

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)
Moira Dales (Head)

St Anns Well Academy
Our Lady and St Edward's

St Anns and Sneinton
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">o pupil growth contingency;o early years expenditure	Proposed	Decided
Central spend on: <ul style="list-style-type: none">o admissions;o servicing Schools Forum;	Proposed up to the value in 2012/13 and where expenditure had already been	Decided for each line

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

Financial issues relating to:

Consulted

Gave a view

- 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;

- 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

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.