

NOTTINGHAM CITY COUNCIL
SCHOOLS FORUM

Date: Thursday 24 January 2013

Time: 1.45pm

Place: Meeting Room LB 41 Fourth Floor at Loxley House, Station Street

Members are requested to attend the above meeting on the date and at the time and place stated to transact the following business.



Deputy Chief Executive/Corporate Director for Resources

Clerk to the Schools Forum: Laura Wilson Direct dial - 8764301

A G E N D A

- 1 APOLOGIES FOR ABSENCE**
- 2 DECLARATIONS OF INTERESTS**
- 3 MINUTES** Attached
Last meeting held on 20 December 2012 (for confirmation)
- 4 MEMBERSHIP UPDATE**
- 5 WORK PROGRAMME** Attached
- 6 2013/14 SCHOOLS BUDGET UPDATE**
Presentation by the Finance Business Partner
- 7 STRATEGIC PARTNERSHIP BIDS** Attached
Report of Director of Schools and Learning
- 8 SCHOOL REORGANISATION TRANSITION FUNDING - SEELY AND BERRIDGE INFANT AND JUNIOR SCHOOLS** Attached
Report of Director of Schools and Learning

**IF YOU ARE UNSURE WHETHER OR NOT YOU SHOULD
DECLARE AN INTEREST IN A PARTICULAR MATTER, PLEASE
CONTACT THE CLERK TO THE SCHOOLS FORUM, IF POSSIBLE
BEFORE THE DAY OF THE MEETING, WHO WILL PROVIDE
ADVICE IN THE FIRST INSTANCE.**

**CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT
LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO
BE ISSUED WITH VISITOR BADGES**

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NOTTINGHAM CITY COUNCIL

SCHOOLS FORUM

MINUTES

of meeting held on **20 DECEMBER 2012** at

Loxley House from 1.45 pm to 2.33 pm

Primary Governors	School	EIP
John Hawes	Claremont Primary	Central
✓ Peter Linford	Springfield Primary	K2S
Janet Molyneux	Rise Park Primary	Big Top
Tony Simpson	St Patrick's Primary	Beckett
James Strawbridge	Glapton Primary	Clifton
✓ Ed Williams (Vice-Chair)	Dovecote Primary	Clifton
Primary Head Teachers		
Carol Barker	Woodlands School	West 8
Jo Bradley	Blue Bell Hill Primary	St Anns and Sneinton
Shaun Farrington	Burford Primary	Sherwood
Rebecca Meredith	Sneinton C of E	St Anns and Sneinton
Cari Richardson	Melbury Primary	K2S
Terry Smith	Greenfields Community School	Central
✓ Alison Tones	Rufford Primary	Bulwell
Secondary Head Teachers or Governors		
✓ Les Michalak (Governor)	Farnborough School	Clifton
Sally Colton (Head)	Ellis Guilford	Ellis Guilford
Carol Fearria (Head)	Emmanuel	Emmanuel Cluster
Nursery Head Teacher or Governor		
Bev Angell (Governor)	Nottingham Nursery	Central
Special School Head Teacher or Governor		
Margaret Roberts	Oak Field School	West 8
Pupil Referral Unit		
Mirth Parker	Lead Officer for PRUs	
Primary Academy Head Teacher or Governor		
✓ Dean Pomeroy (Head)	Warren Primary	Big Top
✓ Mark Precious (Head)	Old Basford	Ellis Guilford

Steve Parry (Head)	St Anns Well Academy	St Anns and Sneinton
Moira Dales (Head)	Our Lady and St Edward's	Beckett

Secondary Academy Head

Teacher or Governor

✓ Linda Abbott (Governor)	Bulwell Academy	Bulwell
✓ David Harris (Head)	NUSA	K2S
✓ Mike McKeever (Head) (Chair)	Trinity	Trinity

Early Years

Kathryn Bouchlaghem	Early Years Development and Childcare
✓ Gary Holmes	Stepping Stones Day Nursery
Sue Swift-Jackson	Early Years Sector

14-19

Chris Bradford

Union

✓ Chris Bligh	GMB
✓ Susi Artis	NUT
✓ Maggie Proctor	NASUWT
David Wand	Unison

✓ indicates present at meeting

Substitutes in attendance

Richard Pierpoint	-	Substitute for Sally Colton
Chris Skeets	-	Substitute for Shaun Farrington

Others in attendance

Andrew Paulson	-	Head of Pupil and School Services	-	Children and Families
Dee Fretwell	-	Finance Analyst)	
Ceri Walters	-	Finance Business Partner)	Resources
Laura Wilson	-	Clerk to the Forum)	

Action

10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Linda Abbott, Bev Angell, Carol Barker, Kathryn Bouchlaghem, Jo Bradley, Sally Colton, Moira Dales, Gill Ellis, Shaun Farrington, Carol Fearria, Janet Molyneux, Mirth Parker, Cari Richardson, Margaret Roberts and David Wand.

11 DECLARATIONS OF INTERESTS

No declarations of interests were made.

12 MINUTES

RESOLVED that, subject to the inclusion of the Forums sadness at the death of a pupil at Djanogly City Academy being noted, the minutes of the last meeting held on 22 November 2012, copies of which had been circulated, be confirmed and signed by the Chair.

13 WORK PROGRAMME

Consideration was given to the work programme for the January and February 2013 meetings, updated copies of which were circulated at the meeting.

RESOLVED that the work programme be approved.

14 STRATEGIC BIDS UPDATE

Ceri Walters, Finance Business Partner, circulated a summary of the bids and presented Forum with the following information:

- £500,000 had been allocated as a one-off from reserve funding for Strategic Partnership Bids;
- at its meeting on 8 May 2012, Forum established a criteria for the bids to be assessed against. The criteria was based on eligibility, assessment and other information;
- bids were submitted and assessed by a sub-group which then made recommendations to Forum. Forum made the final decisions on the bids at its meeting in July 2012;
- monitoring returns had to be submitted by 12 July 2013 to ensure that the money had been spent on the project it had been allocated for;
- the submissions received were as follows:

<u>Project</u>	<u>Value (£)</u>	<u>Agreed (£)</u>
Improve teaching and learning to increase aspiration	40,500	35,600
Early Years phonics programme	15,400	0
Learning for All	11,700	11,700
Middleton Primary and Nursery School/ YMCA Community Room	72,694	0

Action

Bulwell Readers	68,820	53,820
Closing the Gap (through strong local partnership)	55,000	55,000
Reading for Life	42,625	0
Relishing Reading project	28,270	28,270
Reading intervention	44,000	44,000
Ellis Guilford EIP – Second Story: writers in residence partnership	58,559	58,559
Developing and embedding consistently outstanding teaching	48,400	48,400
Reading for Success	39,668	39,668
Total	525,626	375,037
Funding remaining		124, 964

- funding had been allocated for the 2012/13 academic year so any underspend would be carried forward to the 2013/14 academic year;
- the remaining balance could be used to support further projects.

RESOLVED that the information be noted.

15 2013/14 SCHOOLS BUDGET UPDATE

Ceri Walters, Finance Business Partner, presented Forum with the following information:

- budget setting roles and responsibilities were:

	<u>Local Authority</u>	<u>Forum</u>
Formula changes	Proposed and decided	Must be consulted
De-delegation budgets	Proposed	Primary and Secondary representatives for maintained schools decided for their phase
Central spend on: <ul style="list-style-type: none">○ pupil growth contingency;○ early years expenditure	Proposed	Decided
Central spend on: <ul style="list-style-type: none">○ admissions;○ servicing Schools Forum;	Proposed up to the value in 2012/13 and where expenditure had already been	Decided for each line

Action

- carbon reduction committed commitment;
- CERA;
- contribution to combined budgets;
- termination employment costs;
- prudential borrowing

Financial issues Consulted Gave a view

relating to:

- arrangements for pupils with special educational needs;
- arrangements for use of pupil referral units;
- arrangements for early years provision

- key dates and timescales:

10 December	Education Finance Authority (EFA) to confirm pupil numbers and provide budget datasets
December	Department for Education (DfE) to confirm Dedicated Schools Grant allocations for 2013/14
20 December	Schools Forum
18 January	Local Authorities to submit final funding formula proforma and calculations
24 January	Schools Forum
14 February	Schools Forum
31 March	Deadline for confirmation of individual school budgets
31 March	Deadline for submitting 2013/14 spending plans (S251) to the DfE

- the suggested approach was:

20 December Forum	Verbal update on 2013/14 budget outlook and consultation on the approach to updating the formula for any potential additional delegation
Early January	Local Authority to decide the final formula unit

Action

	rates in consultation with the Portfolio Holder for Children's Services
18 January	EFA submission of final formula
24 January Forum	Verbal update on the final formula and budget outlook and a presentation on the planned arrangements for high needs pupils and early years provision
14 February Forum	Schools Budget Paper 2013/14 seeking approval in relation to central spend
Late February	Issue budget shares to maintained schools
19 March	Schools Budget Paper 2013/14 to Executive Board
31 March	Submit the 2013/14 S251 budget to the DfE

- the budget journey so far:
 - in 2012/13 Nottingham had a local funding formula;
 - the DfE had implemented a new formula consisting of 10 formula elements and new delegated funding streams to schools:
 - extended schools co-ordination;
 - museums;
 - water rates;
 - copyright licensing;
 - some services could be de-delegated back to the local authority and these had already been agreed with Forum;
 - the formula consisted of 3 funding blocks (Early Years, Schools and High Needs), with the High Needs block containing the most risks;
 - consultation had been undertaken with the DfE, Forum, the Portfolio Holder for Children's Services and the Corporate Director for Children and Families on the formula changes;
 - the initial submission was given to the DfE in October 2012;
 - headcounts for schools was based on the October census and for Early Years and Pupil Referral Units it was based on the January census;

- the dataset had been issued:
 - allocating individual schools budgets to schools;
 - de-delegated services were treated as agreed at Forum on 20 September 2012, although there had been some slight changes due to pupil numbers changing;
 - delegated budgets as per the DfE;
 - the balance remaining was treated as headroom;
 - the individual schools budget statements would set out de-delegated values and compulsory buy-backs;

Action

- the budget risks included:
 - the reserve could not exceed 5% of the Dedicated Schools Grant;
 - the risk register needed to be re-valued to ensure that there were adequate reserves;
 - the contingency requirement for pupil growth;
 - the set up and transition for the amalgamation of schools;
 - the High Needs block:
 - individual schools budget plus top up and the need to ensure that this was the correct level;
 - cross border and other authority payments;
 - the allocation of the local authority responsible functions in the individual schools budget;
 - ensuring the Central Expenditure Limit remained within its limit or seeking any appropriate approval;

- the proposals were:
 - to allocate headroom using inflation rates translated into the formula:
 - 1% pay award;
 - 2% supplies and services;
 - a percentage to be confirmed on other specific inflation, e.g. energy, etc;
 - mitigate as many risks as possible;
 - utilise a further £500,000 of the reserves for partnerships;
 - ensure that reserves aligned to DfE and corporate guidelines;
 - compulsory buy-back for statutory services from individual schools budgets:
 - building and maintenance budgets;
 - Business Rates;
 - de-delegate top up relating to schools mergers and amalgamation of £50,000.

In response to questions and comments, the following additional information was provided:

- the money relating to schools mergers and amalgamations of schools was historically set at £25,000 per school;
- the High Needs block was considered as a risk because the Government set the rate per pupil for Special Schools and Pupil Referral Units, but the local authority was responsible for ensuring that they did not lose any budget for fixed costs if they were not at capacity;
- the compulsory buy-back for statutory services relating to

Action

building and maintenance budgets and Business rates equated to approximately £350,000, and details of what was the responsibility of the school and the responsibility of the local authority could be confirmed at a later date;

- the Central Expenditure Limit would be confirmed in the final budget report considered by Forum in February 2013;
- the allocation of headroom would have to be prioritised if there was not enough money to fulfil all of the proposals;
- the £124,964 remaining from the first Strategic Partnerships Bids fund would be added to the further £500,000 proposed from the reserves and could be allocated to Education Improvement Partnerships (EIPs) based on pupil numbers.

The Forum felt that allocating the money for Strategic Partnership Bids to EIPs based on pupil number was unfair as not all EIPs included secondary schools, which would mean that those that did contain secondary schools would receive more money than those without. On this basis, it was decided that the principle of using £500,000 of reserves for more Strategic Partnership Bids be agreed, but that the way this was allocated needed to be decided at the next meeting.

RESOLVED

(1) that the following be noted:

- (a) the approach of the budget process previously presented to Forum;**
- (b) the latest budget update;**
- (c) the current highlighted risks;**
- (d) the proposals associated with mitigating risks;**
- (e) the proposals on allocating headroom;**

(2) that the compulsory buy-back of local authority statutory functions be agreed;

(3) that the de-delegation of a £50,000 budget for mergers and amalgamations of infant and junior schools be agreed;

(4) that the principle of utilising a further £500,000 of reserves for the partnerships be agreed, with the process for allocating it being agreed at the next meeting of Forum.

SCHOOLS FORUM WORK PROGRAMME

Title of report	Documents to be considered e.g. report or presentation	Report author details – name, title, telephone number and email address
<u>14 February 2013</u>		
1. Living Wage	Report	Della Sewell, Employee Relations Manager Te: 8763575 Email: della.sewell@nottinghamcity.gov.uk Ceri Walters, Finance Business Partner Tel: 8764128 Email: ceri.walters@nottinghamcity.gov.uk
2. Special Schools	Presentation	Janine Walker, Service Manager, Special Educational Needs Tel: 9158916 Email: janine.walker@nottinghamcity.gov.uk
3. Year 11 English as an Additional Language Provision	Report	Jane Daffé, Senior Achievement Consultant Tel: 8764680 Email: jane.daffe@nottinghamcity.gov.uk
4. William Booth Primary – restructure	Report	Chris Edwards Julie Dorrington, Principal Finance Officer Tel: 8764617 Email: julie.dorrington@nottinghamcity.gov.uk Andrew Paulson, Head of Pupil and Schools Services Tel: 8764597 Email: andrew.paulson@nottinghamcity.gov.uk
<u>21 March 2013</u>		
5. 2013/14 Final Schools Budget	Report	Ceri Walters, Finance Business Partner Tel: 8764128 Email: ceri.walters@nottinghamcity.gov.uk Dee Fretwell, Interim Finance Analyst Tel: 8763711 Email: dee.fretwell@nottinghamcity.gov.uk

	Title of report	Documents to be considered e.g. report or presentation	Report author details – name, title, telephone number and email address
6.	Alternative Provision/Pupil Referral Units proposals	Report	<p>Secondary Heads Partnership</p> <p>Ceri Walters, Finance Business Partner Tel: 8764128 Email: ceri.walters@nottinghamcity.gov.uk</p> <p>Dee Fretwell, Interim Finance Analyst Tel: 8763711 Email: dee.fretwell@nottinghamcity.gov.uk</p>
7.	Updates on underwrites	Report	<p>Andrew Paulson, Head of Pupil and Schools Services Tel: 8764597 Email: andrew.paulson@nottinghamcity.gov.uk</p>
8.	Early Years Funding	Report	<p>Dee Fretwell, Interim Finance Analyst Tel: 8763711 Email: dee.fretwell@nottinghamcity.gov.uk</p> <p>Catherine Smith, Early Years Programme Manager Tel: 8764548 Email: catherine.smith@nottinghamcity.gov.uk</p> <p>Kathryn Bouchlaghem, Early Years Manager Tel: 8764531 Email: kathryn.bouchlaghem@nottinghamcity.gov.uk</p>
<u>To be scheduled</u>			
9.	Reports back on funding previously allocated by Forum	Reports	Various
10	Strategic Partnership Bids	Report	<p>Ceri Walters, Finance Business Partner Tel: 8764128 Email: ceri.walters@nottinghamcity.gov.uk</p>

Deadlines for submission of reports

Date of meeting	Draft reports (10.00 am)	Final reports (10.00 am)
14 February 2013	24 January 2013	4 February 2013
21 March 2013	28 February 2013	11 March 2013
18 April 2013	27 March 2013	8 April 2013
23 May 2013	1 May 2013	13 May 2013
20 June 2013	30 May 2013	10 June 2013
18 July 2013	27 June 2013	8 July 2013

SCHOOLS FORUM – 24 JANUARY 2013

Title of paper:	Strategic Partnership Bids	
Director(s)/ Corporate Director(s):	Gill Ellis, Director of Schools and Learning	Wards affected: All
Report author(s) and contact details:	Dee Fretwell, Finance Analyst, Strategic Finance Telephone: 0115 87 63711 Email: dee.fretwell@nottinghamcity.gov.uk	
Other colleagues who have provided input:	Ceri Walters, Finance Business Partner, Strategic Finance	
Summary		
<p>During financial year 2012/2013 it was agreed that £0.500m from reserves be made available for partnerships and schools to access in order to deliver one off schemes and/or pilot schemes</p> <p>A further sum of £0.500m was agreed at Forum in December 2012.</p>		
Recommendation(s):		
For Schools Forum to agree the basis for distribution of the total fund £0.625m		

1. BACKGROUND

- 1.1 A set of eligibility criteria was identified and approved at Forum 8th May 2012. (Appendix 1).
- 1.2 An update of the successful bids was given to Forum 19th July 2012.
- 1.3 A final update of the bids was given to Forum 20th December 2012, identifying that £0.375m had been allocated.
- 1.4 It was agreed at Forum 20th December 2012 that the remaining amount of £0.125m be carried forward in to 2013/2014.
- 1.5 It was also agreed at Forum 20th December 2012 that a further amount of £0.500m would be added to the balance of £0.125m giving a new total available in 2013/2014 of £0.625m.

2. REASONS FOR RECOMMENDATIONS (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 Agreement as to the method of distribution of the fund, £0.625m, now needs to be decided and the options for consideration are as follows:
 - Option 1** – Continue with the current process and invite bids. These will be allocated using the same criteria as originally used.
 - Option 2** – Identify successful schemes to roll out City wide. The remaining balance would then be allocated as in Option 1.

Option 3 – Distribute the total amount of £0.625m to partnerships based on the number of pupils on roll in each EIP. A breakdown of this is shown in **Table 1**. The partnerships would still need to go through the same process to seek approval for the schemes as in Option 1.

Table 1	No of Pupils	Allocation of £
Aspire Learning Partnership	2593	47220
Beckett	620	11291
Bulwell EIP	2540	46255
Central Learning Partnership	5430	98883
Clifton Family of Schools	2333	42485
Ellis Guilford EIP	3767	68599
Emmanuel Cluster	1139	20742
EPIC Partnership St Ann's and Sneinton EIP	4679	85207
Fernwood EIP - Wollaton Family	2417	44015
Keys 2 Success	2203	40118
Sherwood EIP	1708	31104
Southwark Primary School	567	10325
Top Valley Academy	606	11036
Trinity	1996	36348
West 8 Partnership EIP	1721	31340
TOTAL	34319	624966

3. OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

3.1 No other options considered at this stage.

4. OUTCOMES/DELIVERABLES

4.1 The outcomes are detailed in the criteria document attached.

5. FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

5.1 Schemes which have an invest to save impact will not affect individual schools budgets.

5.2 All bids will be required to demonstrate value for money when being considered and when finalised.

5.3 Bids will not be accepted where it is considered that there would be financial implications beyond the one-off project funding.

Contact:

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6. RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

6.1 None.

7. OBSERVATIONS OF THE DIRECTOR OF SCHOOLS AND LEARNING

7.1 This is a very significant amount of money, and we need to ensure that impact on outcomes can be assured. I would therefore advise that evidence based research is carried out to inform bids or allocation.

Gill Ellis
Director, Schools & Learning

8. HR ISSUES

8.1 None

9. EQUALITY IMPACT ASSESSMENT

Has the equality impact been assessed?

Not needed (report does not contain proposals or financial decisions)

No

Yes – Equality Impact Assessment attached

10. LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION

10.1 None

11. PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

11.1 None.

Schools Partnership Bids Framework

(a) Eligibility Criteria

In order to be eligible, projects/bids must be intended to address at least one of the following priority areas, and have partnership as the underlying theme:

1. developing strong and effective partnerships to bring about improvement;
2. help schools to achieve 'outstanding' at Ofsted; through partnership working;
3. innovative approaches to improving attendance and reducing persistent absence;
4. developing new effective approaches to ensure children are reading at an early age;
5. developing early intervention approaches;
6. maximising and extending learning opportunities for Children and Young People to achieve from activities that are beyond the formal curriculum.

(b) Assessment Criteria

Eligible projects/bids will be assessed against 4 main criteria:

1. level of fit with priority areas;
2. value for money;
3. partnership working;
4. sustainability.

Projects/bids will be awarded a score on a scale of 1 to 4 for each of the 4 criteria and the combined score will be used to judge the relative merits of competing bids.

Individual schools are not barred from bidding for funding but such bids are likely to score less highly than partnership bids against the assessment criteria.

Bids will not be accepted where it is considered that there would be detrimental implications for other services or settings, or if there are financial implications beyond 2012/13 once the one-off project funding ceases.

(c) Information Requirements

In order to judge bids against the eligibility and assessment criteria, standard information will be required for all bids. It is suggested that the following pro-forma could be used, as a bid application form.

SCHOOLS PARTNERSHIP BID FUNDING: APPLICATION FORM

Project/Bid Title	
Funding Requested (£)	
Lead Contact Name	
Participating Schools	
Project Description	Please give a high level explanation of the proposed project.
Project Outputs/Deliverables	Please describe in detail how the project will be delivered. This must include a <u>detailed financial breakdown of how the requested funding would be spent</u> (this can be separately provided as an appendix).
Intended Outcomes	Please outline the intended outcomes and describe how these will be measured and evaluated.

Fit with priority areas	Please highlight how you consider this bid/project relates to the priority areas.
Other Funding Sources	Please outline whether any other funding sources have been considered and if these are available to support the project e.g. grants, school reserves, match funding from 2012/13 school budgets.
Value for Money	Please outline how/why you consider that this project provides value for money.

SCHOOLS PARTNERSHIP BID FUNDING: BID ASSESSMENT MATRIX

Project/Bid Title	
Funding Requested (£)	
PRIORITY AREAS	Addressed By Bid?
Developing strong and effective partnerships to bring about improvement	Yes/No
Help schools to achieve 'outstanding' at Ofsted; through partnership working	Yes/No
Innovative approaches to improving attendance and reducing persistent absence	Yes/No
Developing new effective approaches to ensure children are reading at an early age	Yes/No
Developing early intervention approaches	Yes/No
Maximising and extending learning opportunities for Children and Young People to achieve from activities that are beyond the formal curriculum	Yes/No
Is the project/bid eligible?	Yes/No
Score for Level of Fit to Priority Areas	1 /2 /3 /4
Notes on key reason(s) for Level of Fit score	
Score for Value for Money	1 /2 /3 /4
Notes on key reason(s) for Value for Money score	
Score for Partnership Working	1 /2 /3 /4
Notes on key reason(s) for Partnership Working score	
Score for Sustainability	1 /2 /3 /4
Notes on key reason(s) for Sustainability score	
Combined Score (1-16)	
Bid Outcome	Successful/ Unsuccessful
Recommended Funding Award	£

SCHOOLS FORUM – 24 JANUARY 2013

Title of paper:	School reorganisation transition funding – Seely and Berridge Infant and Junior Schools	
Director(s)/ Corporate Director(s):	Gill Ellis, Director of Schools and Learning	Wards affected: Sherwood Berridge
Report author(s) and contact details:	Jennifer Shadbolt, Project Manager, School Organisation Telephone: 0115 87 65629 Email: jennifer.shadbolt@nottinghamcity.gov.uk	
Other colleagues who have provided input:	Jonny Kirk, Project Manager, School Organisation Nicholas Lee, Access to Learning Service Manager Dee Fretwell, Finance Analyst, Strategic Finance	

Summary

On 20 November 2012, the Executive Board of Nottingham City Council approved a move to consultation on proposals to amalgamate Berridge Infant and Nursery School and Berridge Junior School and Seely Infant and Nursery School and Seely Junior School. This followed a period of public consultation where the vast majority of respondents were in favour of these amalgamations.

Following the representation period, final approval is subject to the decision of the School's Adjudicator. This is expected mid-March 2013.

This report seeks approval from School's Forum to allocate up to £25,000 to each school to cover transition costs associated with becoming a through primary.

Recommendation(s):

For Schools Forum to **agree:**

- | | |
|----------|---|
| 1 | To allocate up to £25,000 to the temporary governing body of Seely Primary School. |
| 2 | To allocate up to £25,000 to the temporary governing body of Berridge Primary School. |

1. BACKGROUND

- 1.1 Approval was given by the Portfolio Holder for Children's Services in September 2012 to undertake consultation on the amalgamations of Seely Infant and Junior Schools and Berridge Infant and Junior Schools.
- 1.2 Consultation ran from 1 to 28 October and, of the responses received to the online questionnaire, 74% were in favour of amalgamating the Seely schools and 73% were in favour of amalgamating the Berridge schools.
- 1.3 Discussions with parents and carers at the two sets of schools also revealed the proposals were positively received.
- 1.4 In light of this positive feedback, work is now well underway at the schools for the new primary schools to be up and running from September 2013.
- 1.5 Head Teacher recruitment is currently underway for both schools. Head Teacher release time will be required to support the final stages of the amalgamations.

- 1.6 Additional work required to ensure the new primary schools are open from September 2013 will include updates to the IT infrastructure and Finance and HR work to amalgamate the various practices that currently take place at the separate schools in to the two new primary schools.

2. REASONS FOR RECOMMENDATIONS (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 Due to the positive responses received during consultation, both temporary governing bodies for both sets of schools are moving to the recruitment stages for a Head Teacher post and they will be implementing the final stages of the amalgamation from the beginning of the summer term 2013.
- 2.2 In previous school reorganisations, as outlined by Kathryn Stevenson in the November Executive Board report, up to £25,000 has been provided to schools to provide transitional support and this report seeks approval for the sum of up to £25,000 to be allocated to the two sets of schools respectively following final sign off of the amalgamations from the School's Adjudicator in March.

3. OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 No other options have been considered at this stage because the transitional fund of up to £25,000 has been awarded to schools undergoing reorganisation previously.

4. OUTCOMES/DELIVERABLES

- 4.1 This transition funding will allow for 25 days of cover for the Head Teacher designate to work for the school prior to opening, and for services relating to closing and opening new schools including IT, Finance and HR.

5. FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

- 5.1 It is assumed that these amalgamation costs will be incurred in 2013/14. The budget to support up to £25k per amalgamation will be allocated to schools via the Individual Schools Budget. It has been agreed at Schools Forum on the 20 December 2012 that these would be de-delegated back to the Local Authority to hold centrally.
- 5.2 Expenditure incurred will only be paid to the school once a financial return has been agreed; this process aligns to other one off activities funded from the Dedicated Schools Grant.
- 5.3 The amalgamation was approved at Executive Board on 20 November 2012.

Contact:

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6. RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

6.1 None.

7. OBSERVATIONS OF THE DIRECTOR OF SCHOOLS AND LEARNING

7.1 Schools who have previously undergone reorganisation have benefited from the £25,000 contingency funding for necessary support to get the school back up and running. In the case of amalgamations, it is important that the Head Teacher designate of the new primary schools be involved in shaping the ethos and structure of the new school as soon as possible and this can only be achieved by the Local Authority negotiating day release with their current employer, or arranging back fill if they are already employed by Nottingham City Council. The remaining portion of the contingency fund is used to finalise those operational arrangements that are so fundamental to ensuring the new school is a success.

8. HR ISSUES

HR observations provided by Sarah Rackstraw, Service Redesign Consultant:

8.1 HR supports this recommendation. Both schools have begun the early recruitment stages for a Head Teacher post. Assessment for the Head Teacher recruitment is expected to take place in early February for both schools. A suitable candidate for each post will be chosen before final approval is given by the School's Adjudicator in March, therefore the posts will not be formally offered until that approval has been received. This will mean a candidate will be in place from the start of the summer term to work as Head Teacher designate prior to the opening of both schools. This will enable the Head Teacher designate to be involved in shaping the structure of both schools.

9. EQUALITY IMPACT ASSESSMENT

Has the equality impact been assessed?

- | | |
|---|-------------------------------------|
| Not needed (report does not contain proposals or financial decisions) | <input type="checkbox"/> |
| No | <input checked="" type="checkbox"/> |
| Yes – Equality Impact Assessment attached | <input type="checkbox"/> |

10. LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION

10.1 None

11. PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

11.1 Executive Board report and minutes – 20 November 2012

