

Phil Norrey
Chief Executive

To: The Chair and Members of the
Devon Education Forum

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

(See below)

Your ref :
Our ref :

Date : 13 March 2018
Please ask for : Fiona Rutley 01392 382305

Email: fiona.rutley@devon.gov.uk

DEVON EDUCATION FORUM

Wednesday, 21st March, 2018

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

A G E N D A

PART I - OPEN COMMITTEE

- 1 Apologies for absence
- 2 Minutes (Pages 1 - 6)
Minutes of the meeting held on 15 January 2018 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

- 6 *10.10am:*
Head of Education & Learning Update
Head of Education & Learning to report.

For information, links herewith for the following documents:-

-CS/18/10 2017-18 Strategic Review of SEND Provision (to Cabinet, 14 March 2018)
<http://democracy.devon.gov.uk/documents/s15084/Review%20of%20SEN%20Provision%202017%20CS1810.pdf>

-SEN Annual Report (to Children's Scrutiny Committee, 20 March 2018)
<http://democracy.devon.gov.uk/documents/s15214/CS1813%20-%20Q3%20EAL%20Performance%20Report.pdf>

SPECIFIC AGENDA ITEMS

ITEMS FOR DECISION

- 7 *10.30am:*
Finance Update (Pages 7 - 18)
Report of the Chief Officer for Children's Services and County Treasurer (DEF/18/03) attached

ITEMS FOR DEBATE AND INFORMATION

- 8 *11am:*
Implementation of Headteacher Associations (DASH & DAPH) Forming a Community Interest Company
Report from Headteacher Associations (Devon Association of Secondary Heads and Devon Association of Primary Heads) (DEF/18/04) **to follow**.

STANDARD AGENDA ITEMS

ITEMS FOR DEBATE AND INFORMATION

- 9 *11.20am:*
Standing (and other) Groups (Pages 19 - 34)
To review action for the Forum from its groups and to receive minutes:-

(a) Schools' Finance Group

Minutes of the meeting held on 7 March 2018, 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 27 February 2018, 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

At 10am at County Hall, Exeter:

Wed 20 June 2018
Wed 17 October 2018
Wed 23 January 2019
Wed 20 March 2019.

11.30am: Close

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

15 January 2018

Present:-

Schools Members

Primary School Head teachers

Mr J Bishop
Mr A Dobson
Mr J Stone
Mr M Boxall

Cornerstone Academy Trust (*Academy Member*)
Marwood Primary
Denbury Primary
Exeter Countess Wear

Primary School Governors

Mrs A Blewett
Mr M Dobbins
Ms M Wallis
Mr A Walmsley

Kings Nympton Primary
Exmouth Marpool Primary
Whimble School (**Chair**)
First Federation (*Academy Member*)

Secondary School Head teachers

Mr R Haring
Ms M Marder
Mrs J Phelan

Ivybridge CC (*Academy Member*)
The Ted Wragg Multi Academy Trust (*Academy Member*)
Culllompton CC

Secondary School Governors

Ms J Elson
Mr T Newman
Mrs T Sturtivant

Exmouth CC (*Academy Member*)
Chulmleigh Academy (*Academy Member*)
Tiverton High

Nursery School

Mrs S Baker

Westexe

Special School HeadTeacher

Ms B Caschere

Exeter Southbrook School

Special School Governor

Mrs F Butler

Marland School

Non-Schools Members

Ms B Alderson
Mrs S Barnett
Mr A Donkin

Teachers Consultative Committee
Early Years Private, Voluntary & Independent
ERADE -16-19

Formal Observer

Councillor J McInnes

Cabinet Member – Children, Schools and Skills

(Substitute members observing only:

Mr G Roscoe maintained secondary HT, Mrs L Wright EYPVI)

Apologies

Ms S Acland
Mr B Blythe
Mrs J Larcombe
Mr M Shanks

Devon Schools Academy (Alternative Provision)
PETROC – 16-19
Uffculme Academy
Education South West (*Academy member*)

59 Minutes

DECISION:

That the minutes of the meeting held on 23 November 2017 be signed as a correct record.

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

In relation to DEF minute 56 (c) and (d), 23 November 2017, the Head of Education & Learning reported that:-

- a recruitment review for Maths teachers was being undertaken by Sub Region D partners (Devon Cornwall, Plymouth and Torbay, RSC and LA) and was being considered by Devon Schools Alliance;
- Children & Young People bullying survey question phrasing and responses had been further considered.

61 Head of Education & Learning Update

DISCUSSION:

The Head of Education & Learning reported on:-

(a) A short survey on speech and language would be sent to Headteachers to complete to inform a project/commissioners reviewing current service and any improvements for the future.

(b) Meeting with Devon MPs, Westminster, 16 January 2018

The Head of Education & Learning sought comments on a draft (tabled) DCC Parliamentary and Member Briefing Note on the DSG Funding – impacts and challenges. The meeting was to further discuss funding allocations to LAs notified December 2017 and the new National Funding Formula and to seek fair and equitable funding for Devon, which when compared against the national average and higher funded London LAs with high/low levels of Additional Education Needs, Devon continued to be significantly underfunded.

Members comments included:-

Financial effects on schools over past 24 months and anticipated increases to be highlighted;
Funding required to bring Devon up to national average (increase of £268 per pupil);
Devon needed an additional £4m for High Needs Block to stand still;
Unintended consequences and impact on schools of decisions taken in other areas of government;
Devon schools being unable to manage further reductions after long term decline;
Therapeutic services must be provided for children to prevent larger numbers of children out of school/with mental health conditions but such issues should be funded elsewhere eg from social care;
Social mobility/rurality meant Devon had significant diseconomies of scale in services provision and accessibility;
Significant impact on support staff supporting SEN/mental health;
Positive practice from Work Less Campaign.

DECISION:

that the Head of Education & Learning include members comments in the meeting with Devon MPs and circulate the final Briefing Note to Forum members for information.

ACTION:

Head of Education & Learning (Dawn Stabb)

62

Finance Update

DISCUSSION:

The Forum received the report of the Chief Officer for Children's Services and County Treasurer (DEF/18/01).

The Forum also noted the respective minutes of the Schools Finance Group (SFG) of 3 January 2018.

The report (DEF/18/01) covered:-

Dedicated Schools Grant (DSG) 2018/19 Budget Planning
Schools Block 2018/19
High Needs Block 2018/19
Early Years Block 2018/19
Central School Services 2018/19
Other Schools Grants 2018/19
Month 8 DSG Budget Monitoring Position 2017/18

Month 8 DSG budget monitoring of High Needs (paragraph 1.4) continued pressures currently forecasting £2.823m overspend for 2017/18. Members were concerned that all Forum members (and not just the Schools Finance Group (SFG)) should be kept more fully informed on an ongoing basis of the effect of management action and whether savings were being met, together with plans to reduce the overspend and private sector provision. A Management Action plan/savings plan was currently being put together for 2018/19.

DAPH specifically requested that the Management Action Plan outlining the proposed £1.9M savings in the High Needs Block with evidence of savings planned or achieved be brought to DEF at the next meeting and as a standing item at future meetings going forward to enable the Forum to have oversight of Management Actions to evidence progress against Plan and its effectiveness.

Some SFG members commented that although recognising a balanced budget had to be set there was concern this may not be met and commented on additional pressure from post 19 High Needs young people.

Whilst recognising the need to keep all Forum members informed an appropriate balance of detail was needed with drilling down continuing by SFG. SFG would continue to make recommendations as appropriate to the Forum.

DECISION:

(a) that the Dedicated Schools Grant (DSG) 2018/19 announcement on 19 December 2017 as set out in section 1 of report (DEF/18/01) be noted;

(b) that the Schools Block, High Needs Block and Early Years Block for 2018/19 as set out in sections 2 to 6 of the report be noted;

(c) that month 8 DSG monitoring position as set out in sections 7 of the report be noted;

(d) that DEF be regularly and more fully updated in relation to the overspend and High Needs pressures, but with detailed consideration continuing by SFG;

(e) that the Head of Education & Learning respond separately to the 16-19 representatives regarding post-16 High Needs.

ACTION:

County Treasurer (Adrian Fox) (c);
Head of Education & Learning (Dawn Stabb) (d).

63 Children's Centres (Update on Contract)

DISCUSSION:

A briefing paper was tabled updating schools on the recent appointment of Action for Children to run Devon's Children's Centres from April 2018. This followed a competitive tendering process and was set against a reducing Government grant, with budgets reducing from £10.3m in 2010 to £5.8m by 2019. This had been achieved through efficiencies in accommodation and structure for leaner services. The new contract was 3 years +1 +1. There would be a transition period in Year 1 whilst current universal services were reduced so the increase in support to the older age range (5-8 year olds) could be tapered in over the year. This supported the Children's Centres Government priority targeting Early Help and vulnerable families.

Children's Centres would continue "open door" support to families especially those in need of improving their chances of employment and would be working with local groups to support their communities.

64 Virtual School Annual Report, Attainment and Achievement 2017 (Devon's Looked After Children)

The Forum received the report of the Head of Education and Learning (DEF/18/02) on (unvalidated) data against previous years and national benchmarks (excepting significant changes in Key Stage 4 this year made comparison with previous years not possible). National Council for Education Research (NCER) statistics just released to LAs were not released publicly by the DfE until end March 2018. However Devon's picture for CiC was mainly positive.

DECISION:

That the Summary table (on page 3 of 28) also include all children and be circulated to Forum members.

ACTION:

Head of Education & Learning (Dawn Stabb)

65 Standing (and other) Groups

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

(a) Schools' Finance Group (SFG)

Minutes of the meeting held on 3 January 2018 (considered under Finance Update minute above)

DECISION:

that the Growth Fund be discussed at the next meeting of SFG.

ACTION:

Head of Education & Learning (Heather Bingham)

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

Minutes of the meeting held on 9 January 2018.

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Dates of Future Meetings

At 10am at County Hall, Exeter:-

Wed 21 March 2018

Wed 20 June 2018

Wed 17 October 2018

Wed 23 January 2019

Wed 20 March 2019.

The Meeting started at 10.30 am and finished at 11.50 am

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

Agenda Item 2

FINANCE UPDATE

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

Recommendations

It is recommended that DEF:

- Notes month 10 DSG monitoring position as set out in section 1
All to note
- Agrees the allocation of the deficit and surplus carry forward recommendations from 2017/18 as set out in section 2
Voting as set out in Table 3, 4 and 5, section 2.
- Approve the proposed changes to the Growth Fund as set out in section 3
All to vote

1. Budget Monitoring Report - Month 10 (2017/18) - DSG

- 1.1** The Month 10 forecast for the Dedicated Schools Grant is a net over spend of £2.7 millions, after £1.3 millions of ring fenced funds have been carried forward (maintained schools carry forward requests will be in addition to these funds) and the overall **net** deficit position will be carried forward into 2018/19.

The 2016/17 carry forwards total £20.6m have been approved by cabinet and are included within the month 10 report.

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	Ring fenced c/fwd £'000	Deficit Balance £'000	Movemen t from previous month £'000
Schools delegated budget	243,103	185,028	243,103	0		0	0
DSG and School funding	(333,280)	(279,941)	(333,254)	26		26	0
Total DSG	(90,177)	(94,913)	(90,151)	26	0	26	0
De-delegated budgets	6,300	3,258	5,226	(1,074)	1,074	0	0
Central Provision within Schools Budget	4,864	2,407	5,085	221	0	221	(32)
High Needs Funding	64,000	53,733	66,453	2,453	64	2,517	(84)
Early Years & Childcare Services	35,568	25,961	35,313	(255)	147	(108)	28
Total DSG central budgets inc delegated	110,732	85,359	112,077	1,345	1,285	2,630	(88)
Overall Net DSG budget	20,555	(9,554)	21,926	1,371	1,285	2,656	(88)

1.2 Schools and de-delegated budgets

The DSG schools block budget reflects the DSG November settlement and includes the 16/17 approved carry forwards. There is a £26,000 difference in the Spring 2017 Early Years forecast

As per Devon Education Forum (DEF), the above funds are to be reviewed to be carried forward into 2018/19 to meet future costs/commitments budget lines.

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Since month 9 we have seen increases to Schools and DSG Contingency of £118,000, Exceptional Events of £19,000 and Trade Unions of £45,000, whilst the Maternity Fund surplus has reduced slightly due to increasing monthly payments out.

1.3 Central Provision within Schools

Over spend mainly relates to School Growth commitments, £217,000, exceeding budgeted growth. However, this is likely to increase by £175,000 totalling £392,000 of pressure due to DfE recoupment. This pressure will be carried forward into 18/19.

1.4 Early Years

At month 10 Early Years is projecting an under spend of £108,000. This is due to uncommitted growth funding for early years of £149,000, with savings of £64,000 relating to PVI lump sums and £33,000 savings due to the low take up of the Free School Meals.

This is offset by increased costs of £86,000 in SEN, £13,000 for additional staffing, £11,000 overspend for Tresillian and a net £28,000 for deprivation as a result of the roll out of the 30 hour offer.

1.5 High Needs

Table 2 shows the High Needs budget is currently forecasting to over spend at year end by £2.5 millions which is a reduction of £84,000 to the forecast over spend from month 9, (£306,000 reduction from month 8) largely due to increasing numbers of placements across Maintained Special Schools, rather than providers as was previously predicted, Alternative Provision and post 19 placements in Independent Schools.

Despite management action of £1.95 millions (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 10:

Activity Description	Base budget 2017/18 £'000	Forecast spend at outturn £'000	Current Month Variance £'000	Movement from Previous Month £'000
Alternative Provision	2,273	2,832	559	28
Children in Care and Exclusions	1,294	1,262	(32)	(1)
Closing the Gap	1,500	1,500	0	0
Inclusion	349	349	0	0
Nursery Plus	1,164	1,164	0	0
Safeguarding Every Learner	144	144	0	0
SEN Mainstream	11,003	11,189	187	(10)
SEN Services	924	924	0	0
Maintained Special Schools	27,576	27,569	(7)	(220)
Hospital Education Services	349	349	0	0
Recoupment	478	401	(77)	8
Independent Special School Fees	15,015	16,812	1,797	108
Support Centre Funding	1,931	2,022	91	2
TOTAL	64,000	66,518	2,517	(84)

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 29th March 2018.

1.7 Recommendation

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

All to note

2. 2017/18 Advanced notice of planned Carry Forward

Devon Education Forum agreed, in November 2017, in-principle that any residual deficit balance in the growth fund and High Needs Block be carried forward into 2018-19, to be offset by possible increased High Needs funding, alongside continued management action to control spending (as detailed in paragraph 1.6 of report DEF/17/12) – on the basis that no one sector was disadvantaged over the other in the netting off process.

Maintained School balances and Special School balances will automatically carry forward to 2018/19 in individual budgets. The values of these will not be known until year end accruals have been undertaken.

The tables below set out all current known (estimated) carry forward requests, these will be confirmed and finalised during the closedown process. The total DSG over spend as at month 10 is £2.7m after the £1.3m requested carry forwards as detailed below:

Table 3: Deficit budgets to be carried forward

Budget Line	Amount £'000	Notes	Recommendation
Growth Fund	217	Deficit Balance – agreed to be carried forward by DEF (Note: Additional £175k highlighted not included at month 10)	2.1 All to note Approved in principle
High Needs Block	2,517	Deficit Balance – agreed to be carried forward by DEF	2.1 All to note Approved in principle
Total Central Provisions	2,734		

Table 4: Surplus budget carry forward requests

Budget Line	Amount £'000	Notes	Recommendation
Maternity	187	Rolled forward 2017/18 underspend to fund ongoing maternity cover	2.2 All to note
Schools and DSG Contingency	610	Rolled forward to fund contingency agreements in 2018/19 onwards	2.3 All to note
Total De-delegated budgets	778		
Phase Associations			
DAPH	82	Re-instated 2016/17 balances used against HNB	2.4 All to vote
DASH	43	Re-instated 2016/17 balances used against HNB	
Total Central Provisions budgets	125		
Hospital Education	46	New responsibilities for Medical AP students will put pressure on existing funds in 2018/19	2.5 All to note

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Mainstream SEN	19	Post 16 SEN – ESFA Funding that relates to summer term	2.6 All to note
Total High Needs	65		
Early Years Pupil Premium	137	PVI Pupil premium	2.7 All to vote
Early Years Growth Fund	10	Slippage on Trinity start-up costs, funds are committed for 2018/19	2.8 All to vote
Total Early Years	147		
Total C/forward requested	1,115		

Table 5: Surplus budget no carry forward identified

Budget Line	Amount £'000	Notes
Licence and subscriptions	22	Accumulated savings no recognised demand in 2018/19
Trade Unions	129	Accumulated savings no recognised demand in 2018/19
Budget Underspends	151	

There are couple options available for the £151,000 underspend:

- Offset in part the Growth and High Needs Block deficit budgets per guidance from the DfE.
- Carry forward and include as DSG Contingency as this pot is available to the maintained schools.
- Reallocate across all schools as an in-year adjustment in 2018/19.

2.9 Recommendation

Schools Forum is asked to approve option b) to carry forward the £151,000 and include as DSG Contingency as this pot is available to the maintained schools.

All to vote

3. Growth Fund

In order to recognise support for Secondary growth the following paragraphs have been amended in the new Growth Fund criteria (Appendix B) accordingly

- Secondary Growth funding eligibility will be paid based on the October Census of year 7 pupils and compared to Y11 leavers from previous academic year.
- Secondary Growth funding will only be paid if at least 80% of year 7 pupils allocated at October census are within the catchment area of the school (excluding Exeter, Barnstaple and Newton Abbot)
- For Exeter, Barnstaple and Newton Abbot, Secondary Growth funding will only be paid if there is insufficient capacity in the neighbouring schools to support year 7 learners, especially where schools decide to take over PAN. However if there is insufficient capacity, the 80% rule may not apply if demand is within the overall catchment areas. For example, if Coombeshead College and Newton Abbot both triggered growth fund on pure growth numbers but only took 70% in area catchment, we would look at the remaining 30% and take into account the numbers from the other local school catchment.

In addition to fund the above amendments it will also be necessary to increase the amount taken from the Schools Block from £1.5m to £2.5m. This rise will take place from 2019/20 as funding for 2018/19 has already been agreed.

3.1 Recommendations

Schools Forum is asked to approve:

- The revised Growth Fund criteria (Appendix B) to be implemented from April 2018

Agenda Item 7

2. The financial plan to include an additional allocation of £1m per year from 2019/20 from the Schools Block

All to vote

MARY DAVIS
County Treasurer

JO OLSSON
Chief Officer for Children's Services

Please ask for Adrian Fox
Adrian.fox@devon.gov.uk

Agenda Item 7

DEF/18/03
APPENDIX A
DEVON EDUCATION FORUM
21 March 2018

TASKS AND DEADLINES 2017-18		
FIRST DATE	LAST DATE	ACTION REQUIRED BY SCHOOL
30 Mar	15 Apr	SCHOOL EASTER HOLIDAYS - Tasks during this period are shaded
		Undertake the housekeeping in SIMS
02 Mar	05 Mar	Printouts - Submission of Printout Queries for Period 11
	05 Mar	Supply - Last day for supply upload for February
01 Mar	09 Mar	Mutual Fund - Submission of claims to end February 2018
	09 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.
	09 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
	15 Mar	Invoices - Last date for CT10/3 s to reach Revenue section for processing into Period 12 (including internal invoice requests) (Go to Debtors)
	16 Mar	Capital – supply Schools Leasing Review to Capital Team
01 Mar	20 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
	21 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.
	22 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
19 Mar	22 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 22 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.
	22 Mar	Petty Cash - Last day for Petty Cash to be reimbursed before end of term. Submit by 5pm

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	22 Mar	Invoices - Central Payment School Online Internal Invoicing closes 5pm
	22 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 23 – 29 March would not be entitled due to the minimum 5 days waiting period.
	26 Mar	C£ASS - Final C£ASS run for OLD YEAR – non-LPS Schools. Final posting run of old year internal invoices
	28 Mar	<p>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.</p> <p>Capital - Deadline for submitting Capital Debtor / Creditor Information including supporting documentation to the Capital Team.</p> <p>Capital – 29 Mar – 12 noon SCHOOLS CAPITAL ACCOUNTS CLOSED TO SCHOOLS</p>
	28 Mar	EOY Accruals - Deadline for Final End of Year Accruals workbook and Pay – End of Year Accruals Workbook to E&L finance team – 12pm
	29 Mar	SCRAPS – all submissions to be made by 12 noon – errors may mean costs not posted to OLD YEAR if no contact at school.
02 Mar	29 Mar	Printouts - Schools Finance Team will run printouts within 2 working days after they receive your End of Year Accruals to allow checking of End of Year Accruals and other transactions.
	29 Mar	Old Year - Final BACS & Finest run for OLD YEAR – 12 noon
	29 Mar	LPS – deadline for March VAT returns 12 noon
	29 Mar	School accounts closed to Schools – 3pm
	29 Mar	Capital - Deadline for Capital “Spend by site” details to Capital team .
	30 Mar	Bank Holiday Friday
	31 Mar	Effective deadline by which goods/services need to be received/supplied to be included in 2017/18 accounts
	02 April	Bank Holiday Monday
	03 Apr	<p>FMS – Period 13 opens</p> <p>FINEST - NEW FINANCIAL YEAR OPEN AND AVAILABLE</p> <p>First Cheque and BACS run in the New Year</p>
	03 April	Journals - On-line Journal Transfers close – 4pm
	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.
	04 Apr	Printouts - Schools Finance Team will run the normal monthly printouts to allow checking of End Of Year Accruals and other transactions.

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	05 Apr	FINAL ADJUSTMENTS - submission of <u>significant</u> corrections and <u>significant</u> omissions
	07 Apr	LPS - Submission of Final Accounts returns
	12 Apr	SCHOOLS LEDGERS CLOSED – 5pm
	16 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 2017/18

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

Growth Fund (April 2018)

1. Local authorities may top-slice the DSG in order to create a Growth Fund to support schools which are required to provide extra places in order to meet basic need within the authority, including pre-opening and reorganisation costs. The growth fund may not be used to support schools in financial difficulty.
2. The growth fund is ring-fenced so that it is only used for the purposes of supporting growth in pre-16 pupil numbers to meet basic need, to support additional classes needed to meet the infant class size regulation and to meet the costs of necessary new schools. These will include the lead-in costs, post start-up costs and any diseconomy of scale costs.
3. The fund will be for the benefit of both maintained schools and academies. The Schools and Early Years Financial Regulations 2013 have been updated and now allows local authorities to carry over any unspent money from the 2013-14 growth fund to be used for the same purposes in 2014-15.
4. Essentially there are four categories of growth:
 - a. Reception Growth (where reception aged children defer entry until January)
 - b. Increase in school places in existing schools required to meet localised demand (demographics, housing developments) – known as “basic need”
 - c. New schools required to meet localised demand (demographics, housing developments) – known as “basic need”
 - d. Other exceptional in-year increase in school places, not related to basic need demand
5. Only the second and third of these may be met from the Growth Fund – where a school is experiencing financial pressures due to an exceptional in-year increase in pupil numbers not related to basic need, a maintained school may apply to the LA for contingency funding. Academies would need to apply to the EFA.
6. Local authorities are expected to request approval to vary the pupil numbers for calculating funding for specific schools where:
 - There has been, or is going to be, a reorganisation
 - A school has changed, or is going to change, its age range either by adding or losing year groups
 - Where a new school (other than a free school) is opening, the estimated number of pupils expected to join the school in September
 - Where a school (including free schools and academies) has opened in the previous seven years and are still adding year groups
 - Where the growth fund (a suitable route for short term increases in pupil numbers and bulge classes) may not be suitable because the scale of change in pupil numbers is sufficiently great that it should be applied to all factors in the formula.
 - Where pupil numbers have been adjusted and included in the individual school budget calculations the growth fund will only fund pupils over and above that estimate. Therefore, where the local authority specifically requests a school increase its place numbers and agrees that an additional class is required and as a consequence varies the pupil numbers on the authority pro-forma tool (APT), there will be no additional lump sum payment from the growth fund.
 - Estimates may be adjusted each year to take account of the actual pupil numbers entering the newest year group in the previous funding period.

Criteria

Existing Schools - Exceptional in year growth - basic need

7. Additional funding will be made available to schools and academies in circumstances where:-
 - The Council approves an increase in the capacity of a school/academy

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- A school/academy carries out a formal consultation at either the request of the Council or supported by the Council
- The Council requests a school/academy to increase their PAN to meet localised demand

8. Funding methodology

Primary Schools	Increase in pupil number threshold must be greater than:
Schools with 200 pupils or fewer	10 pupils
Schools with more than 200 pupils:	
either	10 pupils and 5% of number on roll
or	Where growth is greater than 15 pupils, all pupils above 15 will be funded, irrespective of %age growth
Secondary Schools	
Schools with 600 pupils or fewer	30 pupils
Schools with more than 600 pupils:	
either	30 pupils and 5% of number on roll
or	Where growth is greater than 45 pupils, all pupils above 45 will be funded, irrespective of %age growth

9. Exceptional growth for Secondary Schools growth will be related to the difference between year 7 cohort intake and year 11 leavers. Numbers on roll excludes 6th forms.
10. Secondary Growth funding eligibility will be paid based on the October Census of year 7 pupils and compared to Y11 leavers from previous academic year.
11. Secondary Growth funding will only be paid if at least 80% of year 7 pupils allocated at October census are within the catchment area of the school (excluding Exeter, Barnstaple and Newton Abbot)
12. For Exeter, Barnstaple and Newton Abbot, Secondary Growth funding will only be paid if there is insufficient capacity in the neighbouring schools to support year 7 learners, especially where schools decide to take over PAN. However if there is insufficient capacity, the 80% rule may not apply if demand is within the overall catchment areas. For example, if Coombeshead College and Newton Abbot both triggered growth fund on pure growth numbers but only took 70% in area catchment, we would look at the remaining 30% and take into account the numbers from the other local school catchment.
13. Funding will be provided for pupils above the threshold at AWPU x7/12 to reflect the period September to March only (as additional funding will then flow through the October pupil count) for maintained schools and September to August for academy schools (as additional funding does not flow through until the start of the next academic year).
14. Where the Authority specifically requests a school increase its place numbers and the Authority agrees that an additional class/form of entry is required, and there has been no variation to pupil numbers on the authority pro-forma tool (see paragraph 8) the school shall receive a one off lump sum payment to cover the incremental cost of the additional class.
This is based on:

Primary

Salary plus on-costs (£39,000 x 7/12)	£22,750
Initial equipping and set up costs £75 x 30	£ 2,250
	<u>£25,000</u>

Secondary

Salary plus on-costs (£46,500 x 7/12)	£27,125
Initial equipping and set up costs £150 x 24	£ 3,600
	<u>£30,725</u>

15. Funding for schools will be awarded at the greater of an increase in pupil numbers or one off additional form entry.

Existing Schools - Exceptional in year growth - housing developments

16. Additional funding will be made available to schools and academies in circumstances where a school/academy admits a significant increase in pupils to meet demand from new housing developments at the request of the Council. This is predominately in New Towns/Communities
17. The growth characteristics for an existing school situated in the midst of a major new town development are different to the situations outlined in paragraph 6 in that the rate and scale of in-year growth is significant – for example rising from a roll of less than 50 to a roll of over 300 in 3 years.
18. Trigger points will be determined for funding stepped incremental blocks of pupil numbers as the school grows. This will be based on AWPU and numbers will be reviewed at key points in the academic year, namely October, January and April.
19. Funding will be provided termly in advance (pro-rata) for estimated pupil numbers to enable planning for additional classes and resources. Actual pupil numbers are reviewed at each census date (October, January and April) and funding will be adjusted on a termly basis, avoiding over-funding. The funding therefore follows the pupils and provides the school with some certainty of funding. The method applies the net change in pupil numbers and therefore takes account of leavers as well as starters across all year groups.
20. Funding will be provided at the AWPU rate, pro-rata to the funding period that the pupils are not included in the school budget share calculation.
21. Pupil growth will be capped at 70% capacity.
Example: Using a 420 place primary school, pupil number growth above 294 will cease to be funded under this methodology and will revert to the methodology outlined in paragraph 8, with only a single reference point to the October census.
22. Funding will be restricted to a maximum of 3 years or until the school reaches capped capacity, whichever is the sooner.

New Schools

23. Application to the growth fund from a new school may only be made if the local authority has decided that it is needed.
24. There are essentially 3 elements to consider:
 - a. Pre-opening set up costs – including leadership and administration, recruitment and initial equipment set up – (for example resources and consumables such as books etc. IT, furniture and fittings are expected to be part of the design build specification)
 - b. Initial budget allocation
 - c. Expansion

Pre-opening lead in costs

25. These will vary depending on the size and nature of the school, but as a guide for leadership, management and administration: a one off lump sum payable two terms before opening as follows:

Primary	£ 75,000
Secondary	£125,000
All-through	£125,000
Initial equipping:	£75 per primary pupil place; and £150 per secondary pupil place payable two terms before opening.
26. This assumes a school is opening under the “Academy / Free School presumption” and is in receipt of the £25,000 start-up grant paid directly to the Trust by the EFA. Where a school is opening as a maintained school and is not in receipt of start-up grant, the start-up funding will be uplifted to mirror the start-up grant that the school would have received from the EFA as if it were opening as an Academy or Free School. To be clear, this will not be paid to an Academy or Free School that is in receipt of start-up grant from the EFA.

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Initial budget allocation

27. If a school opens in September, estimated pupil numbers will be included in the Authority Pro-forma Tool (APT) returned to generate a 7/12th budgets share for the September to March period. The Growth Fund will be used to subsidise the budget share if needed. The pupils actually on roll will be included in the October census and this will be used to calculate the School Budget Share from April the following year.
28. The initial budget will be calculated (pro-rata from date of opening) as per the local formula based on one full year group:

Primary	– 2 form entry	– 60 places
Secondary	– 5 form entry	– 120 places
29. The budget will include per pupil funding (AWPU); an average allocation for deprivation, low attainment and looked after children; lump sum (at the secondary rate for an all-through school); rates; split sites and sports hall allowance if applicable.
The budget will be based the prevailing rates in the Devon school budget formula.
30. The funding takes into account the costs of the sponsor taking occupation of the asset 2 months before opening. Longer periods will need to be agreed by negotiation.

Expansion

31. From the beginning of the financial year following opening, growth would be funded as per the methodology outlined in sections 7 to 16 above, for a maximum period of three years or until the school reaches capped capacity or is full, whichever is the sooner.
32. For a secondary school that has still not reached the equivalent to one full year group of 120 places at the beginning of the financial year following opening, the expectation is that the individual school budget will be topped up to a maximum total of 120 pupils from the central growth fund if the number on roll at the time of the census falls short of that.
33. The business plan will need to clearly identify pupil growth assumptions, which should be realistic and evidence based. Growth funding will be time limited to a long stop maximum of 5 years on the presumption that the sponsor will have a clear plan to operate at PAN, and so by this time the school should be completely viable through the usual school budget share. This will encourage efficient deployment and allocation of resources as the school grows and will protect the growth fund against long term, non-sustainable commitments where demographic change falls short of expectations
34. Leaving aside the start- up grant, at no point will the temporary funding supplied to a new school lift its funding level beyond what it would receive when operating at full capacity.
35. The decision to provide start-up funding and the level of funding allocated will take into account the local context and potential impact on other schools' sustainability.

Special School / Alternative Provision Expansion

36. Where the Authority specifically requests a Special School / Additional Provision increase its place numbers the school shall receive a one off lump sum payment to cover the incremental cost to provide staff appointments.
This will be calculated as follows:

Alternative Provision initial equipping and set up costs £150 x 3.75 x no. of places
Special Schools initial equipping and set up costs £150 x 4.25 x no. of places

Item & no.	SFG Decision	DEF Action
Item 2a Cranbrook	<p>1. SFG felt that some of the projected overspends are around school choice rather than funding pressures as a result of a new and growing school. In particular the way in which the primary element of the school has been set up. The capacity in excess of the current need was something that was discussed at length and it is felt that Cranbrook could either reduce the number of classes currently run by 2 or that they do not add an additional 2 classes in September. Any current small cohorts again are a school preference and Cranbrook should also consider sharing TA's more widely across classes in the same way other existing schools need to due to funding constraints. DCC also wants to clarify that Devon is not expecting Cranbrook to split the year groups 3 and 4 as they currently stand and this should be one class, nor are DCC requiring a 3 form entry at present.</p> <p>2. SFG will consider in return the following adjustments under these circumstances:</p> <ul style="list-style-type: none"> a. Due to the concerns around the limited curriculum choices available at a new and growing school for Year 10 pupils. A lump sum to support the KS4 choices could be considered from the growth fund. Matthew Shanks is working on providing figures to be considered as part of this option. b. Due to the high level of disadvantaged children there is an element of the funding that is not being received in year (excluding the funding as part of the underlying factors within APT due to estimated pupil figures). The Pupil Premium is paid in January and there may be a way of funding some additional support to reflect this. Devon is working on providing figures to be considered as part of this option. <p>3. Disregards should stay as they are.</p>	<p>Discussion at DEF as per report.</p> <p>Figures to follow.</p> <p>Figures to follow.</p>
Item 4 SEND	<p>Re-worded Proposal to DEF:</p> <p>"Based on:</p> <ol style="list-style-type: none"> 1) Figures presented at SFG on 7th March 2018, residential placements funded from HNB only for CYP including both education health and care provision; 2) Current protocols for funding Children In Care places (for those young people with a statutory plan) between education and care 50/50; 3) New EHCP plans (therefore a joint agency approach to addressing the needs of the child); 4) Single right of redress across Education, Health and Care from April 2018, will allow health and care recommendations to be included in Tribunals. The lead judge for SEND Tribunals is very clear that 'local authority policies do not trump the law'. The law gives young people the right to request provision included in an approved list. 	<p>Discussion at DEF as per report.</p>

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	<p>We propose that from April 2018 current and future residential placements are funded on a 50/50 basis between social care and education. Noting that that is a more favourable ratio than actual costs.</p> <p>With the recent 19-25 extension and increased demand also impacting on costs, this is DCC responsibility across Children and Adult social care; Children's should be contributing the care aspect for both pre-16 and 16-19, and Adults for 19-25 young people.</p> <p>SFG also recommend that this be passed through to Cabinet by DEF.”</p>	
Item 5 Carry Forwards 2018/19	<p>3 recommendations discussed, namely:</p> <ol style="list-style-type: none"> 1) Agree deficit budgets per DEF Minutes from November 2017 per Table 1 for Growth Fund and High Needs Block. 2) Agree surplus budget carry forwards to 2018/19 as set out in Table 2. 3) Agree Option B. 	DEF to agree 3 recommendations as per SFG Report from AF.

SCHOOLS FINANCE GROUP Notes of meeting on 7 March 2018 at Coombeshead Academy, Newton Abbot					
			Attendance		
		7/03/18	3/01/18	8/11/17	12/7/17
DCC					
Adrian Fox (Chair) (AF)	Head Accountant (Education & Learning)	✓	✓	✓	✓
Simon Niles SN)	Children's Services Strategic Manager	✓	Apologies	Apologies	✓
Heidi Watson-Jones	Executive Personal Assistant			✓	✓
Olivia Mitchell	Apprentice Personal Assistant			✓	
Heather Bingham (HB)	Service Support Officer	✓	✓		
DAPH – PRIMARY HEADS					
David Barnett DB)	Chudleigh Primary	✓	✓		
Jonathan Bishop (JB)	Broadclyst Primary	Apologies	Apologies	✓	Apologies
Alun Dobson (AD)	Marwood Primary	✓	✓	✓	✓
Jamie Stone (JS)	Denbury Primary	✓	✓	✓	✓
Paul Walker (PW)	First Federation	✓	Apologies	✓	✓
DASH – SECONDARY HEADS					
Daryll Chapman (DC)	Okehampton College	✓	✓	✓	Apologies
Lorraine Heath (LH)	Uffculme College	Apologies	✓	✓	Apologies
Gareth Roscoe (GR)	The Park Community School	✓	Apologies	✓	
Matthew Shanks (MS)	Education South West	✓	✓	✓	✓
SHAD – SENITIENT (SPECIAL SCHOOLS)					
Keith Bennett (KB)	Marland School	✓	Apologies	✓	Apologies
Jacqui Warne (JW)	Learn to Live Federation	Apologies	✓	✓	Apologies
DAG – GOVERNORS					
Faith Butler (FB)	Special	Apologies	Apologies	✓	Apologies
Malcolm Dobbins (MD)	Primary	✓	✓	✓	✓
Jill Larcombe (JL)	Secondary	-	Apologies		Apologies
Alex Walmsley (AW)	Secondary	✓	✓	✓	✓
EARLY YEARS PROVIDERS					
Gemma Rolstone (GeR)	Early Years – NDNA for PVI providers	-			✓
Sandra Barnett (SB)	Early Years / for PVI providers	✓	✓	✓	
In Attendance:					
Julia Foster	DCC - SEN Strategy Manager	✓	✓	✓	✓
Katrina Callcutt	DCC – Finance	✓	✓	✓	
Dawn Stabb	Head of Education & Learning	Apologies	Apologies	✓	
Matt Thorpe	Senior Assistant County Treasurer	✓			
Karlien Bond		✓			

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1. Item/Focus: Minutes and Matters Arising from meeting on 3rd January 2018

Discussion: Actions from 3.1.18 checked through and comments noted as follows:

ITEM 3: SEND/HIGH NEEDS

Regarding arranging for the MP, Mel Stride, to be invited to this meeting – AF advised he had discussed with Dawn about the invite, but in light of the meeting happening just after the previous SFG between the LA, Heads and MPs in London it did not seem necessary. However, if anyone wished this to be pursued then it would have to be a Friday.

ITEM 6 MUTUAL FUND

AF confirmed this is now all on the website - levels and costs.

Key Decision/ Issues for DEF:	Minutes were agreed as an accurate record.
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Action:	
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2a. Item/Focus: Growth Policy Growth Policy - Cranbrook Presentation. PFI

Discussion:

Moira Marder (MM) and Sue Pym (SP) thanked the group for the invitation. They are in their 3rd year of operation at Cranbrook, but it is a financial challenge:

- They do not yet have all year groups in school;
- £140,000 in-year deficit this year despite everything looking good;
- As a Trust they do not have funds to bail them out;
- 40 extra pupils, 300 on roll;
- An all-through school, but only one lump sum so cannot sustain the disregard;
- 50% special needs in secondary and 25% special needs in primary;
- High building costs, as they have to open all the campus and set up classrooms, also have a legacy electricity contract with e-on with high costs.

Low pupil numbers and costs of provision per pupil - AWPU cost per pupil much higher. Influx of numbers expected year on year, so they need a good growth model for funding. Looking at a 10-14 increase in year groups next year, so this is a challenge to the Head Teacher to respond, especially with 1-in-3 pupils having high needs. There are children coming to the secondary who cannot read or write. Some small classes are not economic to run, eg one with 10 pupils. When asked why they are not combining such classes, they explained there is no potential to move the pupils round but some year groups have been combined. Year 2 was split on LA advice because St Martin's was full.

However, it is the secondary lump sum which is the real issue and others agreed that this did not make sense. Cranbrook has the one of the highest levels of deprivation in Devon. The population is coming but not there yet. Questions raised around St Martin's numbers, whose growth has been incredibly rapid, and Cranbrook have to link in with St Martin's who are now full.

The lump sum is the exceptional factor. Key recommendation would be to look at as a whole school and what the threshold should be. Running as one leadership, not 2, on low leadership scales and Heads of Key Stages,

decisions based on funding, eg NQTs for new teachers. Struggling with recruitment – as not to normal timescales – difficult to get top people in. Next year 58 1st place offers, PAN of 120, need to plan for 3 form entry at secondary, but with disregard of 30, will not get funding for that 3rd class. Offering a narrower curriculum, and needing to be careful about options in years 10 and 11. KPIs – lower than national average. Optimised membership of MAT, eg staff secondments from ISCA etc.

Cranbrook would like the following recommendations considered:

- consider level of disregard;
- re-consider in terms of only having one lump sum;
- if they have to put a class on at County's request, not to use lump sum for that class; and
- whether these arrangements could then carry on until 2019/20.

AF advised that the one lump sum is through Government criteria and agreed as part of the consultation.

MM reiterated that the secondary side is just not working, and that a growth model is needed now. Disregards for secondary would help the whole school. Cranbrook are getting a lot of overspill from Exeter, which is potentially worrying if pupils from Cranbrook were not then able to attend Cranbrook.

AF confirmed that APT uses estimates for Cranbrook, which was an additional 60 for next year, and funding is going in for this initial 60. SP advised that their Reception projection is full for September 2018; their TA ratio is lower than the national average and the theory is that there will be 14 new pupils in each year group.

DC raised the question of disadvantaging KS4 pupils as a result of the narrow curriculum.

AD queried the following year's deficit – presumably double?

JS asked why not an 8-class structure for September? SP explained that where they have split a class, they have then removed the TA support.

In summary, MM argued the uniqueness of Cranbrook, and the number of high needs pupils at the school, eg they have children excluded from 5 other secondary schools.

Suggestion to look at the secondary disregard until the school is full.

Cranbrook does not attract any other funding – eg no capital allocation as it is a new school and no SIF.

Having presented their case, MM and SP left the meeting.

Discussion then focused on Cranbrook and AW asked if they would prefer him to leave the meeting but it was agreed he should stay.

AF confirmed that the Year 2 class at Cranbrook is funded.

In view of The Ted Wragg Multi Academy Trust running the new Free school in the South West of Exeter, questions were raised as to whether the all-through structure for Cranbrook had not worked, or if it was a particular case? The issue at Cranbrook centred on growth around the secondary but the primary should be okay and the group wondered if £80,000 could be freed up from the primary? It was felt that local comparisons might be helpful. Questions were raised about pupil premiums and how many un-funded disadvantaged children there were, especially if incoming pupils have significant issues but their funding will not arrive until next year. SN confirmed there was quite a high level of need, and one issue was children coming in from outside the catchment area as parents of SEN tend to go to smaller schools. AF advised that APT 361 across all school based on 413 for a full academic year.

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In-year growth of secondary is also an issue. Still in 1st 3 years, so reviewed on the termly census. Across the whole year they came in at 20. The secondary issue may be difficult to address now, but there is something that could be done to plan their primary issue. They are opening Year 10 this year, so is this the issue? The MAT is managing other secondary schools, and it is clearly working across the Trust, so what is going wrong here? Year 9 is the trigger, is there a need to fund this now and change our formula so that it is not a challenge for the next new secondary?

Summary of discussion:

1. SFG felt that some of the projected overspends are around school choice rather than funding pressures as a result of a new and growing school. In particular the way in which the primary element of the school has been set up. The capacity in excess of the current need was something that was discussed at length and it is felt that Cranbrook could either reduce the number of classes currently run by 2 or that they do not add an additional 2 classes in September. Any current small cohorts again are a school preference and Cranbrook should also consider sharing TA's more widely across classes in the same way other existing schools need to due to funding constraints.

DCC also wants to clarify that Devon is not expecting Cranbrook to split the year groups 3 and 4 as they currently stand and this should be one class, nor are DCC requiring a 3 form entry at present.

2. SFG will consider in return the following adjustments under these circumstances:
 - a. Due to the concerns around the limited curriculum choices available at a new and growing school for Year 10 pupils, a lump sum to support the KS4 choices could be considered from the growth fund. Matthew Shanks is working on providing figures to be considered as part of this option.
 - b. Due to the high level of disadvantaged children there is an element of the funding that is not being received in year (excluding the funding as part of the underlying factors within APT due to estimated pupil figures). The Pupil Premium is paid in January and there may be a way of funding some additional support to reflect this. Devon is working on providing figures to be considered as part of this option

Key Decision/ Issues for DEF:	<ol style="list-style-type: none"> 1. Review Cranbrook's primary structure for funding; 2. Disregards should stay as they are, where it is a new growing school, 2 years of extra cost relating to the introduction of KS4; 3. See their planned curriculum – is this currently as efficient as it can be? Fund from Year 10 – amount – MS to discuss with AF. 4. Disadvantage issue – how many children have come in who are not on their pupil allocation, are they above the norm?
Actions:	MS to provide figures relating to supporting KS4 choices; and DCC to provide figures as part of 2b summary of discussion above.

2b. Growth Policy - Secondary Growth

SN clarified that Appendix A of his report does not include proposed changes to growth fund and as reported to SFG two meetings ago, the impact of £400,000-500,000 a year.

In the November 2017 SFG meeting, we responded as to how some Academies are able to attract additional funds from Government.

Factor in 2018/19 – some secondary schools will need to expand which will trigger growth funds - £400k a year, so most of the hypothetical surplus will go. We will have a clear position in the October 2018 census, and will 'number crunch' going forward but looking at an additional million from 2019/20. Unfortunately, last week's

<p>meeting in London was postponed due to the weather so no information available today.</p> <p>JS suggested that SFG accept the request to increase the funding taken from DSG and put into the growth fund (an extra million) for 2019/2020 and then review it in light of expected news from DfE regarding growth fund in 2020 when NFF comes into full effect.</p> <p>Regarding the definition of catchment areas – AF advised this was based on information which DCC’s Admissions hold on students and their school designated areas, a minimum of 80% of Year 7 intake needs to be within catchment. In areas where there is more than one secondary (Exeter, Barnstaple and Newton Abbot), an area view will be taken.</p>	
Key Decision/ Issues for DEF:	AF: Add the million from 2019/2020. Revision with regard to 80% of secondary schools within growth criteria? AF then referred specifically to points 11 and 12 of his report as recommendations for DEF.
Actions:	AF to put above decisions through to DEF.
3. Item/Focus: DSG monitoring – month 10	
<p>Discussion:</p> <p>AF reported a net overspend of £2.7m. High Needs accounts for £2.5m, which shows movement from month 8, so starting to see more.</p> <p>De-delegated budgets, 1.3, additional increases to carry forwards in contingency pot and Trade Unions, slight reduction in maternity fund – to be discussed later in meeting.</p> <p>High Needs Block – seen reduction, part-year funding for 7 residential places of 80 places backdated to November but for 2018/19, an extra £200,000 not planned for. AGREED 50/50 funding, based on current funding.</p> <p>Regarding Point 2, AF wanted to make everyone aware of the closedown timetable, and the very tight turnaround for schools, all actions need to be completed by 29 March.</p>	
Key Decision/ Issues for DEF:	
Action:	
4. Item/Focus: SEND/High Needs Update	
<p>Discussion:</p> <ul style="list-style-type: none"> JF referred to her report, SEN particularly, not AP provision suggesting this may need to be brought forward in future agendas. The 4 main areas are: funding into mainstream settings, ensuring special school capacity, challenges in the independent sector and use of education funding to support provision. CIC 50% in residential special schools. Children in residential placement with care costs - £2,100,000 from HNB for the 30 in care – of which £1,000,000 is for care cost. There is no route for children not in care. Placements made through SEN and the Local Authority (LA) funds it – hence a large part of education funding is coming in as care. Devon is unusual in this: in Torbay there is a contribution and Plymouth have a sliding scale. It was AGREED that this issue needs to be raised with Jo Olsson (JO) and JF advised that, in her experience, JO would prefer a proposal (via the DEF Agenda). It is not joint agency, nor CiC. JF’s concern is the growth, 	

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already 14 in post-19. Is there already a mechanism? Only for CiC. The following draft wording for a proposal to JO via DEF was agreed – **Action:** HB to send to JF and AF after the meeting for them to finalise and send to Fiona Rutley for the DEF agenda (as deadline tomorrow):

Draft proposal:

“Based on figures presented at SFG today (7.3.18), protocols for funding CIC places, EHCP plans - therefore a joint agency approach to addressing the needs of the child and that that is a more favourable ratio than actual costs, and also based on the latest legal judgement, SFG **propose** that current and future residential placements are funded on a 50/50 basis between social care and education. With the recent 19/25 agenda significantly impacting on costs, adult social care should be contributing the care aspect with effect from 1 April 2018. SFG recommend that this be passed through to the Executive by DEF.”

JF reported that of the growth in post-16 and post-19 – 300 are NEET – attempts at re-engagement needs to be proven before they can stop and that it is the young person’s decision to cease education. 19-25s have seen a steady increase every year and there is still time for them to come forward. Post-19 will keep growing. JF working with adult social care about the difference between enabling and education, and the offer.

High Needs Block – SEN actions looking at trying to address some of the issues, eg specific providers, brokerage model, etc – The Action Plan is there – JF would recommend going to DEF, for them to come back to SFG if necessary.

KC talked through the A3 spreadsheet document, showing how they are starting to work through and identify savings.

Key Decision/ Issues for DEF:	Finalised wording of proposal: “Based on: 1) Figures presented at SFG on 7th March 2018, residential placements funded from HNB only for CYP including both education health and care provision; 2) Current protocols for funding Children In Care places (for those young people with a statutory plan) between education and care 50/50; 3) New EHCP plans (therefore a joint agency approach to addressing the needs of the child); 4) Single right of redress across Education, Health and Care from April 2018, will allow health and care recommendations to be included in Tribunals. The lead judge for SEND Tribunals is very clear that ‘local authority policies do not trump the law’. The law gives young people the right to request provision included in an approved list. We propose that from April 2018 current and future residential placements are funded on a 50/50 basis between social care and education. Noting that that is a more favourable ratio than actual costs. With the recent 19-25 extension and increased demand also impacting on costs, this is DCC responsibility across Children and Adult social care; Children's should be contributing the care aspect for both pre 16 & 16-19 and Adults for 19-25 young people. SFG also recommend that this be passed through to Cabinet by DEF.”
Action:	HB – email draft wording of proposal to JF and AF for proposal to DEF re: 50/50 split – education and social care for children in a residential placement with care costs. JF/AF – agree final wording of the proposal and send to FR to go on to the DEF Agenda.

5. Item/Focus: Carry Forwards 2018/19	
<ul style="list-style-type: none"> No finalised figures but to agree stages going forward. Month 10, deficit budgets. £2,700,000. Discussion with DfE taking back £175,000 so that will make that figure, nearer £2,900,000. Maintained or special school balances will automatically be carried forward, but will not know actuals until closure of accounts on 31st March. Total De-delegated budgets: £778,000 - maternity £187,000, and Schools and DSG Contingency £610,000. Phase Associations: DAPH £82,000 and DASH £43,000 – Total Central Provisions budgets: £125,000. Total High Needs: £46,000 for hospital education and £19,000 Mainstream SEN. Total Early Years: £147,000 – Early Years Pupil premium £137,000 and Early Years Growth Fund £10,000. <p>This totals £1,105,000 carry forward requested.</p> <p>Table 3 – historically rolled forward but no recognised demand in 2018/19 – 3 options for using: TU costs raised as £262,000 net budget which has reduced.</p> <p>Recommendations: 3 recommendations discussed, namely:</p> <ol style="list-style-type: none"> 1) Agree deficit budgets per DEF Minutes from November 2017 per Table 1 for Growth Fund and High Needs Block. 2) Agree surplus budget carry forwards to 2018/19 as set out in Table 2. 3) Agree Option B. <p>SFG decided Option B is the safe option – it keeps money live and FIPS could help a number of schools.</p>	
Key Decision/Issues for DEF:	Option B agreed.
Action:	
6. Item/Focus: Mutual Fund Board and appeals	
<p>AF Update: For a rebate funded before the end of this financial year, claims need to be in this week, 9 February and March claims in by 22 March, which then gives the last week before the end of term to get funding out.</p>	
7. Item/Focus: Any Other Business	
<ul style="list-style-type: none"> AD raised a DEF request for an SFG HT rep to present issues to the Forum (rather than expecting the group to pick out nuances from the minutes). As it was difficult for HTs to get to meetings, it was suggested that a one page 'Decisions/Actions' page go out with the Minutes. MS – raised venues for future SFG meetings, suggesting sharing round schools (perhaps with a short tour?) to make it easier for colleagues from other places. KB offered Marland School in north Devon for the May meeting. 	
8. Item/Focus: Items for DEF	
<ul style="list-style-type: none"> Growth policy – value for KS4 as it changes round second growth, add the extra £1,000,000 in and change criteria for secondary schools. HNB – add to DEF Agenda around care provisions. Carry Forwards - Agree carry forwards as per those tabled, SFG preferring Option B for the treatment of the unallocated funds to FIPS contingency. 	

SCHOOLS ORGANISATION, CAPITAL AND ADMISSIONS GROUP

Notes of meeting on 27 February 2018 at Larkbeare House

		Attendance			
		27.2.18	9/1/18	26/9/17	6/6/17
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	Apologies	✓
Heidi Watson-Jones	Executive Personal Assistant			✓	✓
Heather Bingham	Service Support Officer (Education)	✓	✓		
DAPH					
Hilary Priest	The Grove Primary	Apologies	-	✓	✓
Caroline Booter	Hatherleigh Primary	✓	✓	✓	Apologies
Alun Dobson	Marwood Primary	✓	✓	✓	✓
Jan Reid	Yeo Valley Primary			✓	✓
Penny Hammett	Payhembury Primary	✓	✓		
DASH					
Daryll Chapman	Okehampton College	✓	✓		✓
Paul Cornish	Newton Abbot College	Apologies	Apologies	Apologies	Apologies
Rob Haring	Ivybridge Community College	Apologies	✓		✓
SENTient Heads					
Karen Rogers	Lampard School		Apologies		Apologies
Sam Barham	Lampard Community School	✓			
Sarah Pickering	Mill Water School	-	✓	✓	✓
Claire May	Pathfield School	-	✓		
DAG					
Ian Rogers	DAG	✓	✓	✓	✓
Diocesan Representatives					
Mary Cox	Plymouth CAST		-	Apologies	Apologies
Christina Mabin	Exeter Anglican Diocese (Admissions)	Apologies	Apologies	✓	✓
Sarah Owen	Diocesan Education Officer – Compliance, Support and Communications (attending for Christina Mabin)	Apologies	✓		
Richard Power	Exeter Anglican Diocese (Capital)	-	✓		
Union Representatives					
John Staddon	TCC	✓	Apologies	Apologies	Apologies
Steve Ryles	JCC	-	-		✓
In Attendance					
Nigel Coleman	NPS	Apologies	✓	✓	-
Simon Niles	DCC	Apologies	✓	✓	
Robert Money	DCC		✓		

1. Item/Focus: Minutes and Matters Arising from meeting on 9 January 2018

Discussion: Due to road/traffic issues, several people were unable to attend and it was at the Chair's discretion to continue, which was agreed by those present.

- AB provided an update on the item regarding applications received by schools during the holidays.

<p>In order to improve information from schools to the Local Authority as soon as possible before the summer holidays, there would be a new form for schools to complete, asking how many in each year group, the numbers the school is working to, comments on each year group and a 'Yes/No' question as to whether or not the school is comfortable with offers of places being made by the Local Authority on behalf of the school, if there are spaces. The two dates in August (eg Thursday 23 August for secondary schools and Thursday 16 August for primary schools) were previously mentioned and would be the dates by which someone would need to have accessed emails, respond to them and go back to the Local Authority Admissions Team before September, advising 'Yes or No', with the expectation that the school would then follow the usual process. The LA would need to have those contact details for schools. Simon is expecting AB and Rob to have a further meeting to finalise the detail and bring this to the next SOCA meeting in June. DC and CB both confirmed that the idea had been shared with people and it was agreed that it made sense. It will go out in both DAPH and DASH newsletters.</p>	
Key Decision/ Issues for DEF:	<ul style="list-style-type: none"> Minutes of previous meeting agreed as an accurate record.
Actions:	<ul style="list-style-type: none"> AB to produce a flow diagram to make this process easier to understand and follow, and avoid any confusion.
2. SEN Strategic Review/Development Plan update – Andrew Brent (in Simon Niles' absence)	
<p>Discussion: In SN's unplanned absence, AB talked through his interim report, the final version of which will go to Cabinet on 14 March. The findings are not particularly surprising, in that children in Devon with a statutory plan are performing at, or higher than, the national average. Exclusions are, however, higher than average, ASD and SEMH are areas for growth, and there are some problems with post-19 provision. The output from the demographic review will not be available until the end of March and will need to be considered in the next update. The Chair thanked Andrew for delivering this paper at such short notice, and invited questions/comments.</p> <ul style="list-style-type: none"> DC commented that, again, there is nothing for West Devon and asked where we are with Schools Company for North Devon – where will those excluded pupils go, especially those with SEN? It was AGREED to ask Simon for a post-meeting note update as the next SOCA meeting is not until June. AB to take these points back to Simon. Christine reported that papers regarding Charlton Lodge are going to SEN Board tomorrow (28.2.18). DC also asked about Route 39. CMcN advised that we still do not know as nothing has been heard from Schools Commissioner. There is a temporary Head until the end of the school year. 	
Key Decision/ Issues for DEF:	
Action:	AB to report back to SN and ask him to send round a post-meeting note/update on questions raised above. (done 27 Feb)

Post-meeting comments from SN:	<p>Route 39</p> <p>The RSC has confirmed</p> <p>“We have considered proposals from a number of multi-academy trusts and Launceston College MAT has been identified as the best option to deliver the rapid improvement in school standards required at Route 39 Academy.</p> <p>The Department will now work with all parties to ensure a smooth transfer and we expect the school to join Launceston College MAT at the end of the academic year.”</p> <p>SchoolsCompany North Devon</p> <p>There have been significant changes at Trust/Leadership level and there will be further communication with schools regarding these changes in the next week or so.</p> <p>West Devon</p> <p>There is currently insufficient data/demand to consider a bespoke special school provision in West Devon. Clearly for some students, there are significant travel distances. This will be reviewed when our longer term demographic modelling is completed.</p>
3. School Organisation Update Report	
<p>Discussion:</p> <ul style="list-style-type: none"> Christine talked through her report advising that: <ul style="list-style-type: none"> Cherie White will be the Interim Principal of Route 39 Academy until the end of the school year; Schools Company has been rated Inadequate by Ofsted; St John's, Topsham also found to be Inadequate and is to become a sponsored academy; Oaklands/Ratcliffe amalgamation going forward; Charlton Lodge – free school presumption – 50 places for pupils with ASC AGED 11-16; Okehampton New Primary – scheduled to open September 2018. Regular meetings with DfE, Exeter Diocese and Schools Commissioner. Currently only 17 applications but this is expected to rise. Sherford – still low numbers but expected to increase. New Growth fund paper going to SFG on 7 March, and will be copied to SOCA. 	
Key Decision/ Issues for DEF:	
Action:	
4. Early Years Update Report – Fran Butler	
<p>Discussion:</p> <p>FB talked through the Early Years and childcare Service report, referring to openings and closures, including 2 academy nurseries in Dunsford and Witheridge, and 4 new private and voluntary group providers, namely: Muddy Boots, Venture Outdoor Kindergarten, Carousel Childcare and Ronnie's Rainbows.</p> <p>Giving an update on 2-year old funding, FB advised that they had previously been advised by the DfE not to allow any Golden Tickets – but in a recent webinar now told that we can use the DWP list and can send them out, in March, to families on Universal Credit who meet the threshold.</p> <p>Regarding survey returns from providers, Claire Rockcliffe has sent out a reminder but a lot of these are</p>	

needing to be done over the phone. There will also be a reminder in the DAPH newsletter, simply: Please return the annual survey of providers **NOW**. If we cannot include all funded children on the census then next year's funding will be affected.

A letter will be going to the Regional School Commissioner re: schools/academies who have extended their age range without consulting the Local Authority, but who are approved through the RSC on the back of moving to Academy status. FB to bring back response from the RSC to this meeting.

Key Decision/ Issues for DEF:

Action: FB - to report back on response from Regional School Commissioner re: academies extending their age range without consulting the LA.

5. Admissions Policy

Discussion:

i) Determined Admission Arrangements

- AB advised that the Fair Access Protocol had been agreed by Cabinet.
- GDPR – flag up Data Protection Statements as these will affect every school and every parent. DAPH have done some training and Babcock also offering this.

Recommendations: Note the new Admission Arrangements determined by Cabinet – any objections to be returned by 15 March.

Distance of travel – 20 minutes (4.2) – reducing the reasonable distance is designed to keep children as close as possible to where they live. It is also a financial consideration as taxis can be a significant expense. This will only apply to new placements; Children in Care and those with EHCPs are considered outside Fair Access Protocols.

Recommendations 1-4 NOTED by the Group.

ii) LA Annual Admissions Report

It was DULY NOTED that members are invited to include any points for comment by the end of June.

Key Decision/ Issues for DEF:

Action:

6. NPS update report – Chris Dyer talked through Nigel Coleman's report

Discussion:

Nigel's report provided number of schools, pupils, etc. Pages 2 and 3 gave a breakdown of compliance testing and follow up and CD explained the difference between DMP, VA and DAMA, adding that all percentages were good.

Whilst the group agreed that rag rating was helpful, it was felt that it would be useful to know what the tolerance is, which are the areas to be concentrated on, what makes an area red, etc. CD to ask NC to explain the rag rating to the group.

Key Decision/ Issues for DEF:	
Action:	CD – to ask NC for rag rating explanation (as outlined above).
7. Capital Maintenance Programme verbal update – Chris Dyer	
<p>Discussion: Capital programme now set, broadly, at £5m but final allocation to be confirmed by the Department on 31.3.18. NPS engaged to take up to tender stage and hold until confirmation from Department. CD's 'guestimate' about £5½m this year, so kept some back and over-commissioned some over, so if we get more these can be brought back into the programme quickly.</p> <p>DfE steering group – CD reported that the CDC ESFA survey (data collection) programme for school inspections is about 6 months behind and they have not released information to schools to check because of the very large data files which will not transfer (mostly due to large number of photos for identification of buildings. They know they are behind and are trying to address this. The next meeting will be in mid-April.</p> <p>The Education Buildings Officers group meets with the Department twice a year and the meeting a month ago was very informative. There may be some new initiatives in type of 3rd round priorities schools building programme. They are working on a number of guidance documents – eg asset management and schools' estates now on the website, particularly aimed at academy estates so they have a template to work through.</p> <p>CB asked when they will hear and was advised that they should have a visit soon, probably from Dave Cox, so schools could contact him now.</p>	
Key Decision/ Issues for DEF:	
Action:	
8. Any Other Business	
<p>Discussion:</p> <ul style="list-style-type: none"> - John Staddon enquired about contact for courses to be promoted in school newsletters and was advised to contact Claire Coates at the DAPH Office. - John also explained that it was proving difficult for someone to attend in his place as he has to send his Apologies for the next two meetings but will try to find someone. - FB handed out leaflets. - Apologies from DAG as they had had problems with their website, so there have not been any updates. <p>There being no other business, the meeting closed at 10.45 am.</p>	
NEXT MEETING	
<p>Tuesday 5 June 2018 9.30am at Larkbeare (Exe Room)</p>	

