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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 : 10 March 2020
Please ask for : Fiona Rutley 01392 382305

Email: fiona.rutley@devon.gov.uk

DEVON EDUCATION FORUM

Wednesday, 18th March, 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

AGENDA

PART I - OPEN COMMITTEE

- 1 Apologies for absence
- 2 Minutes (Pages 1 - 6)
Minutes of the meeting held on 22 January 2020 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
10.10am Head of Education & Learning to report.

SPECIFIC AGENDA ITEMS

ITEMS FOR DECISION

- 7 Finance Update (Pages 7 - 14)
10.30am Report of Chief Officer for Children's Services and County Treasurer (DEF/20/03) attached.

ITEMS FOR DEBATE AND INFORMATION

- 8 Coronavirus (COVID-19) - Communications and Advice to Schools
11am Devon Association of Primary Heads requested the Forum consider this matter.

STANDARD AGENDA ITEMS

ITEMS FOR DEBATE AND INFORMATION

- 9 Standing (and other) Groups (Pages 15 - 26)
11.20am To review action for the Forum from its groups and to receive minutes:-

(a) Schools' Finance Group

Minutes of the meeting held on 4 March 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 March 2020, attached.

Also available at

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

- 10 Correspondence

- 11 Dates of Future Meetings

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

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

22 January 2020

Present:-

Schools Members

Primary School Head teachers

Mr M Boxall	Exeter Children's Federation
Mr C Butler	Otter Valley Federation (<i>Substitute Member</i>)
Mr A Dobson	Marwood Primary
Mr P Walker	First Federation Trust

Primary School Governors

Mr L Cottrell	Tavistock Primary (<i>Substitute Member</i>)
Mr M Dobbins	Exmouth Marpool Primary
Ms M Wallis	Whimble School (Chair)
Mr A Hines	Rydon Primary (Education SW Trust) (<i>Academy Member</i>)

Secondary School Head teachers

Mr R Haring	Ivybridge CC (<i>Academy Member</i>)
Ms L Heath	Uffculme Academy Trust (<i>Academy Substitute Member</i>)
Ms A Mitchell	The Ted Wragg Multi Academy Trust (<i>Academy Member</i>)
Mrs J Phelan	Cullompton CC

Secondary School Governors

Ms J Elson	Exmouth CC (<i>Academy Member</i>)
Mrs J Larcombe	Uffculme Academy Trust (<i>Academy Member</i>)
Mr A Walmsely	The Ted Wragg Multi Academy Trust (<i>Academy Member</i>)

Nursery School

Mrs S Baker	Westexe
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Special School HeadTeacher

Ms S Pickering	Millwater School
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Special School Governor

Mrs F Butler	Marland School
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Alternative Provision

Mr R Gasson	WAVE Multi Academy Trust (<i>Academy Member</i>)
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Non-Schools Members

Mr R Gurney	Teachers Consultative Committee
Ms S Lockwood	Exeter Diocesan Board of Education (<i>Substitute Member</i>)
Mrs L Wright	Early Years Private, Voluntary & Independent
Mr B Blythe	PETROC

Observer

Councillor J McInnes	Cabinet Member – Children's Services and Skills
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Apologies

Mrs A Blewett	Kings Nympton Primary
Ms M Marder	The Ted Wragg Multi Academy Trust (<i>Academy Member</i>)
Mr J Searson	Exeter Diocesan Board of Education
Mr J Stone	Denbury Primary
Mrs T Sturtivant	Tiverton High
Ms F Wood	Tiverton Federation (<i>Substitute Member</i>)

Agenda Item 2

DEVON EDUCATION FORUM
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133 Minutes

DECISION:

That the minutes of the meeting held on 20 November 2019 be signed as a correct record.

134 Devon School Leadership Services (SLS)

DISCUSSION:

The Chair considered this item as a matter of urgency further to recent developments and for DEF to consider the next steps to progress the matter.

Further to the Heads' Liaison Group on 13 January 2020 when this matter was discussed, DAPH and DASH (Devon's primary and secondary Headteacher associations) formally requested that DEF recognised Devon School Leadership Services (SLS) as a new entity and successor primary and secondary headteachers' organisation.

The transition period was planned to take place during the Summer Term of 2020 when the existing phase associations would be wound up and Devon SLS CIO would take on the roles. From April 2020 the phase association budgets would be operating as one.

DAPH and DASH would now discuss with the County Treasurer how the LA would delegate and monitor the funding.

DECISION:

(a) that DEF recognises that Devon School Leadership Services Charitable Incorporated Organisation (charity number 1186756) would take on the functions of DAPH and DASH, including representation on statutory boards; and

(b) that the funding be passported to Devon SLS to achieve these functions in line with the October 2019 School Funding Consultation, subject to agreement regarding the funding delegation/monitoring role of the LA.

ACTION:

County Treasurer (Adrian Fox)

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

DISCUSSION:

The Cabinet Member - Children, Schools & Skills reported on his ongoing work as Chair of f40 group regarding fairer funding and high needs national funding issues.

136 Membership

DISCUSSION:

Members noted that the DAG Autumn Term election had confirmed Adrian Hines as a Primary Academy and Alex Walmsley as a Secondary Academy representative, although other vacancies still remained.

137 Head of Education & Learning Update

DISCUSSION:

The Head of Education & Learning reported on:-

(a) Learner Services, currently with Babcock LDP (ending 2022)

The preliminary survey results (closed 14 January 2020) on what future services School leaders and Governors wished to see when the current contract ended, were tabled. These results were also in line with the service themes the LA was proposing, with the addition of mental health support.

(b) Ofsted Children's Services Inspection

Members noted the Inspection was in week 2 of 3. So far front door and early help services had been examined with positive feedback to date on these areas.

(c) Attracting Teachers to Devon Recruitment Campaign

Details had been circulated with the agenda with the total cost of £10,000, or a part package could be considered. Members would welcome the total package to address the difficulties in recruiting and retaining specialist teachers and more experienced school leaders.

DECISION:

(i) that the total package be approved @ £10,000, to be funded 50% by LA and combined 50% by DAPH/DASH (% proportion to be agreed by the associations); and

(ii) that a small working group from schools be convened to agree the detail and final website.

ACTION:

(c) Head of Education & Learning (Dawn Stabb), DAPH/DASH for working group and/or HR (Samantha Mullins)

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Finance

(a) **Finance Update**

DISCUSSION:

The Forum considered the report of the Chief Officer for Children's Services and County Treasurer (DEF/20/01) regarding the Dedicated Schools Grant (DSG) 2020/21 Budget Planning including:-

ESFA Schools Funding allocation announcement;

Schools Block;

Central Services Block;

High Needs Block (with detailed explanation of funding shortfall, demands and planned actions);

Early Years Block;

Other School Grants; together with the

Month 8 (2019/20) Budget Monitoring position.

The Forum also noted the respective minutes of the Schools Finance Group (SFG) of 8 January 2020.

Members noted that the High Needs Budget Table 2 (section 4 of the report) should read 2020/21 (not 2019/20).

Budget monitoring report month 8 (2019/20) forecasting overspend had increased by £1.2m to £21.5m but early indications for month 9 was showing a more stable position.

Following DEF's last meeting regarding members' concern that schools (via the DSG) were anticipated to pick up HNB costs associated to post 16 places, the County Treasurer reported on his discussions at f40 regarding the Forum's concern over schools picking up 18-25 HNB

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DEVON EDUCATION FORUM
22/01/20

costs as part of a DSG Deficit Recovery Plan for 2019/20 and response from ESFA 21 January 2020 to the Forum's letter seeking clarification on this matter.

DECISION:

(i) that the Dedicated Schools Grant (DSG) 2020/21 ESFA announcement on 19 December 2019 on Schools Funding allocations 2020/21 (as set out in section 1 of report DEF/20/01) be noted;

(ii) that the Schools Block, Central Services, High Needs Block, Early Years Block and Other School Grants for 2020/21 (as set out in sections 2 to 6 of report DEF/20/01 respectively) be noted; and

(iii) that Month 8 DSG monitoring position (2019/20) (as set out in section 7 of report DEF/20/01) be noted.

(b) Transferring of Funding to the High Needs Block

DISCUSSION:

The Forum additionally considered the report of the Chief Officer for Children's Services and County Treasurer (DEF/20/02) *as appended to these minutes*, following further consultation with schools 6-19 January 2020, regarding schools' views on a one-year transfer of 0.5% (£2m) from the schools block to the high needs block (HNB) in view of the significant high needs budget pressures. 60% (221 schools) responded, with 86% (191 Schools) disagreeing to the transfer (evenly split primary/secondary phase).

The report outlined two options:-

-Option 1: Not agree the transfer, where underlying HNB budget issues were not going away and this delayed the process and risked the shortfall becoming bigger as actions were delayed.

-Option 2: Agree the transfer, to enable the authority to fully cost plans and develop potential support to reduce the demand on high cost places. Officers recommended this option to transfer as inevitability planned action was required to managed the HNB continued demand.

The Head of Education & Learning also reported on extensive work being carried out in conjunction with partners, including health services to reduce the impact on the HNB including early intervention and early years initiatives.

Members recognised the LA was in a very difficult position and that this was reflected nationally. Work continued with the f40 campaign group, Devon MPs and DfE as supported by the LA and DEF. DEF was committed to working with the LA to find a way forward following the results of this consultation.

Following a short adjournment members reconvened and:-

DECISION:

(a) that whilst the Forum could not support Option 2, i.e. the transfer of 0.5% (£2m) from the Schools Block to the High Needs Block at this stage (noting that 86% schools did not support this), the Forum was supportive of partnership and collaborative working with the LA and others to find a solution; and

(b) that up to £100k be approved, to be transferred from the Schools Block to High Needs Block to employ an external adviser to plan, cost and evidence invest to save, outreach and other short and long term initiatives to manage the continued demand on the HNB, with the findings required prior to the annual schools funding arrangements consultation with schools in October 2020.

(Vote: Schools, Academies and PVI members)

ACTION:

County Treasurer (Adrian Fox) and Head of Education & Learning (Dawn Stabb)

139 Standing (and other) Groups

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

DISCUSSION:

(a) Schools' Finance Group (SFG)

Minutes of the meeting held on 8 January 2020 (also considered under Finance Update minute above).

DECISION:

That in receiving the SFG minutes, DEF also noted that 2020/21 Premiums would be reduced by 20% for teachers and 10% for support staff cover.

DISCUSSION:

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

Minutes of the meeting held on 3 December 2019.

SOCA had brought to DEF's attention the following two items:-

-Seeking endorsement to the revised Designated Area Protocol; and

-Seeking a joint letter to be sent to the new Secretary of State regarding the Admissions Code.

DECISION:

(i) that the revised Designated Area Protocol as considered by SOCA on 24 September 2019 be endorsed;

(ii) that a joint DEF/LA letter be sent to the new Secretary of State requesting that in the next revision of the Admissions Code, the DfE add clear guidance to schools seeking information before a child is placed on roll, whilst ensuring the child's rights remains the focus of the document.

ACTION: (b) (ii) Head of Education & Learning (Andrew Brent)

140 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>

The Meeting started at 10.00 am and finished at 12.15 pm

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) Note the Dedicated Schools Grant (month 10) monitoring position as set out in section 1
All to note
- b) Agrees the allocation of surplus carry forward recommendations from 2019/20 as set out in section 2
Voting as set out in Table 3, section 2.

1. Budget Monitoring Report - Month 10 (2019/20) – Dedicated Schools Grant

The November settlement from the DFE confirmed the DSG 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 £27.9millions.

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

The reduction in shortfall from Month 9 of £506,000 predominately relates to the High Needs Block. The High Needs block has seen revised forecasts for Alternative Provision and Independent Schools.

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

	Net Budget £'000	Net spend Mth 10 £'000	Forecast at Mth 10 £'000	Variance £'000	Ring fenced C/fwd £'000	Deficit / (Surplus) Balance £'000	Movement from Previous Mth £'000	
Schools delegated budget	199,183	155,871	199,183	0	0	0	0	
DSG and School funding	(298,534)	(251,980)	(298,534)	0	0	0	0	
Total DSG	(99,351)	(96,109)	(99,351)	0	0	0	0	1.1
De-delegated budgets	6,258	2,610	6,258	0	0	0	(17)	1.2
Central Provision (Schools)	5,849	3,744	5,856	7	0	7	0	1.3
High Needs Funding	65,433	69,443	86,459	21,026	0	21,026	(492)	1.4
Early Years & Childcare Services	38,279	30,953	38,210	(69)	0	(69)	3	1.5
Total DSG central budgets	115,819	106,750	136,783	20,964	0	20,964	(506)	
Overall Net DSG budget	16,468	10,641	37,432	20,964	0	20,964	(506)	

1.1 De-delegated budgets - Breakeven

The Copyrights and Licence, Exceptional events 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 include the 2018/19 carry forward of £2.50millions and agreed FIPS planned expenditure of £1.73millions. Forecast includes the costs in replacing FMS (Schools budget monitoring system) £36,000.

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Maternity fund forecast to underspend by £750,000 as claims drop but funds will be ringfenced for carry forward.

1.2 Central Provision within Schools – Overspend £7,000

Central Provision is currently forecasting 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 increase.

1.3 High Needs – Overspend £21 millions

The High Needs Block is under significant pressure with an overall funding gap of £21 millions however, for month 10 we have seen an improvement of £492,000. The forecast that includes the backlog of EHCPs, and growth has been increased to reflect this.

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

	Budget	Mth 10 Forecast	Variance	Movement Previous Mth
	£'000	£'000	£'000	£'000
Alternative Provision	2,755	2,967	212	(256)
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	1,118	(46)	(1)
Safeguarding Every Learner	144	144	0	0
SEN Mainstream	9,326	12,194	2,868	141
FE Colleges	1,534	2,195	661	(0)
SEN Services	924	783	(141)	(55)
Maintained Special Schools	31,429	32,207	778	30
Hospital Education Services	370	370	0	0
Recoupment	486	786	300	(40)
Other Special School Fees	12,754	29,057	16,303	(299)
Support Centre Funding	1,285	1,376	91	(12)
TOTAL	65,433	86,459	21,026	(492)

1.3.1 Alternative Provision – Overspend £212,000

The cost of placements with other alternative provision providers is forecast to exceed the budget by £518,000 as the number of placements rise to a total cost of £850,000 (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 135 average placements saving £306,000.

The savings since month 9 of £256,000 are as a result of removing the £228,000 for additional AP Medical provision and the reintegration of £75,000 of DIP funding. These have been offset by a net increase in AP Project costs of £47,000

1.3.2 SEN Mainstream - Overspend £2.87 millions

SEN Mainstream covers personalised education package, EHCP and the SLAs which support them. There is currently an overspend outturn of £2.87 millions.

EHCPs have an adverse price variance totalling £389,000 (average value £3,215) along with a volume variance of £409,000 as currently forecasting 2,177 FTE (2,178 FTE in month 9) against a budget of 2,034 FTE and includes growth of 96 pupils in the next 2 months to allow for the backlog within the 0-25 SEN team.

Plus Packages are forecasting for 181 students (average cost £9,655) which is an additional cost pressure of £223,000 and includes growth of 8 pupils in the next 2 months. Other adverse variations for Element 2 adjustments, Lump Sums, backdated claims and prior year payments total £541,000.

The Personalised budgets forecasting to spend £636,000 this is based on actual of 73 pupils being supported with £100,000 for growth, whilst Tutoring Specialist Support of £356,000 supporting 55 pupils with £15,000 for growth.

1.3.3 FE Colleges – Overspend £661,000

FE colleges is reporting an overspend of £661,000, of which £162,000 relates to the ESFAs adjustment to reflect our exports to other local authorities. Forecast is now based on the new 19/20 academic year which has resulted in additional learners in FE Colleges.

1.3.4 Maintained Special Schools – Overspend £778,000

The numbers on roll as of December 2019 were 1,292 compared to the budgeted 1,243 allowing for the further growth to March 2020. This sees an adverse volume variance of £249,000. Commissioning of Exceeded Places has increased to 153 compared to 85 seeing an additional cost of £261,000. Whilst creating an overspend on this budget line has helped the High Needs Block overall by reducing placements within the more costly Independent Sector.

Devon has seen a reduction to its funding of £162,000 for a further Import/Export adjustment and currently challenging this with the ESFA and neighbouring authorities to verify all pupils.

1.3.5 Recoupment – Overspend £300,000

The overspend has reduced to £300,000 within Recoupment. A net adverse variance from budget of £162,000 is forecast based on the summer term actual income / expenditure between other local authorities plus actuals and projections for the autumn and spring terms. In addition, a budget reduction of £138,000 relating to a management action to recover E2 from other LAs, which for now is assumed to not be achievable.

1.3.6 Other Independent Special Schools – Overspend £16.8 millions

The independent budget has slightly reduced in month 10 to a funding shortfall of £16.3 millions, part of the funding gap relates to the known budget pressure at budget prep of £5.1 millions.

Currently 649 placements in Independent sector, set to rise to 682 by the end of the spring term this is an increase from month 10 of 3 placements. The average placement numbers forecast, including growth, is 135 above the budgeted level resulting in £5.4 millions volume variance and £3.5 millions price variance.

Since Month 9 there has been an increase in average numbers of 1 costing £24,000 volume offset by £312,000 price variance due to the forecast growth average cost being lower than forecast for new placements for January and a correction to forecast price for Some CSC Joint Funded placements.

1.3.7 Support Centres - Overspend £91,000

The opening of the new resource centres has seen a net increase in costs of £86,000 with additional costs of £9,000 for Element 1 base funding payable and backdated payment to QE of £17,000. These have been offset in part by £20,000 saving in direct commissioning.

The overspend on this budget line is helping the High Needs Block overall by reducing placements in potentially more expensive setting.

1.4 Early Years – Underspend £69,000

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.

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Summer term FTEs for 2019 were up on Summer 2018 however, this could just be that uptake was skewed in favour of the summer term (more so than 2018) and does not necessarily reflect an increase in annual uptake.

1.5 Closedown

The closedown timetable (Appendix A) has now been produced and as last year the timescales are very tight due to how Easter Holidays fall. It is important to ensure that all accruals and other year-end actions are completed by the 27th March 2020 (end of Spring Term).

1.6 Risks / Notes

We have challenged the Import/Export adjustment for Devon as we were unable to trace some pupils for whom we had been charged element 2, the risk is that we have not yet costed the full impact of having to pay for the element 2 for placements outside this Authority and the cost is £6,000 per place per annum. A meeting was held between the ESFA and the Education Finance team and we are working through the list of discrepancies by LA and by individual school but engagement from the counterparty has been hindering progress.

1.7 Summary

SEN Growth continues to exceed predictions. The forecast overspend will be carried forward into 2020/21 as a negative reserve with a recovery plan required. Schools rejected the proposed 0.5% movement of funding from the Schools Block to High Needs Block in 2020/21 to fund investment to save opportunities for High Needs pupils. DEF have agreed transfer of £100,000 to seek solutions in improving the use of the current funding available within High Needs.

1.8 Recommendation

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

All to note

2. 2019/20 Advanced notice of planned carry forwards

The table below sets out all current known (estimated) carry forward requests, these will be confirmed and finalised during the closedown process. The total DSG overspend as at month 10 is £21m after allowing for the requested carry forwards as detailed below:

Table 3: Surplus budget carry forward requests

Budget Line	Amount £'000	Notes
Growth Fund	731	Rolled forward 2019/20 underspend to fund ongoing growth fund
Phase Associations	38	Rolled forward to fund phase association agreements in 2020/21 onwards
Total Central Provision	769	
Maternity	750	Rolled forward 2019/20 underspend to fund ongoing maternity cover
Schools and DSG Contingency	1,413	Rolled forward to fund contingency agreements in 2020/21 onwards
Invest to save projects	96	Rolled forward for payments linked to projects in 2020/21
Total De-delegated budgets	2,163	
Hospital Education	113	Rolled forward 2019/20 underspend to fund ongoing Medical AP students
Total High Needs	113	
Total Carry forward requested	3,045	

Maintained School balances and Special School balances will automatically carry forward to 2020/21 in individual budgets. The values of these will not be known until year end accruals have been undertaken.

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We are asking schools to explain both surplus and deficit balances as part of the year end accruals process in 2019/20 to remove the chasing of such data during May and June as in previous years.

2.1 Recommendations

- a. Agree surplus budgets carry forwards from 2019/20 as set out in Table 3 for Central Provisions.

All to vote

- b. Note the surplus budget carry forwards from 2019/20 as set out in Table 3 for De-delegated budgets.

All to note

- c. Note the surplus budget carry forwards from 2019/20 as set out in Table 3 for High Needs budgets.

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

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DEF/20/03
DEVON EDUCATION FORUM
APPENDIX A
18 March 2020

TASKS AND DEADLINES 2019-20		
FIRST DATE	LAST DATE	ACTION REQUIRED BY SCHOOL
30 Mar	17 Apr	SCHOOL EASTER HOLIDAYS - Tasks during this period are shaded
		Undertake the housekeeping in SIMS
		Please note iTrent Payroll deadlines: https://inside.devon.gov.uk/task/payroll-deadlines/
02 Mar	06 Mar	Printouts - Submission of Printout Queries for Period 11.
	06 Mar	LPS - Last day to raise debtor invoices to the LPS school (Withycombe Raleigh) only . Should you miss this deadline, you will need to raise the invoice in the new financial year. <i>No Maintained school whether LPS or central payment can raise year end debtors or creditors against another DCC maintained school.</i>
02 Mar	09 Mar	Mutual Fund - Submission of claims to end February 2020.
	12 Mar	Capital - Schools with previous years' spending on intangible Assets (C701 & C702) need to confirm that they have not been impaired during the year and that they still exist.
	13 Mar	Capital – supply Schools Leasing Review to Capital Team .
	13 Mar	PFI – deadline for schools being charged their March contract values. PFI Schools will not need to raise an accrual. Should you have any queries relating to this matter please contact Katherine Murray on 01392 383722.
	16 Mar	C£ASS - Last scheduled C£ASS run in March. LPS Schools - Final scheduled C£ASS run before Year End returns are issued.
	20 Mar	Invoices - Last date for CT10/3 s to reach Revenue section for processing into Period 12.
	20 Mar	Banking - Cheques must be sent 1st Class to County Hall and must be clearly marked on the cheque listing " OLD YEAR ". After the 15 March Revenue will not be able to process anything else in the old year. Add any external income (cash/cheques) received after 15 March to your debtor schedule.
	20 Mar	Banking - Last date for banking cash income to appear in Month 12 including giving money to G4S. Clear any remaining cash to bank. Last cash collections for old year.

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20 Mar	P11Ds – please see guidance re: submissions of P11Ds as the format has changed from previous years.
23 Mar	Mutual Fund – March Deadline. Any short-term absence relating to March must be submitted by this date. Any new absence commencing 23 – 27 March would not be entitled due to the minimum 5 days waiting period as Easter Holidays commence on 30 March.
25 Mar	C£ASS - Final C£ASS run for OLD YEAR – non-LPS Schools. Final posting run of old year internal invoices.
25 Mar	Petty Cash - Last day for Petty Cash to be reimbursed before end of term. Submit by 5PM.
26 Mar	Invoices - Central Payment School Online Internal Invoicing closes 5PM.
26 Mar	SCRAPS – all submissions to be made 4PM – errors may mean costs not posted to OLD YEAR if no contact at school.
27 Mar	<p>Capital - Please ensure that all capital projects have been appropriately coded to capital codes (Please do not split invoices between revenue codes and capital codes) if the SBS is funding part or all of the project please e-mail the Capital Team or call on 01392 381257 to arrange the appropriate SBS transfer.</p> <p>Capital - Deadline for submitting Capital Debtor / Creditor Information including supporting documentation to the Capital Team.</p> <p>Capital – 27 Mar – 5PM</p> <p>SCHOOLS CAPITAL ACCOUNTS CLOSED TO SCHOOLS.</p>
27 Mar	EOY Accruals - Deadline for Final End of Year Accrual Workbook and
27 Mar	Old Year - Final BACS & Finest run for OLD YEAR – 12 noon.
27 Mar	<p>Capital - Deadline for Capital “Spend by site” details to Capital team.</p> <p>Capital – In Year Intangible Asset spend (C701 & C702) information to Capital Team.</p>
27 Mar	<p>Last day of Spring term.</p> <p>Easter holiday = Monday 30 March to Monday 13 April 2020.</p>
30 Mar	Income – Income received from online payment providers received up until and including 30 March will be posted in 2019/20 Financial Year.
31 Mar	LPS – deadline for March VAT returns 12 noon.
31 Mar	School accounts closed to Schools – 3PM (FINEST closes).
31 Mar	Effective deadline by which goods/services need to be received/supplied to be included in 2019/20 accounts.
01 Apr	<p>FMS – Period 13 opens.</p> <p>FINEST - NEW FINANCIAL YEAR OPEN AND AVAILABLE</p> <p>First Cheque and BACS run in the New Year.</p>
01 Apr	Reconcile - Download and reconcile all transactions to date. Submit queries to finance team.

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	01 Apr	LPS – LPS School will receive their Final Accounts return from the Schools Finance Team.
	03 Apr	FINAL ADJUSTMENTS – submission for significant corrections and significant omissions.
	07 Apr	LPS - Submission of Final Accounts returns.
	09 Apr	SCHOOLS LEDGERS CLOSE – 5PM.
	10 Apr	Bank Holiday Friday.
	13 Apr	Bank Holiday Monday
	23 Apr	Closedown - Run preliminary closedown of FMS after FMS period 12 reconciliation. Housekeeping complete.
	30 Apr	FINAL YEAR END CONFIRMATION PRINTOUTS available for download by schools – both Revenue and Capital.
	30 Apr	Carry forward confirmed by issue of final printout. FMS – Close of Period 13 and Financial Year 2019/20
01 May	31 May	Once the school has submitted their end of year FRS monitoring report and it has been confirmed by the School Finance Team that it matches to FINEST, the school can Run final closedown of FMS system.

SCHOOLS FINANCE GROUP Notes of meeting 4 March 2020	
ISSUES FOR DEF ON 18 MARCH 2020	
Item 4	<p>SEND Recovery Plan</p> <p>Noted work currently ongoing to address the effectiveness of SEND processes and address the identified SEND funding shortfall. These measures include:</p> <ul style="list-style-type: none"> • looking at provision of specialist SEN support for mainstream schools. • capital funding to create additional special school places. • SEND transformation project • Review of SEND strategy alongside parents.
Item 4	<p>'SEND 100' Project</p> <p>Following DEF agreement to transfer £100k from Schools' Block to HNB, SFG agreed to engage a consultant to work up a proposal to look at specialist SEND support in mainstream settings with a view to reducing the call on the High Needs Block for costly intervention from independent providers. A task group is to be convened to agree the remit for the project.</p>
Item 6	<p>Mutual Fund</p> <ul style="list-style-type: none"> • Mutual Fund Board agreed that no action would be take at present to deploy predicted surplus until the current Coronavirus situation has passed. • Mutual Fund will cover school claims for staff absence due to self-isolation due to COVID-19 Coronavirus, as defined within Public Health England guidance.

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SCHOOLS FINANCE GROUP Notes of meeting on 4 March 2020 at Great Moor House

		Attendance		
		4/3/20	8/1/20	6/11/19
DCC				
Adrian Fox (Chair)	Head Accountant (E&L)	✓	✓	✓
Dawn Stabb	Head of Education & Learning	✓	✓	✓
Karlien Bond	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	✓	✓	✓
Andrew Davies	Exmouth Community College	Apologies	✓	✓
SHAD				
Keith Bennett	Marland School	✓	✓	✓
Jacqui Warne	Learn to Live Federation	Apologies	✓	✓
DAG				
Faith Butler	Special	✓	✓	Apologies
Malcolm Dobbins	Primary	✓	✓	✓
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		
Gill Loman	SEND Resource Manager	✓		

1. Item/Focus: Minutes and Matters Arising from meeting on 8 January 2020

Discussion:

- Still awaiting guidance from DfE on Recovery Plans. Expecting submission to be required by end June.
- F40 conference 10 March has been postponed due to Coronavirus..
- Teachers' recruitment – new campaign to go live 9 March. Thanks were extended to Cranbrook Education Campus and Woolacombe schools for their involvement. **KH** has arranged joint funding of the project between Education and Phase Associations. Final narrative to be agreed by Heads.

Key Decision/ Minutes agreed as an accurate record.

Issues for DEF:	
Action:	
2. Item/Focus: DSG Monitoring – month 10	
Discussion:	
<ul style="list-style-type: none"> • Reduction of almost £500k in DSG shortfall, particularly around HNB (adjustment of Alternative Provision from reduction in forecasted medical placements, Devon Inclusion Project picking up reintegration costs, and in Independent Schools as the price variance reduced based on the average cost within remaining growth). • Closedown 2019/20 – key dates have been circulated to schools. All accruals to be processed by 27 March. Schools will be asked to provide an explanation of any surpluses / deficits projected. 	
Key Decision/ Issues for DEF:	Report noted
Action:	
3. Item/Focus: SEND / High Needs update	
<ul style="list-style-type: none"> • Noted savings achieved in independent provision fees. • Increase in mainstream SEN spend seems to be having a positive impact on spend in independent sector. Noted ongoing increase in EHCP assessment requests, particularly in the primary sector. • SFG noted that the Mainstream SEN budget has remained static over the last 4 years. 	
SEN Top Up Allocations	
<ul style="list-style-type: none"> • Report circulated outlining that it is expected that SEN top up will follow the child regardless of setting. • Discussed how the information could be more widely shared with Headteachers which may increase understanding of the funding stream process and provide clarity on the impact of placement moves. • Considered how top up funding delays can impact on a school's ability to quickly meet need and being able to put in place additional support. 	
Month 9 – Independent Sector Report	
<ul style="list-style-type: none"> • Report circulated. • Requested information about the total number of independent settings are currently being used, and how many have been quality assured. • Small QA team. Suggested that Ofsted-trained Devon Heads be approached to participate in this QA process. 	
Key Decision/ Issues for DEF:	Report noted
Action:	Gill Loman to provide information about the total number of independent settings are currently being used, and how many have been quality assured, in the next ISP update.
4. Item/Focus: SEND / High Needs Recovery Plan	
Discussion:	
Currently considering options around:	
<ul style="list-style-type: none"> • Outreach or centrally employed staff to deliver specific types of SEN work in mainstream schools. • £19.1m capital funding for special school places (now approved). • SEND transformation project – Helen Moltano working on investigations across all SEND partners to look at increased efficiencies in process and accountability to address HNB 	

Agenda Item 9

shortfall.

- SEND strategy being revisited alongside parents.
- Wider projects led by the SEND board (including speech and language)
- Considered how to address the increasing parental preference for admission to special school. Mindful that children should be placed in special schools only where the school is appropriate to meet their needs.
- Seeing a particular increase in demand for specialist provision for children presenting with anxiety; there is no recognised threshold and this has become a significant SEND condition.
- Discussed the DEF agreement of £100k transfer from schools' block to HNB. SFG agreed the principle to jointly agree / appoint a post through the LA and SFG to undertake a piece of work to pull together possible SEND options. The subsequent report would therefore be jointly owned by the LA and SFG. Noted that Helen Molteno has undertaken a thorough exercise, making links with SEND partners across Devon and might be appropriate to approach for this piece of work. Noted that Helen has extensive experience of working on transforming services in other local authorities, looking at SEND, social care and disability across childrens and adults services.
- The appointed person, administrative support and other related costs would be expected to be included in the £100k. SFG/LA will need to move forward to agree the remit for the post.
- The outline remit will be to explore options and produce a detailed proposal to be put to schools as part of the Schools Funding consultation (October 2020). This proposal will be jointly owned by SFG and the LA, and will be accompanied by a request in the autumn for a further transfer from Schools' block to HNB. The principles of the above will be outlined in the recovery plan which is required in June 2020.
- Discussed increase in EHCP requests. Heads explained that in a number of cases schools feel that an EHCP is not appropriate, which can lead to submission of a parental request. Noted some particular issues around pupils at risk of exclusion where having an EHCP has been identified as a possible mitigating factor, and resulting in a school's decision to exclude being overturned.
- Heads suggested that it would be helpful to ascertain additional reasons for requests for statutory assessment being submitted (e.g. pupil moving into area/ child entering reception/secondary).

0-25 SEN Task Group – Commissioning Independent Sector Placements

- Working with procurement colleagues to develop frameworks.
- Key priorities will identify:
 - A negotiated core offer framework for each provider;
 - Fee increases and common funding approaches will be investigated;
 - Contractual funding approaches will explore models for future contracting agreements;
 - Challenge to ensure Value for Money, alongside finance colleagues.
- Mindful that the LA is open to challenge to ensure a quality provision is being delivered for the fees that are being demanded. A balanced and equitable approach to funding provision for children with SEN will be essential moving forward.
- Part of the remit of the group will be to review independent placements to ensure that they are appropriate and meeting individual need.
- Discussed how parental preference is key to any placement decision; it is unlikely that the findings of the group will result in children being moved to a different school. The task group work will inform future placement decision making.
- Discussed the appropriateness of the threshold for identification of SEN, as laid out in the SEN Code of Practice. Discussed legislation which the LA must abide by which outlines the LA statutory responsibilities to meet the needs of individual children, regardless of the financial position of the local authority.
- Block contracting is already working well with Vranck House. Independent providers will be approached in phases to review fees, funding approaches, and core offers. LA is writing to independent providers outlining that the LA is unwilling to pay any fee increases this financial year, and that a future cap of no more than 2% increase will be applied.
- Operationally, the task and finish group will report to the SEND Improvement Board, with financial impact reported to SFG through the SEND Recovery Plan.

Key Decision/ Issues for DEF:	Report noted
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Actions:	<p>SFG voted and unanimously agreed that the LA move forward in engaging Helen Moltano to present a plan in June 2020 for the ESFA and a proposal for Autumn funding consultation vote. (AD proposed/PW seconded.) Remit of the project is to keep more children with SEN appropriately supported in mainstream settings.</p> <p>SFG to convene a task and finish group to consider remit for the post: Alun Dobson volunteered to represent Primary. Secondary colleague to be included – Alex W to approach Moira Marder to nominate a Ted Wragg head which will ensure helpful learning from Bridge Project is included in discussions.</p> <p>Phase Associations to discuss with schools what they would like to see / what they would expect to be part of the autumn in proposal.</p> <p>Phase Associations to invite Helen Moltano to next Executives or Heads Briefings (6 May).</p> <p>SFG endorsed the priorities outlined for the SEN task and finish group on independent sector placements.</p>
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5. Item/Focus: Carry Forwards 2020/21

Discussion:	<ul style="list-style-type: none"> Provisional £3m DSG surplus carry forwards, not including school balances which won't be confirmed until financial year end.
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Key Decision/ Issues for DEF:	<ul style="list-style-type: none"> Report noted
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Action:	
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6. Item/Focus: Mutual Fund Board

Discussion:	<ul style="list-style-type: none"> £462k surplus from previous financial year. £580k surplus forecast for current financial year. Due to Coronavirus situation any decisions for deployment of the projected surplus will be deferred. Agreed that Mutual Fund will cover claims for staff absence due to self-isolation due to COVID-19 Coronavirus, as defined within Public Health England guidance. Premium rates for 2020/21 year have already be agreed.
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Key Decision/ Issues for DEF:	Mutual Fund will cover claims for staff absence due to self-isolation due to COVID-19 Coronavirus, as defined within Public Health England guidance.
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Action:	
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7. Item/Focus: Learner Services to Schools Re-Commissioning

Discussion:	<ul style="list-style-type: none"> Thanks to all who attended the Schools Engagement event on 6 February. The group explored some key questions around delivering services in a different way – to ensure that a fresh approach is taken to the current re-commissioning process. Explored clarity around definition of what Heads needed from the services, drilling down to identify specific outcomes. Looked at what was being valued currently, and what would make schools want to buy more. The event concluded that there was a desire for a different, and much more integrated way of working in the future. The Board has heard initial findings from Helen Moltano's conversations with SEND partners regarding SEND transformation, and has started to consider a range of options for future service groupings.
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The meeting moved to Part 2 to continue the discussion.	
Key Decision/ Issues for DEF:	Update noted
Action:	
8. Item/Focus: Data Transfer system licences (AnyComms +)	
Discussion:	
<ul style="list-style-type: none"> • Richard Reece had provided a briefing on the secure LA data transfer system. • Current 3-year licence agreement will end in August 2020. • A re-negotiated agreement is available, which would need to be managed centrally. Costing is based on a per school (DfE number) basis. • SFG considered whether this could be funded through a top-slice agreement to remove the requirement for individual school invoices. • Thanks to Richard for negotiating the LA held contract for 2020 onwards at a reduced rate to all schools. 	
Key Decision/ Issues for DEF:	SFG agreed for funding to be top-sliced to facilitate a centrally managed licensing arrangement.
Action:	
9. Item/Focus: Items for DEF	
Items for DEF finance report:	
<ul style="list-style-type: none"> • Month 10 budget response • SEND Recovery Plan • Engagement of Helen Moltano to look at options for future SEND intervention in mainstream settings. • Mutual Fund position to be held to allow response to Coronavirus situation. • Top slice for centrally managed license agreement for AnyComms+. 	
Key Decision/ Issues for DEF:	
Action:	

Next meetings:

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 March 2020 at Larkbeare House

Items for DEF on 18 March 2020

Item 2	Admissions Arrangements			
	Schools are reminded to adhere to the statutory timelines, as laid out in the Admissions Code, relating to the local consultation on and determination of admissions policies for LA and own admission authority schools.			
		Attendance		
		3/3/2020	3/12/19	24/9/19
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
Heidi Watson-Jones	Service Support Officer (Education)	✓	✓	✓
DAFH				
Hilary Priest	The Grove Primary	✓	Apologies	✓
Colin Butler	Otter Valley Federation	✓	✓	✓
Penny Hammett	Fort Federation	✓	✓	✓
DASH				
Daryll Chapman	Dartmoor MAT	✓	✓	✓
Rob Haring	Ivybridge Community College	✓	✓	Apologies
SENtient Heads				
Sam Barham	Lampard Community School	Apologies	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				
Jackie Reffell	School Organisation	✓		
Neil Keen	Admissions officer	Apologies		
Nigel Coleman	NPS	✓		

1. Item/Focus: Minutes and Matters Arising from meeting on 3 December 2019

Discussion:

- **Delayed entry to school** – no new guidance, legislations or plans to amend Admissions Code yet by DfE. Ongoing concerns around longer term implications for the individual child of being educated out of year, while parents are encouraged to exercise their rights.
- Feel that draft guidance issued prior to general election although covered some issues for parents, was generally unhelpful. Diocese will be raising with DfE at meeting end March.
- Understand number of children having a 3-year sixth form curriculum at school is diminishing, but the funding issues for post-16 education for older children remain unchanged.
- Also potential safeguarding issues around 'adults' and children being educated and engaging in sports activities together.
- **Elective Home Education** – CW had attended a Babcock working party re. EHE. Noted that Babcock team expect ongoing communication from school when a family chooses to home educate.
- Heads felt that once a child has been removed from the school roll, their responsibility for continuing to engage with that child effectively ceases. **AB** to look at current guidance and expectations & feed back SOCA views to Babcock EHE group.
- **Fair Access Protocol** – looking to introduce new protocol from September 2020. LA working with phase associations and others on a revision.
- **Admission guidance for families with special guardianship arrangements. AB & FB** to consider guidance, mindful of sensitivities and difficulties in obtaining and verifying information, particularly with other LAs.
- **Admissions Appeal timetable** – AB to circulate.; already written into individual policies Heads asked that schools highlight dates on their website.
- **Secondary Admissions round** – Heads requested initial indication of percentage of preferences achieved. All preferences – 97.4%, 1st preferences – 92.6%, 2nd preferences 4.3%, 3rd preferences 0.3%, no pref 2.6%
- **Primary Admissions round** – not expecting any in-area refusals where applications are on time, however, will be expecting some hot-spots. Impact of falling demographics will be increasingly apparent.

Key Decision/ Issues for DEF:

- Minutes of previous meeting agreed as an accurate record.

Action:

- **AB** to look at revision of Devon guidelines for parents around delayed admission, following feedback from Diocese meeting with DfE.
- **AB** to feedback SOCA views on continuing school engagement with families choosing to home educate.
- **HWJ** to circulate latest annual exclusion report.
- **AB/FB** to consider guidelines for process specific to families with special guardianship arrangements. Have met; **AB** to attend SGO support meeting to explain the process for admissions and strengthen information-gathering arrangements for children formerly in Care with Adopt South West.

2. Item/Focus: Determined Admission Arrangements 2021-22

Discussion:

- No significant changes for community and VC schools in this round.
- Some own admission authority schools have changed priorities to include children currently attending nursery – will monitor this to ensure no negative impact on local children.
- Diocese guidance updated to recommend that faith criteria sit below admission of local children. Generally positive response to this, and Diocese currently checking through determined policies to assess impact for local children.
- Diocese & LA have reminded schools of statutory deadlines for determined admissions policies. Schools are reminded that the deadlines are statutory as per Admissions Code and as such not negotiable and relate to governor meetings in the autumn term, consulting on changes (or participate in LA consultation) and the responsible body holding a meeting to determine final

<p>policy in February for submission to LA and published on school website by 15 March.</p> <ul style="list-style-type: none"> Schools will be asked in September 2020 to provide the date of the February 2021 determination meeting. Must take place even if there have been no amendments from the previous year. Noted change to catchment area of one community school. Other catchment areas have been amended but noted that these related to own-admission authority schools. 	
Key Decision/ Issues for DEF:	
Action:	<ul style="list-style-type: none"> Phase Associations to highlight to schools the statutory timeline for determination of admissions policies. Advice and guidance is available from Andrew.brent@devon.gov.uk
3. Item/Focus: Determined Admission Arrangements 2022-23	
Discussion:	
<ul style="list-style-type: none"> Admissions team welcome ideas on how to better engage families and parents in admissions consultation process. 	
Key Decision/ Issues for DEF:	Report noted
Action:	
4. Item/Focus: LA Annual Admissions Report	
Discussion:	
<ul style="list-style-type: none"> Template report circulated. All asked to feed back any issues or areas for inclusion in the 2020 annual report. 	
Key Decision/ Issues for DEF:	Report noted
Action:	All to provide Andrew Brent with any specific areas for inclusion in the 2020 report.
5. Item/Focus: Admissions applications from children from another country	
Discussion:	
<ul style="list-style-type: none"> New guidance from the DfE has been issued. If a child is resident in the UK, the Admissions Code outlines that they are entitled to a school place, regardless of their nationality or expected length of residence in the UK. Suggested that a stay in the area of longer than around 2 weeks (which could be considered to be a holiday) would necessitate a school place to be provided. Considered issues around holding school places foreign students on 12-week placements, which can preclude a space being available for a local child. Understand that the responsibility rest with the Head to determine the appropriate year group for them to be educated in. 	
Key Decision/ Issues for DEF:	Verbal report noted
Action:	
6. Item/Focus: Early Years Update	
Discussion:	
<ul style="list-style-type: none"> Noted schools currently under consultation for extending provision to include 2-year olds. Noted plans to increase 2-year old provision particularly in Cranbrook. Early Years Pupil Premium – only 8% of children currently in receipt of 3&4 year old funding are in receipt of EYPP. Concerns that administrative process is preventing settings from seeking applications from parents. SOCA requested some evidence of how EYPP is being spent, as Primary Heads are not seeing 	

<p>particularly improved impact on outcomes for children with EYPP entering Reception. FB to seek information from Babcock.</p> <ul style="list-style-type: none"> • Annual Survey of Providers has been circulated which will provide data on availability of childcare places. 100% return last year. • Survey circulated to EY providers to request feedback on current Babcock LDP contract provision. • Survey to Headteachers on staggered entry to reception class – disappointing response rate. Parent survey for families with children starting in Sept 2020 will be circulated in the summer. • Different term dates for different pupils – noted guidance on school attendance re. induction days and staggered starts. Heads must ensure that this is only acceptable where the school ensures that pupils not attending on that day are still offered a full education over the school year. Mindful that some schools continue to offer a 'introduction day' for new year 7 pupils. 	
Key Decision/ Issues for DEF:	Report noted
Action:	FB to request information on spend of EYPP in settings and impact on outcomes.
7. Item/Focus: School Organisation Update	
<p>Discussion:</p> <ul style="list-style-type: none"> • Analysis of Primary surplus capacity – review of schools with rolls less than 50 carried out in Autumn term and data to be circulated after Easter. School Org team happy to discuss forecasts and information with schools. Trends and forecasting indicate a significant reduction in pupil numbers going forward, which is concerning. • Health data is helpful, but mindful that many factors will impact on a family's decision around primary school choice (e.g. en route to work, small school, rural environment). • Simon Niles has met with some Learning Communities and Federations to consider impact of falling primary rolls. Important key messages are being shared by the LA, however SOCA had concerns that information about alternative options are not being taken on board locally. Considered whether Governing Bodies are understanding and are actively involved in the forward planning. • Heads felt that small school leaders were concerned that sustainability and quality of education could be diminished with a different approach to PAN. • SOCA considered ongoing difficulties with financial viability of schools with 70-80 on roll. • Noted update on Tipton Primary – awaiting submission of outline planning permission. 	
Key Decision/ Issues for DEF:	Report noted
Action:	
8. Item/Focus: NPS Update	
<p>Discussion:</p> <ul style="list-style-type: none"> • Noted update on uptake on various school maintenance contracts. • Noted testing of water tanks to be scheduled during prior to the summer break • Service Term contracts have been extended by 2 years to fall in line with the NPS Joint Venture contract timings • Ongoing concerns about 'out of tolerance' performance, particularly legionella testing (under DAMA). SOCA requested additional data to indicate trend. Mindful that NPS has no control over the take-up of Academies making direct contact with preferred service providers for maintenance works, and feedback reported is obtained from the contractor. • 	
Key Decision/ Issues for DEF:	Report noted
Action:	<ul style="list-style-type: none"> • Nigel Cole / Mike Burlace to provide trend data within next report.

9. Item/Focus: Capital Programme Update

Discussion:

- Capital Maintenance programme 2020/21 signed off. 29 maintenance projects named in programme – around £3m value alongside £600k general contingency and £180k for MUMIS (unforeseen), £300k for accessibility adaptations for school attendance.
- Significant backlog in maintenance projects, therefore only highest priority works have been included in programme.
- Devon Maintenance Partnership – current arrangement ends 31/3/20. New agreement to be circulated to schools with minor amendments. £10 per pupil levy unchanged. Schools will be required to respond to the communication, with evidence to be provided on how management of statutory compliance testing will be completed if not signing up to DMA
- DfE planning to undertake a national survey around school capacity which is expected to include special schools for the first time. Formula for capacity calculation is expected to be amended in line with building guidance. Concerns that local knowledge of trends is unlikely to be taken into account, and findings anticipated to be of limited benefit. Unsure at this stage if nursery schools will be included.

Key Decision/ Issues for DEF:	Report noted
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Action:	
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NEXT MEETINGS

Tuesday 9 June 2020 9.30 am at Larkbeare (Exe Room)
Tuesday 22 September 2020 9.30am – County Hall – Coaver Potter Room
Tuesday 1 December 2020 9.30am – County Hall – Coaver Sargent Room
Tuesday 2 March 2021 9.30am at Larkbeare (Exe Room)

