with 7 priorities around education and health & wellbeing and underpinning the Children and Young People priority in the Wider Devon Sustainability and Transformation Plan (STP).

A workshop was being held towards the end of January on how to deliver priorities for 2017/18 with consideration by the respective groups involved in building the plan before final completion. The operational delivery plan with its performance framework would give a stronger focus for 2017/18.

29 Head of Education & Learning Update and Strategy for Special Educational Needs and Disabilities (SEND)

DISCUSSION:

The Forum considered the report of the Head of Education & Learning (DEF/17/03) giving an update on:-

(a) Outcomes for Children Looked After (by any authority) in Devon mainstream Schools - LA Raise on line data

Devon outcomes for Children Looked After (CiC) was now outperforming the national average in key stages 1, 2 and 4, showing a very positive upward trend in performance for CiC. Although the attainment 8 measure was lower than the national average there were various reasons for this and with ongoing work to raise this figure.

The Forum's appreciation of all staff working and improving picture within CiC was expressed.

(b) Special Educational Needs (SEN) Update, SEND (SEN & Disabilities) Peer Review and latest SEND Performance Data

(i) SEND Peer Review

A presentation was given and summary of the outcome of the SEND Peer Review Pilot 23-25 November 2016 as tabled, looking at themes from the Code of Practice and those for a particular focus, highlighting strengths, weaknesses and key messages.

Overall the review was very positive and of real value and members welcomed the Peer Review.

The full SEND strategy now in its final draft stages going out to consultation 17 January 2016 (see (c) below), a Self Evaluation plan being undertaken in January and development of a full implementation plan.

(ii) SEND Performance Data

Initial 2015/16 Key Stage results indicated nearly all measures were above the National Average (although KS4 progress was slightly below for those with an Education, Health and Care Plan (EHCP)).

Members also considered the current position on Statements transitioning to EHCPs, with the percentage of plans converted and complete within statutory time scale improved dramatically due to changes in working practices with a new multi agency paperless process for handling new assessments due to be implemented by end February.

The Head of Education & Learning was also overseeing the completions of a full SEN annual report to aid close monitoring of all aspects of the SEN service, the contents of which would be shared with the associations shortly.

(c) Strategy for Special Educational Needs and Disabilities (SEND)

Agenda item 10, ie Report of the Head of Education & Learning (DEF/17/02) was also considered alongside this item and received by members.

The strategy consultation for parents, professionals and special school children would run from 17 January 2016 - 17 March inclusive and was available online at:-
<http://healthwatchdevon.co.uk/speak-out/send-strategy-consultation/>

ACTION:

Head of Education & Learning (Dawn Stabb): SEN Annual Report to associations when complete.

30

Finance Update

DISCUSSION:

The Forum considered the report of the Head of Education & Learning and County Treasurer (DEF/17/01).

The Forum also noted the respective minutes of the Schools Finance Group (SFG) of 4 January 2016.

The report (DEF/17/01) covered:-

Dedicated Schools Grant (DSG) 2017/18: Budget Planning
EFA funding allocations 2017/18 announced 20 December 2016
Schools, High Needs and Early Years Block

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Education Services Grant (ESG)
Apprenticeship Levy
Other Schools Grants
Month 8 DSG monitoring position 2016/17.

(Note: There was a correction to section 5 paragraph 3 (Education Services Grant) that the proposed top slice of £15 was for all schools to cover the statutory retained duties by the local authority – not only maintained).

The national funding formula consultation 2018/19 implications were to be considered by a Task and Finish Group prior to the next Schools Finance Group and next Forum in March, before the formal consultation response being submitted by 22 March 2017.

In relation to the DSG 2017/18 and consultation and consideration by DEF 19 October 2016 and following work of the Task Group and with budget holders, a report (CT/17/07) was approved by Cabinet on 11 January 2017, with officers recommending the transfer of £2.22m from the Individual Schools Budget to the High Needs budget (reduction in Age Weighted Pupil Unit AWPU of £33). This, along with further management action by the service, would eradicate the current budget deficit by outturn 2018/19 (ie payback any carry forward overspend over the next 2 years, alongside negating fully the underlying budget deficit). This was lower than the "up to £4.5m" limit transfer (£55 AWPU reduction) unanimously rejected by DEF in October. Cabinet also recognised it was planned to bring a proposal to DEF's 15 March 2017 meeting to carry forward the forecast overspend in High Needs in to the 2017/18 financial year.

During a comprehensive discussion Forum members raised concerns as summarised including:-

- clarity around the £33 reduction to the AWPU. In order to release £2.22m to the High Needs block funding of £3m has been top-sliced from schools in order to take into account the affect of the Minimum Funding Guarantee (MFG);

- disappointment that the additional £1m uplift funding into the schools block was moved directly to High Needs; If this amount was allocated to schools this would amount to £44 reduction per child rather than £33 reported to Cabinet;

- that some Forum members suggested only £11 per pupil should be transferred to the High Needs Block, not £33, after additional monies received in the settlement;

- effect of lower AWPU on the baseline for the national funding formula ongoing into the future;

- delayed circulation of impact assessment to Cabinet which Phase associations and schools had not had sight of;

- whether the full implications and impact within schools of the above decision had been acknowledged by Cabinet;

- extension of the Babcock LDP contract meaning funding made available for Babcock services rather than finding £2m to address the High Needs funding issue (noted that the Babcock contract included Education Psychologist's time etc which supported High Needs);

- High Needs funding pressures may continue into the future;

- lack of responses by MPs and Councillors to representations made by the Phase Associations and schools, engagement and the decision making process;

- Early Years proposed increase to the hourly provider rate without consultation; providers advised accordingly of new increase prior to this Forum's meeting; representations made to the EY PVI representative.

The Cabinet Member for Children, Schools and Skills and officers responded to all of the points above but Forum members remained unanimously dissatisfied at the current budgetary position and implications of the above in its totality.

Further, in respect of ESG retained statutory services (section 5 of the report), members expressed reservation at making a decision on this day regarding the £15 top slice of the new extra funding given the new information come to light on this day and affected all schools rather than maintained only, with insufficient time to consult colleagues. The County Treasurer advised a return was due to be made to EFA by 20 January and so a delay was problematic. As the responsibility for decision making was a Forum one, a vote against the recommendation would mean the LA would have to refer this to the Secretary of State. Members asked for further clarity including a full breakdown of general and retained duties with the detail being submitted to SFG and a summary to DEF.

The meeting adjourned whilst members considered their positions regarding the ESG proposals.

DECISION:

(a) that the Dedicated Schools Grant (DSG) 2017-18 announcement on 20th December 2016 as set out in sections 1 of the report be noted;

(b) that this Forum does not support sections 2-4 of the report and expresses dissatisfaction at the funding pressures, specifically in the Schools Block, High Needs Block and lack of transparency in Early Years funding for 2017-18;

(Vote: all phases maintained and academy, PVI)

(c) that officers be requested to look further at the interpretation of EY provider rates consultation guidance;

(d) that the Cabinet Member for Children, Schools and Skills be thanked for his work and of others in securing a Westminster Hall debate on funding for Devon schools to be attended by the Cabinet Member on 18 January 2017;

(e) that this Forum does not support the ESG proposals for the funding of statutory retained services as set out in section 5 of the report, in view of concerns regarding the detail of information, transparency, processes and impact with all the other changes forced upon Devon Education;

(Vote: all phases maintained and academy, PVI)

(f) that the Apprenticeship Levy and Other Schools Grants for 2017-18 as set out in sections 6 & 7 of the report be noted and the County Treasurer be asked to clarify further the detail on section 7;

(g) that the Month 8 DSG monitoring position as set out in section 8 of the report be noted.

ACTION:

County Treasurer (Nicola Allen, Julian Dinnicombe)

31

Apprenticeships: Implications for Schools as Employers (DEF minute 23, 19.10.16)

DISCUSSION:

The Forum considered the report of the Chief Officer for Children's Services (DEF/17/04) on Government apprenticeship changes and impact upon the Council and schools as employers and preparatory action being taken, together with an Overview for schools on the impact on different types of schools, with Government web links in Appendix 1.

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Key changes were:-

-introduction of an Apprenticeship Levy from April 2017 which meant employers with an annual pay bill of £3m+ would pay 0.5% of their pay bill into a Levy account to fund apprenticeship training;

-introduction of a Public Sector Apprenticeship Target for public bodies employing more than 250 employees, anticipated from April 2017, with 2.3% workforce undertaking apprenticeship qualifications;

-new Institute of Apprenticeships overseeing broader apprenticeship qualifications and scope;

- significant difference in Government contribution to training costs for Levy and Non-Levy paying employers as detailed in the report.

In response to questions it was noted:- that there would be opportunities for schools with 6th forms to set up as apprentice training providers within strict criteria and interested schools should contact the Government's National Apprenticeship Service, as detailed in the report, for further information; LA to consider method for maintained schools to obtain funding from the Devon Levy pot; there are opportunities for small schools to explore sharing apprenticeships with other schools, it is helpful for employers to move away from thinking about apprenticeships in the traditional sense and instead see it as an opportunity for staff, of all ages and in a wider range of roles to undertake apprenticeship qualifications.

For maintained schools that come under Devon County Council's overall Levy cost, estimated apportionment of the Levy costs for 2017/18 budget planning purposes are available at: <https://devoncc.sharepoint.com/sites/PublicDocs/Education/layouts/15/download.aspx?guestaccesstoken=S1wadPM29I9BCXf5SUBwklVgm%2bwYNd6v4fXo25%2fi7DE%3d&docid=0849396e4ca604fd6ad8b6bc268203c35&rev=1>. This forms part of a wider communication available at: <https://new.devon.gov.uk/schcomms/sc/012017-4017/>

32 FIPS (Financial Intervention Panel for Schools) Update (DEF minute 24, 19.10.16)

DISCUSSION:

Following the last meeting and the impact of current budgetary decisions and AWPU reduction the Head of Education & Learning updated members ie:-

The number of maintained schools with predicted deficits for 2016/17 was 25 (12 of which were required to take redundancy and other measures).

The number of maintained schools with predicted deficits for 2017/18 was 31. With the proposed AWPU changes a further 14 schools could also have deficits in 2017/18.

At this stage it was unclear which schools had already accounted for changes in AWPU or the new additional Apprenticeship Levy of 0.5% payroll for eligible schools.

In view of the additional financial pressures on schools in the coming year it was considered the FIPS criteria should be reviewed to ensure FIPS was sustainable and to offer preventative advice to all schools to help to mitigate difficulties.

DECISION:

That the Schools Finance Group (SFG) review the role and criteria of FIPS.

ACTION:

County Treasurer (Adrian Fox), Head of Education & Learning (Dawn Stabb, Heidi Watson-Jones)

33

Standing (and other) Groups

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

(i) Schools' Finance Group (SFG)

Minutes of the meeting held on 4 January 2017 (considered under Finance Update minute 30 above);

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

Minutes of the meeting held on 16 January 2017.

(b) Schools Funding Challenges Task & Finish Group

DISCUSSION:

This group met in the Autumn 2016 term to raise the awareness amongst MPs of the ongoing formula funding issues and the current High Needs pressures. The Associations and individual schools had written to MPs to compliment the ongoing lobbying of the County Council.

As referred to in the Finance Update minute 30 above, a Westminster Hall debate on funding for Devon schools was to be attended by the Cabinet Member for Children, Schools and Skills on 18 January 2017.

34

Dates of Future Meetings

Wed 15 March 2017

Wed 21 June 2017

Wed 18 October 2017

Monday 15 January 2018

Wed 21 March 2018.

To be held at 10am at County Hall, Exeter.

DCC Calendar of meetings available at:-

<http://democracy.devon.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

DECISION:

that in view of the current budgetary and High Needs pressures a further meeting of the Schools Finance Group (SFG) be held if required.

ACTION:

Head of Education & Learning (Heidi Watson-Jones)

The Meeting started at 10.00 am and finished at 12.45 pm
The Schools Forum web is www.devon.gov.uk/schoolsforum

Agenda Item 2

Childrens Centres Re-Commissioning

Report of the Chief Officer for Children's Services

RECOMMENDATION: that the report be noted.

1. Introduction

- 1.1. The Children Young People and Families Alliance have agreed priorities for the next three years in line with the profile of need set out in the Joint Strategic Needs Assessment and the priorities of the Sustainability Transformation Plan of the two Clinical Commissioning Group's. This delivery plan includes the key shifts in the way services are provided including strengths based approach, strengthening early help, delivery of locality based integrated services that are bespoke and personalised.
- 1.2. The re-commissioning of Childrens Centres is a key component to strengthen early help and to deliver integrated, community based services. Childrens Centres have a core purpose to improve health and wellbeing, specifically improving children's readiness for school.
- 1.3. Childrens Centres have a long history of delivering integrated services in localities. This has been in place from the outset with Sure Start to recent statutory and regulatory frameworks. The scope of the delivery was resourced to improve many of the healthy child programme outcomes. However with changes in government funding and expectations this has become more challenging to maintain. More recently LA's have been provided with more flexibility in how to deploy the remaining resources against local strategy alongside commissioning partners. This allows for alignment to and integration with other key early childhood services such as Health Visiting and Midwifery, areas the government has set expectations for.
- 1.4. The priority to strengthen early help is within the context of an improving Social Care Service. It is the ongoing intention that by using a strengths based model services can work together to reduce the children that come into the children's statutory system. This can be seen in social care, in Special Educational Needs and in Children and Adolescence Mental Health Services. There is good evidence to show that it is detrimental for families to be escalated into a statutory system when they don't need to be.
- 1.5. This paper sets out the framework for delivery of Childrens Centres in Devon for the next three years.

Agenda Item 7

2. Children's Centre Service Design Principles

- Universal delivery and Healthy Child Programme led by Public Health Nursing and Maternity with Childrens Centre staff delivering integrated and targeted family intervention and support
- Childrens Centres to provide the offer to promote work and offer information, advice and guidance for parents to return to work including childcare advice
- To adopt a whole family approach to improving outcomes for children, through evidence based interventions for children under the age of eight and their parents, including parenting programmes
- Greatest impact is in the first 1001 days
- Support to families to prevent the need for statutory intervention, but if needed to support throughout and facilitate "step down"
- Universal delivery will account for 10% of overall delivery with targeted at 60% and specialist working in partnership with statutory services at 30%.

3. Service Design and Delivery

- 3.1. Responsibility for the universal delivery of the healthy child programme will be through health visiting and midwifery services. Childrens Centre staff will work alongside to provide specialist family interventions, where families are not receiving support through a universal plus or universal partnership plus intensive home visiting programme.
- 3.2. Childrens Centres will continue to offer a universal support to families to get back to work. Whether this is access to Job Centre Plus, adult learning, income maximisation, advice on early years child care including funded places care or budgeting and benefits advice.
- 3.3. Parenting Programmes will be available through a range of service providers in Devon. The types of programmes, capacity and demand for these will be mapped and determined over the next two months. The parenting programme offer within children's centres will then be established against current competency of staff and the targets set out in the development programme. Currently this is Solihull, Incredible Years and Mellow Parenting.
- 3.4. Targeted intervention and support will include taking the role of lead practitioner for the Team Around the Family and providing or co-ordinating support for the whole family. This will include direct interventions for families with multiple vulnerabilities with children under the age of 8 years. This will build on the skill set already in place through delivering the Targeted Family Support Programme (Troubled Families Programme payment by results)
- 3.5. Within the overall context of a whole family approach, the service will provide:
 - Direct support for all the children in the family up to the age of 8.
 - Co-ordination, but not delivery of the interventions, for children over the age of 8 years where a child under 8 is being supported where appropriate.
 - Working in partnership with the Family Solutions Service and Family Intervention Service (age range 8 +) to provide coordinated family intervention and parenting support across these age ranges.
 - Specialism in offer for children under 5, acknowledging that the greatest impact is the first 1001 days but majority delivery is via Public

Health Nursing. Children's Centres and Public Health Nursing will work together to ensure that their separate offers are distinct and do not duplicate effort.

3.6. Evidence based interventions available for families will use the methodologies of goal setting, building relationships for behaviour change and monitoring outcomes and distance travelled examples will include:

- Solution focused brief interventions
- Pattern changing
- Thrive
- Solihull model direct intervention
- Development Matters (Early Years Foundation Stage)

3.7. There is an opportunity to align the re-commissioning of the Integrated Children's Services, for delivery of community health and care support services to the re-tender of children's centres and to set out in the development plans for both aligned outcomes. Some of these could be increasing access to specialist health therapy services in community settings, facilitation of specialist clinics or support sessions. Improved joint working to improve school readiness and increase early help particularly for children with communication needs or autism, including behaviours not diagnosed.

3.8. Children's Centre staff will continue to be part of the team around the child if the family is receiving statutory service intervention when the family were previously known to and receiving support from the childrens centre. All families with a child under 8 on a Child Protection Plan will be able to access the specific Parenting Programmes Offered by Children's Centre teams. The Lead practitioner will be the Social Worker and family intervention will be delivered by the Social Work team if the family were previously not know to Childrens Centre teams.

4. Partnership working in localities

4.1. The Children and Families Alliance has established Local Alliances. The Childrens Centres still have in place Advisory Boards. We intend to merge these structures to strengthen and rationalise local governance arrangements.

5. Procurement Considerations

5.1. The total annual value of the contract/s will be £5.8m. It is proposed that a three year contract is let with the option to extended for one plus one. This gives a total contract value of up to £29.1m.

6. Consultation

6.1. Extensive public consultation was undertaken in 2014, the main principles agreed through the process were to reduce the numbers of contracts and number of children's centre buildings in order to deliver services through an outreach model in community venues and families homes and protect frontline delivery specifically targeting resources to the most vulnerable families. There is no need for further public consultation prior to the tender launch.

Agenda Item 7

Appendix: Draft Highlight Timeline

**Children Centre Services
Indicative Time Table
One Stage Procurement Process**

TASK	DEADLINE or DATE	Time Allowed
Market/Provider Event	TBC	
Specification and Evaluation questions, MI info, KPI's, Property packs, Finance, TUPE, Needs analysis, Impact Assessment, Financial Evaluation Criteria etc.	Until 19/05/17	
Forming Tender Documents	22/05/17 – 19/06/17	3 weeks
Head of Category Sign Off	19/06/17 – 27/06/17	1 week
Contract Notice	28/06/17	5 days
TENDER LAUNCH	03/07/17	5 weeks
Bidder Briefing	10/07/17	
Questions last day	25/07/17	
Evaluator Training	01/08/17	
TENDER CLOSE	08/08/17	
Procurement Sift	09/08/17 – 11/08/17	4 weeks
Evaluation of Documents (with evaluators)	14/08/17	

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Deadline for return of evaluated tenders	04/09/17	
Compile evaluated tenders	04/09/17 – 08/09/17	1 week
Clarification	N/A for time scale purposes	
Moderation	11/09/17 -0 15/09/17	1 week
Preparation of evaluation and debrief reports and Award Approval report	18/09/17 – 29/09/17	2 weeks
Cabinet Approval and Call In	01/10/17 – 08/11/17 Do we need this?	3 weeks
Stand still period (begins – ends)	09/11/17 – 23/11/17	2 weeks
Award Contracts and Contract Award Notice	27/11/17 – 01/12/17	1 week
TUPE - Implementation – Handover	04/12/17 – 31/03/2018	3 months
Contract start date	01/04/2018	

N.B. Devon County Council reserves the right to amend the process and dates given in this timetable as it sees fit or becomes necessary.

JO OLSSON
Chief Officer for Children's Services

Please ask for:
Fiona Fleming
Childrens Commissioning Senior Manager
fiona.fleming@devon.gov.uk

FINANCE UPDATE

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

Recommendations

It is recommended that DEF:

- a) Notes month 10 DSG monitoring position as set out in section 1
All to note
- b) Approves Option 1 and the carry forward of the Central Expenditure deficit to 2017/18.
All to vote
- c) Notes the guidance and funding of the Education Services Grant as set out in section 2
All to note

1. Budget Monitoring Report – Month 10 (2016/17) - DSG

1.1 The Month 10 forecast for the DSG is an overspend of £353,000. This is made up of £1.6 millions underspend on Schools Block and a £2 millions overspend on costs which is subject to approval to be carry forward. DEF and Cabinet have approved the £29.13 millions in carry forward from 2015/16 (£21.2 millions of which is schools balances) and has been included as budget for 2016/17.

Table 1: Summary of Month 10 forecast position and major variations:

Education and Learning (DSG)							
	Final Approved Net Budget £'000	Mth 10 Net Spend £'000	Forecast at Mth 10 £'000	Variance before MA £'000	Mgt Action £'000	Variance after MA £'000	Movement from previous month £'000
Schools delegated budget	260,956	204,602	260,952	(4)		(4)	0
DSG and School funding	(334,617)	(268,981)	(334,721)	(104)		(104)	(392)
De-delegated budgets	5,812	3,385	4,311	(1,501)		(1,501)	(533)
Total DSG/delegated budgets	(67,849)	(60,994)	(69,458)	(1,609)	0	(1,609)	(925)
Central Provision within Schools Budget	6,435	1,234	4,266	(2,169)		(2,169)	28
High Needs Funding	60,730	53,054	65,401	4,671		4,671	71
Early Years & Childcare Services	29,810	23,638	29,270	(540)		(540)	257
Total DSG central budgets	96,975	77,926	98,937	1,962	0	1,962	356
Overall Net DSG budget	29,126	16,932	29,479	353	0	353	(569)

1.2 Schools and de-delegated budgets

The underspend has increased since month 9 by £925,000 due to a review of Schools Contingency which after consideration of future commitments in the coming financial years has seen a reduction to in year spend of £573,000. Along with an increase to 2 year old funding of £392,000 based on Spring 2017 where eligible children have gone from 965 pupils to 1111. This is offset in part by an increase in demand on Maternity of £40,000.

Agenda Item 8

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. There was a £2.2 millions underspend brought forward from 2015/16 and current forecasts shows a need to carry forward £1.87 millions to 2017/18 specifically for growth.

The remaining central provision budgets are currently projecting an underspend of £302,000, of which £156,000 relates to MFEP funding now sitting under the Central block (previously reported under High Needs)’

1.4 Early Years

The projected underspend across the service is made up from £450,000 due to unallocated budget (savings) against 3 & 4 year old provider payments.

Early Years has seen adverse movement from month 9 of £257,000, which is a reflection on the increased take up for the Autumn term and forecast for Spring. The DSG income budget has also been increased to reflect this change.

1.5 High Needs

Table 2: Summary of High Needs budgets and forecast position as at Month 10

Activity Description	Base budget 2016/17 after recoupment	C/fwd from 15/16	Revised Net budget at month 10	Forecast spend at outturn	Current Month Variance	Movement from Previous Month
Alternative Provision incl Hospital school	2,042	130	2,172	2,600	428	(100)
LDP Inclusion & Safeguarding	3,267	7	3,274	3,180	(94)	0
Nursery Plus	1,164	15	1,179	1,163	(16)	0
SEN Mainstream	11,383	892	12,275	11,840	(435)	(12)
SEN Services	1,219	0	1,219	1,219	0	0
Independent Sp.Schools & Recoupment	12,343	0	12,343	15,896	3,553	210
Maintained Special Schools	23,432	1,897	25,329	26,441	1,112	16
Early Help	236	231	467	423	(44)	(44)
Support Centress and PSPs	2,172	300	2,472	2,639	167	1
TOTAL	57,258	3,472	60,730	65,401	4,671	71

Table 2 shows the High Needs budget is currently forecasting to over spend at year end by £4.67 millions for 2016/17.

Despite management action of £1.9m (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 placemen

1.6 Closedown

The closedown timetable (Appendix A) has now been produced and as last year the timescales are very tight due to how Easter Holidays fall. It is important to ensure that all accruals and other year end actions are completed by the 31st March 2017.

1.7 Recommendation

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

All to note

2. Carry Forward from 2016/17

In previous years, a decision by DEF has not been needed as the Central Expenditure element has been in overall surplus. Carry forward decisions are not normally dealt with until June but in this instance it was felt appropriate to seek an early decision.

The figures in table 2 show the expected High Needs Block overspend at £4.67m. The carry forward of such a deficit in the Central Expenditure element of DSG can be proposed by the Local Authority and decided by the Schools Forum. If it is not approved it may be adjudicated by the Secretary of State.

Option 1: Approve Carry Forward

The expected High Needs Block overspend at outturn of £4.67 millions will be partly offset at year end by the forecast underspends in Early Years and Central Provision (excluding Growth c/fwd of £1.87 millions), giving a net deficit budget carry forward of £3.8 millions into 2017/18, where there is now a plan to 'pay-off' the debt within the next two financial years.

Option 2: Decline Carry Forward

If approval were declined by Schools Forum the LA would seek adjudication by the Secretary of State. If the Secretary of State did not overrule the decision, the balance would have to be taken in the Council's revenue outturn position for 2016/17.

If this were to happen it is very likely that the Council would have little option but to offset all underspends in the Central Provision including the Growth Fund underspend to reduce the overall net deficit. This would impact on the programme for the 2017/18 Growth Fund and would need to be resolved in next year and future years; as already referred to above there is currently a plan to carry forward £1.87 millions of the underspend to fund growth commitments in 2017/18 and beyond.

2.1 Recommendation

Schools Forum is asked to approve Option 1 and the carry forward of the Central Expenditure deficit to 17/18.

All to vote

3. Education Services Grant.

3.1 Introduction

In the 2015 spending review, savings of £600 millions nationally from the ESG general funding rate by 2019-20 were announced. This will now be removed in one stage, from September 2017 with the local authority receiving transitional ESG funding from April – August 2017.

Up until 2017-18, the ESG retained duties rate (£16.33 per pupil) was given direct to the local authority to fund services they provide to all schools, including academies. From 2017-18, the general duties rate is ending and funding previously allocated through the ESG retained duties rate will be transferred into the schools block. This is new money to the DSG but not new money to the local authority as a whole to support Education.

3.2 ESG Transitional Funding

The ESG transitional grant funding rate for local authorities for the period April to August 2017 will be 5/12ths of the financial year and given direct to the Authority. This brings the funding period in line with that of the Academies and Free Schools.

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3.3 ESG Retained Duties

From 2017-18 funding previously allocated for ESG retained duties (equivalent to £16.33 per pupil) will be included within the schools block. DCC had planned to retain the per pupil rate from all schools to cover the statutory duties by the local authority. A breakdown of these duties are covered are in Appendix B.

The new arrangements stated within the Schools Revenue Funding 2017-18 guidance meant that Schools Forum needed to approve the retention of the new schools block funding for these duties funded by ESG Retained duties rate. This was duly discussed at the meeting on 16 January 2017.

3.4 Decision and Outcome

Schools Forum did not approve the retention of the ESG Retained Duties Funding which meant that Devon applied to the Secretary of State for her adjudication.

On the 14 February 2017 the authority received the Secretary of State's adjudication to uphold the dis-application request for the authority to receive the ESG funding of £1.46 million for 2017/18 for retained duties.

3.5 Recommendation

Schools Forum is asked to note the update as set out in section 3 above

All to note

MARY DAVIS
County Treasurer

JO OLSSON
Chief Officer for Children's Services

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

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DEF/17/06
Appendix A
DEVON EDUCATION FORUM
15 March 2017

TASKS AND DEADLINES 2016-17		
FIRST DATE	LAST DATE	ACTION REQUIRED BY SCHOOL
01Apr	17 Apr	SCHOOL EASTER HOLIDAYS - Tasks during this period are shaded
		Undertake the housekeeping in SIMS
01 Mar	03 Mar	Printouts - Submission of Printout Queries for Period 11
	03 Mar	Supply - Last day for supply upload for February
01 Mar	10 Mar	Mutual Fund - Submission of claims to end February 2017
	10 Mar	LPS - Last day to raise debtor invoices to LPS schools only . Should you miss this deadline, you will need to raise the invoice in the new financial year. No maintained school whether LPS or central payment can raise year end debtors or creditors against another DCC maintained school.
	10 Mar	Capital - Schools with previous years spending on intangible Assets (C701 & C702) need to confirm that they have not been impaired during the year and that they still exist.
	14 Mar	C£ASS - Last C£ASS run in March LPS Schools - Final run before Year End returns are issued
	16 Mar	Invoices - Last date for CT10/3 s to reach Revenue section for processing into Period 12 (including internal invoice requests) (Go to Debtors)
	17 Mar	Banking - Last date for banking cash income to appear in Month 12 including giving money to G4S. Clear any remaining cash to bank. Last cash collections for old year
	17 Mar	Capital – supply Schools Leasing Review to Capital Team
01 Mar	21 Mar	EOY Accruals - Deadline for First submission of the End of Year Accruals workbook to give EAL Finance Team chance to review BEFORE CLOSE FOR EASTER [available 1 Mar] You should include accruals for Travel and Supply staff claims to 31 March Pay – End of Year Accruals Workbook
	22 Mar	PFI – deadline for schools being charged their March contract values. PFI Schools will not need to raise an accrual. Should you have any queries relating to this matter please contact Leroy Venn on 01392 381200.
	23 Mar	Printouts - Schools Finance Team will run printouts to allow checking of End Of Year Accruals and other transactions.
20 Mar	24 Mar	Banking - Cheques must be sent 1 st Class to County Hall and during these dates must be clearly marked on the cheque listing " OLD YEAR ". After the 24 March we cannot guarantee that they will appear in month 12. You will need to check the download data and add any omissions to your debtors schedule.

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24 Mar	Petty Cash - Last day for Petty Cash to be reimbursed before end of term. Submit by 5pm
24 Mar	Invoices - Central Payment School Online Internal Invoicing closes 5pm
27 Mar	Mutual Fund - Deadline for March. Any short term absence relating to March is required to be submitted by this date. Any new absence commencing 27 – 31 March would not be entitled due to the minimum 5 days waiting period.
30 Mar	C£ASS - Final C£ASS run for OLD YEAR – non-LPS Schools. Final posting run of old year internal invoices
30 Mar	Printouts - Schools Finance Team will run printouts to allow checking of End Of Year Accruals and other transactions.
30 Mar	SCRAPS – all submissions to be made by 12 noon – errors may mean costs not posted to OLD YEAR if no contact at school.
31 Mar	Capital - Please ensure that all capital projects have been appropriately coded to capital codes (Please do not split invoices between revenue codes and capital codes) if the SBS is funding part or all of the project please e-mail Capital Team or call on 01392 383669 to arrange the appropriate SBS transfer. Capital - Deadline for submitting Capital Debtor / Creditor Information including supporting documentation to the Capital Team . Capital – SCHOOLS CAPITAL ACCOUNTS CLOSED TO SCHOOLS
31 Mar	Old Year - Final BACS & Finest run for OLD YEAR – 12 noon
31 Mar	EOY Accruals - Deadline for Final End of Year Accruals workbook and Pay – End of Year Accruals Workbook to E&L finance team – 4pm [available 1 Mar]
31 Mar	Travel Claims - Last date for receipt of Staff Travel Expenses Claims made up to 31 March. Claims that are complete before month end can be submitted before the deadline.
31 Mar	Effective deadline by which goods/services need to be received/supplied to be included in 2015/16 accounts
31 Mar	LPS – deadline for March VAT returns 12 noon
31 Mar	Journals - On-line Journal Transfers close – 4pm
31 Mar	School accounts closed to Schools – 4pm
03 Apr	FMS – Period 13 opens FINEST - NEW FINANCIAL YEAR OPEN AND AVAILABLE First Cheque and BACS run in the New Year
03 Apr	Reconcile - Download and reconcile all transactions to date. Submit queries to finance team.
03 Apr	LPS – latest dispatch date that the LPS Schools will receive their Final Accounts returns from the Schools Finance Team.
06 Apr	FINAL ADJUSTMENTS - submission of significant corrections and significant omissions

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07 Apr	Printouts - Schools Finance Team will run printouts to allow checking of End Of Year Accruals and other transactions.
07 Apr	LPS - Submission of Final Accounts returns
07 Apr	Capital - Deadline for Capital "Spend by site" details to Capital team . Capital – In Year Intangible Asset spend (C701 & C702) information to Capital Team
12 Apr	SCHOOLS LEDGERS CLOSED – 5pm
18 Apr	Closedown - Run preliminary closedown of FMS after FMS period 12 reconciliation. Housekeeping complete.
30 Apr	FINAL YEAR END CONFIRMATION PRINTOUTS available for download by schools – both Revenue and Capital
30 Apr	Carry forward confirmed by issue of final printout Run final closedown of FMS system FMS – Close of Period 13 and Financial Year 2016/17

If you have any queries on the processes please direct these through to your Finance Officer
 ☐ 01372 834275 email: schoolsfinance@babcockinternational.com

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Education Services Grant – Retained Duties

For 2017 to 2018, the general duties rate is ending and funding previously allocated through the ESG retained duties rate will be transferred into the schools block. Local authorities will be able to fund central services previously funded within the **retained duties rate (for all schools)**, with the agreement of schools forum. They will be able to fund services previously funded within the **general duties rate (for maintained schools only)** from maintained school budgets shares with the agreement of maintained school members of the schools forum. The split of services between the two groups is shown at Table 6. References are to the schedules in the current schools and early years finance (England) regulations.

Responsibilities local authorities hold for all schools (funding may be retained centrally from all schools with agreement of schools forum)	Responsibilities local authorities hold for maintained schools (funding may be retained centrally from maintained schools only with agreement of schools forum)
<p>Statutory and Regulatory duties</p> <p>Director of children’s services and personal staff for director (Sch 1, 20a)</p> <p>Planning for the education service as a whole (Sch 1, 20b)</p> <p>Revenue budget preparation, preparation of information on income and expenditure relating to education, and external audit relating to education (Sch 1, 20d)</p> <p>Administration of grants (Sch 1, 20e)</p> <p>Authorisation and monitoring of expenditure not met from schools’ budget shares (Sch 1, 20fi)</p> <p>Formulation and review of local authority schools funding formula (Sch 1, 20g)</p> <p>Internal audit and other tasks related to the authority’s chief finance officer’s responsibilities under Section 151 of LGA 1972 except duties specifically related to maintained schools (Sch 1, 20i)</p> <p>Consultation costs relating to non-staffing issues (Sch 1, 20r)</p>	<p>Statutory and Regulatory duties</p> <p>Functions of LA related to best value and provision of advice to governing bodies in procuring goods and services (Sch 1, 20c)</p> <p>Budgeting and accounting functions relating to maintained schools (Sch 1, 20d)</p> <p>Functions relating to the financing of maintained schools (Sch 1, 20e)</p> <p>Authorisation and monitoring of expenditure in respect of schools which do not have delegated budgets, and related financial administration (Sch 1, 20fii)</p> <p>Monitoring of compliance with requirements in relation to the scheme for financing schools and the provision of community facilities by governing bodies (Sch 1, 20h)</p> <p>Internal audit and other tasks related to the authority’s chief finance officer’s responsibilities under Section 151 of LGA 1972 for maintained schools (Sch 1, 20i)</p> <p>Functions made under Section 44 of the 2002 Act (Consistent Financial Reporting) (Sch 1, 20j)</p>
Plans involving collaboration with other LA services or public/voluntary bodies (Sch 1, 20v)	Investigations of employees or potential employees, with or without remuneration to schools or for schools under the direct

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<p>Standing Advisory Committees for Religious Education (SACREs) (Sch 1, 24)</p> <p>Provision of information to or at the request of the Crown other than relating specifically to maintained schools (Sch 1, 20w)</p>	<p>management of the headteacher or governing body (Sch 1, 20L)</p> <p>Functions related to local government pensions and administration of teachers' pensions in relation to staff working at maintained schools under the direct management of the headteacher or governing body (Sch 1, 20m)</p> <p>Retrospective membership of pension schemes where it would not be appropriate to expect a school to meet the cost (Sch 1, 20n)</p> <p>HR duties, including: advice to schools on the management of staff, pay alterations, conditions of service and composition/organisation of staff (Sch 1, 20o); determination of conditions of service for non-teaching staff (Sch 1, 20p); appointment or dismissal of employee functions (Sch 1, 20q)</p> <p>Consultation costs relating to staffing (Sch 1, 20r)</p> <p>Compliance with duties under Health and Safety at Work Act (Sch 1, 20s)</p> <p>Investigation and resolution of complaints relating to maintained schools (Sch 1, 20t)</p> <p>Provision of information to or at the request of the Crown relating to schools (Sch 1, 20w)</p> <p>School companies (Sch 1, 20x)</p> <p>Functions under the Equality Act 2010 (Sch 1, 20y)</p> <p>Establish and maintaining computer systems, including data storage (Sch 1, 22)</p> <p>Appointment of governors and payment of governor expenses (Sch 1, 26)</p>
<p>Education Welfare</p> <p>Functions in relation to the exclusion of pupils from schools, excluding any provision of education to excluded pupils (Sch 1, 10c)</p> <p>School attendance (Sch 1, 11)</p> <p>Responsibilities regarding the employment of children (Sch 1, 29)</p>	<p>Education Welfare</p> <p>Inspection of attendance registers (Sch1, 11)</p>

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<p>Asset management</p> <p>Management of the LA's capital programme including preparation and review of an asset management plan, and negotiation and management of private finance transactions (Sch 1, 10a)</p> <p>General landlord duties for all buildings owned by the local authority, including those leased to academies</p>	<p>Asset management</p> <p>General landlord duties for all maintained schools (Sch 1, 10a (section 542(2) Education Act 1996; School Premises Regulations 2012) to ensure that school buildings have:</p> <ul style="list-style-type: none"> • appropriate facilities for pupils and staff (including medical and accommodation) • the ability to sustain appropriate loads • reasonable weather resistance • safe escape routes • appropriate acoustic levels • lighting, heating and ventilation which meets the required standards • adequate water supplies and drainage • playing fields of the appropriate standards <p>General health and safety duty as an employer for employees and others who may be affected (Health and Safety at Work etc Act 1974).</p> <p>Management of the risk from asbestos in community school buildings (Control of Asbestos Regulations 2012).</p>
<p>Central support services</p> <p>No functions</p>	<p>Central support services</p> <p>Clothing grants (Sch 1, 10e)</p> <p>Provision of tuition in music, or on other music-related activities (Sch 1, 15)</p> <p>Visual, creative and performing arts (Sch 1, 16)</p> <p>Outdoor education centres (but not centres mainly for the provision of organised games, swimming or athletics) (Sch 1, 17)</p>
<p>Premature retirement and redundancy</p> <p>No functions</p>	<p>Premature retirement and redundancy</p> <p>Dismissal or premature retirement when costs cannot be charged to maintained schools (Sch 1, 25)</p>

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<p>Monitoring national curriculum assessment</p> <p>No functions</p>	<p>Monitoring national curriculum assessment</p> <p>Monitoring of National Curriculum assessments (Sch 1, 23)</p>
<p>Therapies</p> <p>No functions</p>	<p>Therapies</p> <p>This will be covered in the high needs section of the regulations</p>
<p>Additional note</p>	
<p>Services set out in the table above will also include overheads relating to these services (regulation 8(11) already refers to this for schedule 2 services) for:</p> <ul style="list-style-type: none"> • Ensuring payments are made in respect of taxation, national insurance and superannuation contributions (sch 1, 20e). • Recruitment, training, continuing professional development, performance management and personnel management of staff (Sch 1, 20k) • Investigations of employees or potential employees, with or without remuneration (Sch 1, 20l) • Investigation and resolution of complaints (Sch 1, 20t) • Legal services related to education functions (Sch 1, 20u) 	

SCHOOLS FINANCE GROUP
Notes of meeting
on 1 March 2017 at Larkbeare House

ISSUES FOR DEF ON 15 MARCH 2017

Item 2	Finance Update 2016/17 – High Needs Block Strategic Task & Finish group to be re-convened to further consider the HNB issues.
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		Attendance		
		1/3/17	4/1/17	5/10/16
DCC				
Nicola Allen	Senior Assistant County Treasurer	✓	✓	
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	✓
Alun Dobson	Marwood Primary	✓	✓	✓
Jamie Stone	Denbury Primary	✓	✓	✓
Paul Walker	Sidmouth Primary	✓	✓	✓
DASH				
Daryll Chapman	Okehampton College	Apologies	✓	✓
David Fitzsimmons	Holsworthy Community College	Apologies	Apologies	✓
Lorraine Heath	Uffculme College	✓	✓	Apologies
Matthew Shanks	Coombeshead Academy	✓	✓	Apologies
SHAD				
Keith Bennett	Marland School	✓	✓	✓
Jacqui Warne	Learn to Live Federation	✓	✓	✓
DAG				
Faith Butler	Special	✓	✓	✓
Malcolm Dobbins	Primary	Apologies	✓	✓
Jill Larcombe	Secondary	✓	✓	✓
Alex Walmsley	for Malcolm Dobbins	✓		
EY Providers				
Gemma Rolstone	Early Years – PVI (NDNA)	✓	✓	✓
In Attendance				
Samantha Chapman	Babcock LDP	✓		

1. Item/Focus: Minutes and Matters Arising from meeting on 4 January 2017

Discussion:

- **Early Years Growth** – further clarification was required around EY capital funding and growth.

Key Decision/ Issues for DEF:	Minutes were agreed as an accurate record.
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Action:	<ul style="list-style-type: none"> • AF to discuss EY growth issues with Gemma Rolstone
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2. Item/Focus: FINANCE UPDATE – 2016/17

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2.i. Item/Focus: DSG Monitoring – month 10	
<p>Discussion:</p> <ul style="list-style-type: none"> De-delegated contingency fund (FIPS) sufficient to cover costs of current year's commitments. Noted that basic need growth has seen some slippage with issues including delay in Sherford development. <p>High Needs:</p> <ul style="list-style-type: none"> Noted that the Special School placements deficit has been offset by savings in other areas. There were concerns that a realistic high needs budget for 2017/18 had not been set, and that joint agency decisions on placements were still not being appropriately funded. Noted issues particularly around filling special school residential provision, where there are currently vacant places. Phase Associations felt strongly that the current High Needs budget situation is unacceptable, and there seems to be little budget control or identifiable change in spending behaviour. Every child in a Devon school has been affected by the current situation, and there are no assurances that the LA and schools won't be in a similar position next year. There has been no indication from the LA that different ways of working are in place to ensure an improved position in the future. SFG requested clarification from Chief Officer for Children's Services around the authority to overspend the budget, assurances around robust joint agency placement decisions, and the quality of provision and value for money from the independent sector providers. The group discussed high rates being paid to independent special schools, while Devon schools and Early Years settings are struggling to keep within budget, making difficult decisions around what can and cannot be funded. Suggested a further meeting of the SFG High Needs Task & Finish Group to involve social care and Jo Olsson for an open and broad conversation about addressing the current and future situation. There was frustration that issues and measures previously discussed have not come to fruition. T&F group to report directly to DEF. The group considered how statutory eligibility for a service can override the financial envelope available. SFG was frustrated by the unfair position for schools in the light of other provision which seems to be able to negotiate rates and budget increases. Discussed the funding differences between Early Years provision for high needs children and HNB funding available within the school settings. There is real frustration amongst Head teachers that Devon county councillors do not seem to be actively engaging in the lobbying campaign. It was suggested that parents are included in a renewed, wider campaign, which could impact on May election results. Further detail was requested of the proposed High Needs management action, monitoring of progress against the projected year end position, and assurances that targets for 17/18 will be met. Schools will not sustain any further AWPU cuts. NA confirmed that any future HNB overspends must be found from elsewhere other than schools as transfer between DSG funding blocks will not be permitted from 18/19. SFG recognised that DCC officers are in a difficult position, and it was requested that Cllr McInnes, as Cabinet Member and Jo Olsson as Chief Officer report assurances to DEF. Noted that SENTient are currently looking at options to address future levels of high needs through the establishment of new Special Free Schools. SFG were very concerned that a budget has been set for the coming year which is £2m less than the current year's expenditure. Noted that a deficit carry forward may be sought and if not approved, the DCC General Fund would be liable to cover this. 	
Key Decision/ Issues for DEF:	<ul style="list-style-type: none"> Strategic Task & finish group to be convened to consider the HNB issues, to include Jo Olsson, social care and CCG commissioning (re. health input into schools).
Action:	<ul style="list-style-type: none"> NA to prepare a brief to ensure the planned outcomes around HNB management action and effective budgetary control are clear. Paul, Keith, Jacqui & DASH rep to be included. NA to discuss with Dawn Stabb the school and Early Years providers' requests for KPIs from Babcock LDP, detail of what will be provided through the extended contract to the different groups of schools and EY settings.
2.ii. Item/Focus: Carry Forwards	

Discussion:	
<ul style="list-style-type: none"> • Deficit carry forward in the High Needs Block, and surplus in Early Years and Growth Fund to be considered and approved at DEF on 15 March. • If DEF approval is not given, the LA may apply to the Secretary of State to overrule DEF decision. If not approved, the deficit will fall to the county council general fund, but as a net deficit with impact on Growth Fund and Early Years balances. • The group carefully considered the wider political impact of a DEF decision to decline the carry forward proposals, and discussed the ongoing reputation of the Schools' Forum should its decisions continue to be overturned. • Concerns were shared around Cabinet agreement that DCC general fund has financed an extension of the Babcock LDP contract, while the HNB funding crisis was dealt with differently. • Phase Associations highlighted that there had been no opportunity for the schools community to be consulted on the decision; dissatisfaction had been expressed in the quality of services provided to schools by Babcock LDP. • Noted that Babcock contract value is £5.054m. Finance to provide a breakdown. 	
Key Decision/ Issues for DEF:	
Action:	<ul style="list-style-type: none"> • NA to provide further information on the net carry forward position prior to DEF. • Finance to provide a breakdown of the Babcock contract value.
2.iii. Item/Focus: Closedown arrangements	
Discussion:	
<ul style="list-style-type: none"> • Closedown timetable shared with the group. • Noted 31 March is last date for schools to submit year end transactions. • Schools urged LA to apply deadlines strictly. 	
Key Decision/ Issues for DEF:	
Action:	
3. Item/Focus: FINANCE UPDATE 2017/18	
3.i. Item/Focus: ESG Retained / General duties	
Discussion:	
<ul style="list-style-type: none"> • Noted £3.1m expected (previously predicted £4.1m) with a net input from general fund of £1m • DAPH requested confirmation of the value of the Babcock contract, and what that provides to schools, whether maintained or academies. • Clarification was requested on the position for academies who have now had funding withdrawn, and expecting that services are now traded. Head teachers were concerned that council funds are being directed into services which are not accessible to all Devon schools. • NA clarified that DCC funding decisions made do not always benefit all sectors of the Devon population. 	
Key Decision/ Issues for DEF:	
Action:	JD to provide confirmation of the value of the Babcock contract and a breakdown of what that covers.
3.ii. Item/Focus: Financial Intervention Panel - Schools	
Discussion:	
<ul style="list-style-type: none"> • DEF had requested that SFG consider FIPS sustainability. • Current budget is £1.126m with a £654k carry forward. Noted that figures did not include Special Schools. • Discussed how options available to FIPS can include grants and loans. • Noted that current school budget challenges are likely to result in a greater number of schools approaching FIPS for support. 	
Key Decision/ Issues for DEF:	

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Action:	
3.iii. Item/Focus: 3 year budget planning	
Discussion:	
<ul style="list-style-type: none"> • The group considered the requirement for schools to submit balanced budgets for 3 years. • Schools are finding it increasingly challenging to budget based on largely unknown factors e.g. reception entry, which can result in a significant shift in income for small schools. • DAPH felt that the depth of scrutiny adds pressure to head teachers. • Noted that the LA want to be assured that school leaders are carefully considering the future financial position. The LA is aware that the 2018/19 situation is currently unknown, and this will be acknowledged in budget plan submissions. • Noted that tone of FIPS letters has now been reviewed. 	
Key Decision/ Issues for DEF:	
Action:	Finance to circulate a message on Schools' Blog to reiterate that it is a statutory requirement for schools to plan a 3 year balanced budget.
4. Item/Focus: Updates on Consultations	
4.i. Item/Focus: National Funding Formula	
Discussion:	
<ul style="list-style-type: none"> • Consultation closes on 22 March. • Draft Devon response was circulated following Task & Finish group. This will be made available online for schools to use as a template for an individual school response. • Agreed that DAPH and DASH circulate a phase-appropriate word version to schools for their responses. 	
Key Decision/ Issues for DEF:	
Action:	DAPH/DASH to amend consultation response template to emphasise messages specific to primary / secondary phases.
4.ii. Item/Focus: High Needs funding arrangements	
Discussion:	
<ul style="list-style-type: none"> • Task Group has been convened to consider response to High Needs funding consultation. Meeting on 10 March. 	
Key Decision/ Issues for DEF:	
Action:	JD to ensure Special School representation on task group.
4.iii. Item/Focus: Early Years	
Discussion:	
<ul style="list-style-type: none"> • Events planned over summer term to help Early Years providers prepare for the funding changes from 2018/19. • Programme to be circulated to settings. • Focus Group to be convened to consider Early Years formula 	
Key Decision/ Issues for DEF:	
Action:	Fran Butler to invite special school representation on formula focus group
5. Item/Focus: Growth Policy	
Discussion:	
<ul style="list-style-type: none"> • Alex Walmsley declared interest as Finance Director of Ted Wragg Trust and left the meeting for the item. • Noted new Cranbrook school has been struggling to operate within the current growth Fund criteria; growth in pupil numbers has been slower than expected. • Previously agreed that Growth fund sustainability would be reviewed, but not on a school by school basis. • Noted request from Cranbrook school for additional funding towards premises costs and 	

	<p>staffing costs.</p> <ul style="list-style-type: none"> • Considered that EON energy charges would have been known when the school opened, but acknowledged restrictions on closing down unused areas of the building. SFG considered that NPS should be held accountable for design issues around an inflexible heating system. • SFG required assurance whether the Growth Fund has inaccurately forecasted the essential initial set up costs. • Concerned that granting additional funding from the Growth Fund would set an unhelpful precedent and that as a new school within a MAT, the overall Trust budget should be adjusted to accommodate areas of most need. SFG would be better able to make an informed decision with information about the financial position of other schools within the Trust. • Noted that funding would increase with additional pupil numbers in the future.
Key Decision/ Issues for DEF:	<p>SFG recommended that:</p> <ul style="list-style-type: none"> i) the school approach the EFA to discuss a possible loan arrangement. ii) the MAT be approached and encouraged to align resources and infrastructures across the Trust to address the difficulties
Action:	NA to discuss design issues with DCC buildings team with a view to further recourse with NPS
6. Item/Focus: Early Years SEN Funding Review (Sam Chapman)	
Discussion:	
<ul style="list-style-type: none"> • SFG considered proposed changes to the mechanism for funding Early Years settings to support children with SEND. Current system is administratively heavy. • Early Years settings are supportive of a change to the arrangements which will address priorities around emerging and low level needs in a timely manner, and reduce the timeframes for responding to higher level needs. • Noted that a task group to consider future Early Years funding formula is to be convened. DAPH to provide a representative. • Considered the possible impact on the number of EHCPs being requested, but are hopeful that low level needs will be adequately supported through this funding, with Element 3 funding being pursued only for higher level and more complex need. 	
Key Decision/ Issues for DEF:	SFG endorsed the proposed changes.
Action:	DAPH to confirm representation on EY Formula Task Group.
7. Item/Focus: Mutual Fund Board and Appeals	
Discussion:	
<ul style="list-style-type: none"> • Discussed proposal to pay a rebate for 16/17 financial year. • Mutual Board agreed that Carry Forward from 15/16 be retained and this year's balance to be redistributed to schools on the following basis: <ul style="list-style-type: none"> ○ Schools which have not submitted a claim to receive the whole rebate amount ○ Schools which have submitted claims above the value of the premium would not receive a rebate ○ Schools which have submitted some claims would receive a pro-rata rebate • Discussed Bampton, a MF member, which is joining SW Federation; Mutual Board agreed that a 7% Mutual Fund joining fee would be payable by the Federation. 	
Key Decision/ Issues for DEF:	
Action:	
7. Item/Focus: Apprenticeship Levy	
Discussion:	
Noted flat rate per pupil to be charged to all maintained schools fixed at £15	

Agenda Item 9

Key Decision/ Issues for DEF:	
Action:	AF to confirm details.
8. Item/Focus: Items for DEF on 15 March 2017	
Discussion: Items for DEF <ul style="list-style-type: none">• Issues re. Babcock contract extension to be raised at DEF.	

Next meeting: Wednesday 24 May 2017 from 9.15am at Okehampton College

SCHOOLS ORGANISATION, CAPITAL AND ADMISSIONS GROUP 28 February 2017

ISSUES FOR DEF ON 15 MARCH 2017

Item 9.	<p>Sustainable Education in Rural Schools SOCA Recommend that DEF formally ratifies and supports the proposal for the LA to work alongside the Diocese to re-engage with small schools to develop strategic plans and partnerships to ensure ongoing sustainability and educational performance.</p>
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SCHOOLS ORGANISATION, CAPITAL AND ADMISSIONS GROUP Notes of meeting on 28 February 2017 at County Hall

		Attendance		
		28/2/17	10/01/17	27/9/16
DCC				
Chris Dyer (Chair)	Head of Built Environments	✓	✓	✓
Andrew Brent	Policy Officer	✓	✓	✓
Fran Butler	EY Childcare Sufficiency Lead	✓	Apologies	✓
Christine McNeil	School Organisation Policy Manager	✓	✓	✓
Heidi Watson-Jones	Service Support Officer (Education)	✓	✓	✓
DAPH				
Hilary Priest	The Grove Primary	✓	✓	✓
Caroline Boother	Hatherleigh Primary	✓	✓	Apologies
Alun Dobson	Marwood Primary	✓	✓	✓
Jan Reid	Yeo Valley Primary	Apologies	✓	✓
DASH				
Daryll Chapman	Okehampton College		Apologies	✓
Paul Cornish	Newton Abbot College	✓	✓	✓
Rob Haring	Ivybridge Community College	✓	Apologies	
SHAD				
Bronwen Caschere	Southbrook School	-	-	✓
Karen Rogers	Lampard School	Apologies	✓	-
DAG				
Ian Rogers	Secondary	✓	Apologies	✓
Diocesan Representatives				
Mary Cox	Plymouth CAST	Apologies	Apologies	✓
Christina Mabin	Exeter Anglican Diocese (Admissions)	✓	✓	Apologies
Richard Power	Exeter Anglican Diocese (Capital)		✓	✓
Union Representatives				
John Staddon	TCC	Apologies	✓	✓
Cora Woodhead	JCC			
In Attendance				
Nigel Coleman	NPS	Apologies	Apologies	✓
Simon Niles	Children's Services Strategic Manager	✓		

1. Item/Focus: Minutes and Matters Arising from meeting on 10 January 2017	
Discussion:	
<ul style="list-style-type: none"> Minutes noted and actions reviewed. 	
Key Decision/ Issues for DEF:	Minutes of previous meeting agreed as an accurate record.
Action:	<p>FB to circulate information re. Early Years SENCO support and extended childcare / early education eligibility criteria</p> <p>AB to circulate research data re. children educated out of year group <i>(N.B. circulated 28/2/17)</i></p> <p>AB to review online reception application form. <i>(N.B. completed: this IT feature was missed from the Primary application process. The Admissions team has sent a list of all applicants to each school and took the opportunity to ask schools to check their lists for children of staff. The issue has been resolved and will be checked again for the next intake)</i></p> <p>HWJ to ensure SHAD representative has received capital maintenance allocation protocol.</p>
2. Item/Focus: Admission Arrangements 2018/19 (Andrew Brent)	
Discussion:	
<ul style="list-style-type: none"> Admission arrangements for 2018/19 and in year admission arrangements for 2017/18 have now been determined. Own Admission Authority schools must have their arrangements determined by 28February and published by 15 March. 	
Key Decision/ Issues for DEF:	Report noted
Action:	
3. Item/Focus: Non-Standard Admissions Schools (Andrew Brent)	
Discussion:	
<ul style="list-style-type: none"> Previous discretion by LA to help parent make an informed decision has now been replaced by a duty on the LA to circulate information about non-standard admissions schools (South Devon UTC and Atrium etc.) to parents at an appropriate time. DASH suggested that it would be more equitable position for the LA to write to all parents outlining all provision available across the whole county, in so doing sharing all information with all parents, ruling out geographical focus where other provision exists. Noted Newton Abbot secondary schools are obliged to allow these schools to speak to Year 8/9 students outlining their provision offer. DASH protocols are unwittingly broken in 'encouraging' students to move school. Discussed whether the LA must post letters, and LA sought agreement from DASH that letters could be emailed to families instead, and considered how secondary schools could share email addresses. Noted that the data was originally passed from LA to school and anticipated no data protection issues in this regard. Alternatively, individually addressed letters could be sent to schools for distribution. DASH endorsed email distribution, to save LA costs. Schools in South Devon are particularly affected by this decision. Noted that letters to parents must be distributed by 14 March. 	
Key Decision/ Issues for DEF:	Report noted
Action:	<p>AB to share draft letter to DASH representatives prior to circulation</p> <p>DASH to confirm agreement to sharing email addresses or distributing hard copy letters via schools.</p>
4. Item/Focus: Review of 2016 Admissions Round (Andrew Brent)	

Discussion:	
<ul style="list-style-type: none"> Noted high percentage of parents offered a place at one of their highest ranking preferred schools. A range of reasons for parents not receiving a preferred place including late admission, and applications for admission to schools out of area. Noted 64 children took up places out of county during 2016, which is a large increase. Will review position in 2017 and look in more detail at possible reasons. 	
Key Decision/ Issues for DEF:	
Action:	AB & FB to provide report on destinations of children being admitted to schools and early years settings out of county. <i>(N.B. action in hand)</i>
5. Item/Focus: Admission Arrangements and School Websites (Andrew Brent)	
Discussion:	
<ul style="list-style-type: none"> Noted suggested wording for school websites regarding Admissions procedure, which should include a specific contact name. 	
Key Decision/ Issues for DEF:	
Action:	HWJ to forward suggested wording to Clare Coates for distribution to schools
6. Item/Focus: Early Years Update report (Fran Butler)	
Discussion:	
<ul style="list-style-type: none"> 2 year old take up now at 92.9% which is a very pleasing outcome, as a result of the 'Golden Ticket' campaign. 98.9% of 3 and 4 year olds accessing a place with 83.3% taking up full 570 hour entitlement; DAPH felt this was a very positive outcome. Sessions held for settings to prepare for 30 hour entitlement from September 2017. Clarification required of statutory guidance on how the funding may be used (i.e. number of providers, time frame for provision to be open, eligibility for the 30 hours, and extended eligibility where a family's circumstances change) LA has applied to the DfE for web-based eligibility check software. Noted that many providers (including schools) have not responded to the annual survey of Early Years providers. FB to re-send link to DAPH office. Noted that provider rate lump sum, deprivation factors and SEN are all being reviewed – to be discussed at SFG on 1/3/17. 	
Key Decision/ Issues for DEF:	Report noted
Action:	DAPH asked to remind schools to respond to the Annual Survey of EY Providers. FB to send link to Clare Coates for DAPH newsletter.
7. Item/Focus: NPS Update report	
Discussion:	
<ul style="list-style-type: none"> DAPH requested when schools will know the DMP rates for the current year, or whether there had been agreement to fix the rates as at 2016 	
Key Decision/ Issues for DEF:	Report noted
Action:	NC to circulate confirmation of 2017/18 DMP rates
8. Item/Focus: Capital Programme Update (Chris Dyer)	
Discussion:	
<ul style="list-style-type: none"> LA is still to receive capital maintenance announcement. This will have impact on the Summer holiday programme if no notification is received by end March. Unable to go to tender until 	

confirmation of funding has been received.

- EFA to begin programme of Condition Surveys. Condition Data Collection (CDC) to take place over 3 years. Expecting that results will drive future capital funding decisions.

Key Decision/ Issues for DEF:	Update noted
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Action:	
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9. Item/Focus: School Organisation Update (Christine McNeil)

Discussion:

- Still no information available about new Free School / Special Free School applications
- Sherford – first Primary School has been delayed. Consortium has suggested establishment of a temporary school, but DfE unwilling to issue funding agreement unless a plan for delivering permanent accommodation can be articulated.
- Payhembury - notice period (re. expansion) extended until premises issues are resolved.
- Burrington – awaiting Regional School Commissioner announcement re. future of the school.
- Tipton St John – will look to consult following County Council elections.
- Awaiting Cabinet approval for term dates; aligned with most neighbouring authorities (except Somerset)
- Okehampton – Noted that Free School bid submitted at request of DCC and anticipates LA support for that submission.
- Basic Need Capital Programme circulated. Noted a nominal figure has been included for 19/20 onwards, but confirmation of allocation still awaited.
- Noted some projects will be eligible for Growth funding

Key Decision/ Issues for DEF:	Report noted
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Action:	
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9. Item/Focus: Sustainable Education in Rural Communities (Simon Niles)

Discussion:

- Noted ongoing LA presumption against closing rural schools, with an understanding of their importance within communities. Sutcombe closure was a particularly challenging decision. Ongoing discussions in partnership with Exeter Diocese.
- Need to work with small schools (below 150) to ensure that governance is strong and that effective partnerships are established.
- Support will be prioritised to stand-alone small schools, but will include all VA, VC, Trust and Community small schools, beginning during the summer term, academies will be offered the same support.
- Noted that even where a group of small schools come together within a MAT there can be ongoing financial challenges through transition to different ways of working.
- Felt that Early Years needs to be fully considered within the process, and requested EY involvement in the new proposal. Children moving from EY to school provision is particularly important for small rural communities.
- The group felt that the DfE did not fully recognise Devon's landscape of schools of which over half are small schools.
- Particular concerns around the impact of parental preference on small schools, particularly where a significant number of pupils are from out of area.
- The group discussed how there remains a range of opinion

Key Decision/ Issues for DEF:	SOCA Recommend that DEF formally ratifies and supports the proposal to work alongside the Diocese to re-engage with small schools to develop strategic plans and partnerships to ensure ongoing sustainability and educational performance.
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Action:	
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NEXT MEETING

9.30am on Tuesday 6 June 2017 at Larkbeare House, Exeter

