# NORFOLK SCHOOLS FORUM

# AGENDA

Meeting on Wednesday 8 July 2020 09:00 – 12:00

This will be a remote Teams Meeting

Individual members, named below, are asked to provide verbal reports for these items.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **09:00 - 09:05**  **09:05 – 09:15** | **1**  **2** | **Welcome and Introductions**  **Apologies**  **Minutes of Last Meeting** |  | **2 - 9** |
| **09:15 – 09:30** | **3** | **Matters arising**   * Norfolk HNB Contributions to CAMHS compared to other LA’s   Updates on CAMHS re-design – will be discussed under agenda item 7   * Admissions Appeals – task and finish group * Themed Audits – paper for information only * Shared Savings- paper for information only   (please see separate PDF document) | Information | **10 - 12** |
| **09:30- 09:45** | **4** | **Changes and support for local authority schools for Covid-19 and impact on school budgets**  **Alison Randall – verbal update** | **Information** |  |
| **09:45 -10:00** | **5** | **Pupil Variations**  **Paper attached - Martin Brock** | **Information** | **13 - 14** |
| **10:00 -10:15** | **6** | **DSG Outturn 2019/20**  **Paper attached - Martin Brock** | **Information** | **15 - 24** |
| **10:15 – 10:30** | **7** | **High Needs Block Focus – verbal update**  **Chris Snudden/Michael Bateman** | **Information** |  |
| **10:30 – 10:45** | **8** | **Scheme for Financing School – Updates**  **Paper attached - Martin Brock**  **For Norfolk Scheme see separate document** | **Discussion/Approval** | **25 - 30** |
| **10:45- 11:00** | **9** | **Early Years** | **Nnformation** |  |
|  | **10** | **Communication** |  |  |
|  | **11** | **Future Agenda Items** |  |  |
|  | **12** | **Dates of Meetings** **School Forum**  30 September 2020 09:00 – 12:00 |  |  |

**Norfolk Schools Forum**

**Minutes of Meeting held on Friday 10 January 2020**

**09:00 – 12:00 hours**

**South Green Park Mattishall**

**Present: Representing:**

Keith Bates, Eaton Hall Specialist Academy Special School Academy

Holly Bowman, Emneth Nursery School Maintained Nursery Schools

Chris Caddamy, (Vice Chair) City College 16-19 Representative

Ian Clayton, Thorpe St Andrew School

and Sixth Form Academies

Carol Dallas, Taverham High School Academies

Alan Evans, Eastern MAT Academies

Mike Grimble, Avenue Junior School Primary Maintained Governors

Bob Groome JCC ( secondary phase)

Clare Jones, Boudica Schools Trust Academies

Howard Nelson, Diocese of Norwich

Education Diocesan Board of Education

Peter Pazitka, SJB CMAT Academies

Joanne Philpott, City of Norwich School Academies

Sarah Shirras, (Chair) St Williams Primary Primary Maintained Schools

Joanna Tuttle, Aylsham High School Secondary Maintained Schools

Vicky Warnes JCC (primary phase)

Martin White, Nebula Federation Primary Maintained Governors

Rachel Thornbury (sub) Alternative Provision

Martin Brock Accountant

Marilyn Edgeley Admin Officer

Dawn Filtness Finance Business Partner

Nicki Rider Senior Adviser – SEND & AP

Chris Snudden Assistant Director (Education)

**Apologies:**

Sally Cutting Senior Accountant

Glyn Hambling, Unity Education Trust Alternative Provision

Sara Tough Executive Director Childrens Services

Sarah Young, Sidestrand Hall School Maintained Special Schools

1. **Election of Chair and Vice Chair**

Chris Snudden chaired the meeting for this item and asked Forum members for nominations for chair of Schools Forum.

Sarah Shirras was proposed, this was seconded, and Schools Forum unanimously agreed; therefore, Sarah was duly elected.

Sarah then asked Forum for nominations for the position of vice chair, Chris Caddamy was nominated, and this was seconded. Again, this was unanimously agreed therefore Chris was duly elected.

1. **Review of membership**

The membership of Schools Forum needs to reflect the proportion of pupil numbers in the different school sectors as per the Schools Forums (England) regulations 2012.

A list of designated substitutes for meetings is held by the authority and members should contact Marilyn if they are unable to attend a meeting.

For alternative provision there is only one organisation that can be represented, The Engage Trust which has now become part of The Unity Trust. Therefore a substitute needs to come from the alternative provision part of the Trust and Rachel Thornbury is attending today on behalf of Glyn Hambling. As we only have the one secondary school a representative has to be from Aylsham High School.

Primary maintained representatives can be either a headteacher or a governor.

It was highlighted that there is still a vacancy for a PVI representative on the Forum. Jo-anne Lamb Senior Advisor for Early Years has been asked to find someone willing to fill this position.

**The local authority is required to review the membership of Schools Forum on a regular basis in line with updated pupil numbers. The representation remains correct. This paper is for information only and no changes are required to membership at this time.**

1. **Minutes of meeting held on 22 November 2019**

The minutes were accepted as a true record of the meeting.

**Matters Arising**

* Admissions appeals – agenda item.
* Buyback of Services

This was accepted at last forum meeting however the maintained special school representative said she wanted to follow this up. It has now been confirmed that special maintained schools will buy back services in a similar way that maintained schools buy into de-delegated services.

Keith Bates has confirmed that Special School Academies do not want to buyback services.

Increased special school places – quality of referrals

Sarah Young raised this at the last meeting and has since contacted us to confirm she has spoken to Barbara Kewn, Interim Senior SEND Manager, and it has been agreed to amend the referral forms to make them fit for purpose and to include better information.

Special school heads have attended a recent training day for SEND Operations and were able to talk to the workforce about the nature of their schools and the pupil profile.

1. **High Needs Update from Nicki Rider**

Nicki attended in lieu of Michael Bateman.

**The High Needs Block report is in 3 sections**

Budget position update

Provides the period 8 position showing a forecasted deficit of just under £7.932m; an increase of £0.214m on last period. There has been an increase in Single and Joint Placements, Personal Budgets, Alternative Education and Specialist Equipment.

Forum is asked to note the current position.

High Needs Block 5-year recovery plan update

There is no current-in-year position information due to an impending meeting with the Department for Education (DfE) on 9 March. The DfE want to scrutinise our recovery plan and this may have an impact on our overall deficit. There will be key feedback from this meeting and more comprehensive information will be available at the March School Forum meeting.

Sarah Shirras will attend the meeting with the DfE.

Members comments:

* key for us to understand how the DfE view the transformation plan.
* understand the vulnerability of the debt
* Interest
* government changes
* how the recovery plan fits the bigger picture
* long term view
* to what extent will the High Needs Block be covered by the Schools Block
* although there has been an increase all needs have to be met
* my understanding is that the DfE are less interested in timescale of the recovery plan but focusing more on the in-year-deficit, and this is still increasing.

Officers said that the meeting may be bespoke to Norfolk and the questions from the DfE did relate to the long-term plan.

The authority has a meeting with a DfE Regional SEND Adviser on a termly basis where our plans are scrutinised and this helps to give the DfE a clear view of what we are trying to achieve.

The final Norfolk area SEND Strategy for 2019-22 has been published on the SEND Local Offer. The area strategy alongside the SEND and AP Transformation Programme continues to progress and underpins the HNB recovery plan.

December editions of Norfolk SEND Newsletters provide updates and information on the current activity/progress and can be accessed here:

[**https://content.govdelivery.com/accounts/UKNORFOLK/bulletins/2713cb0**](https://content.govdelivery.com/accounts/UKNORFOLK/bulletins/2713cb0)

[**https://content.govdelivery.com/accounts/UKNORFOLK/bulletins/26d9893**](https://content.govdelivery.com/accounts/UKNORFOLK/bulletins/26d9893)

HNB Deep Dive – CAMHS and associated areas

CAMHS – General

As mentioned at previous School’s Forum meetings, significant transformational activity is underway between NCC and the Clinical Commissioning groups (CCGs) regarding CAMHS.

The report provides some indication of travel of the work. The budget is in scope to redesign the structure to a more responsive and open access and move away from referral, triage and assessments. This work is ongoing.

There is an Education Work Group being set up and the chair asked Forum members to consider representation on this group.

Rebecca Hulme is the Associate Director Children’s Services and the CCG, this is a jointly funded post and will oversee governance and monitoring. Behind this sits a mental health strategy board.

Members asked for information on how Norfolk HNB contribution to CAMHS compares to other LAs. Chris advised that the LA may be able to obtain information from other LAs, but this is not guaranteed.

**Action: Chris Snudden to provide for next meeting**

A Mental Health Support Team pilot scheme is running in the north and west. This was a result of a bid by the Norfolk and Waveney Sustainability and Transformation Partnership (STP) to a national “trail blaze” scheme. Team of mental health workers will be deployed into approximately 40 schools to work with children with mild to moderate mental health needs. It is funded by the DfE and DoH and the teams will provide talking therapies, group support and consultation and supervision for staff.

Members commented on the PATHS Scheme saying some schools had found alternative schemes which they said were better.

The authority made a commitment to review the PATHS scheme.

High Needs contributions to pupils in hospital - officers advised that this is a difficult area for any authority to manage as children are placed into mental health hospitals by NHS England and this is usually some distance from Norfolk. It is incumbent on the authority to arrange their education.

Personal Budgets (PB)

A small number of PBs are in place to deliver direct therapy.

Joint Funded Places

Placements made in special residential schools or children’s homes with aligned day education for looked after children with the most complex needs who require integrated care, education and therapy provision.

Compass Schools

Overview of compass schools – part of Short Stay School for Norfolk.

There will be a strategic review of the compass schools as part of the transformation work.

**Members asked that they be provided with updates on the CAMHS redesign.**

1. **Proposed Schools Budgets including central costs**

The total Dedicated Schools Grant (DSG) for 2020-21 was confirmed in December and totals £646.495m before academy recoupment.

The Schools block is £507.007m, this is an increase of £24.995m and £6.475m is due to an increase in pupil numbers.

Officers are now in the process of generating school budgets based on the national funding formula.

The central services block is £3.4m an increase of 57p per pupil.

The Early Years Block is based on old data from last January census and has an 8p per hour uplift; this will be updated again in July with census figures from this January.

The total DSG increase amounts to £36.977m.

The Teachers pay grant will continue.

Members asked if any information had been released from the government on grants. The authority is still waiting for this information. However, the government has said that The Teachers Pay Grant and The Pension Employer Grant will continue.

**A decision is required: Schools Forum are asked to vote to retain centrally 5% of the 3 and 4-year-old funding, approximately £1.854m (£1,854,257) for the Local Authority to continue to provide central support and payments to all providers of Early Years Education, in schools and in private, voluntary and independent settings.**

**For 16**

**Against 0**

**Abstain 0**

It was highlighted that regarding Teachers pensions schools can apply for the difference if their pension costs are significantly higher than what the formula has projected.

If colleagues are unsure the system will work this out for you – the deadline to apply is Friday 17 January.

**Action: Sarah Shirras will forward the link to colleagues.**

It was highlighted that with teachers pay-scales - the thought was that the increase would be similar for two more years but is in fact significantly higher.

**Action: Chris Snudden will check this with Carole Human**

1. **Pupil Variations for 202/21**

Pupil variation information is provided by the authority to school forums annually.

For the last 2 years authorities no longer have to submit pupil variations to The Secretary of State instead these are entered into our authority proforma tool for schools where:

* there has been, or going to be, a reorganisation, or,
* a school has changed, or is going to change, its admission limit.

The ESFA does however expect authorities to present any pupil variations to their School Forum.

The exception to this is that any request for a negative pupil variation adjustment would still require a disapplication with compelling evidence as to why it should be approved. Norfolk has not requested any negative adjustments in 2020/21.

The spreadsheet circulated shows planned changes with the Authority Proforma Tool (APT) worked on 5/12 of October census and 7/12 estimate of September.

The difference due to Pupil Variation is £629,496.81 -this is still illustrative.

It was highlighted that Wymondham Prep School is not listed.

**Action: Martin Brock will check if this is an error.**

**Martin Brock to bring updated pupil variation figures to the March meeting of Schools Forum.**

**Schools Forum noted the information provided.**

1. **Admissions Appeals**

The question was raised at the September meeting by an academy representative about the authority’s decision to charge academies admission appeal costs when other authorities do not. Also, a request was made for some further information on the following points:

* How the charges for appeals are derived?
* Where the money goes?
* Could there be a capping mechanism?

Officers said that the majority of authorities do charge academies.

The authority uses the NCC budget not the DSG for community, voluntary controlled, voluntary aided and foundation schools, but can charge academies.

The charges are listed on the circulated report.

Academies can choose if they wish to buy into this service.

A list of appeal services is provided in the report.

The level of costs incurred are driven by the level of appeals, therefore, it would not be appropriate to have a capping mechanism. However, the charge for multiple appeals is significantly lower than the charge for a single appeal.

There is no charge made for advocacy for academies in cases where an appeal relates to a decision made by a Fair Access Panel which academies are under a statutory duty to take part in.

The report includes a tabled paper showing the split of cases and outcomes.

Members highlighted an anomaly that as the money does not come from the DSG voluntary aided and foundation schools should not be included. Members asked why the diocese schools are being paid for?

Officers advised that this anomaly came apparent to NCC whilst reviewing the current approach and the guidance to respond to the questions raised.

If we were using the DSG budget, rather than an NCC budget, all schools would need to be treated the same.

Members asked is it fair that the authority pays for only some of the appeals of all Norfolk children?

Officers said that the philosophy is that academies are their own admissions authority.

Jo Philpott who raised the academy appeals issue said that the information and breakdown of the service provided was helpful.

She was sympathetic to the issue of parents right to have school of their choice but highlighted lack of advice available on appeals and information on success rate.

In effect, successful schools are being penalised with this process.

She was uncomfortable with the costs charged to academies. Academies choose to use NCC to make it a neutral process.

Members said that some academies are talking about using a different process, but shared concerns that this could create inconsistent approaches for Norfolk children. .

Members raised the following points:

* Likelihood of success
* Cost of venues used for appeals.

Officers said that they were keen that the service works and, whilst efforts are already made to keep the costs low, they will look at cost of venues and ensure transparency as to actual costs of service.

**Action**

**Officers suggested that an initial meeting or task and finish group should be arranged with Forum representatives to look at all the issues:**

* **Cost of venues**
* **Transparency of costs**
* **Communication of appeals process and success rate**

**Members suggested this should include looking at the DSG question and what costs would look like if free to everyone**

The following members volunteered to sit on the task and finish group:

Jo Philpott

Clare Jones

Ian Clayton

Peter Pazitka

**Action: Chris Snudden to investigate the issue of the Diocese schools appeals coming out of the NCC budget.**

1. **Disapplication of MFG for The Wherry School.**

Under the conditions of grant for High Needs, special schools are subject to -1.5% Minimum Funding Guarantee (MFG) protection in 2019/20 and this protection is being raised by the DfE to 0% protection in 2020/21. The MFG calculation is based on a comparison of funding between financial years based on the assumption of the same number and type of places in each year (like-for-like). Exceptions to this funding protection can be made by a request from the Local Authority to the Secretary of State for a disapplication of the conditions for MFG.

In the past, the Local Authority has never had to apply for a disapplication to MFG because the top-up values for special schools have not been reduced, so special schools have always been funded at or above the MFG level.

The request for disapplication is about establishing fairness for Special Schools.

The agreement with the Wherry School agreed top up funding that built in diseconomies of scale. Then as the school built to full capacity the top-up funding would reduce.

To do this NCC are required to make a disapplication request and will include the letter from the Wherry School agreeing to the funding arrangements. The Authority would like to be able to say that they have the support of the Schools Forum.

NCC are asking that Schools Forum understand and support our disapplication to the DfE to removing the MFG so that we can fund the school on a funding profile agreed with them and reduce funding in years 3 and 4.

**Decision**

**Schools Forum unanimously agreed.**

In addition, NCC will need to transition the Wherry School fully to the standard special school matrix in year 5 and we will need to submit a disapplication request for this. We are requesting Schools Forum support for this future disapplication.

**Decision**

**Schools Forum unanimously agreed**

1. **Communication**

It was reported that the Head Teacher Associations are looking to re-connect with existing and new Members of Parliament regarding school funding.

1. **Future agenda items**

Schools and growth

1. **Meeting dates for next year**

A list of dates was tabled – members should contact Marilyn Edgeley by Friday 18th January if they think any of these dates would clash with significant events involving several members.

1. Date of next meeting

18th March 2020 – 09:00 to 12.30 at South Green Enterprise Centre Mattishall.

**Schools’ Forum**

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| **Report title:** | **Norfolk Audit Services – Thematic Audits** |
| **Date of meeting:** | **8 July 2020** |

**Executive summary**

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| **For information only.**  **This report is to update the School’s Forum on the thematic audits that have been carried out by Norfolk Audit Services during 2019/20.** |

**Background**

Norfolk Audit Services (NAS), as the County Council’s internal auditors, carry out an annual programme of themed audits, visiting a representative sample of schools and sharing common findings and examples of good practice with all schools via Management Information (MI) Sheets.

The Local Authority strongly recommends that the outcomes of these audits are considered by School governors and leadership teams and any necessary actions taken, in order to address any improvements required for each School. Any issues and proposed actions should be discussed by the relevant Committee of the Governing Body for approval, monitoring and evaluation. Question 20 of the SFVS also makes reference to schools taking into account recommendations made from these types of audits.

During 2019 NAS completed two thematic audits: General Data Protection Regulation (GDPR) and Pre – employment Safer Recruitment checks.

**General Data Protection Regulation (GDPR).**

The specific objective of this audit was to provide assurance that schools can adequately demonstrate they are complying with the GDPR and that a Data Protection Officer (DPO) has been designated to take responsibility for data protection compliance.

We visited eleven Schools and found that: -

* A designated DPO was in place to take responsibility for data protection compliance at the School. Three schools had an internal DPO and eight had external providers, five of which were with the Data Protection Education provider.
* Senior staff were aware of their roles and responsibilities in relation to the GDPR and adequate training had been undertaken and cascaded to the wider staffing team.
* They had reviewed and updated their privacy notices for the GDPR and had a documented procedure in place for dealing with subject access requests and

detecting, reporting and investigating personal data breaches.

* Retention policies or a schedule were in place and records were being disposed of in line with these. Appropriate details and information regarding the GDPR are reported to governors.

The following findings are an overall summary of the areas that need strengthening,

and are not representative of every School visited: -

* The Information Commissioner’s Office (ICO) had not been provided with

details of who the designated DPO was at the School.

* An information audit, or similar exercise, documenting and considering all personal data that is processed and held at the School, had not been

completed. It is understood that the external DPO recommended waiting for

the introduction of a new data processing tool, due to be launched in

September 2019, which would assist in mapping data.

* The lawful basis for which all data is processed and held at the School had

not been identified.

* No checks had been carried out to ascertain the reasons why third party

suppliers hold and process the School’s data, and whether these reasons

were lawful.

* The process for the completion of Data Protection Impact Assessments

(DPIA) is not documented and staff have not been subject to any training

around how to complete a DPIA, or to ensure they understand the need to

consider a DPIA at the early stages of any plan involving personal data.

It was noted that the required staff at these schools do have an awareness of

when a DPIA would need completing.

**Pre-employment Safer Recruitment checks.**

The specific objective of this audit was to provide assurance over the adequacy and effectiveness of the controls in place to ensure all schools staff, agency staff, contractors and volunteers who work with children undergo statutory recruitment checks to prevent people who pose risk or harm from working with children.

We visited ten School’s and found that in all School’s: -

* There were clearly defined roles in place for undertaking and checking safer recruitment pre-employment checks.
* All staff involved in undertaking pre-employment safer recruitment checks are aware of their roles and responsibilities and adequate training has been completed.
* All schools referred to the Keeping Children Safe in Education for guidance.
* A Single Central Record (SCR) is maintained and is subject to independent checks to ensure it is accurate and up to date.
* Retention policies were in place and were being adhered to, to ensure that personal data was not kept for longer than required.

The following findings are an overall summary of the areas that need strengthening, and are not representative of every School visited: -

* Third party agency staff were not recorded on the SCR, as required by Part 3 Para 148 of the KCSIE guidance 2019 but were recorded elsewhere.
* The recruitment policy did not include pre-employment checks for students, agency staff, contractors and volunteers although testing confirmed that these are undertaken.
* One School were unaware of the need for a recruitment health screening questionnaire to be completed upon offer of an appointment. Therefore, none of our sample at this School had had their fitness to work assessed as required by Part 3, para 138 of the KCSIE guidance 2019.
* A recruitment policy was prepared during the audit and had not yet been approved by Governors or circulated to the relevant individuals to ensure that it is adhered to during the safer recruitment process.
* Evidence of Headteachers’ check and approval of right to work checks and the check that staff are not prohibited from working with children was not recorded.

**Schools’ Forum**

**Item No.5**

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| **Report title:** | **Pupil Variations 2020/21** |
| **Date of meeting:** | **8 July 2020** |

**Executive summary**

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| **To inform Schools Forum of the final pupil variations funded for 2020/21** |

Local authorities are no longer expected to request approval from the Secretary of State to increase the pupil numbers used for calculating funding for specific schools where:

* there has been, or is going to be, a reorganisation, or;
* a school has changed, or is going to change, its admission limit.

Instead, the ESFA expects local authorities to present any pupil variations to their Schools Forum to illustrate the impact to overall funding and specific schools’ budgets.

The exception to this is that any request for a negative pupil variation adjustment would still require a disapplication with compelling evidence as to why it should be approved. Norfolk did not request any negative adjustments for 2020/21.

For new schools, the regulations require that local authorities estimate the pupil numbers expected to join the school in September and fund in the Authority Proforma Tool (APT) submission accordingly.

Indicative pupil variations for Norfolk schools were brought Schools Forum for information in January 2020. The final pupil number variations submitted on schools’ budget shares for 2020/21 are attached.

In-year growth identified by the Admissions team continues to be funded via the in-year top-sliced growth fund for Sept ’20-March ’21 (and Sept ’20-August ’21 for academies).

**No action required: Information only.**



**Schools’ Forum**

**Item No.6**

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| --- | --- |
| **Report title:** | **DSG Final Outturn and Balances 2019-20** |
| **Date of meeting:** | **8 July 2020** |

**Executive summary**

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| The overall DSG outturn position for all four blocks was £8.816m overspend for 2019/20, including a significant overspend within the High Needs Block (£10.307m) offset by underspends within the Schools Block (-£1.418m), Central School Services Block (-£0.069m) and Early Years Block (-£0.004m).  The combined, cumulative year-on-year overspend on the Dedicated Schools Grant is now £19.703m.  **This paper is for information only** |

1. **Introduction**

This report outlines the final outturn for the dedicated schools grant for 2019/20.

The Dedicated Schools Grant funds the Schools Block, Central Schools Services Block, the High Needs Block, and the Early Years Block.

The Schools Block has two main elements, the amounts delegated to schools and the amounts held centrally for pupil related spending, this includes de-delegated budgets. Once delegated to schools any over or underspend is shown within school balances.

The Dedicated Schools Grant Budget and schools local funding formula for 2019/20 was agreed at January 2019 Childrens Services Committee. The Committee papers can be viewed at:

<https://norfolkcc.cmis.uk.com/norfolkcc/DelegatedDecisions/tabid/67/ctl/ViewCMIS_DecisionDetails/mid/391/Id/56ede0e3-4890-4de0-b6b9-bd85fea8cea2/Default.aspx>

The Dedicated Schools Grant can only be used for specified purposes and must be accounted for separately from the other Children’s Services spending and funding.

1. **Variations on Dedicated Schools Grant Funded Budgets**

The overall DSG outturn position for all four blocks is £8.816m overspend for 2019/20, including a significant overspend within the High Needs Block (£10.307m) offset by underspends within the Schools Block (-£1.418m), Central School Services Block (-£0.069m) and Early Years Block (-£0.004m).

For 2019/20 there was an overspend on the High Needs block of £10.307m. There has been a reduction in overall Alternative Provision (Short Stay School for Norfolk and Alternative Education) spend compared to 2018/19 following a reduction in exclusions. There is continuing demand for high needs placements in independent and out of county special schools and maintained special schools. Additionally, there has been an increase in demand for high needs funding for post-16 students attending Further Education colleges.

There was a large underspend in the Schools Block due to rates revaluations and refunds on academy properties that were not known previously. The -£1.418m underspend on the Schools Block and -£0.069m underspend on the Central Schools Services Block are to be used to fund the overspend on the High Needs Block as there are insufficient funds on the Dedicated Schools Grant reserve.

Norfolk had anticipated a small underspend within the Early Years Block and the final outturn was -£0.004m underspend, which has been used to offset the overspend on the High Needs Block. This outturn includes a debtor of £0.174m in respect of an estimated adjustment to the 2019/20 DSG in July’20, and a creditor of £0.460m for unclaimed funding.

The funding for Early Years Block is allocated by the Education Skills and Funding Agency using January 2019 census headcount data.  This funding will be adjusted in July 2020 once the January 2020 headcount data has been authorised by DfE, resulting in the final allocation being a combination of both censuses. It is anticipated that the July DSG adjustment will be an additional Early Years Block allocation of £0.174m to the local authority based upon the information available when the Council’s accounts were closed.

The take up of the early education in the 2019-20 financial year remains consistently above 90%.  The number of families accessing the 30-hour offer has increased and payments of Early Years Pupil Premium exceed the initial allocation.

Disability Access Fund has been maximised in line with the principles and aims of DAF as advised by the Education Funding Agency.

The summary tables that follow show the centrally retained Schools Block, Central Schools Services Block, High Needs Block and Early Years Block budgets and the actual spend for the year. The tables show the variance from the approved budget both in terms of a cash sum and as a percentage.

**Table 1: Schools Block**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Approved Budget £m\* | Outturn £m\* | Over +/Underspend (-)  £m\* | Over +/Underspend (-) as a % of the budget |
| **Schools Block-Centrally retained items** |  |  |  |  |
| Growth Fund | 0.965 | 0.966 | 0.001 | 0% |
| Contingency | 0.100 | 0.058 | -0.042 | -42% |
| Supply Special | 0.101 | 0.027 | -0.074 | -73% |
| Maternity | 0.603 | 0.852 | 0.249 | 41% |
| Suspended | 0.172 | 0.026 | -0.146 | -85% |
| Disabled | 0.024 | 0.011 | -0.013 | -54% |
| Redeployment | 0.069 | 0.075 | 0.006 | 9% |
| Licences | 0.011 | 0.010 | -0.001 | -9% |
| Free Schools Meal Eligibility | 0.025 | 0.025 | 0.000 | 0% |
| Prior year rates refunds |  | -1.306 | -1.306 | n/a |
| Academy conversions/  closing schools |  | -0.092 | -0.092 | n/a |
| **Centrally Retained Schools Block** | **2.070** | **0.652** | **-1.418** | **-69%** |

\*All figures are shown rounded to 3 d.p.

**Table 2: Central Schools Services Block**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Approved Budget £m\* | Outturn £m\* | Over +/Underspend (-)  £m\* | Over +/Underspend (-) as a % of the budget |
| **Central Schools Services Block** |  |  |  |  |
| Independent Schools | 0.100 | 0.100 | 0.000 | 0% |
| Schools Forum\*\* | 0.070 | 0.024 | -0.046 | -66% |
| Termination of employment costs | 0.065 | 0.065 | 0.000 | 0% |
| Admissions | 0.487 | 0.487 | 0.000 | 0% |
| Miscellaneous | 0.175 | 0.152 | -0.023 | -13% |
| ESG retained | 1.832 | 1.832 | 0.000 | 0% |
| **Central School Services Block** | **2.728** | **2.660** | **-0.069** | **-3%** |

\*All figures are shown rounded to 3 d.p.

\*\* Breakdown of Schools Forum at Appendix 1

**Table 3: High Needs Block**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Approved Budget £m\* | Outturn £m\* | Over + /Underspend (-)  £m\* | Over+  /Underspend (-) as a % of budget |
| **High Needs Block** |  |  |  |  |
| Special Schools | 34.458 | 34.260 | -0.198 | -1% |
| Short Stay School | 5.748 | 6.821 | 1.073 | 19% |
| FE and 6th form top up funding | 5.814 | 6.774 | 0.960 | 17% |
| Specialist Resource Bases | 3.396 | 3.241 | -0.155 | -5% |
| Mainstream Schools’ Element 3 funding | 7.439 | 7.420 | -0.019 | -0% |
| Exceptional Circumstances | 1.000 | 1.182 | 0.182 | 18% |
| Alternative Education | 4.099 | 4.693 | 0.594 | 14% |
| Youth Offending Team | 0.290 | 0.290 | 0.000 | 0% |
| Permanent Exclusions income | -0.900 | -1.082 | -0.182 | -20% |
| Non-Maintained Special Schools | 22.719 | 30.455 | 7.736 | 34% |
| Inter Authority Recoupment | 0.630 | 0.298 | -0.332 | -53% |
| Personal Budgets | 0.250 | 0.501 | 0.251 | 100% |
| PATHS Programme | 0.100 | 0.099 | -0.001 | -1% |
| Speech and Language Therapy | 1.004 | 1.002 | -0.002 | -0% |
| Moving and Handling | 0.041 | 0.028 | -0.013 | -32% |
| Specialist Equipment | 0.000 | 0.178 | 0.178 | n/a |
| SEN invest to save | 0.171 | 0.165 | -0.006 | -4% |
| Sensory support, Learning Support Service & ATT posts | 2.397 | 2.419 | 0.022 | 1% |
| Section 19 Costs | 0.000 | 0.060 | 0.060 | n/a |
| Inclusion and AP Support | 0.000 | 0.159 | 0.159 | n/a |
| Contribution to CAHMS | 0.251 | 0.251 | 0.000 | 0% |
| **Total High Needs Block** | **88.907** | **99.214** | **10.307** | **12%** |

\*All figures are shown rounded to 3 d.p.

**Table 4: Early Years Block**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Approved Budget £m\* | Outturn £m\* | Over +/underspend (-)  £m\* | Over +/Underspend (-) as a % of the budget |
| **Early Years Block** |  |  |  |  |
| 2-Year-Old Place Funding | 4.850 | 4.789 | -0.061 | -1% |
| 3 and 4-year-Old funding | 30.594 | 29.649 | -0.945 | -3% |
| Maintained Nursery Classes | 3.275 | 3.187 | -0.088 | -3% |
| SEN Inclusion Fund | 0.800 | 0.717 | -0.083 | -10% |
| SEN Complex Need | 0.185 | 0.244 | 0.059 | 32% |
| Disability Access Fund | 0.153 | 0.159 | 0.006 | 4% |
| Early years pupil premium | 0.515 | 0.543 | 0.028 | 5% |
| Early Years Funded Services | 1.858 | 1.858 | 0.000 | 0% |
| Adjustment to 2018/19 EY | 0.000 | 0.795 | 0.795 | n/a |
| Expected 2019/20 Adjustment | 0.000 | -0.174 | -0.174 | n/a |
| Unclaimed 2019/20 funding earmarked for COVID-19\*\* | 0.000 | 0.460 | 0.460 | n/a |
| **Total Early years block** | **42.231** | **42.227** | **-0.004** | **-0%** |

\*All figures are shown rounded to 3 d.p.

\*\* At the time that the accounts were closed, which was prior to DfE announcing flexibilities regarding 2020-21 Summer Term allocations

1. **Schools Balances**

The Scheme for Financing Schools in Norfolk sets out the local framework within which delegated financial management is undertaken.

Schools accounts have been closed, however balances are in the process of being reconciled. This paragraph sets out in summary terms the position of Norfolk schools balances at 31 March 2020 and compares them with balances at 31 March 2019.

It should be noted that the balances shown in this paper are still draft as there needs to be a final reconciliation to the schools’ submission of balances to be held under the scheme for financing schools. Appendix 2 provides details of the Balance Redistribution Mechanism for information.

Table 5 compares the value of school balances at 31 March 2020 with 31 March 2019:

**Table 5: School Balances – values of balances £000’s**



Table 6 shows the average level of positive and negative balances held by Norfolk schools analysed by school type as at 31 March 2020**:**

**Table 6: Average balance per sector £000’s**



Table 7 shows the average value of balances by each type of school (the percentage of balances compared with the overall budget):

**Table 7: Comparison of level of balance to budget share**



Table 8 compares the number of schools with surplus and deficit balances at 31 March 2020 with 31 March 2019:

**Table 8: School Balances – number of schools**



Please note that schools with negative balances have received advice and support to help them recover their overspend in 2020-21.

1. **Financial Implications**

The combined, cumulative year-on-year overspend on the Dedicated Schools Grant is now £19.703m.

The June 2020 Cabinet paper can be found at the link below, with information about Norfolk County Council’s 2019-20 outturn including DSG:

<https://norfolkcc.cmis.uk.com/norfolkcc/Meetings/tabid/128/ctl/ViewMeetingPublic/mid/496/Meeting/1664/Committee/169/Default.aspx>

**Officer Contact**

If you have any questions about matters contained or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

If you have any questions about matters contained in this paper please get in touch with:

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|  | If you need this report in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help. |

**Appendix 1**

**SCHOOLS FORUM**

**BUDGET STATEMENT 2019/20**

**Budget £69,690.00**

**Expenditure**

Employee Related Expenses 21,716

Hire of Premises 2,063

Travel Expenses 57

Equipment Purchases (Microphone) 89

Internal Room Hire 42

**Total Net Expenditure 23,967**

**Underspend (45,723)**

**Appendix 2: Balance Redistribution Mechanism**

**Introduction**

The Scheme for Financing Schools in Norfolk sets out the local framework within which delegated financial management is undertaken.

The legitimate purposes that balances may be held for are:-

* To provide the school with contingency funding, the amount not exceeding 8% of the final budget share or £20,000 whichever is the greater.
* Surpluses derived from sources other than the budget share e.g. contributions from parents for school trips where expenditure will not be incurred until the following year or surpluses arising from providing community facilities
* In exceptional circumstances with authorisation of the Head of Children’s Services’ Finance, where an individual allocation amounting to more than 1% of the final budget share and was allocated after the 1st February.
* Voluntary Aided schools are allowed to hold revenue monies to fund governors’ liabilities towards DfE grant aided capital works. Evidence of the cost and timing of the project will be required to support this.
* Surpluses derived from Pupil Premium funding - this would mean that, for the purposes of calculating the contingency sum of 8% of the final budget share, the Pupil Premium would be excluded, but would be shown as a separate category in its’ own right.

The amount of Pupil Premium allowed to be carried forward should not exceed the sum received in that financial year.

The Analysis of Surplus Revenue Balances form would be pre-populated, after the year-end closure of accounts, with the maximum sum allowed under this category for each school.

* A school by school justification for an additional exception, subject to the submission of justification data by the 28 February and approval of the exception by the Head of Finance, Leadership and Governance.

Any balances falling outside these categories will be returned to the Authority for redistribution to schools. The actual balances each school has at the end of 2020/21 and subsequent financial years will be analysed and any surplus over and above monies falling into one of the legitimate categories above will be redistributed in the following financial year.

Schools not in the Building Maintenance Partnership pool (BMP5) may lodge monies with the Local Authority up to a maximum of £250,000 or £450 per pupil whichever is the lower. This money will be released at any time on production of an appropriate invoice for maintenance or building work that would have been covered by the BMP5 scheme. Interest will be payable on monies lodged in this way. Funds lodged must be transferred before the financial year-end, or they will be deemed to be part of the school’s surplus balance for the purposes of the analysis of balances mechanism.

**Schools’ Forum**

**Item No.8**

|  |  |
| --- | --- |
| **Report title:** | **Scheme for Financing Schools Update** |
| **Date of meeting:** | **8 July 2020** |

**Executive summary**

|  |
| --- |
| Local authorities are required to publish schemes for financing schools setting out the financial relationship between them and the schools they maintain.  Changes are periodically required based on revisions directed by the Secretary of State, or local changes approved through Schools Forum.  There are currently no new directed revisions to be added in 2020/21 but some additional wording for existing directed revisions must be included. These changes are provided **for information only and will be updated in the 2020/21 scheme.**  Local changes to the scheme require consultation with maintained schools and the approval of maintained members of the Schools Forum. **There are various minor changes required to update and tidy up the scheme document, however, there are no new clauses to be added, and so we are asking Schools Forum maintained school representatives for their approval of these minor changes**. |

1. **Introduction**

Local authorities are required to publish schemes for financing schools setting out the financial relationship between them and the schools they maintain.

Guidance is provided to authorities listing the items that must, should or may be included, and is issued under the School Standards and Framework Act 1998.

The local scheme is updated in the following circumstances:

**Directed revisions** – the Secretary of State may require the revision of part or any scheme. These revisions must be included in the local scheme using the text of the directed revisions;

**Amendments to directed revisions** – amendments to the wording of directed revisions may be required to reflect more recent policy positions;

**Local revisions** – for changes other than directed revisions, local authorities must consult with all maintained schools in their area and receive approval of Schools Forum members representing maintained schools.

There are no new directed revisions for 2020/21, however the Norfolk Scheme for Financing Schools does require updates for:

* The addition or amendment of wording of directed revisions;
* The deletion of wording relating to former cluster balances;
* Updates to Annex A - the list of schools covered by the scheme;
* Updates to Annex B – School Premises Responsibilities, updates to the latest Building Maintenance Partnership (BMP5) scheme;
* General tidying not affecting overall scheme content (e.g. changes of dates to reflect scheme is for a new year)

1. **Updates required**

**2.1 Directed revisions**

There are no new directed revisions for 2020/21.

**2.2 Amendments to directed revisions**

There are some amendments or additions required to bring the wording of the local scheme into line with the text of up-to-date directed revisions. Schools Forum members are not required to approve these changes, they will automatically be updated in the 2020/21 scheme. The directed revisions to date are as follows:

***Efficiency and value for money***

*The scheme must include the following provision, which imposes a requirement on schools to achieve efficiencies and value for money, to optimise their resources and invest in teaching and learning, taking into account the purchasing, tendering and contracting requirements.*

*Schools must seek to achieve efficiencies and value for money, to optimise the use of their resources and to invest in teaching and learning, taking into account the authority’s purchasing, tendering and contracting requirements.*

*It is for heads and governors to determine at school level how to secure better value for money. There are significant variations in efficiency between similar schools, and so it is important for schools to review their current expenditure, compare it to other schools and think about how to make improvements.*

Changes required to bring into line with directed wording:

Section 2.4 - Efficiency and value for money

As per guidance update section title to ‘School Resource Management’ and then add the following wording:

“There are significant variations in the effective management of resources between similar schools, and so it is important for schools to review their current expenditure, compare it to other schools and think about how to make improvements.”

***Schools Financial Value Standard (SFVS)***

*All local authority maintained schools, including nursery schools and pupil referral units (PRUs), that have a delegated budget) must demonstrate compliance with the SFVS and complete the assessment form on an annual basis. It is for the school to determine at which time of the year they wish to complete the form.*

*Governors must demonstrate compliance through the submission of the SFVS assessment form signed by the chair of governors. The form must include a summary of remedial actions with a clear timetable, ensuring that each action has a specified deadline and an agreed owner. Governors must monitor the progress of these actions to ensure that all actions are cleared within specified deadlines.*

Changes required to bring into line with directed wording:

Section 2.16 Schools Financial Value Standard (SFVS)

Addition of the wording:

“Governors must monitor the progress of these actions to ensure that all actions are cleared within specified deadlines.”

***Fraud***

*All schools must have a robust system of controls to safeguard themselves against fraudulent or improper use of public money and assets.*

*The governing body and head teacher must inform all staff of school policies and procedures related to fraud and theft, the controls in place to prevent them and the consequences of breaching those controls. This information must also be included in the induction for new school staff and governors.*

Section 2.17 Fraud

No changes required to local scheme

|  |
| --- |
| ***Register of business interests***  *The scheme must contain a provision which requires the governing body of each maintained school to have a register which lists for each member of the governing body and the head teacher:*   * *any business interests that they or any member of their immediate family have* * *details of any other educational establishments that they govern* * *any relationships between school staff and members of the governing body*   *And to keep the register up to date with notification of changes and through annual review of entries, to make the register available for inspection by governors, staff and parents, and the authority, and to publish the register, for example on a publicly accessible website.*  Changes required to bring the scheme into line with directed wording:  Section 2.9 Register of business Interests  Addition of the wording in respect of declarations to be made:  “details of any other educational establishments that they govern”  “any relationships between school staff and members of the governing body”  And also, in respect of publication of the register:  “and to publish the register, for example on a publicly accessible website.” |

***Borrowing by schools***

*The scheme should contain a provision reminding schools that governing bodies may borrow money (which includes the use of finance leases) only with the written permission of the Secretary of State. The Secretary of State’s general position is that schools will only be granted permission for borrowing in exceptional circumstances. From time to time, however, the Secretary of State may introduce limited schemes in order to meet broader policy objectives. The scheme must contain a provision that allows schools to use any scheme that the Secretary of State has said is available to schools without specific approval, currently including the Salix scheme, which is designed to support energy saving.*

Section 3.6 Borrowing by schools

Addition of the wording (adapted from statement of provision that must be in scheme):

“Schools may use any scheme that the Secretary of State has said is available to schools without specific approval, currently including the Salix scheme, which is designed to support energy saving.”

***Loan schemes***

*Following consultation, the Secretary of State directs that from 22 March 2018 the text below shall be incorporated into the schemes of all local authorities in England.*

*Loans will only be used to assist schools in spreading the cost over more than one year of large one-off individual items of a capital nature that have a benefit to the school lasting more than one financial or academic year.*

*Loans will not be used as a means of funding a deficit that has arisen because a school’s recurrent costs exceed its current income.*

*If loans are made to fund a deficit and a school subsequently converts to academy status, the Secretary of State will consider using the power under paragraph 13(4)(d) of Schedule 1 to the Academies Act 2010 to make a direction to the effect that such a loan does not transfer, either in full or part, to the new academy school.*

Changes required to bring scheme into line with directed wording:

4.10 Loan Schemes

Addition of the wording:

“Loans will only be used to assist schools in spreading the cost over more than one year of large one-off individual items of a capital nature that have a benefit to the school lasting more than one financial or academic year.

Loans will not be used as a means of funding a deficit that has arisen because a school’s recurrent costs exceed its current income.

If loans are made to fund a deficit and a school subsequently converts to academy status, the Secretary of State will consider using the power under paragraph 13(4)(d) of Schedule 1 to the Academies Act 2010 to make a direction to the effect that such a loan does not transfer, either in full or part, to the new academy school.”

**2.3 Local revisions**

Local scheme changes must be consulted upon with maintained schools and approved by maintained school representatives of Schools Forum.

However, the only changes required for 2020/21 are general tidying of the document rather than the addition of new clauses, and therefore we are asking Schools Forum maintained school representatives for their approval of those updates.

The proposed updates to the scheme document are:

* The deletion of wording relating to former cluster balances (no longer relevant);
* Updates to Annex A - the list of schools covered by the scheme;
* Updates to Annex B – School Premises Responsibilities, updates to the latest Building Maintenance Partnership (BMP5) scheme;
* General tidying not affecting overall scheme content (e.g. changes of dates to reflect scheme is for a new year)

All proposed changes are highlighted in the updated scheme provided to Schools Forum with this paper.

**Schools Forum are asked to:**

* **Note changes to Norfolk’s Scheme for Financing Schools for 2020/21 to ensure changes are kept in line with directed revisions;**
* **Maintained schools members only - Approve general tidying of the scheme not affecting overall content including the updating of dates, deletion of cluster balances rules (no longer relevant) and updates to annexes A and B (the current list of maintained schools and the latest BMP5 scheme information respectively).**

###### Officer Contact

If you have any questions about matters contained or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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