

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 : 12 June 2018
Please ask for : Fiona Rutley 01392 382305

Email: fiona.rutley@devon.gov.uk

DEVON EDUCATION FORUM

Wednesday, 20th June, 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

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

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 21 March 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 Head of Education & Learning Update
Head of Education & Learning to report.

SPECIFIC AGENDA ITEMS

ITEMS FOR DECISION

- 7 Finance Update (Pages 7 - 12)
Report of the Chief Officer for Children's Services and County Treasurer (DEF/18/05) attached.

ITEMS FOR DEBATE AND INFORMATION

- 8 Dedicated Schools Grant Month 1 (High Needs) Update (Pages 13 - 14)
Report of the Chief Officer for Children's Services and County Treasurer (DEF/18/06) attached.
- 9 Financial Intervention Panel (FIPS) Annual Report 2017/18 (Pages 15 - 20)
Report of the Chief Officer for Children's Services and County Treasurer (DEF/18/07) attached.
- 10 DEF Proportionality and Elections 2018
To note that based on pupil census data 2018 (predicted to September 2018), no change in the proportionality of seats on the Devon Education Forum has been made wef September 2018, as previously advised.

Elections of Schools and Academies Members (and some other appointments) are currently in progress for the 4 year period 1 September 2018 - 31 August 2022, with elections planned prior to the end of the summer term 2018. Details are available via fiona.rutley@devon.gov.uk (DEF contact), or the phase associations.

STANDARD AGENDA ITEMS

ITEMS FOR DEBATE AND INFORMATION

- 11 Standing (and other) Groups (Pages 21 - 32)
To review action for the Forum from its groups and to receive minutes:-

(a) Schools' Finance Group

Minutes of the meeting held on 23 May 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 5 June 2018, attached.

Also available at

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

12 Correspondence

13 Dates of Future Meetings

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

21 March 2018

Present:-

Schools Members

Primary School Head teachers

Mr A Dobson

Mr J Stone

Mr M Boxall

Marwood Primary

Denbury Primary

Exeter Children's Federation

Primary School Governors

Mrs A Blewett

Mr M Dobbins

Ms M Wallis

Kings Nympton Primary

Exmouth Marpool Primary

Whimple School (**Chair**)

Secondary School Head teachers

Ms M Marder

Ms A Mitchell

Mrs J Phelan

Mr M Shanks

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

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

Cullompton CC

Education South West (*Academy Member*)

Secondary School Governors

Ms J Elson

Mrs J Larcombe

Mr T Newman

Exmouth CC (*Academy Member*)

Uffculme Academy Trust (*Academy Member*)

Chulmleigh Academy Trust (*Academy Member*)

Nursery School

Mrs S Baker

Westexe

Special School HeadTeacher

Ms B Caschere

Exeter Southbrook School

Special School Governor

Mrs F Butler

Marland School

Alternative Provision

—

Non-Schools Members

Ms B Alderson

Mrs S Barnett

Mr B Blythe

Teachers Consultative Committee

Early Years Private, Voluntary & Independent

16-19 West England School & College

Observer

Councillor J McInnes

Cabinet Member – Children's Services and Skills

Apologies

Mr J Bishop

Mr P Walker

Mr A Walmsley

Mr R Haring

Mrs T Sturtivant

Mr J Searson

Cornerstone Academy Trust (*Academy Member*)

First Federation Trust (*Academy Substitute Member*)

First Federation (*Academy Member*)

Ivybridge CC (*Academy Member*)

Tiverton High

Exeter Diocesan Board of Education

Minutes

DECISION:

That the minutes of the meeting held on 15 January 2018 be signed as a correct record.

67

Minutes

DECISION:

That the minutes of the meeting held on 15 January 2018 be signed as a correct record.

68

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

DISCUSSION:

Matters discussed within the Head of Education & Learning's Update minute.

69

Membership

DISCUSSION:

The following membership changes were noted:-

Mr Arnet Donkin had resigned as 16-19 substitute member, with elections in hand for his replacement.

ACTION:

County Solicitor (Fiona Rutley)

70

Head of Education & Learning Update

DISCUSSION:

The Head of Education & Learning reported on progress with:-

Public Health Nursing and Portage was to be in-sourced into Children's Services and Education & Learning respectively wef April 2019, with benefits from these services being joined up;

Safer Devon Partnership funding was to be available to support personal, social, health and economic education (PSHE), with 100k over the two phases (education/core) to support staff to deliver the curriculum;

Devon County Council had met its target to transfer all Special Educational Need statements to new Education Health and Care Plans by 31 March 2018. However there was continued concern at the length of time taken to progress new assessments. The Council had approved an additional 10 staff to increase turn around and the quality of EHCP work, together with an additional 2 staff for the independent advice service and increases in the educational psychologist's team wef 1 April 2018;

Strategy Improvement Fund bids for mathematics, middle leadership mathematics and training and support for governors and other bids from teaching schools

Alternative Provision government review, where Devon Inclusion Project had already identified themes and the Regional Schools Commissioner was working with SchoolsCompany Trust and other providers to secure the provision.

The following documents (links below) were also drawn to members' attention:-

-CS/18/10 2017-18 Strategic Review of SEND Provision (to Cabinet, 14 March 2018), with funding schools could bid for, for small changes eg break out space.

<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), showing that Devon was 9 out of 52 LAs nationally for its performance for children with SEN and EHCP at key stage 2. The Phonics dip was due to the cohort of children with particularly complex needs. Exclusions of SEN pupils remained an issue which was being picked up by the Devon Inclusion Project.

<http://democracy.devon.gov.uk/documents/s15214/CS1813%20-%20Q3%20EAL%20Performance%20Report.pdf>

The associations congratulated the Head of Education & Learning on the positive action and progress above.

DECISION: that Devon's success in bids, SEN performance, EHCP target and SEN additional staffing resources for EHCP plans as above be welcomed.

ACTION:

Head of Education & Learning (information to DEF members awaited on universal cohort data as per page 3 of the CiC Annual Report)

71

Finance Update

DISCUSSION:

(Ms Marder declared an interest in the Growth Fund proposals for Cranbrook by virtue of being the Chief Executive Officer of the Ted Wragg Multi Academy Trust, of which Cranbrook Education Campus was a member - (c)(ii) below and refrained from voting on this matter only).

(Miss Mitchell declared an interest in the Growth Fund proposals for Cranbrook by virtue of being a Headteacher within the Ted Wragg Multi Academy Trust, of which Cranbrook Education Campus was a member - (c)(ii) below and refrained from voting on this matter only).

The Forum received the report of the Chief Officer for Children's Services and County Treasurer (DEF/18/03).

The Forum also noted the respective minutes of the Schools Finance Group (SFG) of 7 March 2018 and issues highlighted by SFG including:-

Growth Policy, Cranbrook (SFG note 2a);
SEND/High Needs (SFG note 4) – discussed at minute 73 below;
Carry Forwards (SFG note 5).

The report (DEF/18/03) covered:-

Budget Monitoring Report Month 10 (2017/18) - Dedicated Schools Grant (DSG);
2017/18 Advanced Notice of Planned Carry Forward;
Growth Fund.

Budget monitoring month 10 summarised the forecast position and major variations and High Needs budgets and forecast position, where continued management action was starting to come through.

In response to the growth fund discussion the County Treasurer advised that the growth fund financial plan proposals included an additional allocation of £1m for 2019/20 to be top-sliced from the Schools Block with a review taking place in following years. This would effect the amount of funding on the lump sum for primaries and free school meal factors for secondary schools. The Department for Education were currently reviewing the treatment of Growth Funding as part of the National Funding Formula which may change future decisions on whether there would be a continued need to deal with the Growth Fund locally.

The headteacher associations expressed their appreciation to officers for the ongoing collaborative working to improve outcomes.

DECISION:

(a) that month 10 DSG monitoring position as set out in section 1 of report (DEF/18/03) be noted;

(b) that in respect of the allocation of the deficit and surplus carry forward recommendations from 2017/18 as set out in section 2 of report (DEF/18/03):-

(i) tables 3 and 4 be approved/noted as indicated:-

Table 3: Deficit budgets to be carried forward

Budget Line	Amount £'000	Notes	Decision
Growth Fund	217	Deficit Balance – agreed to be carried forward by DEF (Note: Additional £175k highlighted not included at month 10)	2.1 Noted (Approved in principle 23.11.17)
High Needs Block	2,517	Deficit Balance – agreed to be carried forward by DEF	2.1 Noted (Approved in principle 23.11.17)
Total Central Provisions	2,734		

Table 4: Surplus budget carry forward requests

Budget Line	Amount £'000	Notes	Decision
Maternity	187	Rolled forward 2017/18 underspend to fund ongoing maternity cover	2.2 Noted
Schools and DSG Contingency	610	Rolled forward to fund contingency agreements in 2018/19 onwards	2.3 Noted
Total De-delegated budgets	778		
Phase Associations			
DAPH	82	Re-instated 2016/17 balances used against HNB	2.4 Approved
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 Noted
Mainstream SEN	19	Post 16 SEN – ESFA Funding that relates to summer term	2.6 Noted
Total High Needs	65		
Early Years Pupil Premium	137	PVI Pupil premium	2.7 Approved

Early Years Growth Fund	10	Slippage on Trinity start-up costs, funds are committed for 2018/19	2.8 Approved
Total Early Years	147		
Total C/forward requested	1,115		

***(Vote: all phases maintained and academy, PVI)**

(ii) table 5 option (b) be approved (as supported by the Schools Finance Group), to carry forward the £151,000 and be included as DSG Contingency, as this funding remained available to maintained schools:-

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	

***(Vote: all phases maintained and academy, PVI)**

(c) that in respect of the Growth Fund, section 3 of report (DEF/18/03 and Growth Policy, Cranbrook (Schools Finance Group note 2a)):-

(i) the revised Growth Fund criteria (Appendix B of the report and paragraphs 10. 11 and 12) be approved and implemented from April 2018;

(ii) a new paragraph 33 be added to the Growth Fund criteria, ie that: For a secondary school opening Key Stage 4 classes for the first time, an additional £45,000 be paid as a lump sum at the start of year 10 and then as the pupils progress, a second lump sum be paid at the start of year 11 (ie a total of £90,000 over two years), to cover the incidental costs of the additional class;

(iii) that the financial plan to include an additional allocation of £1m per annum from 2019/20 from the Schools Block be approved;

***(Vote: all phases maintained and academy, PVI)**

ACTION:

County Treasurer (Adrian Fox)

72

Implementation of Headteacher Associations (DASH & DAPH) Forming a Community Interest Company

DISCUSSION:

The Forum received the report from Headteacher Associations (Devon Association of Secondary Heads and Devon Association of Primary Heads) (DEF/18/04) outlining proposals to create a new "not for profit" CIC (named Schools Leadership Services), independent of the Local Authority, to provide a secure, sustainable future for association work on behalf of Devon's primary and secondary schools and their leaders, with a strong desire to keep schools across all phases, DA, SHAD and the LA working collaboratively together. A detailed commissioning specification was being worked up for the County Council to consider, with a view to agreement in principle end May 2018, in readiness for the November LA budget planning for 2019/20. Subject to testing the CIC would commence trading wef 1 September 2018 shadowing DASH and DAPH until 31 March 2019 with the Associations wound up once the CIC was fully established.

DECISION:

That the implementation of DASH and DAPH forming a Community Interest Company to represent school leaders and to work in a partnership agreement with Devon County Council be noted.

73 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 7 March 2018 (considered under Finance Update minute 71 above)

DISCUSSION:

In respect of SEND/High Needs (SFG note 4) regarding the split of social care and educational costs for children in residential settings. Officers had identified and were looking into individual cases with some priority, but there was a general acknowledgement that if there was a care cost, that part would be paid for by the County Council.

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

Minutes of the meeting held on 27 February 2018.

DISCUSSION:

The Forum noted for information that primary and secondary schools would provide improved admissions information to the LA's Admissions team, to assist offers of school places for children moving into an area during the main school summer holidays and enable children to start at a new school sooner.

74 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.

The Meeting started at 10.00 am and finished at 10.55 am

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

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

RECOMMENDATIONS

It is recommended that DEF:

- a) Notes the DSG Draft Outturn position (subject to Statement of Accounts sign off) as set out in Section 1
- b) Allocation of the carry forwards from 2017/18 as set out in Section 2
- c) Notes the year-end Mutual Fund position as set out in Section 3

DSG and Schools Funding Outturn 2018/19

1. DSG 2018/19 outturn

The year-end position for Dedicated Schools Grant (DSG) is breakeven, however this is after taking account of school surplus balances of £20.6millions and agreed deficit carry forward of £1.6millions for the High Needs Block.

Table 1: Dedicated Schools Grant and Schools Funding DRAFT 2017/8 Outturn

Brackets in the budget and spend columns represent income; brackets in the net variance column represent an under spend.

	Final Approved Net Budget £'000	Net Spend £'000	Variations (under) / over £'000	Grants c/fwds in 2017/18 £'000	Final Outturn Variance £'000	Note ref
DSG	(293,827)	(293,814)	13	(13)	0	1.1
Pupil Premium	(14,419)	(14,419)	0	0	0	
Early Years – Disadvantaged 2 year olds	(4,975)	(4,961)	14	(14)	0	
Other Schools Grants	(8,834)	(8,834)	0	0	0	
Post 16 Funding (mainstream)	(3,988)	(3,988)	0	0	0	
Total Schools Grant Funding	(326,043)	(326,016)	27	(27)	0	
Schools delegated budget, including maintained nursery units	237,123	221,196	(15,927)	15,927	0	1.1
De-delegated budgets	6,399	4,003	(2,396)	2,396	0	1.2
Central Provision within School's block	4,619	4,963	344	(344)	0	1.3
High Needs block, including maintained special schools	64,100	63,834	(266)	266	0	1.4
Early Years block	34,357	33,295	(1,062)	1,062	0	1.5
Overall net DSG and School funding	20,555	1,275	(19,280)	19,280	0	

Agenda Item 7

1.1 Schools

The 2017/18 DSG Schools Block budget is based upon pupil numbers as at the October 2016 census, and is adjusted in year for existing and convertor academies as well as deductions for high needs places that are directly funded by the Education and Skills Funding Agency (ESFA) (to academies and non-maintained special schools).

Based on final pupil numbers and high needs place adjustments, the total initial DSG allocation including 2-year-old funding for Devon 2017/18 is £487.9millions. The final budget of £298.8millions is after in year adjustments for existing and convertor Academies and Early Years census. Pupil Premium Grant is £14.4millions; School Sixth Form Post 16 funding £4.0millions and other Schools Grant £8.8millions.

The variance of £27,000 relates to the difference between the Early Years spring 17 forecast when compared to the actual received in July 2017.

The schools carry forward balances of £18.1millions (£15.9millions maintained mainstream schools and £2.2millions special schools included as part of the High Needs Block) compares with £18.1millions on a like for like basis (that is to say after adjusting for in year convertors up to the 1st December 2017).

Table 2: Schools carry forward balances

		2017/18 £'000		2016/17 £'000
B/fwd balance		18,389		23,162
Schools converted to academies	7	(310)	23	(854)
Schools closed	0	0	2	6
Schools merged	3	0	0	0
Schools with decreasing balances	97 52.2%	(4,147)	76 39%	(6,197)
Schools with increasing balances	88 47.3%	4,069	119 61%	2,272
Schools opened	1	141	0	0
Carry forward		18,142		18,389

1.2 De-delegated budgets

De-delegated budgets have an under spend of £2.4millions due to savings against a range of services; £147,000 copyright licences; £1.4millions Schools contingency, which has benefited by £658,000 of in year rates rebates for maintained schools alongside slippage of some commitments for redundancy; £67,000 Targeted services; £206,000 Exceptional events funding not required, £419,000 Surplus on the Maternity fund; £139,000 Trade Union. Budgets are subject to change during the years as schools convert to academies, expenditure commitments made for redundancies often are lower than expected once claimed for and costs regularly slip into the follow financial year.

1.3 Central Provision within Schools

Central Provision within Schools have an overspend of £334,000.

Phase Associations have underspent by £6,000 once we allow for the £43,000 over spend by DASH which has been ring fenced for carry forward into 2018/19.

Agenda Item 7

Surplus Properties overspent by £21,000 due to management costs for Wardhayes site not budgeted and other minor overspends total £4,000.

The Growth Fund has overspent by £282,000 due to surplus funds in 2016/17 used to offset the High Needs Block overspend at outturn. The over spend would have been greater but commitments for Sherford Vale and St James Okehampton Primary have slipped into 2018/19.

During 2017/18 36 schools received a total of £1.78millions from the growth fund. This was in relation to falling roll £70,000; one off classrooms £200,000; growth general £396,000; new schools £334,000 and growing schools £782,000.

Table 3: High Needs Budget Position for 2017/18

	Final Approved Budget £'000	Net Spend £'000	Variations (under) / over £'000	Grants c/fwds in 2017/18 £'000	Final Outturn Variance £'000
Alternative Provision inc Hospital school	2,625	2,727	102	(102)	0
LDP Inclusion & Safeguarding	3,287	3,137	(150)	150	0
Nursery Plus	1,164	1,095	(69)	69	0
SEN Mainstream	11,000	11,191	191	(191)	0
SEN Services	924	924	0	0	0
Independent Special Schools & Recoupment	15,493	17,296	1,803	(1,803)	0
Maintained Special Schools	27,676	25,456	(2,220)	2,220	0
Support Centres and PSP's	1,931	2,008	77	(77)	0
TOTAL	64,100	63,834	(266)	266	0

1.4 High Needs

Overall the High Needs budget under spend of £266,000 is before adjusting for carry forwards relating to Maintained Special schools and Hospital school surplus balances of £2.3millions and the High Needs overspend of £2.1millions.

The total over spend of £2.1millions has been partially offset against £416,000 of the underspend on the Early Years Block, resulting in an overspend carry forward of £1.6millions. This is a reduction from the £2.5millions anticipated in November 2017 DEF request.

1.4.1 Alternative Provision

The number on role continues to increase, budget was based on an average of 113 placements in AP but actuals averaged out at 165 with the top up at £12,650 per pupil. The budget would have been further overspent had we not been able to withhold the Commissioned outcomes funding from the provider which totalled a £378,000 due to them missing key targets in the SLA.

1.4.2 LDP Inclusion & Safeguarding

Pupil premium was used for specific projects within the Children in Care element of the Babcock contract. The incidental costs budget did not see any demand which saved £35,000 and the Employment and Skills budget saved £11,000.

1.4.3 Nursery Plus

This year the funding arrangements changed and units were funded on actual spend for each support centre, budget savings of £69,000 were achieved.

Agenda Item 7

1.4.4 Special Educational Needs (SEN) Mainstream

The overspend of £207,000 represents 1.9% of the budget, £186,000 of which relates to SEN therapy's. This budget has seen significant in year management action implemented to bring it back to this level. Non-statutory plans are being phased out and banding for statutory Education Health Care Plans (EHCP) introduced to cap expenditure.

1.4.5 Independent Special Schools (ISP)

There has been an increase of 31 placements over the budgeted level of 320 as well as rising placement costs.

This has resulted in a variance of £2.6millions for ISPs;

- £1.3millions volume variance mainly in direct funded pre-16 placements
- £1.2millions price variance mainly in post 18 placements and Children in care placed by the Joint Agency Panel)
- offset by £716,000 additional budget made available once it was confirmed the 2016/7 deficit would not come forward.

1.4.6 Maintained Special Schools (MSS)

MSS individual surplus schools' balances total £2.2millions. A budgeted £740,000 review of the core offer has been implemented in January and back dated to April 2017 to deliver additional funding to schools to meet their growing costs.

The top up budget was for 1,051 day places compared to actual average placements of 1,068 which equates to £182,000 overspend, and £199,000 additional place funding (92 budgeted compared to 112 paid), £90,000 for prior year costs and £50,000 over budget for complex top up.

Overspends offset by additional funding from the Strategic review for capacity building of £116,000, £80,000 from Social Care budgets towards residential costs.

1.4.7 Support Centres and Primary Support Partnerships (PSP)

Budget was set prior to finalisation of school discussions which created a shortfall of £43,000 plus Language centre not budgeted of £32,000.

1.5 Early Years

The initial DSG allocation for Early Years is based on January 2016 census notified to us at the end of 2016. An adjustment to the DSG settlement is made in July 2017 to take account of actual hours in the January 2017 Census for the full year. A further adjustment in July 2018 is made using the January 2018 CENSUS to cover any change in FTE's and calculated for the September 2017 to March 2018 period.

£725,000 under spend on External Private, Voluntary and Independent (PVI) settings is due to difference in income (as per census) for 3 & 4 year olds in compared with actual take up, during a period of falling numbers plus a lagged take up of the additional hours, for which Devon had been funded, which was introduced in September. External PVI payments for 2-year-old has an overspend of £208,000.

Overall the Early Years under spend is £1.1millions before adjustments for ring fenced surplus funds of Pupil premium for PVI settings £188,000, growth fund £184,000 committed in 2018/19 and ring-fenced deficit for Tresillian nursery of £53,000. The under spend has been used to offset overspends in Central Provision and the High Needs block.

1.6 Summary

The DSG has overspent for the second year in a row due to the growing demand within the High Needs block. More complex needs, rising costs, stronger regulatory checks and the declining market are driving up costs.

1.7 Recommendation

That DEF notes the DSG Draft Outturn position (subject to Statement of Accounts sign off) as set out in Section 1

All to Note

2. Allocation of carry forward from 2017/18

2.1 The current outturn is subject to the Council's Statement of Accounts being signed off by Full Council. The Schools and Early Years Finance Regulations do not allow for in-year distributions to schools. Any redistribution of funding must go through the school funding formula in the following funding period (in this case 2019/20 financial year), whereby the LA may request through the Secretary of State that this additional funding is excluded from the MFG calculation. The LA must consult with the Schools Forum regarding any such proposal and has responsibility for the final decision.

The carry forward that Schools Forum agreed in principle have been amended to actuals for early allocation in 2018/19. It is requested that the carry forward requests of £19.3millions in Table 5 are noted or approved.

Table 5: Carry Forward from 2017/18

Budget Line	Amount £'000	Notes	Recommendation
Mainstream School balances	15,927	Automatically carried forward in Individual School budgets	2.2 All to note
Total School balances	15,927		
Maternity	419	Balance to fund ongoing cover in 2018/19	2.3 All to note
Schools and DSG Contingency	1,852	Roll forward 2017/18 underspend into 2018/19	2.3 All to note
Phase Associations	82	DAPH (£82k) reinstated. C/fwd taken as part of 2016/17 funding of HNB DASH (£43k) taken as part of 2016/17 funding of HNB offset by £43k overspend in 2017/18.	2.3 All to note
Total de-delegated budgets & Central Provisions	2,353		
Special School Balances	2,219	Automatically carried forward in Individual School budgets	2.4 All to note
Hospital Education	83	Specialised training for hospital staff and additional support in North Devon	2.5 All to note
Mainstream SEN	16	Post 16 SEN – ESFA Funding that relates to summer term	2.6 All to note
High Needs	(1,637)	Deficit Balance – agreed to be carried forward by DEF	2.7 All to note
Total High Needs	681		
Early Years Pupil Premium	188	2017/18 Ring fenced grant – DfE have confirmed can be spent in 2018/19	2.8 All to vote
Early Years Growth Fund	184	Slippage on Trinity start-up costs, funds are committed for 2018/19	2.9 All to vote
Tresillian Nursery	(53)	Nursery deficit balance to be met from 2018/19 budget	2.10 All to vote
Total Early Years	319		
Total Carry forward requested	19,280		

Agenda Item 7

3. Mutual Fund Update

3.1 The Schools Mutual Fund is a scheme that provides cover for absence for subscribing schools for teaching and support staff. The Fund is administered by a Board comprising the members of Schools Finance Group whose schools are members of the fund, to include representatives from DAPH, DASH and SHAD, together with an officer from Devon Finance Services. The Board meets at least twice a year (usually to coincide with a normal Schools Finance Group meeting) to review the financial status of the Fund, to set premiums and establish the Fund's protocols for the following financial year.

The Fund will continue to operate only if the numbers are considered sufficient to justify the continued operation of the fund.

3.2 The Mutual Fund Board at their meeting of 3 January 2018 agreed the following: -

- i) That premiums have been reduced from 2017/18
- ii) That any school(s) or academy within Devon's authority or linked to a school in Devon's authority is allowed to join the scheme. New schools wishing to join the scheme will incur a one off joining fee of 7% on top of the cost of their premium. There will be no joining fee for those schools that are currently members of the fund.
- iii) That claims are paid at 50% of the total amount at the time of submission
- iv) That the balance of claims is not released until the end of the financial year when the full costs are known. If the value of claims exceeds the value of the premiums collected, the claims will be abated pro-rata to ensure financial balance is achieved. If the value of the claims is significantly less than the premium collected, the Board will consider if a rebate shall be made.

3.3 At the end of the 2017/18 financial year, the value of premiums collected exceeded the value of the claims paid out by £435,000.

3.4 Recommendation

That DEF note the Mutual Fund update

All to Note

MARY DAVIS
County Treasurer

JO OLSSON
Chief Officer for Children's Services

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

DEDICATED SCHOOLS GRANT MONTH 1 (High Needs) - REPORT OF THE COUNTY TREASURER AND CHIEF OFFICER FOR CHILDREN'S SERVICES

RECOMMENDATIONS

It is recommended that DEF:

- a) Note month 1 DSG monitoring position as set out in section 1.

1. Budget Monitoring Report - Month 1 (2018/19) - DSG

For Month 1 we have reviewed the High Needs Block only, this gives an early indication of the budget pressure to be resolved. This includes the deficit carry forward of £1.6millions from 2017/18 and has the agreed management actions built in to the projections.

Table 1: Summary of Month 1 forecast position and significant variations

Education and Learning (DSG)			
	Net Budget £'000	Forecast at Mth 1 £'000	Variance £'000
Schools delegated budget	427,530	427,530	0
DSG and School funding	(540,953)	(540,953)	0
De-delegated budgets	4,391	4,391	0
Total DSG/delegated budgets	(109,032)	(109,032)	0
Central Provision within Schools Budget	5,540	5,540	0
High Needs Funding	63,323	64,450	1,127
Early Years & Childcare Services	40,169	40,169	0
Total DSG central budgets	109,032	110,159	1,127

Table 2: Summary of High Needs budgets and forecast position as at Month 1

	Budget £'000	Month 1 Forecast £'000	Variance £'000	Notes
Carry forward from 2017/8 DEFICIT	0	1,637	1,637	
Alternative Provision	2,273	2,804	531	1.1
Children in Care and Exclusions	1,527	1,527	0	
Closing the Gap	1,500	1,500	0	
Inclusion	349	349	0	
Nursery Plus	1,164	1,164	0	
Safeguarding Every Learner	144	144	0	
SEN Mainstream	10,949	10,280	(669)	1.2
SEN Services	924	924	0	
Maintained Special Schools	27,199	26,321	(878)	1.3
Hospital Education Services	292	292	0	
Recoupment	404	404	0	
Other Special School Fees	15,274	15,878	604	1.4
Support Centre Funding	1,324	1,226	(98)	1.5
TOTAL	63,323	64,450	1,127	

Agenda Item 8

1.1 Alternative Provision £531,000

- £657,000 pressure on top up budget as forecast assumes average of 165 placements per annum (as per 2017/8), which is 52 above the budgeted level.
- (£126,000) Saving as commissioned outcomes funding will not be payable for the Summer Term

1.2 Special Educational Needs (SEN) Mainstream (£669,000)

This covers personalised education packages, Education Health Care Plan (EHCP) and MyPlans, including the central SLAs which support them.

- (£488,000) anticipated one-off saving at budget prep time, however budget has not been reassigned as required for growth in 2019/20.
- (£242,000) overstated growth and other variances in Element 2 & 3 forecasts.
- (£204,000) Ceased commissioning SEN R placements from Schools Company, forecast assumes that planned place funding will cease from September.
- £157,000 SEN therapies, demand exceeds budget
- £10,000 Additional resources
- £60,000 Increase in FE college placements (to avoid more costly ISP placements)
- £38,000 HN Contingency – includes digitalising of records

1.3 Maintained Special Schools (£878,000)

- (£218,000) Charlton lodge now opening September 2019
- (£381,000) Reduction in planned residential placements.
- (£205,000) Contribution from Social Care budgets for residential Children in Care placements.
- (£104,000) Other savings regarding top up ,budget allowed for all places to be full.
- £30,000 Lump sums agreed following budget reduction.

1.4 Independent Special Schools £604,000

- £884,000 Due to placement numbers being 61 above the budgeted level for Summer term. Forecast assumes that Management Action will see a drop in numbers back to the budgeted level for the next Academic year.
- (£280,000) Children's Social Care budgets contribution to residential care costs.

1.5 Support Centres (£98,000)

- Various support centre changes. Funding currently not finalised but forecast allows for Communication and Interaction Resource Base (CAIRBS) to be funded in full regardless of placements.

1.6 Support Centres (£98,000)

- Various support centre changes. Funding currently not finalised but forecast allows for CAIRBS to be funded in full regardless of placements.

1.7 Recommendation

That DEF note month 1 DSG monitoring position as set out in section

All to Note

MARY DAVIS
County Treasurer

JO OLSSON
Chief Officer for Children's Services

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

Financial Intervention Panel Annual Report 2017/18

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

RECOMMENDATIONS

It is recommended that DEF:

- a) Notes the Financial Intervention Panel Report as set out below.

1. Introduction

Support for schools in financial difficulty is funded from maintained schools de-delegated contingency, which is subject to annual consultation with maintained schools by phase. The Panel meticulously scrutinises every submission and will only award financial support when it is satisfied that the governing body has taken every action it possibly can to balance the budget. It should be noted that the contingency budget cannot over spend. If the call on it is greater than the funds available, the over spend will be carried forward to the following financial year and maintained schools will be asked to de-delegate more.

2. Governing Bodies are responsible for:

- i) Taking any remedial actions required to secure an in-year balanced budget
- ii) Having a 3 – 5 year strategic plan to secure high quality educational provision for children within a balanced budget
- iii) Taking timely remedial action when three-year budget plan does not balance
- iv) Implementing appropriate action wherever possible to prevent redundancy and retain employment
- v) Ensure that plans submitted to the Financial Intervention Panel, Schools (FIPS) are correct, robust and deliverable
- vi) Implementation of agreed actions following FIPS decisions
- vii) Ensuring the school participates in the Active Redeployment Programme when future budget difficulties are identified. This includes working pro-actively with the HR Direct Redeployment team at an early stage to place staff at risk of redundancy where possible, thereby retaining experienced staff in Devon and minimising the cost of redundancies.

3. Purpose of Financial Intervention Panel, Schools

- FIPS is an officer constituted group that has the function of scrutinising budgets and recovery plans of schools at financial risk.

Agenda Item 9

- FIPS will consider Redundancy, Contingency, Compromise Agreement and Ending Fixed Term Contract requests along with Vulnerable Budgets requests to appoint.
- FIPS may signpost schools to appropriate strategies to support them in planning for long-term financial viability.

As part of these responsibilities FIPS may:

- i) Place a school on monthly monitoring or period review.
- ii) Advise Devon County Council to issue a Notice of Concern or a School Financial Warning Notice (SFWN) or to withdraw delegation
- iii) Instigate an Individual School Review (ISR) regarding future sustainability of a school and it's status e.g. Federation/ Closure
- iv) Advise that the school be placed on the Keys to Success Programme (Excellence for All)
- v) Instigate a formal audit of the school's financial processes and/or a financial review.
- vi) Authorise recovery plans for schools using an "invest to save" model where strategies are sufficiently innovative and necessary to resolve underlying financial pressures for long term viability
- vii) Pass on any significant concerns raised with the authority regarding financial processes around an Academy school in Devon to the Secretary of State.

4. Analysis of submissions to FIPS

4.1 Analysis of cases

There have been 21 submissions during 2017/18 which is a reduction of 49% from 2016/17. Submissions across all school types have reduced. The Schools Finance team has continued working with schools to flag potential financial issues early, enabling proactive budget management. This has reduced FIPS submissions. The table below shows the breakdown by school type.

	2015/16		2016/17		2017/18	
	No.	%	No.	%	No.	%
Primary Schools	17	53%	17	41%	9	43%
Secondary Schools	10	31%	17	41%	9	43%
Special Schools	5	16%	5	12%	3	14%
Nurseries/Childrens Centres	0	0%	2	5%	0	0%
Total	32	100%	41	100%	21	100%

The table below shows the breakdown by type of submission. The main reason for submissions in 2017/18 has again been around redundancy although we have seen a reduction of 39% from the previous year. Of the 5 submissions by Special Schools in 2016/17, 4 separate submissions have been made by 1 school.

	2015/16	2016/17	2017/18
Redundancy (Stage 1 & 2)	10	28	17
Contingency	7	8	1
Vulnerable Budgets	1	1	0
Licensed Deficit	5	1	3
Falling Rolls applications	1	0	0
Other	8	3	0
Total	32	41	21

The 17 redundancy submissions came from: 9 Primary, 7 Secondary and 1 Special Schools. Two stage 2 submissions related to previously agreed redundancies made in 2016/17.

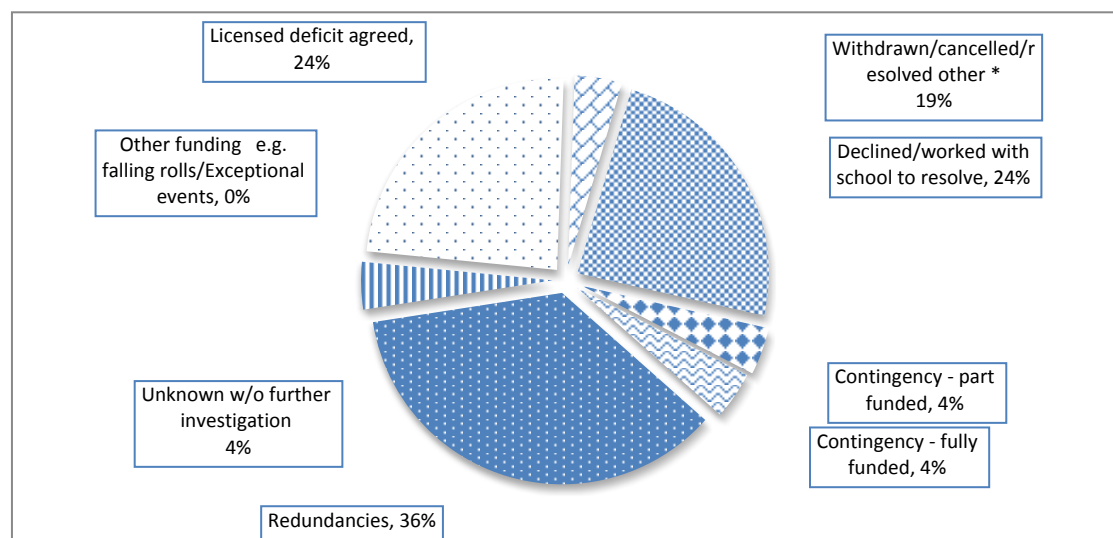
4.3 Outcome from cases submitted

The following table shows the decisions made by the panel and in some cases the decision has resulted in more than one outcome for a submission. For example, there may be an agreement to fund redundancies and have a licenced deficit in the first year.

	2015/16	2016/17	2017/18
Withdrawn/cancelled/resolved other *	6	6	1
Declined/worked with school to resolve	3	9	6
Contingency - part funded	0	2	1
Contingency - fully funded	1	4	1
Redundancies	13	14	9
Unknown w/o further investigation	0	0	1
Other funding e.g. falling rolls/Exceptional events	4	6	0
Licensed deficit agreed	5	10	6
Total	32	51	25

* includes subsequent academisation

As part of the agreements in 2016/17 there are 3 licenced deficits for 2017/18 and 1 for 2018/19. As part of the agreements in 2017/8 there is 1 licensed deficit for 2019/20 and 1 for 2020/21.

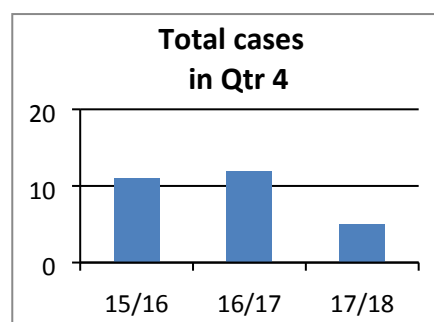


Agenda Item 9

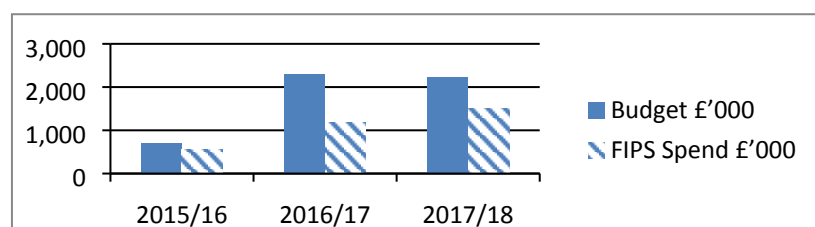
4.4 Comparison of 4th Quarter Submissions

The number of submissions in the 4th quarter has reduced in line with the overall reduction in FIPS submissions.

	15/16	16/17	17/18
Redundancy	8	9	2
Contingency	0	3	1
Vulnerable budget	0	0	0
Licensed deficit	2	0	2
Falling rolls application	1	0	0
Other	0	0	0
Total cases	11	12	5



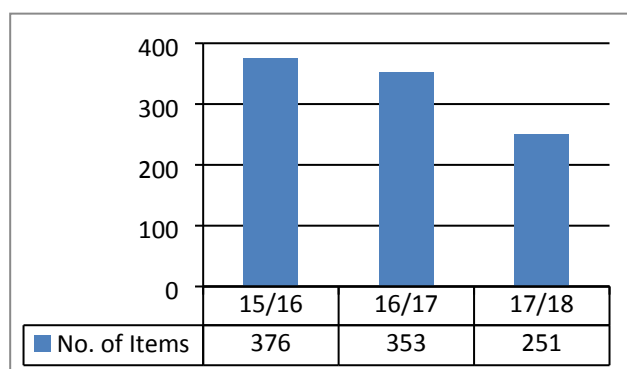
4.5 Budget vs Spend



	2015/16	2016/17	2017/18
Budget £'000	712	2,309	2,232
FIPS Spend £'000	560	1,191	1,507

Despite significant reductions in the number of FIPS submissions, year on year spend continues to increase as schools experience the impact of Government policy around austerity and reduced funding.

The FIPS budget includes a carry forward of £1.128 millions from 2016/17 and of the surplus £1.418 millions to be carried forward to 2018/19 there are already redundancy costs up to £550,000 committed as a result of submissions during 2017/18.



The number of items on the FIPS agenda have reduced in line with overall submissions. The breakdown below shows what actions have been undertaken to resolve the submissions across the year.

	15/16	16/17	17/18
No. of schools on monthly monitor	30	13	13
No. of letters sent from FIPS	274	185	112
No. of pre-notice of concern/warnings/serious concern letters	8	0	0
No. of FIPS meetings held	23	22	16
Workshops with schools **	10	10	1
FRS reports analysed & queried	125	163	52
Budget Plans Analysed & queried	149	128	155

** This does not include approximately 20 meetings for 1 particular school in 2015/16.

5. Summary

The Panel continues to provide support when it is satisfied that the governing body has taken every action it possibly can. Where the Panel decides to provide support for a school in financial difficulty, this may not always be of a financial nature (i.e. financial support or the provision of a loan) but could also be in the form of leadership support or licenced deficit.

There remains an element of uncertainty since the introduction of the National Funding Formula; continued challenging fiscal environment and a cash flat DSG settlement, the role of FIPS continues to be pro-active in identifying and engaging with schools with vulnerable budgets at an early stage.

MARY DAVIS
County Treasurer

JO OLSSON
Chief Officer for Children's Services

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

DECISIONS AND ACTIONS

<i>Item & no.</i>	<i>SFG Decision</i>	<i>DEF Action</i>
Item 2 - High Needs Update	To inform DEF of the High need update	High needs update to be noted at DEF
Item 3 - DSG Outturn 2017/18	To inform DEF of the DSG Outturn 2017/18. Agreed finalised carry forward figures that were approved by DEF in March.	Finance report to be noted at DEF DEF to vote on carry forwards
Item 5 - FIPS Annual Report	To inform DEF of the FIPS Annual Report	FIPS Annual report update to be noted at DEF

Agenda Item 11

SCHOOLS FINANCE GROUP					
Notes of meeting					
on 23 May 2018 at Marland School, Peters Marland					
		Attendance			
		23/05/18	7/03/18	3/01/18	8/11/17
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	Apologies	✓	✓	✓
Jamie Stone (JS)	Denbury Primary	✓	✓	✓	✓
Paul Walker (PW)	First Federation	Apologies	✓	Apologies	✓
DASH – SECONDARY HEADS					
Daryll Chapman (DC)	Okehampton College	✓	✓	✓	✓
Lorraine Heath (LH)	Uffculme College	✓	Apologies	✓	✓
Gareth Roscoe (GR)	The Park Community School	Apologies	✓	Apologies	✓
Matthew Shanks(MS)	Education South West	Apologies	✓	✓	✓
SHAD – SENITIENT (SPECIAL SCHOOLS)					
Keith Bennett (KB)	Marland School	✓	✓	Apologies	✓
Jacqui Warne (JW)	Learn to Live Federation	Apologies	Apologies	✓	✓
DAG – GOVERNORS					
Faith Butler (FB)	Special	✓	Apologies	Apologies	✓
Malcolm Dobbins (MD)	Primary	✓	✓	✓	✓
Jill Larcombe (JL)	Secondary			Apologies	
Alex Walmsley (AW)	Secondary	✓	✓	✓	✓
EARLY YEARS 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	✓
Mat Thorpe	Senior Assistant County Treasurer		✓		
Karlien Bond	DCC – Finance	✓	✓		
Donna Anstiss	DCC – Finance	✓			
Velda Woodruff	DCC – SEN 0-25 Team	✓			

1. Item/Focus: Minutes and Matters Arising from meeting on 7th March 2018

Discussion: Actions/updates from 07.03.18 checked through and comments noted as follows:

ITEM 4: SEND (Page 1 Notes)

DS updated regarding the funding which JF presented around joint funding for residential places between Children Social Care, Adult Social Care and Health. JF has made great progress. The Head of Adult Social Care, Head of Children Social Care, JF and DS met. They have an agreement on the Children Social Care side – they are going to pay £280k to offset the cost of the residential care costs for children, which is the full amount allocated to children. JF is working with the Social Care Team to organise a way forward to ensure it happens as a matter of course in the future.

JF is currently going through the cases for the adult section with Adult Social Care to come to a similar arrangement.

Also, as part of the work being done around becoming independent, there is a corporate project that is looking at how to support children with EHCP Plans through the transition process and looking at a whole different way of working. A very small pilot has been set where there is no separate budget, operating on deficit budget within the Council to look at how you can operate differently if it's not split up between different teams.

ITEM 2b: GROWTH POLICY – SECONDARY GROWTH

AF: Confirmed that the amendments had been agreed by DEF and that the DFE have accepted the amendments within the growth criteria.

ITEM 4: SEND/HIGH NEEDS

JF requested amendment to the second bullet point:

- "CiC 50% in residential special schools" and it's not what it means is "there is 50% contribution from Social Care for children not in residential special schools."

Key Decision/ Issues for DEF:	Minutes were agreed as an accurate record.
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Action:	
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2. Item/Focus: High Needs Update

Information and Discussion:

DA referred to the Month 1 Report and in particular the High Needs Block.

Reporting a potential overspend of £1.1m for this financial year, it includes bringing forward the carry forward of £1.6m from 17/18. Also built into that projection is the management action so the overspend is after the agreed management actions has taken place.

Alternative provision overspending – fresh from the top up budget, basically where over placements and where budgeted by Section 52. This is where the £657k cash has come from. A saving will be made against initial outcomes for the summer term.

Maintained Special Schools - £878k savings projected. The slippage of Charlton Lodge opening now in September 2019 has been allowed for in the budget. Reduction of planned residential placements. Budgeted for all the special schools to be full which is why it is showing little saving at the moment. JF reported the one showing in the maintained special schools is for CiC – what was asked for was the same consideration for those CiC who weren't in the maintained special schools to be applied – that was agreed about November time.

Agenda Item 11

An overspend showing on the Special School fees which are the independent special schools, management action is built into the budget. Overspend due to over budgeted numbers, the management action has not yet commenced as waiting for the summer term and to know the number of students leaving.

Support centres showing a slight saving, just changes in the way that they are being funded but that is all still to be agreed. JF reported with the support centres they are still funding the CAIRBS, there has been no change to what was agreed previously.

DS gave a very brief update on the Medical Placements which is part of the Devon Inclusion Project.

One of the strands is looking at specifically around medical placements and apparently 100 medical placements were commissioned last year from the High Needs Block. There are currently 127 children taking up a medical placement. DfE guidance states what has to be provided from the time the child is redeemed unfit to attend school. Whilst this work has been going on within the Devon Inclusion Project, DS has also been meeting with the Local Medical Councils, and the Clinical Commissioning Groups trying to find a better way of working with the children.

DS was pleased to inform SFG she has agreed in principal a joint funded project with the Clinical Commissioning Group to get higher priority referrals to CAHMs or Consultant Paediatricians for children that are deemed unable to attend school due to medical conditions and accessing one of the medical places defined above. The aim is that within six weeks they will have access to an assessment from the appropriate professional for their particular need. That professional will then help determine the kind of intervention they need with a priority referral or advise the child can reintegrate into school and advise on the support required for them.

If agreed the Project would be piloted in the East of the County for a term due to other health projects going on in other areas of the County. This is a joint funded project, SFG agreed that Education would jointly fund it and the potential amount of money being looked at is £150,000 and taken from the High Needs Block. DS is confident there will be some savings in this financial year. DS will therefore now move project to the next phase of planning.

JF/VW have been working on the Main Stream Funding descriptors and the Provision descriptors that have been in place. VW has taken the lead on this in terms of implementing for the new EHCP process.

VW advised they had worked closely with Babcock and had input from schools to developing provision descriptors and have used those when developing a new EHC Plan. Looking at the provisions that have been in place. VW has taken the lead on this in terms of implementing this for the new EHCP process.

Looking at the provisions that have been described and then coming up with a level of funding which is the best fit for delivery of the provision within the Plan. The intervention will be that the calculator which they are using will be shared with schools as part of the consultation process.

In terms of the number of children who are already on EHC Plans with a level of funding will have consideration given as to how those levels of funding are moved into the new way of working. The proposal paper SFG were emailed was to obtain feedback on the different way that could be achieved. There is a significant number of existing statutory plans.

VW outlined the three options which were being put forward to SFG as referred to in JF's Report: High Needs B – proposals for implementing new funding descriptors.

JF advised the biggest issues with the 3rd option is some schools with EHC Plans are likely to have a budget change every month, although quite small it does make it difficult for when Schools are trying to plan. The other two remaining options would be done as one offs.

JF confirmed that Bandings are set roughly in line with Plymouth Banding and is very similar to Torbay. For a Devon Child in a Torbay School, the Torbay Band is applied and is recouped between the two Authorities. It is the same if children are in a Devon School, Devon Banding is applied and Devon recoup the funding from Torbay and Plymouth.

Action: JF – Individual letter to be sent to every school explaining what has been done, the funding levels and applying the best fit provision descriptors. Ensuring that it is very clear that an individual discussion will be had with all the schools to consider what can be done on the individual student basis in terms of discussing against child by child.

VW proposed an appeal process as set out and based on Item 5 of the Proposals for Implementation of JF's Report.

Recommendations:

- The Option most appropriate is Option 1, with some prioritisation.
- Reword some of the Descriptors that just apply to the F.E. environment.
- Moderation of on plus packages.

Key Decision/ Issues for DEF:	
Actions:	<p>DS – Will move to the next phase with the Medical Placements Project</p> <p>JF – Letters to be sent out after half term. Meet with the biggest schools for discussions in the Summer Term with a view to introducing the changes in September.</p> <p>JF - Obtain the Banding Levels from Torbay and Plymouth to share with SFG so a comparison of the Banding Levels can be made.</p>

3. Item/Focus: DSG Outturn 2017/18

Discussion:

AF summarised his report to SFG.

DS said a huge thank you to the SEN Team, Finance Team and to the Schools through SFG for their intervention although they are not where they need to be but compared to where they were predicting they were going to be before the Management Action was implemented we are ending up with £1.6 m overspend across the HNB this year compared to the £2.5 m that was predicted and by the end of next year looking at that reducing down to £1.1 m. All those things that have been put into place have been hard work for everyone and has required everyone's support in helping move forward.

AF advised on the Growth Fund Position (copy to be forwarded to SFG). With the current £1.5 m achieved this year, currently looking at an overspend of £273,00 in 2018/19. For 2019/20 because of the additional £1 m going in for the one year which is based on what we are currently seeing, there would be a surplus of £731,000 in 2019/20.

Key Decision/ Issues for DEF:	
Action:	AF – Forward to SFG a copy of the Growth Fund Position Report.

4. Item/Focus: Select Committee Inquiries / Update

Agenda Item 11

Discussion: There are two select committee Inquiries 1) The Schools and College Funding – due 30 th May 2) Special Educational Needs and Disabilities – due 14 th June. DS sought feedback from SFG in terms of the key priority areas from schools points of view. SFG would like to ensure are all included in the submission from the Council.	
Key Decision/ Issues for DEF:	
Action:	DS to submit inquiries by deadlines
5. Item/Focus: FIPS Annual Report	
KBond referred to the FIPS Annual Statement report. <ul style="list-style-type: none"> • Highlighting redundancies is where the majority of the spend was for 2017/18 • The Budget was very similar to 2016/17 but the spend was considerably higher. • The FIPS Budget carry forward was £1.1m from 2016/17 and this year there will be a surplus of £1.4m to carry forward to 2018/19. 	
Key Decision/ Issues for DEF:	
Action:	
6. Item/Focus: Mutual Fund Board and appeals	
AF Update: <ul style="list-style-type: none"> • Outturn position is showing a surplus total of £435,00 after taking into account rebates and adjustments as previously agreed at the end of last year. • Across the board this year is lower than previous. This is now three years where we are seeing the current funding position as prior to this we have changed the funding in mid-year so this gives a true view of the trends for the last three years for this • There are no appeals this month. • The current 2018/19 position – Premiums have come in this year of £716,000. • Total number of schools in the Mutual Fund are 139. • 6 School have joined in 2018/19 and 11 schools have left. 	
7. Item/Focus: Items for DEF	
<ul style="list-style-type: none"> • High Needs 18/19 position will go forward • Finance Report will go forward. • FIPS Annual report will go forward 	

SCHOOLS ORGANISATION, CAPITAL AND ADMISSIONS GROUP

Notes of meeting on 5 June 2018 at Larkbeare House

ISSUES FOR DEF ON 20 JUNE 2018

Item 5. NPS Update

SOCA Recommend that DEF formally ratifies and supports the proposal that the extra charges for schools turning away contractors under the DMP unnecessarily or who requested contractors to work out of normal school hours would in future be picked up by the schools themselves.

		Attendance			
		25/09/18	5/6/18	27/2/18	9/1/18
DCC					
Chris Dyer (Chair)	Head of Built Environments		✓	✓	✓
Andrew Brent	Policy Officer		Apologies	✓	✓
Fran Butler	EY Childcare Sufficiency Lead		✓	✓	✓
Christine McNeil	School Organisation Policy Manager		✓	✓	Apologies
Heidi Watson-Jones	Executive Personal Assistant				
Heather Bingham	Service Support Officer (Education)		✓	✓	✓
DAPH					
Hilary Priest	The Grove Primary		✓	Apologies	-
Caroline Boother	Hatherleigh Primary		Apologies	✓	✓
Alun Dobson	Marwood Primary		✓	✓	✓
Penny Hammett	Payhembury Primary		✓	✓	✓
DASH					
Daryll Chapman	Okehampton College		Apologies	✓	✓
Paul Cornish	Newton Abbot College		No longer DASH rep	Apologies	Apologies
Rob Haring	Ivybridge Community College		✓	Apologies	✓
SENTient Heads					
Karen Rogers	Lampard School				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			-	-
Christina Mabin	Exeter Anglican Diocese (Admissions)		✓	Apologies	✓
Sarah Owen	Diocesan Education Officer – Compliance, Support and Communications (attending for Christina Mabin)		-	Apologies	✓
Richard Power	Exeter Anglican Diocese (Capital)		Apologies	-	✓
Union Representatives					
John Staddon	TCC		-	✓	Apologies
Steve Ryles	JCC		-	-	-
In Attendance					
Nigel Coleman	NPS		✓	Apologies	✓
Simon Niles	DCC		-	Apologies	✓

Robert Money	DCC		✓		✓
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1. Item/Focus: Minutes and Matters Arising from meeting on 27 February 2018

Discussion:

Key Decision/ Issues for DEF:	<ul style="list-style-type: none"> Minutes of previous meeting agreed as an accurate record, with amendment on page 3 which should read: St Johns, Totnes (not Topsham).
Matters arising:	<ul style="list-style-type: none"> FB had fed back but not confident anything will change. CD reported back on rag-rating.

2. Admissions Policy (Robert Money)

Discussion: RM went through Andrew's Reports as follows:

- Summer-born delayed admission (eg 1 April-31 August birthdays)** - parents have the right to request intake in the following year. RM outlined what we do - form completed by parents and sent to schools. Delayed admission cannot be refused on general conditions. There are about 100 requests. Important that these forms do not give a false impression to parents and they need to understand that they have to re-apply the following year. RM confirmed the letter explains this, including advice about applying to their local school as well if they have not done so, and that there is also a 'crib sheet' on the website advising of the consequences of parental decision.
- Consequences down the line were discussed further, eg being 20 (beyond 19 which affects 'A' levels/college courses later).** It was suggested that FAQs (eg to clearly show such consequences) be updated – RM to pass this recommendation to Andrew B, including 6th form consequences. A delayed admission pupil could, in theory, miss SATS (by later going straight from Year 5 to Year 7) and this could become an interesting challenge.
- AD referred to the 'guide' which may also need some amendment.
- FB felt it would be interesting to look at EY entitlement taken up by those who have delayed admission.
- HP said an Easter start makes it difficult for schools. RM confirmed they can defer a place until Easter but not for a whole year, that is delayed admission.
- CM enquired how many applications for delayed admission do get a place and RM said 99% of them.

LA Annual Report (emailed out by HB at the meeting) – **Please note that replies need to go to AB by 22 June** – There is the following link on that report: "The LA report will be published on the LA website at <https://new.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/arrangements-and-policies/annual-report-on-admissions> and distributed via SOCA."

Composite prospectus – Note report and support schools to provide information for the composite prospectus by **8 August** each year.

There is a new Step by Step Guide, in 2 sections (see link below):

<https://new.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place>.

School Information is published at <https://new.devon.gov.uk/schools/school/> for each state-funded school in Devon.

FB raised changes in age ranges – she will speak to AB on his return from leave about this.

Changes throughout the year – Schools need to let AB know so that he can update the School Information page.

Applications received during school holidays – RM talked through the proposed form with 16 August and 23 August dates and advised that AB was not sure a flow chart is necessary. The deadline for the form was discussed and it was AGREED this would be **Friday 13 July** (a week before the end of the summer term) – the form will be sent out to schools electronically. AD – DAPH considered whether there should be 2 people as contacts at the foot of the form – RM will take this back to AB.

Admission arrangements – read out – all policies in Sharepoint folders and on school's own website. RM - Stress importance of Governing Body meetings in September and February; it is a DfE timeline.

**Key Decision/
Issues for DEF:**

Action: RM to recommend that the FAQs be updated to clearly explain consequences of delayed admission later in education (eg being over 19 for 6th form/college).
RM to suggest TWO contacts at schools at foot of 'applications during holidays' form.

3. Early Years Update (Fran Butler)

Discussion: Fran talked through her Report as follows:

- 30 hours for 3 and 4 year olds and a new card to promote child-minding in Devon – Leaflets passed around - ask FB if more needed.

Openings/Closures for summer 2018

17 schools are extending their age range from September which has generated a lot of work for Christine McNeil's team – Ideally, 4 months' notification is really needed for such changes. RH commented on a general drift from 4-11, to 2-11, and FB added she has been pushing for this to happen; there are more small schools with EY provision and she will bring along any national figures she can find on this.

Spring Closures were reported which included Holly Oak House Nursery in South Molton and Marwood pre-school. All of Claire's nurseries have closed and there has been a lot of interest from other providers.

Take-up of 2/3/4 year old places

More analysis of 2, 3 and 4 year old places needed; will report back in the autumn.

EY pupil premium

There are 966 3 and 4 year olds in receipt. There are new online forms to make claiming this funding easier.

New Provider Agreement has gone out – all forms now compliant with General Data Protection Regulations – privacy notice link has not yet been put on the website but due to be on Tuesday or Wednesday this week.

Staggering entry in September – always an issue – RM agreed – calls from parents and providers – RH asked why some schools offer staggered and others do not? HP confirmed they offer full-time but can stagger if parents prefer that. AD suggested this goes in DAPH newsletter, **namely that if parents want their child to start full-time then they are entitled to.**

Annual Survey of providers

100% return rate. Thank you to everyone for this.

**Key Decision/
Issues for DEF:**

Action:

4. SEN Strategic Review/Development Plan update (Christine McNeil, in Simon Niles' absence)	
Discussion: Report discussed.	
<ul style="list-style-type: none"> • New Future Academy – nothing more; • South Devon UTC – consulting on admitting students into Year 9 from September 2020. • Route 39 Academy – to join the Launceston Multi Academy Trust. • HP raised an age change at Totnes – have they consulted LA? Action: CMcN will look into this. • Schools Company – RSC made a decision yesterday and a provider has been found, but name not yet released. • St John's – ACE confirmed as sponsor. • Strategic Review SEN places – gathering data - £350k to improve provision for schools. • Charlton Lodge – seeking proposers, very tight timescales (provision from September 2019), delay in DfE making a decision. • Okehampton Primary School – going ahead – 14 places allocated. • Sherford – RSC agreed to sign Funding Agreement – 32 pupils – RH advised that more pupils anticipated during the summer due to local house sales; will have a 2-class structure with 33 or 34. Query over road completion to the school in time for September start. • Marland expanding their day provision from 36 to 66 places effective from September. AD confirmed this was very welcome for North Devon. • Culmstock have consulted on increasing capacity. • New school presumption guidance – some differences to finance – Action: CMcN to highlight changes and send out document and new link; the LA should consult on what sort of school before going out so will run a consultation alongside the process. • Wave 13 – how much activity likely in Devon? – CMcN advised there was no indication from the DfE. • Significant drop in funding – basic lead allocation. • Sugar taxing – MATs of a certain size have been given a part of this and will look at putting this into sport facilities. Public Health considering how best to spend this. 	
Key Decision/Issues for DEF:	
Actions:	CMcN to look into Totnes change of age range; CMcN to highlight changes in new school presumption guidance and send out document and new link.
5. NPS Update (Nigel Coleman)	
<p>Nigel talked through the report and explained the colour coding, eg Green – completed; Amber - 14 days to be completed; Red gone over that 14 day period – measuring contractors' perform but allowing for half terms etc. Updates – 7-day turn-around. Some resistance from some schools as to reasonable access during the school day, obviously sensitive areas recognised but why boiler service not being allowed during the day? Contractors are being turned away by some schools. HP queried DBS paperwork and Nigel confirmed all contractors have clearance. It was discussed and AGREED that if a school turned a contractor away when there was reasonable access, then they pay the extra charge. Nigel will, in future, put a brief description of rag rating at foot of tables.</p>	
Key Decision/Issues for DEF:	If a School turns away a contractor without a valid reason, when there is clearly reasonable access and that contractor has his DBS paperwork in place, then the School pays the extra charge incurred.
Action:	NC to add brief description of rag rating at foot of tables in future reports.
6. School Organisation Update (Christine McNeil) – covered above.	
Discussion:	
Key Decision/Issues for DEF:	

Action:	
7. Capital Maintenance Programme - verbal update (Chris Dyer)	
Discussion:	
<p>DCC agreed to manage and submit the AMAP return to the ESFA on behalf of DCC Maintained schools. There were 51 schools on LA list that were not LA maintained schools, so we could not fulfil the 100% return criteria. All data for all LA schools submitted a week before the deadline. We will await the outcome. CD has taken this up with EBD OG colleagues and the LGA are pressing the Department.</p> <p>CD asked how the Academies network coped with this and RH advised it was taken on centrally and then pulled together, so quite cumbersome, and not easy.</p> <p>The ESFA's Round 5 CDC – surveying companies now contacting schools.</p> <p>RH reported that demands on MATs for estates management – 10 key things to be aware of, level of assurance and professionalism around estates management - was proving to be a good thing.</p>	
Key Decision/Issues for DEF:	
Action:	
8. Any Other Business	
There being no other business, the meeting closed at 11.00 am.	
NEXT MEETING	
<p>Tuesday 25 September 2018</p> <p>9.30am at Larkbeare (Exe Room) – Neil Pateman to Chair in Chris Dyer's absence</p>	



2018 06 05 -

Composite Prospect



2018 06 05 - LA

Annual Report 2018

These are the 2 reports omitted from the Agenda – my apologies to you all, and especially Rob for the inconvenience this caused.

