



NOTTINGHAM CITY COUNCIL
SCHOOLS FORUM

Date: Monday 13 January 2014

Time: 1.45 pm

Place: Ground Floor Committee Room - Loxley House, Station Street, Nottingham,
NG2 3NG

Councillors are requested to attend the above meeting to transact the following business

Deputy Chief Executive/Corporate Director for Resources

Constitutional Services Officer: Laura Wilson **Direct Dial:** 0115 8764301

AGENDA

Pages

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|----------|--|-----------|
| 1 | APOLOGIES FOR ABSENCE | |
| 2 | DECLARATIONS OF INTERESTS | |
| 3 | MINUTES
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| 4 | WORK PROGRAMME | 9 - 10 |
| 5 | PUPIL GROWTH CONTINGENCY FUND - UPDATE ON SPEND
Report of Project Manager, School Organisation | 11 - 16 |
| 6 | SCHOOLS BUDGET 2014/15
Report of Finance Business Partner, Children and Families | To follow |
| 7 | IMPLICATIONS OF THE CHILDREN AND FAMILIES BILL
Report of Director of Family Community Teams | To follow |

IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ABOVE, IF POSSIBLE BEFORE THE DAY OF THE MEETING

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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SCHOOLS FORUM

MINUTES of meeting held on 5 December 2013 at Loxley House from 1.48 pm to 3.00 pm

	School	EIP
Primary Governors (3)		
Janet Molyneux	Rise Park Primary	Aspire
Ed Williams	Dovecote Primary	Clifton
Primary Head Teachers (5)		
Carol Barker	Woodlands	West 8
Shaun Farrington	Burford Primary	Sherwood
Judith Kemplay	Melbury Primary	K2S
Terry Smith	Greenfields Community	Central
Alison Tones	Rufford Primary	Bulwell
Secondary Head Teachers or Governors (3)		
Sally Coulton (Head)	Ellis Guilford	Ellis Guilford
Les Michalak (Governor)	Farnborough	Clifton
Nursery Head Teacher or Governor (1)		
Bev Angel (Governor)	Nottingham Nursery	Central
Pupil Referral Unit (PRU) (1)		
Angie Mindel	Lead Officer for PRUs	
Primary Academy Head Teacher or Governor (10)		
Jo Bradley (Head)	Blue Bell Hill Primary	EPIC
Dean Pomeroy (Head)	Warren Primary	Aspire/EPIC
Mark Precious (Head)	Old Basford	Ellis Guilford
Moira Dales (Head)	Our Lady and St Edward's	Beckett
Tony Simpson (Governor)	St Patrick's Primary	Beckett
James Strawbridge (Governor)	Glapton Primary	Clifton
Secondary Academy Head Teacher or Governor (4)		
Linda Abbott (Governor)	Bulwell	Bulwell
Carol Fearria (Head)	Emmanuel	Emmanuel Cluster
Mike McKeever (Head)	Trinity	Trinity
Ann Witheford (Head)	Fernwood	
Early Years (3)		
Kathryn Bouchlaghem	Early Years Manager	
Gary Holmes	Stepping Stones Day Nursery	
Special School Head Teacher or Governor (1)		
No representative currently		
14-19 (1)		
No representative currently		
Unions (1 collective vote)		
Susi Artis	NUT	
Maggie Proctor	NASUWT	
David Wand	Unison	

indicates present at meeting

Substitutes in attendance

Charlotte Malik (for Carol Barker)
Lucy Smith (for Kathryn Bouchlaghem)

Others in attendance

Alistair Conquer	- Education Partnerships)	
Trish Haw	- Behaviour Support Team)	Children and Families
Rebecca Hullett	- Safeguarding and Quality Assurance)	
Anne Partington	- Safeguarding Partnerships)	
Esther Cook	- Education Funding Agency		
Nick Foston	- Schools Finance)	
Ceri Walters	- Finance Support Team)	Resources
Laura Wilson	- Constitutional Services)	

Action

13 APOLOGIES FOR ABSENCE

Bev Angel	(Nottingham Nursery)
Kathryn Bouchlaghem	(Early Years)
Sally Coulton	(Ellis Guilford)
Moira Dales	(Our Lady and St Edward's Primary)
Shaun Farrington	(Burford Primary)
Dean Pomeroy	(Warren and Windmill Primary)

Alison Michalska
Tim O'Neill

14 DECLARATIONS OF INTERESTS

None.

15 MINUTES

The Forum confirmed the minutes of the meetings held on 26 September and 17 October 2013 as a correct record and they were signed by the Chair.

16 REVISION OF NOTTINGHAM SCHOOLS FORUM

This item was withdrawn from the agenda.

17 WORK PROGRAMME

Laura Wilson, Clerk to the Forum, updated the work programme at the meeting to include High Needs and Early Years budget update and Pupil Growth Contingency Fund – update on spend.

18 DEDICATED SCHOOLS GRANT OUT-TURN POSITION 2012/2013

Ceri Walters, Finance Business Partner, Children and Families Finance Support Team, introduced her report updating the Forum on the 2012/13 out-turn position for the Dedicated Schools Grant (DSG) and the current unallocated resources from both the current year DSG and the funding held within the Statutory School Reserve (SRR), and highlighted the following points:

Action

- (a) the final allocation of DSG was £209.794 million, with a reserve balance of £8.686 million, making a total balance of £218.480 million. The funding was distributed as follows:

	£m
Maintained Schools Budget, including in year adjustments	122.469
Funding to Academies	61.520
Funding to Private, Voluntary and Independent Sector	3.454
Central spend from 2012/13 DSG	22.351
Spend from 2011/12 carried forward reserves	2.445
Unspent centrally held DSG	-3.652
Unspent DSG to carry forward to 2013/14	9.892
TOTAL	2.18.480

The 2013/14 reserve balance is within the limit of 5% DSG total;

- (b) as at 1 April 2013 reserves were £9.892 million:

	£m
As at 1 April 2013	9.892
Earmarked for spend	5.797
Risk Assessment	3.214
Un-earmarked balance	0.881

RESOLVED to note:

- (1) that £2.445 million of reserves were allocated in 2012/13;**
- (2) that £9.892 million was carried forward into 2013/14 within the SRR;**
- (3) there is £5.797 million earmarked reserved funding to be allocated in 2013/14;**
- (4) there is £3.214 million set aside to mitigate future financial risk;**
- (5) there is £881,000 of un-earmarked reserve available for future prioritisation.**

19 DEDICATED SCHOOLS GRANT 2013/14 FINAL ALLOCATION UPDATE

Ceri Walters, Finance Business Partner, Children and Families Finance Support Team, introduced her report updating the Forum on Department for Education's (DfE) announcement of the final Dedicated Schools Grant (DSG) allocation for 2013/14 and the financial impact on the 2013/14 schools budget and Statutory School Reserve (SRR), and highlighted the following points:

- (a) Nottingham City's 2013/14 DSG allocation is:

	National	Nottingham	% of national
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			total
Total pupils aged 3 to 19 as at October 2012	7,527,690	38,770	0.515%
Total pupils aged 3 to 19 as at October 2012 inflated for Special and Pupil Referral Unit (full time equivalent)	7,861,850	40,460	0.515%
Total DSG as at January 2013	£37,959.533 million	£220.160 million	0.580%
Total DSG as at December 2013		£220.514 million	0.581%
Allocated		£220.170 million	
Headroom		£0.344 million	

The increase from January to December 2013 is due to an increase in allocation for rising Early Years pupil numbers and High Needs numbers;

(b) as at 1 April 2013 reserves were £9.892 million:

	£m
As at 1 April 2013	9.892
Earmarked for spend	5.797
Risk Assessment	3.214
Headroom	0.344
Updated un-earmarked balance	1.225

The Forum requested that in future reports the date that the funding was agreed should be included, and that a report be brought to a future meeting to discuss how the un-earmarked reserves will be spent.

RESOLVED to:

- (1) note the final DSG allocation for 2013/14 of £220.514 million;**
- (2) note that the variation in the final DSG allocation is due to an increase in allocations for rising Early Years pupil numbers and High Needs numbers;**
- (3) note that the SRR balance carried forward into 2013/14 was £9.892 million, and that 5.797 million has been committed, £3.214 million has been allocated to mitigate risks and the balance of £881,000 has been added to headroom;**
- (4) note that the DSG allocated to the Local Authority and academies will continue to change during the financial year due to in-year academy conversions;**
- (5) request that Ceri Walters bring a report to a future meeting to discuss how the un-earmarked reserves will be spent.**

Ceri Walters

Action

Anne Partington, Acting Head of Safeguarding, introduced her report updating the Forum on the Schools and Education Safeguarding Team's performance and requesting an annual contribution of £13,000 from the Dedicated Schools Grant (DSG) to the NCSCB.

She provided the following additional information in response to questions and comments from the Forum:

- (a) the Team will be having a planning meeting to discuss reinstating Train the Trainer training;
- (b) the Team provides the best training in the City and has put its prices up this year, but will check what other providers charge and get views from schools as to whether or not they are willing to pay more than they currently do;
- (c) there is a formula in place for working out funding contributions to the NCSCB and schools currently contribute about 7.5% of the total NCSCB budget.

RESOLVED to approve an annual contribution of £13,000 from the DSG to the NCSCB on an ongoing basis to ensure the shortfall between the income generated by the Schools and Education Safeguarding Team through the safeguarding training and the £33,000 committed is met.

21 FAIR FUNDING SCHEME AMENDMENTS

Nick Foston, Principal Finance Consultant, Schools Finance, introduced his report detailing a summary of amendments to the Fair Funding Scheme that had been directed by the Department for Education.

RESOLVED to approve the amendments to the Fair Funding Scheme document.

22 DE-DELEGATION OF FUNDING FOR THE BEHAVIOUR SUPPORT TEAM

Trish Haw, Team Leader, Behaviour Support Team, introduced her report requesting the Forum agree to fund the Behaviour Support Team, through de-delegation, for 2014/15 and 2015/16 to enable the Team to work towards being a fully traded service by April 2016.

RESOLVED to:

- (1) **note the compulsory buy-back, for all maintained schools, of the statutory services provided by the Behaviour Support Team at a total lump sum of £2,343 from maintained schools and £42.95 per eligible pupil:**

Primary - £112,464 and £211, 357	Total - £323,821
Secondary - £9,372 and £46,300	Total - £55,672
GRAND TOTAL - £379,493	

- (2) **approve Dedicated Schools Grant underwrite funding for the 2014/15 and 2015/16 financial years to support the remaining**

funding at a total lump sum of £657 from maintained school and £12.05 per eligible pupil, to enable the team to continue to work towards being a fully traded service by April 2016 around delivery of non-statutory work:

Primary - £31,356 and £59,298	Total - £90,654
Secondary - £2,628 and £12,990	Total - 15,618
GRAND TOTAL - £106,272	

<u>Vote</u>	Maintained	
	Primary	Secondary
For	7	1
Against	0	0
Abstained	0	0

23 DATES OF FUTURE MEETINGS

RESOLVED to:

- (1) change the proposed January meeting date from 16 January and delegate authority to the Chair and Vice-Chair to decide the revised meeting date;**
- (2) meet at 1.45 pm on the following Thursdays:
13 February 2014
24 April 2014
17 July 2014**

SCHOOLS FORUM WORK PROGRAMME

Title of report	Report or presentation	Author – name, title, telephone number, email address
<u>13 February 2014</u>		
1.	Schools Forum Constitution	Report Alistair Conquer Head of Education Partnerships 0115 9476202 alistair.conquer@nottinghamcity.gov.uk
2.	Final Schools Budget 2014/15	Report Ceri Walters Finance Business Partner, Children and Families 0115 8764128 ceri.walters@nottinghamcity.gov.uk
Page 9	Effective Early Assessment for Children in Schools	Report Tim O'Neill Director of Family Community Teams 0115 8764901 tim.oneill@nottinghamcity.gov.uk
<u>24 April 2014</u>		
4.	Approval of risk assessments, movement in reserves and carry forward requests	Report Ceri Walters Finance Business Partner, Children and Families 0115 8764128 ceri.walters@nottinghamcity.gov.uk
<u>17 July 2014</u>		
5.	Quarter 1 budget monitoring statement 2013/14	Report Ceri Walters Finance Business Partner, Children and Families 0115 8764128 ceri.walters@nottinghamcity.gov.uk

Deadlines for submission of reports

Date of meeting	Draft reports (10.00 am)	Final reports (10.00 am)
13 February 2014	21 January 2014	4 February 2014
24 April 2014	1 April 2014	15 April 2014
17 July 2014	24 June 2014	8 July 2014

SCHOOLS' FORUM – 13 JANUARY 2014

Title of paper:	Pupil Growth Contingency Fund – update on spend	
Director(s)/ Corporate Director(s):	Alison Michalska Corporate Director for Children and Adults	Wards affected: All
Report author(s) and contact details:	Jennifer Shadbolt, Project Manager, School Organisation jennifer.shadbolt@nottinghamcity.gov.uk 0115 87 65629	
Other colleagues who have provided input:	Julia Holmes, Finance Analyst Julia.holmes@nottinghamcity.gov.uk 0115 87 63733	
Relevant Council Plan Strategic Priority: (you must mark X in the relevant boxes below)		
World Class Nottingham		
Work in Nottingham		
Safer Nottingham		
Neighbourhood Nottingham		
Family Nottingham		X
Healthy Nottingham		
Leading Nottingham		
Summary of issues (including benefits to citizens/service users):		
<p>In July 2013, Schools' Forum approved criterion for the spend of the £500,000 pupil growth contingency fund and part of that criterion was a termly report to be submitted to the Forum.</p> <p>This paper seeks to update the Forum on the spending of the fund during the Autumn Term 2013.</p>		
Recommendation(s):		
1	Consider the spend so far and identified future spend	

1. BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 1.1 The £0.500m pupil growth contingency fund was approved by Schools' Forum for schools requiring:
- Additional support following formal school reorganisation proposals
 - Unanticipated demand for school places
 - Potential breaches to Key Stage 1 class sizes following appeal panel decisions
- 1.2 An additional £0.050m was allocated to support the amalgamations of Seely Infant and Seely Junior School and Berridge Infant and Berridge Junior School. Therefore, the total value of the fund for 2013/14 is £0.550m.
- 1.3 Criterion for the spend of the fund was approved by Schools' Forum in July 2013.

1.4 The table below demonstrates the way the 2013/14 fund has been spent so far:

School	Description	Amount (£)
Berridge Primary School	Due to increasing pupil numbers, Berridge Primary School has admitted 66 additional pupils across the year groups which has required additional staff. £38,716 has been paid to the school to fund a teacher, a TA, utility costs and a midday supervisor until these children are picked up on the census.	38,716
Berridge Primary School	£25,000 was allocated to Berridge Primary School following their amalgamation	25,000
Dunkirk Primary School	Following their expansion, Dunkirk Primary School admitted 30 additional children in September 2013 which requires the full £38,716 funding until they are picked up by the census.	38,716
Riverside Primary School	Riverside Primary School has admitted additional Reception children this academic year, ahead of their formal expansion in September 2014. As a result, they have received funding for a teacher, a TA and a midday supervisor.	35,648
Riverside Primary School	In addition, Riverside also took additional Reception pupils last academic year and required £15,000 to fund a teacher. £5,000 was allocated from the 2012/13 contingency fund and the remaining £10,000 has been allocated in the fund for this year.	10,000
Farnborough Secondary School	Historic agreement to resolve a lease issue at Farnborough - as agreed by Schools' Forum on 20 May 2009. This is an annual payment.	22,917
Seagrave Primary School	As a result of rising pupil numbers in the city, Seagrave Primary School have seen an increase in the number of Year 3 pupils on roll. This has required an additional teacher to be recruited so they have been funded for this.	17,824
	Total	188,821

1.5 The below table shows planned spending for the remainder of the financial year:

School	Description	Amount (£)
Seely Primary School	Up to £25,000 has been allocated to support the amalgamation of Seely Primary School. When a breakdown of spending has been submitted the funding will be allocated.	25,000
Dunkirk Primary School	Following their expansion, 8 new classrooms have been built and these are eligible for up to £8,000 per classroom for fixtures and fittings. Details on the number of classrooms being bought in to use this academic year will be submitted by the school and funding allocated accordingly.	64,000
Forest Fields	Forest Fields has also recently been expanded and building work has recently completed. 7 new classrooms have been built and are eligible for up to £8,000 as above. Details to be submitted by the school before the funding is released.	56,000

School	Description	Amount (£)
Djanogly Northgate	Money has been set aside to support Djanogly Northgate following their expansion - to fund the gap between when additional children are admitted and when they are picked up on the census. When details are submitted to the School Organisation team, funding will be released.	38,716
Seely Primary School	Two additional classrooms were required due to rising pupil numbers. Of the £16,000 available for these rooms £6,310 has been identified for work undertaken by Major Programmes. This is due to be paid directly to Major Programmes.	6,310
Rosslyn Primary School	Additional Reception pupils were admitted to Rosslyn Primary School in the Autumn term and the school required a TA to support this. When details of this recruitment are submitted to the School Organisation team funding will be released.	14,242
Rosslyn Primary School	Additional Year 1 children will be admitted to Rosslyn from February 2014, ahead of the school's formal expansion. They will require a teacher and a TA and the cost in the next column is to fund these for 2/12ths of the year.	9,162
Sycamore Primary School	Sycamore Primary School have agreed to take additional pupils in Reception and Year 1 and these places are being offered currently. Funding will be allocated when the number of additional pupils is confirmed.	32,066
Glenbrook Primary School	Glenbrook will be admitting additional Reception children ahead of their formal expansion but the timescales for this is dependent on recruitment. When this is confirmed, they will be funded for the additional children admitted. The value identified for Glenbrook is estimated at this time.	27,654
South Wilford Primary	Taken an extra 15 pupils this academic year so they will receive funding for a TA and utility costs when confirmation of costs are sent to the School Organisation team.	18,742
Radford area	Additional capacity is required in this area and a number of options are being explored. Whichever school admits additional pupils will receive the necessary funding but the value currently recorded is an estimate.	27,654
	Total	319,547

- 1.6 The table below summarises the pupil growth contingency fund, spend to date and future spend:

Pupil growth contingency fund	£0.500m
Additional funding for amalgamations	£0.050m
Total fund	£0.550m
Total spend during autumn term	£188,821
Projected spend for next term	£319,547
Projected under spend for 2013/14	£41,632

- 1.7 The pupil growth contingency fund has predominantly been used to fund costs associated with schools taking additional children, either as a result of a planned expansion or as a result of unprecedented demand for places.
- 1.8 The rising pupil numbers in Nottingham, and the UK as a whole, has been well documented and the School Organisation Team are working with a number of schools to support the intake of additional pupils. This will mostly be done with formal expansions although some schools are being asked to take bulge years.
- 1.9 However, the increase in pupil number is not limited to Reception and a number of schools have seen increase in their numbers in the higher year groups, as a result of families moving in to the city. Wherever possible, these have been absorbed by existing staffing levels but when a new teacher or Teaching Assistant is required this has been funded by the contingency fund.

2. REASONS FOR RECOMMENDATIONS

- 2.1 To keep Schools Forum up to date on spend.

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

- 3.1 The financial implications are contained within section 1 of the report.

Julia Holmes
Finance Analyst

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

- 4.1 Not applicable

5. EQUALITY IMPACT ASSESSMENT (EIA)

- 5.1 An EIA is not required as the report does not contain changes to policies, services or functions.

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

- 6.1 None.

7. PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

7.1 Schools Forum report and minutes – July 2013.

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