

Phil Norrey
Chief Executive



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or use a smart phone camera and scan the code above.

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 : 14 January 2020
Please ask for : Fiona Rutley 01392 382305

Email: fiona.rutley@devon.gov.uk

DEVON EDUCATION FORUM

Wednesday, 22nd January, 2020

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 20 November 2019 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 (Pages 7 - 14)

10.10 am

Head of Education & Learning to provide an update including a recruitment campaign to attract teachers to Devon.

SPECIFIC AGENDA ITEMS

ITEMS FOR DECISION

7 Finance Update (Pages 15 - 24)

10.40 am

Report of Chief Officer for Children's Services and County Treasurer (DEF/20/01) attached.

STANDARD AGENDA ITEMS

ITEMS FOR DEBATE AND INFORMATION

8 Standing (and other) Groups (Pages 25 - 36)

11.20 am

To review action for the Forum from its groups and to receive minutes:-

(a) Schools' Finance Group

Minutes of the meeting held on 8 January 2020, 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 3 December 2019, attached

Also available at

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

9 Correspondence

10 Dates of Future Meetings

Meetings to be held at County Hall, Exeter, at 10am (unless otherwise specified):-

Wednesday 18 March 2020

Wednesday 17 June 2020

Wednesday 18 November 2020

Wednesday 20 January 2021

Wednesday 17 March 2021.

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

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

20 November 2019

Present:-

Schools Members

Primary School Head teachers

Mr M Boxall

Mr A Dobson

Mr J Stone

Mr P Walker

Exeter Children's Federation

Marwood Primary

Denbury Primary

First Federation Trust (*Academy Member*)

Primary School Governors

Mrs A Blewett

Mr M Dobbins

Ms M Wallis

Mr A Hines

Kings Nympton Primary

Exmouth Marpool Primary

Whimble School (**Chair**)

Rydon Primary (Education SW Trust) (*Academy Member*)

Secondary School Head teachers

Mr R Haring

Ms M Marder

Mr M Shanks

Mrs J Phelan

Ivybridge CC (*Academy Member*)

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

Education S W Trust (*Academy Substitute Member*)

Cullompton CC

Secondary School Governors

Ms J Elson

Mrs J Larcombe

Mr A Walmsely

Mrs T Sturtivant

Exmouth CC (*Academy Member*)

Uffculme Academy Trust (*Academy Member*)

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

Tiverton High

Nursery School

Mrs S Baker

Westexe

Special School HeadTeacher

Ms S Pickering

Millwater School

Special School Governor

Mrs F Butler

Marland School

Non-Schools Members

Mr R Gurney

Mr J Searson

Mrs L Wright

Mr B Blythe

Teachers Consultative Committee

Exeter Diocesan Board of Education

Early Years Private, Voluntary & Independent

PETROC

Apologies

Mr R Gasson

Councillor J McInnes

WAVE Multi Academy Trust (*Academy Member*)

Cabinet Member – Children's Services and Skills

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Minutes

DECISION:

That the minutes of the meeting held on 19 June 2019 be signed as a correct record.

Agenda Item 2

DEVON EDUCATION FORUM
20/11/19

124 Standards Committee Monitoring

The Chair welcomed Mr Hodgins, DCC Standards Committee attending the meeting for monitoring purposes.

125 Matters Arising from the Last Meeting and Report back on Issues Raised with Cabinet/f40 Funding Group

DISCUSSION:

The County Treasurer reported that Councillor McInnes (Cabinet Member - Children, Schools & Skills and Chair of f40) had welcomed recent government announcements for further education spending but stated that these were not sufficient to bridge the High Needs Block gap.

Devon schools would continue to provide support/evidence to f40 when requested.

The County Treasurer would be attending an f40 meeting next week and would report back to the January 2020 meetings of the Schools Finance Group and DEF as appropriate.

126 Membership

DISCUSSION:

Further to primary, secondary maintained/academy elections held over the summer 2019 and a subsequent resignation, DAG were conducting Autumn Term 2019 elections to fill outstanding vacancies.

Additionally, Ms Clare Barden, Executive Principal Devon WAVE had now been elected as the Alternative Provision substitute member.

127 Head of Education & Learning Update

DISCUSSION:

The Head of Education & Learning reported on:-

(a) Babcock LDP Contract (ending 2022)

A Project Board (including DAPH/DASH and DAG representatives) had now been established to consider what sort of services the County Council and schools wished to see for the future when the current contracted ended. The contract could not be extended and this process was not a reflection on services from the current provider.

Schools, governors and other stakeholders would be encouraged to respond to a survey on services (including 66 statutory services) due to be sent out early December 2019, closing 14 January 2020.

(b) High Needs

In order to help to address the significant funding gap within the High Needs Block and less dependence on the independent school sector, a £15m bid was being made to the meeting of the Corporate Capital Group, subject to ratification when the County Council budget is approved in February 2020. This would provide an additional 300 places at Devon special schools, commencing from September 2021 (all 300 places by 2024) with significant projected direct and cost avoidance savings.

128

Finance Update

DISCUSSION:

The Forum considered the report of the Chief Officer for Children's Services and County Treasurer (DEF/19/09) regarding the Dedicated Schools Grant (DSG) budget monitoring report month 6 (2019/20) forecasting overspend of £18.7m. The forecast table (paragraph 1.2) did not include £3.5m reserves (awaiting clarity on the recent DfE consultation on the conditions of grant).

The Forum also noted the respective minutes of the Schools Finance Group (SFG) of 6 November 2019.

Members noted that month 7 monitoring would not be formally carried out due to budget preparations however Schools Finance Group members would be kept informed of the position.

Members discussion also included:-

- welcoming the £3.5m reserve set aside awaiting on the DfE consultation, not dependent upon another;

- continuing concern at the HNB funding gap (now £18.7m) and that the current HNB structure was not fit for purpose;

- DfE consultation on Minimum Per Pupil Funding mandatory formula factor anticipated to proceed;

- concern that schools (via the DSG) were anticipated to pick up HNB costs associated to post 16 places, which accounted for 197 placements (36%) of the independent special school sector;

- various initiatives to reduce the use of the independent special school sector (eg mainstream schools accessing outreach specialist SEN provision in special schools).

DECISION:

- (a) that month 6 DSG monitoring position be noted;

- (b)(i) that the County Treasurer raise the Forum's concern over schools picking up 18-25 HNB costs as part of a DSG Deficit Recovery Plan for 2019/20 with f40; and

- (b)(ii) a letter be sent to the DfE on behalf of the Forum seeking clarification on this matter.

ACTION:

County Treasure (Adrian Fox)

129

2020-21 Schools Funding Arrangements

DISCUSSION:

The Forum considered the report of the Chief Officer for Children's Services and County Treasurer (DEF/19/10), as well as noting the respective minutes of the Schools Finance Group (SFG) of 6 November 2019.

The report covered:-

- 2020-21 Schools Funding (including DCC consultation with schools responses)

- Delegation and De-delegation

-Centrally Held Funding.

A total of 105 (29%) school responses had been received (compared to 155 last year), with analysis in the report's appendices A-E. In respect of the movement between DSG blocks (paragraph 1.35 of the report), school views had been sought regarding transferring up to 0.5% from the schools block in 2020-21 (one year only, not a permanent basis). However due to further developments and likely requirements by the DfE members felt it prudent to further consult schools at this stage on this particular point. It was felt that schools were more likely to consider transferring funds if these could be utilised to pump prime a specific project of benefit to all schools as part of a DSG recovery plan, rather than to just offset the HNB deficit. The consultation outcome would need to be considered during the next cycle of DEF meetings and for submissions to DfE in January 2020. The Forum was mindful of the HNB in the short term for next year's budget, the 5-10 year plan and HNB culture.

DECISION:

(a) that Cabinet be recommended to approve the proposals for the 2020-21 schools revenue funding formula (as set out in section 1 (1.43) of report DEF/19/10) i.e. to:-

- (i) remove the reception uplift in line with the national funding formula factors
- (ii) increase the primary lump sum to £110,000
- (iii) set the MFG at plus 0.5% rising to plus 1.84% depending on affordability
- (iv) set all NFF factors at the new rates prescribed in the October 2019 operational guidance
- (v) increase AWPU for all pupils if funding permits;

Note (i) – (iv) above: that the final funding rates may change subject to affordability when the October 2019 pupil data and Schools Block DSG settlement is confirmed in late December 2019.

(Vote: Schools, Academies and PVI members)

(b) that the views expressed by schools regarding transferring 0.5% to the High Needs block be noted, but that further consultation on this be carried out without delay;

(c) that the de-delegation proposed services for maintained primary and maintained secondary schools be approved (as set out in section 2.3) of report DEF/19/10) be approved on a maintained primary/secondary basis, i.e.:-

- (i) behaviour support services
- (ii) support to under-performing ethnic groups and bilingual learners
- (iii) licences and subscriptions

(note: All licensing is covered by a national licence and the DfE charge the local authority except CLEAPPS (LEA Provision of Science Services))

- (iv) trade unions
- (v) jury service /magistrates duties
- (vi) maternity
- (vii) contingencies (including schools in financial difficulties and exceptional events);

(Vote: Maintained primary members)

(Vote: Maintained secondary members)

(d) that the centrally held funding allocations (as set out in section 3.4) of report DEF/19/10) be approved i.e. to:-

- (i) continue to give £60,000 for the Emotional, Psychological and Social Wellbeing Service, co-produced by Public Health Devon and schools
- (ii) retain the funding centrally at the same level as 2019-20 for Phase Associations
- (iii) retain the funding centrally at the same level as 2019-20 for Schools Admissions Service;

(Vote: Schools, Academies and PVI members)

(e) that consultation responses in appendices D and E relating to sections 2.3 and 3.4 of report DEF/19/10) be noted;

(f) that the local authority's disapplication requests that have been applied for and awaiting approval be noted (section 4.1 of report DEF/19/10).

ACTION:

County Treasurer (Adrian Fox)

130 Standing (and other) Groups

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

(a) Schools' Finance Group (SFG)

Minutes of the meetings held on 11 September and 6 November 2019 (considered under Finance Update minute above).

(note: SEND/High Needs Block Invest to Save Projects (SFG minute 2, 11 September 2019 approved under the Forum's urgency procedures – see minute 131 below)

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

Minutes of the meeting held on 24 September 2019.

131 Items taken as a Matter of Urgency

To note the following matters approved by this Forum in accordance with its urgency procedures as detailed in the constitution:

(a) SEND Invest to Save Projects (SFG minute 2, 11 September 2019 approved);

(b) DEF Proportionality maintained/academy primary representation - update (DEF minute 120, 19 June 2019).

DEF members, as well as primary phase schools and academies had been consulted upon proportionality following the expected academy conversion of a schools member's school not proceeding.

DECISION:

that as no comments had been received from primary phase schools and academies, the existing maintained/academies primary phase ratio would remain at 6:2 (instead of moving to 5:3) until the next annual review (for September 2020) or earlier in the event of any resignation of a primary maintained schools member.

132 Dates of Future Meetings

Meetings to be held at County Hall, Exeter, at 10am (unless otherwise specified):

Wednesday 22 January 2020

Wednesday 18 March 2020.

Wednesday 17 June 2020

Wednesday 18 November 2020

Wednesday 20 January 2021

Wednesday 17 March 2021.

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

The Meeting started at 10.00 am and finished at 11.50 am
The Schools Forum web is www.devon.gov.uk/schoolsforum

Agenda Item 2

33

Attracting Teachers to Devon

Campaign proposal

December 2019 v2



The brief

The following proposal has been developed to support Devon County Council in attracting teachers into the county. Typically teachers will either begin or end their career in Devon but it struggles to attract mid-career teachers with 3-5 years' experience.

The recommendations below have been created based on an indicative budget of £10k. However, we will work with you to build a campaign that best serves your needs within whatever budget is available. We will also work together to agree campaign objectives and KPIs.

Our approach

With this campaign we'd like to raise awareness of Devon County Council as an employer and directly target teachers who are considering a new position for the 2020 Summer and Autumn terms. To do this we are proposing a phased approach.

Phase One

We go live as early as we can in the new year with both targeted paid for and organic social media content. By using the creative assets developed for the new employer branding this will take minimal time to launch, subsequently capturing anyone feeling inspired to look for something new in the year ahead.

Phase Two

Phase two is then designed to support recruitment after the February resignation deadline using industry specific job boards to again raise awareness of DCC and drive traffic to the Working for Devon website.

We will be targeting throughout the UK but with a focus on urban areas. To support the campaign we would like to conduct an interview with a teacher who has moved to Devon (ideally from a city) and is willing to share their story. This will provide content that other teachers can relate to and will be key to selling Devon as a destination of choice.

Budget

£10,000 (approx.)

Destination

<https://www.devon.gov.uk/workingfordevon/work-in/children-and-families/education-and-schools/>

Phase One

Facebook

We recommend using Facebook's extensive targeting options to get your adverts in front of the most relevant people. Utilising our expertise in audience targeting we can help you connect with potential candidates who are more likely to be interested in your event based on their current role, job industry, education level, demographics or related interests and hobbies, across Facebook. A massive reach, abundance of versatile ad formats and creative opportunities to meet a variety of objectives, all go to make Facebook a powerful tool to connect and engage with your target audience. An example of how we would approach targeting for this campaign is below using Nationwide targeting as a location.

Major City Targeting

Location – Birmingham (+40km), Bristol (+40km), London (+40km), Manchester (+40km).

Ages – 21 – 65+

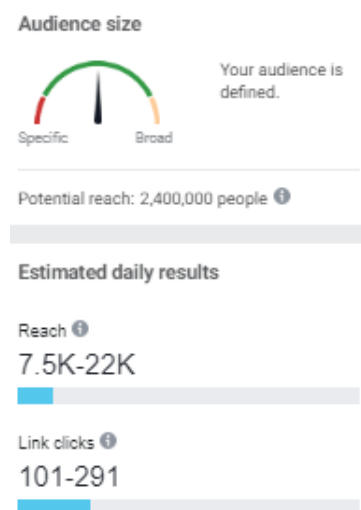
All Genders

People who have expressed an interest in –

Certified teacher, Head Teacher, Scholastic Teachers, Teacher, Teacher Education

High School Teacher, Primary School Teacher, Primary Teacher, Teacher

With a budget of £2,000 for a 30-day campaign with this specific targeting we can expect:



The above targeting estimates an audience size of 2.4 million people, with a predicted reach of between 7.5k and 22k people and between 101 – 291 clicks per day. We must again stress however that this would be purely focused at driving awareness.

Costs

Setup & Management for campaign	3 hours @£65 an hour £195
Facebook budget (1 month)	£2,000

Total £2,195

LinkedIn

LinkedIn Ads make it possible to reach the world's largest professional audience in one place. Utilising granular, career-specific and demographic targeting options based on member-generated data means we're able to show your ads to a highly relevant audience. With native news feed ad formats, now including carousel and video, in addition to standard text, follower and spotlight ads, there are multiple opportunities to effectively engage with your ideal candidates. Taking the above into account, we would look to run a 'brand awareness' campaign and target:

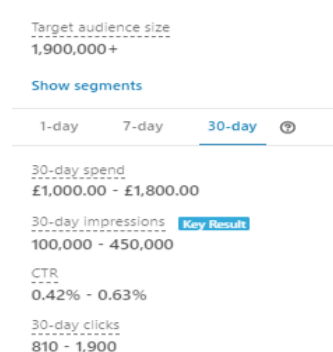
Localised Targeting

Location – United Kingdom (Exclude – Exeter, Torquay, Plymouth)

Ages – All ages

All Genders

Teacher, Substitute Teacher, Mathematics Teacher, Special Education Teacher, Teacher Assistant, Elementary School Teacher, Science Teacher, Art Teacher, Music Teacher, English Second Language Teacher, School Teacher, Spanish Teacher, Physical Education Teacher, French Teacher, History Teacher, Biology Teacher, Long Term Substitute Teacher, Teacher Department Head, Headmaster, Head of School, Assistant Principal, Deputy Head. Teaching, Language Teaching, English Teaching, Teaching Reading, Teaching Writing, Spanish Teaching, French Teaching, German Teaching.



The above targeting estimates an audience size of 1.9 million people, with a predicted 30-day impressions of 100,000 – 450,000 and 810 – 1,900 clicks.

Costs

Setup & Management	£180 = 3 hours (1 hour set up, 2 hours optimisation/management)
LinkedIn budget (1 month)	£1,550 for 1 month campaign

Total £1,730

Phase 2



eTeach

The eTeach website was built for teachers by teachers. The site has gained momentum over the years and is now trusted by over 7,500 schools and colleges and last year the job boards advertised more than 65,000 jobs to their 1.8 million registered candidates, who make more than 1 million site visits to their site each month.

Recommended Package

Targeted Email

- These emails are sent directly to a targeted list of up to 5,000 candidates based on the marketing message you are trying to achieve. They can target subject area, phase and location.

Skyscraper Display Advertising Campaign

- Featuring the new Devon EVP imagery in an eye-catching visual skyscraper advert to increase the views of your campaign, this attracts high levels of traffic direct to your desired landing page.
- On average 3 million candidates visiting the website each month will see the Skyscraper banner.
- The banner has a higher than national average clickthrough rate of 0.4%.
- The costs below include this banner for five weeks.

Total £2,250



tes

Tes receives 14 million web visits per month. They are a global education business. They started out in print more than 100 years ago as The Times Educational Supplement. Fast forward to today and they have grown in partnership with teachers and schools around the world to become one of the largest, professional digital communities, connecting and supporting more than 13 million educators globally. Please see below the package we think is most suited to this campaign:



Target your audience across the tes website with Display Advertising

- You can tailor your targeting by subject, position, school type and location.
- Advertise across Jobs, Community and Resources area of website ONLY reaching your target audience.
- Average click through rate of 0.3%.
- 100,000 impressions across 6 weeks.

Targeted email campaign

- Deliver your exclusive content directly into the inbox of teachers within your target audience.
- You can segment teachers by subject, position, school type and location.
- Average open rate 10%, average click to open rate 5-8%.
- Sent to 5,000 users across designated territories.

Total £3,000

Creative and Project Management



All creative assets would be based on the new employer brand for DCC. Below we've listed the costs to write the employer article, create the assets and write the associated copy for adverts and targeted emails.

Employer Article

- 0.5 days Copywriter @£712.50 a day

Advertising Assets e.g. social posts, emails and banners

- 1 day Artworker @£750 a day
- 1 day Copywriter @£712.50 a day

Project Management

- 1 day Client Executive @£750 a day

Total: £2,568.75

Cost Summary

Activity	Cost
Facebook	£2,195
LinkedIn	£1,730
Phase One	£3,925
E-Teach	£2,250
TES	£3,000
Phase Two	£5,250
Creative & Project Management	£2,568.75
Total ex. VAT	£11,743.75

Next steps

If you would like to progress or to discuss the proposal further, please contact Sam Mullins, Lead HR Business Partner – Performance at Devon County Council

Email: samantha.mullins@devon.gov.uk

Tel: 01392 380431

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

Recommendations

It is recommended that DEF:

- a) Note the Dedicated Schools Grant (DSG) 2020/21 announcement on 19 December 20189 as set out in section 1.

All to note

- b) Note the Schools Block, High Needs Block and Early Years Block for 2020/21 as set out in section 2 to 6.

All to note

- c) Note month 8 DSG monitoring position as set out in section 7.

All to note

Dedicated Schools Grant 2020/21: Budget Planning

1. Introduction

On the 19 December 2019 the Education and Skills Funding Agency (ESFA) announced the Schools Funding allocations for 2020/21.

Note that the final allocations will be adjusted through the year for recoupment academies and the updated early year's census. Individual maintained school budget allocations will be confirmed by 28 February 2020 following ratification by the ESFA; Academies will receive their notifications directly from the ESFA.

Table 1: Notional Block Allocation at 19 December 2019

DSG Schools Block	Per pupil funding rate	No of pupils	2020/21 Allocation £m	2019/20 Adjusted Baseline £m
Schools Primary budgets, including Academies	£4,135.33	55,673	230.226	218.384
Schools Secondary budgets, including Academies	£5,100.93	35,731	182.264	173.747
Growth, Premises and Mobility			8.808	8.892
Notional Block Total			421.298	401.023

Central Schools Service Block	Per pupil funding rate	No of pupils	2020/21 Allocation £m	2019/20 Adjusted Baseline £m
Ongoing Responsibilities	£27.39	91,404	2.504	2.452
Historic Commitments			0.949	1.186
			3.453	3.638

Agenda Item 7

High Needs Block	2020/21 Allocation £m	2019/20 Adjusted Baseline £m
Baseline allocation	75.949	67.519
Additional High Needs Funding (December 2018 Announcement)	0	1.543
Deduction for direct funding of high needs places by EFA	(5.350)	(5.339)
	70.599	63.723

Early Years Block	Per pupil hourly funding rate	Pupil Part time equivalent	2020/21 Allocation £m	2019/20 Final Allocation £m
3- & 4-year olds	£4.38	9,821.46	24.520	24.072
3- & 4-year olds additional 15hrs	£4.38	3,632.63	9.069	8.904
2-year olds	£5.28	1,503.00	4.523	4.455
Maintained Nursery School Supplementary Funding			0.101	0.101
Disability Access Fund			0.161	0.154
Early Years Pupil Premium			0.276	0.276
			38.650	37.962

Total DSG settlement	534.000	506.346
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2. Schools Block

The Schools Block allocation for 2020/21 is £421.30 millions, which is an additional funding of £20.28 millions from 2019/20. This is due to the additional funding received through the National Funding Formula (NFF) of £19.08 millions and the net rise in pupils across the sectors of 170 pupils.

As part of the consultation it was agreed that schools would see funding to levels set out per the NFF for 2020/21 including the increase of 4% to the pupil factors.

With the revision of the local formula factors per the new underlying data the schools block has moved to implementing the national funding formula factors.

Minimum Funding Guarantee (MFG) for 2020/21 is to be set at plus 1.84% compared to the plus 0% of 2019/20. 36 Schools will receive MFG this year compared to 214, of which 63 of those received MFG of less than £3,863 (or in other words, less than one pupil's worth of KS3 Basic Entitlement (AWPU), in 2019/20

3. Central School Services Block

The Central Schools Service Block recognises the Ongoing Responsibilities of Education Services Grant (ESG), Admissions, Copyrights and Schools Forum along with Historic Commitments for Phase Associations and Termination of Employment Costs.

In 2020/21 the DfE have reduced the Historic Commitments by 20% and even with a recognition after the disapplication to remove this reduction they have maintained the stance for this year with the plan to review this further in the coming year.

4. High Needs Block

The High Needs Block continues to be under considerable budgetary pressure and after the settlement announcement including the budget shortfall for 2020/21 is identified as £32.34 millions.

The budget required and the proposals to fund or manage them are summarised in Table 2 below:

Table 2: High Needs Budget 2019/20

High Needs budget 2020/21	Budget Required £'000	Budget Change £'000	Notes ref
Alternative Provision / Hospital Ed.	6,718	463	4.1
Social Inclusion and Children in Care	1,428	0	
Closing the Gap	1,500	0	
Inclusion	334	0	
Maintained Special Schools	33,918	4,574	4.2
Nursery Plus	1,164	0	
Independent Special Schools	36,486	21,334	4.3
Recoupment	1,018	532	4.4
Safeguarding Every Learner	144	0	
Mainstream SEN	16,189	5,364	4.5
SEN Services	871	(53)	4.6
Support Centre Funding	1,606	125	4.7
	101,376	32,339	

Detailed explanation of pressures and planned actions

4.1. Alternative Provision (AP) includes Hospital Education. Budget for 2020/21 includes an additional £370,000 for direct recoupment, including an uplift for medical places, and £21,000 for the teachers pay and pension grants. A pressure of 4 SEN places have been commissioned from the medical provider at a cost of £72,000.

4.2. Maintained special schools. Part of the SEN strategy is to invest in our maintained special schools to increase our own capacity to meet growing demand for placements in this type of provision. Overall the budgeted places increased to 1,381 in 2020/21 from 1,216 in 2019/20 with an average cost of £21,380 sees a budget increase of £3.36millions. This includes Glendenning new school which opens September 2020. A proposed uplift of 2% is also being considered on the core offers which totals £589,000.

Other grant increases due to Teacher's pay and pensions grant £627,000 and Post 16 Bursary of £4,000 with a decreased in the PE & Sport grant of £8,000 all matched in the Schools Block.

4.3. Independent special schools. There is a funding gap of £21.33millions expected for 2020/21. This is after planning for growth and increasing numbers of complex cases. In recognition of the shortfall in funding in 2019/20 £5.18millions available from the December settlement has been allocated to this budget to bring the budget to that required for last year.

The number of placements has risen to 643 from 380 as well as the budgeted average cost rising from £44,173 to £49,891. All in all, this has seen a pressure of £16.41millions to the budget and cannot be met from the current funding envelope.

Agenda Item 7

A reduction of £384,000 has been made to the budget due to the number of placements with the Children Social Care team reducing from 34 to 25.

The lack of capacity in-house is leading also escalating demand on high cost Independent Special School placements. To reduce this demand £19.1millions has been secured by capital investment from the Community Health Environment and Prosperity portfolio which along with a special free school bid will secure 300 additional places. This is currently subject to budget ratification

4.4. Recoupment. Exports are higher than imports for Devon and budget has been increased by £532,000 to meet the current level of funding required based on the ESFA adjustment.

4.5. Mainstream SEN. Demand for placements in FE colleges has seen an increase of £1.5millions allowing for place funding built into the budget which will be recouped during and a reduction to the available element 3. Movement across to the Support centres has also been made for nurture group at Bluecoats Torrington £41,000.

Funding pressures to this budget total £3.92millions and is made up from the following areas. Pre-16 High Needs Top-up has seen a demand increase of £2.59millions from the increase in EHCPs budgeted at 2,486 compared to 2,034 along with an increase of £223 to average cost of a plan. The Personal Budgets and Tutoring organised by the Inclusion Team have a pressure of £750,000 and includes growth in numbers for 2020/21. FE Colleges have also seen a rise in the placement of the new academic year which has seen a pressure of £280,000. SEN therapy commitments outside of the contract has increase the planned budget by £264,000 along with an increase in the SLA with Virgin of £42,000.

4.6. SEN Services discussion have been ongoing with the Economy, Enterprise and Planning team regarding the funding of a post. This is showing as a £53,000 saving for 2020/21.

4.7. Support Centre Funding a net increase to the provision offset in part from SLA reduction of £84,000 and transfer of £41,000 from Mainstream SEN for Bluecoats

5. Early Years Block

Funding in 2020/21 sees the third year for the additional 15-hour entitlement (the 30-hour childcare policy). The formula allocates funding to local authorities for the existing 15-hour entitlement for all 3- and 4-year olds and the additional 15 hours for 3- and 4- year old children of eligible working parents. The funding rates for both entitlements have seen a rise of 8p per hour.

From April 2020 Devon will be funded at £4.38 per hour for 3- and 4-year olds (national average of £4.94) and £5.28 for 2-year olds (national average of £5.55).

6. Other Schools Grants

Other Schools Grants are summarised in Table 3 below

Table 3: Other School Grants

Grant	£m
Pupil Premium	24.095
UIFSM Grant	8.429
PE & Sports Premium	5.622
Teachers Pay Grant	5.932
Teacher's Pension Grant	16.871
	60.949

6.1. Pupil Premium

The funding rates for Pupil Premium remain the same as for 2019/20. The illustrative budget is as per 2019/20. Allocations for 2020/21 are expected to be announced by the ESFA in June 2020.

6.2. Universal Infant Free School Meals (UIFSM) Grant

The grant for universal infant free school meals (UIFSM) is at a meal rate of £2.30 for the 2020/21 academic year. We will be notified of further details by the ESFA in the new year. The illustrative budget is based on the latest available data for the 2019/20 academic year.

6.3. PE & Sports Premium

The illustrative budget is based on the latest available data for the 2019/20 academic year. We will be notified of further details by the ESFA in the new year.

6.4. Teachers Pay Grant

The illustrative budget is based on the latest available data for the period September 2019 to March 2020, forecast for a full financial year. For the financial year 2020/21 the ESFA will publish updated rates and allocations in spring 2020.

6.5. Teacher's Pension Grant

The illustrative budget is based on the latest available data for the period September 2019 to March 2020, forecast for a full financial year. We will be notified of further details by the ESFA in the new year.

7. Month 8 DSG budget monitoring position

In November 2019 the DFE confirmed the revised DSG settlement allocation of £511.7millions including Early Years (before recoupment for academies and direct funded High Needs places £241millions). This is ring-fenced grant and any surplus/deficit will be shown as an assumed carry forward. Other school grants total £27.8millions.

The 2018/19 carry forwards total £16.47millions have been approved by cabinet and are included within the report.

Table 4: Summary of Month 8 forecast position and major variations:

Dedicated schools Grant							
	Net Budget £'000	Net spend Mth 8 £'000	Forecast at Mth 8 £'000	Variance £'000	Ring fenced C/fwd £'000	Deficit / (Surplus) Balance £'000	Movement from Previous Mth £'000
Schools delegated budget	199,181	124,270	199,181	0	0	0	0
DSG and School funding	(298,532)	(195,165)	(298,532)	0	0	0	0
Total DSG	(99,351)	(70,895)	(99,351)	0	0	0	0
De-delegated budgets	6,258	2,212	6,288	30	0	30	9
Central Provision (Schools)	5,849	3,501	5,855	6	0	6	(1)
High Needs Funding	65,433	52,089	86,907	21,474	0	21,474	1,371
Early Years & Childcare Services	38,279	24,798	38,260	(19)	0	(19)	(101)
Total DSG central budgets	115,819	82,600	137,310	21,491	0	21,491	1,278
Overall Net DSG budget	16,468	11,705	37,959	21,491	0	21,491	1,278

1.1 De-delegated budgets – Overspend £30,000

The Copyrights and Licence and Trade Union budgets are forecasting to breakeven with the in-year over spend covered by carry forwards surplus from 2018/19.

The Schools and DSG contingency budget are reporting to overspend by £29,000 after adjusting for the 2018/19 carry forward of £2.5millions and agreed FIPS planned expenditure of

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£1.73millions. Maternity is anticipated to underspend by £790,000 as claims drop but will be ring fenced carry forward.

£156,000 Invest to Save budget has now been allocated from the 2018/19 carry forward. Bids received from Schools have been reviewed by the SEN 0-25 Team and 6 bids have been recommended and approved by SFG and payments released.

1.2 Central Provision within Schools – Overspend £6,000

Reporting a small overspend which is in relation to Surplus Properties Further analysis is currently being completed around Surplus Properties due to the overspend in 2018/19, this forecast is likely to change.

1.3 High Needs – Overspend £21.5millions

The High Needs Block is under significant pressure and has seen further growth in the funding shortfall of £1.4millions from month 7 (£2.8millions from month 6) reporting an overall funding shortfall of £21.5millions. The forecast includes the backlog of EHCPs, and growth has been increased to reflect this.

Table 5: Summary of High Needs budgets and forecast position as at Month 8

	Budget	Forecast At Month 8	Variance	Movement Previous Month
	£'000	£'000	£'000	£'000
Alternative Provision	2,755	3,210	455	200
Children in Care and Exclusions	1,428	1,428	0	0
Closing the Gap	1,500	1,500	0	0
Inclusion	334	334	0	0
Nursery Plus	1,164	1,119	(45)	(45)
Safeguarding Every Learner	144	144	0	0
SEN Mainstream	9,326	11,885	2,559	331
FE Colleges	1,534	2,195	661	106
SEN Services	924	873	(51)	(1)
Maintained Special Schools	31,429	32,136	707	212
Hospital Education Services	370	370	0	0
Recoupment	486	806	320	185
Other Special School Fees	12,754	29,556	16,802	402
Support Centre Funding	1,285	1,351	66	(19)
TOTAL	65,433	86,907	21,474	1,371

1.3.1 Alternative Provision – Overspend £455,000

The cost of placements with other alternative provision providers is forecast to exceed the budget by £332,000 as the number of placements rise to a total cost of £800,000 (this includes £50,000 committed to the Hospital School to commission support for AP Medical students). This is offset by the main AP contract for 160 planned places, forecast assumes 141 average placements saving £237,000.

1.3.2 SEN Mainstream – Overspend £2.6millions

SEN Mainstream covers personalised education package, EHCP and the SLAs which support them. There is currently an overspend outturn of £2.6 millions.

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EHCPs have an adverse price variance totalling £643,000 (average value £3,211) along with a volume variance of £201,000 as currently forecasting 2,352 FTE (2,301 FTE in month 7) against a budget of 2,034 FTE and includes growth of 204 FTE to allow for the backlog within the 0-25 SEN team.

Plus Packages are in place for 183 students (average cost £9,617) along with adverse variations for Element 2 adjustments, Lump Sums, backdated claims and prior year payments total £455,000.

The Personalised budgets forecasting to spend £636,000 this is based on actual of 72 pupils being supported with £100,000 for growth, whilst Tutoring Specialist Support of £356,000 supporting 43 pupils with £50,000 for growth.

1.3.3 FE Colleges – Overspend £661,000

FE colleges are now reported separately for clarity and is reporting an overspend of £661,000, of which £162,000 relates to the ESFAs adjustment to reflect our exports to other local authorities.

1.3.4 Maintained Special Schools – Overspend £707,000

The numbers on roll as of November 2019 was 1,286 compared to the budgeted 1,243 allowing for the further growth at Marland to March 2020. This sees a price variance of £73,000 and volume variance of £237,000. Commissioning of Exceeded Places has increased to 151 compared to 85 seeing an additional cost of £255,000. Whilst creating an overspend on this budget line has helped the High Needs Block overall by reducing placements within the more costly Independent Sector.

Savings have been found with the £182,000 from a double count in the Charlton Lodge growth and base budget, whilst additional income has been received of £26,000 from Children in Care.

Devon has seen a reduction to its funding of £162,000 for a further Import/Export adjustment and an unbudgeted cost of £190,000 to keep pupils in current placements rather than the more often higher costly alternative placement.

1.3.5 Recoupment – Overspend £320,000

The forecast is based on the summer term actual placement income / expenditure between other LAs plus actuals and projections for placements in the autumn and spring terms. Net adverse variance from budget of £182,000. The management action to recover Element 2 from other LAs, which for now is assumed to not be achievable seeing a budget reduction of £138,000.

1.3.6 Other Independent Special Schools – Overspend £16.8 millions

The independent budget is reporting a funding shortfall of £16.8millions, £5.1millions of which relates to the known shortfall at budget prep. The forecast includes the £2.5millions deficit carry forward from 2018/19. For which Management action was identified. Latest report shows £1.33 millions of savings will not be achieved until 2020/21 therefore will be carried forward at year end as a deficit budget. £612,000 were written out as unachievable. £528,000 savings included in forecast.

Overall there are currently 613 placements in Independent sector which is set to rise to 664 by the end of the Spring term and £1.26millions growth has been built into the forecast. The average placement numbers, including the growth, are forecast 130 above budgeted level resulting in £5.3millions volume variance and £4.2millions price variance. The above analysis includes a reduction of 13 Children's Joint funded placements and Adult joint funded placements income expected being lower than originally budgeted and placements continuing for a further academic year.

There has also been £280,000 income agreed for residential CIC placements and a £54,000 budget reduction in our settlement to fund the element 2 for our net exports to other Local Authorities Non-Maintained Special Schools.

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1.3.7 Support Centre Funding – Overspend 66,000

The savings from the closure of Tavistock support centre from September 2019 £63,000, has now been offset by the opening of a new resource centre at Marpool Primary of £61,000 and Torrington Bluecoats £51,000.

Other adverse variances include the £19,000 reduction to budget for recoupment, £17,000 backdated payment for Speech and Language support offset by a £20,000 saving in direct commissioned staff.

1.4 Early Years – Underspend £19,000

We expected Summer term to overspend as uptake is always high in this term and there will be new unfunded starters that were not on census, however in previous years this has been offset by savings in the Autumn term, the extent to which cannot be known.

Since Month 7 Early Years have received confirmation that the Disability Access Fund is not ringfenced grant and can be used towards to support children with SEND. The Inclusion overspend will be funded by this grant £101,000.

1.5 Management Action

The management action is not expected to change from that previously reported. As part of the SEN strategy the LA are looking at expanding further the capacity of some of the Maintained Special School places to prevent placements in the Independent Sector, capital investment has been included within the 2020/21 budget and is awaiting ratification.

1.6 Carry Forward Decisions

Carry forward proposals will be taken to DEF meeting for approval on 14 March 2020 as by early March the outturn position will be far more certain than at present

1.7 Summary

Further increases in demand for Special school placements, complex, plus packages and personalised package funding is making the task of finding savings increasingly difficult.

Government announcement on the 30 August 2019 for Schools funding stated Schools across England are set for a giant cash boost as the Prime Minister announces he will invest over £14 billion in primary and secondary education between now and 2022/23.

The funding package for 5-16 schools includes £2.6 billion for 2020/21, £4.8 billion for 2021/22, and £7.1 billion for 2022/23 compared to 2019/20. This will bring the schools budget to £52.2 billion in 2022/23. Separate to this, each year the government have confirmed that the near £1.5 billion each year will continue to fund additional pension costs for teachers.

The Settlement in December 2019 included £780 millions extra for children with Special Educational Needs and Disabilities (SEND) in 2020/21, so every pupil can access the education that is right for them, and none are held back from reaching their potential.

1.8 Recommendation:

Schools Forum is asked to note the update as set out in section 7 above

All to note

MARY DAVIS
County Treasurer
Services

JO OLSSON
Chief Officer for Children's

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

SCHOOLS FINANCE GROUP on 8 January 2020 at Great Moor House

ISSUES FOR DEF ON 22 JANUARY 2020

Item 6	Mutual Fund DEF to note that 2020/21 Premiums will be reduced by 20% for teachers and 10% for support staff cover.
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SCHOOLS FINANCE GROUP Notes of meeting on 8 January 2020 at Great Moor House

		Attendance		
		8/1/20	6/11/19	11/9/19
DCC				
Adrian Fox (Chair)	Head Accountant (E&L)	✓	✓	✓
Dawn Stabb	Head of Education & Learning	✓	✓	✓
Ancilla McKenna	Senior Accountant (Schools)	✓	Apologies	✓
Heidi Watson-Jones	Service Support Officer (E&L)	✓	✓	✓
DAPH				
Jonathan Bishop	Cornerstone Academy	✓	Apologies	✓
Alun Dobson	Marwood Primary	✓	✓	✓
Jamie Stone	Denbury Primary	✓	✓	✓
Paul Walker	First Federation	✓	Apologies	✓
Martyn Boxall	Exeter Children's Federation		✓	
DASH				
Daryll Chapman	Dartmoor MAT	✓	✓	✓
Lorraine Heath	Uffculme Academy	✓	✓	✓
Matthew Shanks	Education South West	✓	✓	✓
Sammy Crook	Tiverton High School	Apologies	✓	✓
Andrew Davies	Exmouth Community College	✓	✓	✓
SHAD				
Keith Bennett	Marland School	✓	✓	Apologies
Jacqui Warne	Learn to Live Federation	✓	✓	
DAG				
Faith Butler	Special	✓	Apologies	✓
Malcolm Dobbins	Primary	✓	✓	Apologies
Alex Walmsley	Secondary	✓	✓	✓
EY Providers				
Lydia Wright	Early Years – PVI providers	Apologies	Apologies	✓
In Attendance				
Katrina Harverson	Senior Accountant (E&L)	✓		
Julia Foster	Senior Manager SEND	Apologies		

Agenda Item 8

1. Item/Focus: Minutes and Matters Arising from meeting on 6 November 2019	
Discussion: <ul style="list-style-type: none"> Noted currently 75 Children are in Care from other LAs for which costs are recouped, 13 of which are placed in maintained special schools. Majority in mainstream. Heads sought assurance that the special school placements are appropriate based on the location of the child's placement. Concerns were raised regarding children placed in maintained residential provision where alternative complex care arrangements might have been more appropriate. A discussion is planned with DfE on the complexities of the import/export process. SFG discussed instances where Tribunals have ruled that placements must be made in maintained special schools already deemed to be full. Finance officers confirmed that commissioned planned places will be based on actual numbers for 2020/21. 	
Key Decision/Issues for DEF:	Minutes agreed as an accurate record.
Action:	
2. Item/Focus: DSG Monitoring – month 8	
Discussion: <ul style="list-style-type: none"> Funding Shortfall of £21.5m DSG projected, with demand continuing within High Needs Block. The group noted variances since previous report in volume of EHCPs, Plus Packages and Personalised Budgets, which can prevent additional cost in independent provision. Noted FE position, now reported separately. Noted additional costs within maintained special schools exceeding expected growth and placements over planned numbers. Considered Special Schools Capital project; follow-up discussion is planned for LA SENTient Heads meeting on 17/1/2020. Discussed issues around net budget reductions linked to Element 2 recoupment by DfE for children in care to Devon on roll of schools in other authorities. SEN2 return, due w/b 13/1/2020, is expected to show further significant increases in number of EHCPs requested and issued. Noted 613 placements currently in independent provision; projected to rise to 664 by March 2020. EHCP and Independent Sector growth projection processes were explained. Noted the unpredictable profile of the number of EHCP assessment requests received by the 0-25 SEN team over the last 12 months. 	
Key Decision/Issues for DEF:	Report noted
Action:	
3. Item/Focus: Financial Planning 2020 / 21	
Discussion: <ul style="list-style-type: none"> DSG Settlement was announced in December. Noted impact of DfE reduction in historic commitments by 20%. High Needs Block budget required for new financial year is £101.4m; a shortfall of £32.3m. DCC budget will represent this as a recovery plan shortfall and negative reserve with in the Council's accounts. Additional funding received into HNB in December has been allocated to Independent schools budget in recognition of budget shortfall in 2019/20. Noted FE Element 2 levels will be increased with a corresponding decrease to Element 3. Noted increase in Early Years Block relating to a funding rate increase for 3 and 4 year olds' entitlement. Noted that funding into Devon for 2 year olds and 3 & 4 year olds remains below national average. Carry Forward decisions to be presented to March DEF. 	

<ul style="list-style-type: none"> Noted that longer term modelling will be required for DfE Recovery Plan. 	
Key Decision/ Issues for DEF:	Report noted
Action:	
4. Item/Focus: SEND / High Needs update	
Discussion: <ul style="list-style-type: none"> The group considered at length national and local strategic issues around sufficiency of high needs funding, Local Authority representation of the deficit budget position for high needs and the impact of the reduction in accessibility of preventative services to schools e.g. Youth Service and Education Welfare, which can lead to SEN concerns becoming more complex without intervention and resulting in higher level support through an EHCP. The group were reminded of the discussion at the November SFG around the possible establishment of a team which could be available centrally to provide support to children with EHCPs in mainstream schools who require specialist provision. Request has been forwarded to schools for 0.5% Schools Block transfer to HNB to establish this new model of central high needs support to mainstream for children with SEN. The group noted that a budget comparator tool and supporting documentation has been provided but there were concerns that schools appear to be submitting responses without reference to the impact on their school budget. Noted that a negative response would result in the LA needing to build the 0.5% (currently approx. £2.1m) into the DSG recovery plan as a minimum. Discussed how a simplified message could be issued through Phase Associations to clarify the wider picture for all Devon schools, the need for a different approach to be funded, and the implications should schools respond negatively. It was suggested that schools be asked to indicate specific areas of ad hoc specialist provision / outreach that they might particularly wish to access if available. A proposal has been drafted outlining measures which could be put in place to better support mainstream schools with children with EHCPs needing to access specialist provision. Mindful that this has not been circulated at this time. Proposed that a group/ Phase Association response is needed to encourage schools to take on board the background to the proposal and to submit a considered response. 	
Key Decision/ Issues for DEF:	Report noted
Action:	Phase Associations to consider how to encourage schools to take on board the background to the proposal and to submit a considered response.
5. Item/Focus: F40 Update	
Discussion: <ul style="list-style-type: none"> Noted F40 focusing on high needs funding pressures, but continue to recognise inequity of schools funding nationally. National Conference on 10 March 2020: Alun Dobson agreed to attend to represent schools. 	
Key Decision/ Issues for DEF:	<ul style="list-style-type: none"> Report noted
Action:	AF to follow up response from DfE regarding Recovery Plan enquiry. SFG Members to contact Adrian Fox re. F40 Conference attendance
6. Item/Focus: Mutual Fund Board	
Discussion: <ul style="list-style-type: none"> Noted current position projecting an increase in surplus by year end. 	

Agenda Item 8

<ul style="list-style-type: none"> SFG considered proposals for reduction of premiums for 2020/21 financial year. The group discussed alternative packages available on the market. 	
Key Decision/Issues for DEF:	Agreed to support Option 2 for reduction of 20% for teachers and 10% for support staff premiums.
Action:	AMcK to action.
7. Item/Focus: Learner Services to Schools Re-Commissioning	
Discussion: <ul style="list-style-type: none"> Survey has been circulated to Schools and Governors – responses to be submitted by noon on 17 January. Technical Project Group to finalise Options Appraisal and undertake soft market research to ascertain interest in pre-procurement processes. Commissioning Board looking at key priorities for services and overarching outcomes for the contract (e.g. offering a traded service, employment of specialist staff, partnership working criteria) Schools Outcomes Focused Engagement Group to be held on 6 February 2020 (venue tbc). SFG members encouraged to attend, along with survey respondents indicating an interest in further engagement. This will provide an opportunity to consider responses to the survey and begin prioritising what outcomes will be assessed when bids are submitted. Formal Tender documents due to be issued in August. Parents currently engaging with the service will be approached through the Participation Team. Discussion planned for LA/SENTient Heads meeting. Understand that Babcock LDP are also undertaking an unrelated evaluation exercise. 	
Key Decision/Issues for DEF:	Update noted
Action:	DS (HWJ) to circulate date of Schools' Focus Group through HT newsletter SFG members to prioritise attendance at 6 February engagement focus group.
8. Item/Focus: Teacher Recruitment in Devon Campaign	
Discussion: <ul style="list-style-type: none"> Schools have provided video footage and promotional material to be incorporated into a refresh of the current website. HR are seeking input from schools on how a relaunched recruitment drive could look, where a possible roadshow would usefully be received. Discussed value of national advertising and effective awareness raising of staffing to come to the county. Felt that use of Social media would be most effective and affordable. 	
Key Decision/Issues for DEF:	Sam Mullins (HR) to circulate an explanatory report to schools, with follow up options presented and discussed at DEF for an agreed steer on way forward.
Action:	
9. Item/Focus: Items for DEF	
Items for DEF: <ul style="list-style-type: none"> Result of schools consultation request for transfer of 0.5% from Schools Block Reduction in 2020/21 premium for Mutual Fund June Meeting: <ul style="list-style-type: none"> Venue required; noted difficulties due to exam accommodation. (HWJ to resolve) 	
Key Decision/Issues for DEF:	
Action:	

Next meetings:

Wednesday 4 March 2020 (9.15 – 12.45pm) – at Larkbeare House – Exe Room

Wednesday 3 June 2020 (9.15 – 12.45pm) – County Hall – Coaver Ansell Room

Wednesday 15 July 2020 (9.15 – 12.45pm) – at Larkbeare House – Knightshayes Room

Wednesday 9 September 2020 (9.15 – 4.30pm) – at Larkbeare House – Knightshayes Room

Wednesday 4 November 2020 (9.15 – 12.45pm) – at Larkbeare House – Knightshayes Room

Wednesday 6 January 2021 (9.15 – 12.45pm) – at Larkbeare House – Knightshayes Room

Wednesday 3 March 2021 (9.15 – 12.45pm) – at Larkbeare House – Knightshayes Room

SCHOOLS ORGANISATION, CAPITAL AND ADMISSIONS GROUP

Notes of meeting on 3 December 2019 at Great Moor House

Items for DEF on 22 January 2020

FOR DEF ENDORSEMENT	Designated Area Protocol <ul style="list-style-type: none"> SOCA recommended that DEF approve the revised Designated Area Protocol, as considered by SOCA on 24 September 2019.
Item 2	Admissions and Inclusion <ul style="list-style-type: none"> SOCA requested that DEF and LA formally write to new Secretary of State, following 9 December 2019, clearly outlining the conflicts present in the Admissions Code. SOCA wished to share their recognition of the high quality work of the Admissions Team and CiC lead. The high quality documentation, support and advice offered by the team are greatly valued by schools.

		Attendance		
		2/12/19	24/9/19	11/6/19
DCC				
Neil Pateman (Chair)	Built Environments Capital Programme Manager	✓	✓	✓
Andrew Brent	Policy Officer	✓	✓	✓
Fran Butler	EY Childcare Sufficiency Lead	✓	✓	✓
Christine McNeil	School Organisation Policy Manager	✓	Apologies	Apologies
Heidi Watson-Jones	Service Support Officer (Education)	✓	✓	✓
DAPH				
Hilary Priest	The Grove Primary	Apologies	✓	✓
Colin Butler	Otter Valley Federation	✓	✓	✓
Penny Hammett	Fort Federation	✓	✓	✓
Mel Smallwood	Bishops Tawton Primary			✓
DASH				
Daryll Chapman	Dartmoor MAT	✓	✓	✓
Rob Haring	Ivybridge Community College	✓	Apologies	✓
SENTient Heads				
Sam Barham	Lampard Community School	Apologies	Apologies	✓
Cherie White	Pathfield School	Apologies		✓
DAG				
Ian Rogers	DAG	✓	✓	✓
Diocesan Representatives				
tbc	Plymouth CAST		-	-
Christina Mabin	Exeter Anglican Diocese (Admissions)	✓	✓	✓
Richard Power	Exeter Anglican Diocese (Capital)	✓		✓
Union Representatives				
Nigel Williams	Corporate Forum (Education) NASUWT	✓	✓	✓
In Attendance				
Simon Niles	Education Strategy Manager	✓		
Neil Keen	Admissions officer	✓		
Nigel Coleman	NPS	✓		

1. Item/Focus: Minutes and Matters Arising from meeting on 24 September 2019

Discussion:

- Noted LA has engaged with one MAT to look at small schools and demographics and is happy to discuss data with other schools and MATs. The group discussed funding implications and noted that the lump sum allocation can sometimes ensure ongoing financial viability in very small schools. Concerns around curriculum and compliance issues going forward for some of these schools, who may find themselves more vulnerable than schools otherwise supported within a MAT or federation.

Key Decision/ Issues for DEF:

- Minutes of previous meeting agreed as an accurate record.

Action:

- AB / CM** still to discuss with DfE the implications on non-educational issues to be included in guidance to parents – all DfE business currently on hold due to Purdah.

2. Item/Focus: Admissions and Inclusion

Discussion:

- Noted Admissions team becoming more involved in complex casework during the admissions process and implementation of the Fair Access Protocol.
- Complex in-year admissions are increasing significantly for vulnerable groups (e.g. Children in Care, Elective Home Education, excluded pupils and Children in Need); working with schools to ensure children are getting back into school as soon as possible.
- Noted current timeframes for schools to confirm an offer of a school place to the LA. Mindful that after an offer is confirmed schools, particularly for in-year secondary admissions, will try to learn as much as possible about the individual to determine the impact of their admission on the student, and the other students in their teaching groups.
- Heads requested clarity around their ability to refuse to admit, given the provisions in the Admissions Code. Ongoing frustration that schools are not permitted to seek comprehensive information on the child prior to making an offer. The LA expects a school to admit unless there are significant reasons why admitting would be detrimental to the wider class, or physical capacity is exceeded.
- Noted that concerns are being raised by Ofsted about students' mobility where there have been no house moves (currently nearly 40%); data is being requested during inspections.
- Understand that a revised School Admissions Code may include a proposal that statutory school responses are made within a set number of days for in-year admissions.
- Noted that re-admission requests for EHE are often back into the same school the child has left.
- Currently 1.7% of children have been EHE at some stage. The group considered reasons for a family choosing EHE, which can include, in addition to a family's cultural choices, avoidance of an attendance order, SEN needs not being met, and bullying. Concerns were raised about schools' actions to encourage attendance being viewed negatively by Ofsted. Heads felt that schools are, as a matter of course, maintaining records of reasons for parents choosing EHE, and tracking numbers.
- Good practice in schools appears to be increasing. Suggested that recently revised EHE guidance is re-issued to phase associations.
- Considered the reintegration of permanently excluded students. Noted that the LA prioritises successful reintegration in every case. Excluded Year 11 students are retaining their places within Alternative Provision to give the individual stability and the best opportunity of success. Mindful that parental preference is still in place for Year 11 students.
- Suggested that DEF and LA clearly outline the conflicts present in the Admissions Code, and formally write to new Secretary of State following general election 12/12/19.

Key Decision/ Issues for DEF:

DEF and LA to formally write to new Secretary of State following 12/12, clearly outlining the conflicts present in the Admissions Code.

Action:	<ul style="list-style-type: none"> • NK / Phase Associations to remind schools of guidance around processes where families choose to electively home educate. • SN/NK to provide data on permanent exclusions and appeal outcomes, • HWJ to circulate annual exclusion report. • SOCA to request DEF and LA formally write to new Secretary of State to clearly outline the conflicts present in the Admissions Code.
3. Item/Focus: Fair Access Allocations	
Discussion:	<ul style="list-style-type: none"> • The LA recognises that schools are on the whole engaging well with the LA to admit pupils under Fair Access protocols to keep children in their local community school where possible. • Working Party representatives to discuss with Phase Associations and meet in spring term.
Key Decision/Issues for DEF:	Report noted
Action:	<ul style="list-style-type: none"> • NK to provide additional data on Fair Access Allocation in catchment schools.
4. Item/Focus: Fair Access Protocol	
Discussion:	<ul style="list-style-type: none"> • Draft Fair Access Protocol to incorporate recent learning and to consider children missing education, with challenging behaviour and re-integrating following EHE and Alternative Provision. • Agreed to convene Working Party to discuss with Phases and consider review in spring term. To include: Colin (DAPH), Christina (DAG/Diocese) DASH and AP representation required.
Key Decision/Issues for DEF:	Report noted
Action:	AB to convene Working Party to consider review of FAP to include DAPH, DASH, DAG and Wave. SN to secure AP rep. DASH rep required.
5. Item/Focus: Admissions Guidance for Phase Associations	
Discussion:	<ul style="list-style-type: none"> • Guidance drafted for circulation to schools through Phase Associations to provide clarity around statutory requirements for admissions for both LA and schools. • Discussed secondary concerns around Fair Access Protocol admission of up to 3% over PAN which can be difficult particularly in larger schools. • Noted that complex discussions take place with the LA to consider flexibility around PAN to ensure that logistics, funding and effective teaching arrangements are balanced in each school environment. • Fair Access Protocol recognises that children are placed in a school that is otherwise already full.
Key Decision/Issues for DEF:	report noted
Action:	
6. Item/Focus: Admission of Children in Care	
Discussion:	<ul style="list-style-type: none"> • Schools were thanked for their cooperation and support in admitting children in care. • Schools were reminded that any direct approaches from Social Workers and Foster carers for admission of a child in care should be forwarded to Admissions Team and Virtual School. • Heads recognised that Devon's Admission Team practice is very good, and the high quality support and documentation available to schools is valued.

	<ul style="list-style-type: none"> Noted that families with Special Guardianship arrangements do not have such straightforward access to guidance around school admission. AB and FB to consider.
Key Decision/Issues for DEF:	Report noted
Action:	AB and FB to discuss guidance for possible processes specific to families with special guardianship arrangements.
7. Item/Focus: Proposed Admission Arrangements	
Discussion: <ul style="list-style-type: none"> Proposed Admission Arrangements online consultation due to close on 3 Jan 2020. (at www.devon.gov.uk/admissionarrangements) Minimal changes to proposed admission arrangements – awaiting publication of updated School Admissions Code. Any changes that schools would like to propose should be raised through Andrew Brent as soon as possible. Own admissions authorities must determine a policy by the end of February and publish by 15 March – to liaise with Andrew Brent 	
Key Decision/Issues for DEF:	Report noted
Action:	
8. Item/Focus: School Admissions websites	
Discussion: <ul style="list-style-type: none"> Admission arrangements for 19/20 and 20/21 for all schools, including own admission authority schools, should be published on website along with draft 21/22 policy. This should be the school's policy and not a link to the LA policy. Noted that Diocese is currently auditing school websites. Ofsted will check compliance. This information should be highlighted as key information on the school website to be as clear as possible. Advice on good practice is available from Andrew Brent. DAPH was encouraged to highlight nursery admissions information on primary school website to encourage applications, highlighting requirement for separate admission application for Reception entry. Proposed admission arrangements can be sent to admissions team following agreement to be checked and revised as determined arrangements. 	
Key Decision/Issues for DEF:	Report noted
Action:	<ul style="list-style-type: none"> DAPH to encourage Primary Schools to highlight nursery admissions information on their websites to encourage applications. This should also reiterate the requirement for a separate admission application for Reception entry. AB to audit school and trust websites by next meeting
9. Item/Focus: Early Years Update	
Discussion: <ul style="list-style-type: none"> Tax-free childcare registration information to be circulated through Phase Associations (includes breakfast clubs and after school provision). Noted fall in the take up of places for eligible 2-year olds; LA looking into reasons for this including accessibility to citizens' portal and availability of vacant places. Considered parents not accessing extended childcare entitlement. Noted that some providers are not registering for the funding to enable parents to claim the free provision. Early Years Pupil Premium take up is increasing, but there is still some reluctance in providers to claim for administrative reasons. Information leaflet being drafted on Early Years Pupil Premium. 	

<ul style="list-style-type: none"> Noted LA concerns that some academy schools are extending age ranges retrospectively and outside of the agreed formal process which has led to neither the Diocese nor LA being notified in a timely way. Discussed survey for parents and heads on staggered entry, and agreed this would be circulated in the New Year. 	
Key Decision/Issues for DEF:	Report noted
Action:	DAPH and DASH newsletters to share information on registration of tax-free childcare. AB to circulate staggered entry survey to heads and parents in New Year.
10. Item/Focus: NPS Update Report	
Discussion: <ul style="list-style-type: none"> Devon Maintenance Partnership performance above 95% Some slippage due to access implications during school holidays. Improved reporting through Devon Academies Maintenance Agreements. Water Quality contract currently being re-tendered through Procurement. Some issues around drinking water supplies fed by tanks – where these have been installed, these will be included in the water quality tests (legionella). New contract will include a single annual visit during summer months due to size of schools and corporate estate. Noted that water quality is not included in VA Promise and it was suggested that H&S team outline changes to all schools. Noted letters of assurance have been circulated to schools regarding allowing access onto school sites for contractors carrying out essential maintenance work. Concerns were raised around H&S training materials for asbestos management (dated 2016) which may not be most up to date. Heads encouraged to raise any concerns directly with Simon Bates, H&S lead. Discussed practice of NPS sub-contracting maintenance contracts. 	
Key Decision/Issues for DEF:	Report noted
Action:	
11. Item/Focus: Capital Programme Update	
Discussion: <ul style="list-style-type: none"> Draft capital programme has been agreed which includes £4m of work. Work schedule tabled confidentially. Concerns were raised about LA appraisal of design work commissioned through NPS for new schools which in practice do not operate as functionally as they should. Concerns were raised around the priority for zero carbon designs rather than useable spaces which operate effectively, reliably and flexibly for teaching and learning. Ongoing issues around handover process for a new building, including lack of technical understanding to operate complex electronic/internet based systems and the general reliability of infrastructure. Suggested that the post-handover review would be the appropriate opportunity to feedback such concerns. Discussed raising particular issues with Regional Schools Commissioner regarding the quality of new schools constructed through Priority Schools Building Programme. 	
Key Decision/Issues for DEF:	Report noted
Action:	
12. Item/Focus: Health Pupils Capital Fund Update	
Discussion: <ul style="list-style-type: none"> Report provided by Rachel Humphries on Phase 1 school projects. Proposed phase 2 schools have been contacted and invited to apply for funding. 	

Key Decision/ Issues for DEF:	Report noted
Action:	
13. Item/Focus: School Organisation Update	
Discussion: <ul style="list-style-type: none"> Noted increased RSC involvement in School Place Planning, particularly in LAs which are not engaging in local neighbourhood planning. Wave 14 Free Schools – no feedback from ESFA about any bids in Devon LA. Noted RSC has reorganised to improve joined up support for academies, free schools, basic need and targeted improvement programmes. Data provided on falling pupil rolls. ACE Tiverton now opened. Glendinning to open Sept 2020. Monkerton and Roundswell due to open Sept 2020. Tipton pre-planning consultation ongoing. Noted difficulties around schools lowering age ranges outside of formal processes. 	
Key Decision/ Issues for DEF:	Report noted
Action:	
13. Item/Focus: Next meetings	
Discussion: <ul style="list-style-type: none"> Agreed January 2021 meeting to be rescheduled to early December 2020. 	
Key Decision/ Issues for DEF:	Report noted
Action:	
NEXT MEETINGS	
<p>Tuesday 3 March 2020 9.30am at Larkbeare (Exe Room)</p> <p>Tuesday 9 June 2020 9.30 am at Larkbeare (Exe Room)</p> <p>Tuesday 22 September 2020 9.30am – venue tbc</p> <p>Tuesday 1 December 2020 9.30am – venue tbc</p> <p>Tuesday 2 March 2021 9.30am at Larkbeare (Exe Room)</p>	