

Total Membership 25
The Forum is quorate if at least 40% (10) of the members are present

London Borough of Waltham Forest
SCHOOLS FORUM

Day/Date/Time	Venue
Wednesday 16 September 2020	VIA TEAMS
Contact:	
Clerk to Schools Forum	schoolforum@walthamforest.gov.uk
Maintained Primary Headteacher Representatives (5)	
Claire Nairn	Handsworth
Lindsey Lampard	Chingford C of E Primary
Rosie McGlynn	Our Lady and St George
Tracey Griffiths	Barncroft Primary School
VACANT	
Primary Academies and Primary Free Schools Representatives (4)	
Amanda Daoud	Lime Trust Larkwood
Anne Powell	Riverley Primary
Maureen Okoye (Chair)	Davies Lane Primary Academy & Selwyn Primary
VACANT (previously Lynne Harrowell)	
Maintained Primary Governor Representatives (1)	
Aktar Beg	Edinburgh Primary
Nursery School Representative (1)	
Helen Currie	Forest Alliance Nursery Schools
Maintained Secondary Headteacher Representatives (2)	
Clive Rosewell	Willowfield School
Jenny Smith	Frederick Bremer
Secondary Academies and Secondary Free Schools Representatives (4)	
Jane Benton	Chingford and South Chingford Foundation
John Hernandez (Vice Chair)	Norlington School and Sixth Form
Rob Pittard	Norlington School and Sixth Form
Tracey Penfold	Highams Park
Maintained Secondary Governor Representative (1)	
Gillian Barker	Walthamstow School for Girls
Special School and Special Academies Representative (1)	
Kirstie Fulthorpe	Whitefield Academy Trust
PRU (1)	
Bridget Solecka	Hawkswood Group
Non School Members (4)	
Early Years Providers	Sarah Kendrick (Redwood Pre-School)
16-19 Providers	Janet Gardner, Waltham Forest College
Trade Unions	Katharine Lindenberg, NEU
Diocesan	Andy Stone (Holy Family)

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AGENDA

Agenda Item	Report Name	Report Authors
1	Welcome all and Apologies.	Chair
2	Declarations of Interest	All
3	Minutes of the Meeting held on 12 February 2020 and Matters Arising	Chair
3a	Decision Sheet from Meeting 12 February 2020	For the record
4	Schools Forum Membership	Duncan James-Pike
5	DSG Outturn 2019-20	Raina Turner
6	DSG 2020-21 and update on 2021-22	Raina Turner
7	Hawkswood Funding Proposal	David Kilgallon, Lindsay Jackson
8	Notional SEN budget	Jerome Francis, Harun Gulied,
9	Split Sites funding	Jerome Francis, Harun Gulied,
10	Growth Fund	Jerome Francis
	<p>Date of Next Meetings: Wednesdays, 5:30pm</p> <p>On TEAMS</p> <ul style="list-style-type: none"> • 14 October 2020 • 11 November 2020 • 9 December 2020 • 13 January 2021 • 10 February 2021 	

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	<p>Proposed Dates of Task & Finish Groups</p> <p>On TEAMS</p> <ul style="list-style-type: none">• PRU funding 1: 2pm Mon 21 Sept• PRU funding 2: 2.30pm Weds 21 Sept• Notional SEND: 4pm Tues 6 Oct• Primary Split Sites: 4pm Tues 13 Oct• Secondary Split Sites: 4pm Thurs 15 Oct• Growth Fund: 4pm Tues 20 Oct	
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MINUTES OF SCHOOLS FORUM MEETING

Wednesday, 12 February 2020

Norlington School and Sixth Form

5:30 pm – 6:43 pm

ATTENDEES	
Masefan Agera	Clerk to Schools Forum meetingsandevents@walthamforest.gov.uk
Maintained Primary Headteacher Representatives (5)	
Kathryn Soulard	Greenleaf Primary School
Lindsey Lampard	Chingford C of E Primary (Not Present)
Ruslan Protsiv	St Patrick's Primary
Ruth Boon	St Joseph's Infants
Tracey Griffiths	Barn Croft Primary
Primary Academies and Primary Free Schools Representatives (4)	
Amanda Daoud	Lime Trust Larkwood
Anne Powell	Riverley Primary (Not Present)
Maureen Okoye (Chair)	Davies Lane Primary Academy & Selwyn Primary Academy
VACANT	
Maintained Primary Governor Representatives (1)	
Aktar Beg	Edinburgh Primary (Not Present)
Nursery School Representative (1)	
Helen Currie	Forest Alliance Nursery Schools
Maintained Secondary Headteacher Representatives (2)	
Clive Rosewell	Willowfield School
Jenny Smith	Frederick Bremer (Not Present)
Secondary Academies and Secondary Free School Representatives (4)	
Jane Benton	Chingford and South Chingford Foundation (Not Present)
John Hernandez (Vice-Chair)	Norlington School and Sixth Form
Rob Pittard	Norlington School and Sixth Form
Tracey Penfold	Highams Park
Maintained Secondary Governor Representative (1)	
Gillian Barker	Walthamstow School for Girls (Not Present)
Special School and Special Academies Representative (1)	
Elaine Colquhoun	Whitefield Academy Trust (Not Present)
PRU (1)	

Catherine Davis	Hawkswood Group (Not Present)
Non-School Representatives (4)	
Early Years Providers	Sarah Kendrick (Redwood Pre-School)
16-19 Providers	Joy Kettle (Waltham Forest College) (Represented by Rosie Partin)
Trade Unions	Steve White (NEU) (Not Present)
Diocesan	Andy Stone (Holy Family) (Not Present)
LBWF Officers	
David Kilgallon	Director of Learning and Systems Leadership
Duncan James-Pike	Strategic Finance Advisor, Children and Young People Services
Eve McLoughlin	Head of Early Years, Childcare and Business Development
Hiran Perera	Senior Accountant Education Finance
Jerome Francis	Principal Accountant Education Finance
Lindsay Jackson	Head of Education Business Effectiveness
Masefan Agera	Clerk to Schools Forum
Mohammad Akhtar	Early Years finance and Business Manager
Raina Turner	Head of Education Finance
Observers	
Graham Jackson	Willowfield
Gurpreet Kamora	Leytonstone School
Katie Jennings	Mission Grove Primary
Shermaine Lewis	Frederick Bremer School
Apologies	
Jane Benton	Chingford and South Chingford Foundation

1. Welcome and Apologies

The Chair welcomed and thanked all present for attending the meeting. Apologies were noted as above.

2. Declaration of Interest

None

3. Minutes of the Meeting held on 15 January 2020 and Matters Arising

Amendment to spelling of Barn Croft on page three to be actioned.

3a. Matters Arising from the Minutes

- 3.1 The Head of Early Years provided responses to questions raised at the Schools Forum meeting in January.
- 3.2 Clarity had been requested around the use of the unspent reserves budget. It was confirmed that allocation of the funding (£200,000) would have been assigned to other areas and would have not been accessible.
- 3.3 It was highlighted in section 1.1 that the underspend of £200,000 had funded the Early Years System Support. Over three years £41,000 per year had been allocated to Early Years and had been observed in the report presented. Early Years funding is ringfenced to ensure it was available and accessible for early years providers, additionally it would have been top sliced from their budget so there was no flexibility around its use. The underspend had been projected to carry over for the next three years.
- 3.4 There had been an underspend on the two-year old top up budget which was £86,000 due to having estimated more children would have taken up more places than they did, meant there was no longer a need to top up hours against what had been projected. The underspend had now been allocated to the two-year old budget for this financial year, with a top up increase of 5p (45p to 50p).
- 3.5 One of issues that had been raised around allocation of the £200,000 had regarded the support made available to maintained nurseries and schools. It was highlighted that they had been working with maintained nurseries and schools as well as colleagues in schools faced with financial challenges and managed to secure some capital funding as well an application for a permanent reduction in business rates.
- 3.6 **Comment:** We are very very grateful for the support, and I really want to mention Lindsay's work in ensuring that that is happening and everybody else has contributed, it makes such a difference for us so thank you.
- 3.7 Section 2.1 outlined three options available following an increase of the hourly rate, It was detailed that there were plans to invest more in increasing hourly rates for two-year old, pre-early education places.

- 3.8 Option A – For the government to increase the hourly rate that would be paid to the Local Authority. There had been no indication that the government would be minded to deliver this, as an increase had been implemented in the 2020-21 financial year.
- 3.9 Option B – The Local Authority could apply to the DfE to disapply requirements to passport 95% of funding to providers, in terms of three and four-year olds in order to increase the budget for two-year olds. The Head of Early Years had been of the view that it wouldn't be considered by the sector but could be an area to explore should colleagues want to take that action. An indication of how it would have impacted providers had been done.
- 3.10 Should the hourly rate increase for two-year old to £7.34 p/h, they would start off with £8.00 then remove the Local Authorities 5% centrally retained and some money from the SEN inclusion pot which would reduce that to £7.34. To enable this, the hourly rate for three and four-year olds would need to decrease by 21p.
- 3.11 The level of top could be increased by using some underspend reserves and enlarge the budget over a lesser number of years, however, to increase the amount by using the reserves would be unlikely due to non-sustainability in the long term. The Head of Early Years was of the view that it could be explored as part of next year's budget to see if more options could be considered or not.
- 3.12 Section 3.1 to 3.6 explained the changing policy around part time places at Whitefield's School. A review had been undertaken in Summer 2019 to assess whether clarity had been provided within all sectors in terms of schools regarding nursery aged children on EHC plans, who took up pre early education place. The review displayed a significant number of children on a band F and band G taking up their pre education place on an EHC plan in mainstream school nursery classes and PVI's. There had been a small percentage of children who attended Whitefield Special School, but they would receive 25 hours' worth of free early education and not 15 hours like other mainstream schools and PVI's had received.
- 3.13 It was felt that the small cohort of children receiving twice as many hours as every other child was discriminatory, so a meeting had been arranged with the headteacher of Whitefield and a decision had been agreed to implement 15 hours as a statutory requirement in special schools as well. How the information would be disseminated to all parents with children who were expected to start in September 2019 was also discussed and detailed.
- 3.14 In regard of transition arrangements and honouring existing commitments a small number of children were expected to start Whitefield in September 2019. One child who attended Whitefield Special School prior to September 2019 with 25 hours a week, and it was concluded that there would be a continuity for that child and their family would continue to pay the 25 hours for the child. Two children had never taken up a free early education prior to September 2019 and one child had taken up their free education place in a school where they had taken up 15 hours.
- 3.15 Whitefield Special School were also made aware that should any child be eligible for 30 hours' worth of free early education, the appropriate eligibility checks should be performed, and where a child would qualify the Local Authority would pay the 30 hours for those children and their EHCP would be topped up for those hours. Currently

there is no knowledge of any children at Whitefield Special School who are entitled to 30 hours. Another special school has provided an eligibility code that had been provided with the additional hours as that child had met the criteria

- 3.16 It had been discussed that the changing policy may create capacity in Whitefield Special School's reception classes as opposed to nursery. Whitefield Special School had reported previously that they had a waiting list for reception places so this could help them manage the demand of applicants on their waiting list for a reception place.
- 3.17 The census data for October 2019 had been reviewed and there were no children in Whitefield's nursery classes that were from any external boroughs. Despite 19 other Local Authorities offering places to other Local Authorities for school-based provisions, they were not doing anything outside of what was being practiced in Waltham Forest for nursery aged children.
- 3.18 It was highlighted that there were no children subsequent to that decision or any children subsequent to 2019 made it clear that they had been offered a part time place. As an additional clarity tool, the SEND service had implemented a policy where age specific APROS applied and there is one specifically designed for early years.
- 3.19 **Comment:** I think that what happens with some of our families is when they get their EHCP they think because we've got some more money there, they think that they might get more hours and that seems to be a common trend with our parents. Its not like we're actually telling them that, but they assume that there's money for their child now
- 3.20 **Comment:** I think that was very robust response that we have received, and it makes it very clear why we needed that summary.
- 3.21 Schools Forum agreed that a summary of the views that had been expressed on High Needs proposals were to be included on the Cabinet report from the proposals. From the detailed notes of the discussions, two paragraphs were submitted in the Cabinet report that summed up the views of the Forum that were expressed. A clear majority coalesced around a similar view and a minority had opposed the proposal.
- 3.22 The Strategic Finance Advisor felt it important for the summaries to be shared with the Schools Forum to provide perspective around how their opinions would be passed through. The minutes would be forming a part of the appendices to the Cabinet report and all discussions would be available in the report.
- 3.23 The Strategic Finance Advisor reminded the group about the importance of signing in and recording accurate representations from each school.
- 3.24 **Comment:** Can I just thank the minute taker for the good set of minutes.

3b. Decision Sheet from Meeting 15 January 2020

- 3.25 The summary of decisions from the last meeting were noted for the record.

4. Early Years

- 4.1 This report sets out the following financial information in relation to the provision of free education for 2, 3 & 4 year olds:
- Total funding available for allocation to providers in 2020-21 via the Early Years Funding Formula (EYFF);
 - Final per pupil hourly rates for 2020-21;
 - Indicative budget shares for providers in 2020-21; and
 - Proposed method for collecting pupil data and making payments to providers in 2020-21.
- 4.2 **Comment:** Just for clarification, that for each school that Early Years funds, headteachers should note that it's a combination of Appendix B and C that makes up their budget for 3&4 year olds.
- 4.3 **Response:** Absolutely, that's correct.
- 4.4 **Comment:** That is really important, because we have colleagues that are new in Waltham Forest.
- 4.5 **Response:** The figure in B and the figure in C will give you the estimated budget for 3&4 year old funding for 2020-21 financial year.
- 4.6 **Question:** The other thing I wanted to ask and clarify, we are looking at SENIF funding and setting things aside, is this supposed to be schools funding that they can tap into?
- 4.7 **Response:** It's across the Early Years sector so any child at pre reception age schools and PVI's can apply for this funding. Most schools have applied at some point in the past.
- 4.8 **Comment:** But can we just itemise what there is to apply for. I know SENIF is one of them. There are three things and I think people are not aware enough of those elements that they need to apply for.
- 4.9 **Response:** What we are looking to do is we are trying to set something up. We want to do two things. We've got the Early Years foundation stage SENCO Forum which is run regularly at Whitefield's school and we are encouraging as many EYFS leads to come to that as well. It's not an Early Years forum, it's an Early Years Foundations Stage forum, and actually we've been sending out newsletters and emailing various EYFS leads so it's encouraging the next one we have at the end of the month is oversubscribed now which is good, but we will also be looking to update the contact list for Early Years Foundations Stage leads in schools and were going to look into running a separate meeting specifically for Early Years Foundation Stage leads to go through exactly this and so they know exactly what funding they can apply for.
- 4.10 **Comment:** I think it's important to note the rationale behind setting this funding aside is that we want to support these children early enough, because all children across all phases, whether its PVI or otherwise, feed into our primary schools, we would want

these children to be identified early enough and if the message is not getting to the Early Years leads who are supporting these children, we have money sitting and were very good at complaining about money sitting and nobody is tapping into it. But we need to apply for this funding so that it is spent, and it saves us catch up later on.

- 4.11 **Response:** In SEND success there is now an element of that is Early Years Foundation Stage focused and so they are coming in and talking to the Early Years Foundation stage leads specifically about early years children but also reiteration all these pots of money that are available. So, it will be coming through hopefully two or three different channels and the message will get through to more people.
- 4.12 **Comment:** I have got two channels, I've got SENIF...
- 4.13 **Response:** Early Years Foundation Stage SENCO Forum, we've got a meeting that were going to set up specifically.
- 4.14 **Question:** But I'm talking about the pots, what are the pots of funding?
- 4.15 **Response:** Oh sorry, so we've got SEN inclusion funding, we've got Early Years People Premium and we've got Disability Access Fund.
- 4.16 **Comment:** We talked about the fact that we were going to have meetings specific to Early Years leads and headteachers where we would communicate this so that they are aware of what they can claim and just claim it.
- 4.17 **Response:** The headteachers bit is done but we may get it disseminated to other headteachers. I think the presentation, even those who weren't there should have received the presentation but the EYFS leads are still to be done.

5. High Needs

- 5.1 The purpose of this report is to update Schools Forum on the 2020-21: Projected Income and Expenditure for the High Needs Block (HNB); Place-led funding in all institutions: Special Schools; Special Resource Provisions (SRPs); Alternative Provisions; Pupil Referral Units (PRU); and Further Education institutions (FE); and Indicative Top Up payments for all institutions.
- 5.2 **Question:** Can I just ask with Page 70, with the SEND success who is delivering SEND success outreach?
- 5.3 **Response:** Whitefield.
- 5.4 **Question:** In relation to Appendix D, the disparities of whether this is going to be made around parent preferences, when you look at Barncroft there are 11 children on EHC plans compared to other schools. It is massive and would have a huge impact especially on their voluntary budget as well. Where is the support for schools like that where other schools have only got three or four pupils?

- 5.5 **Comment:** We were saying it would have been useful to have noted what the number on roll is in the schools. Just because then it is then easier to put it into context.
- 5.6 **Comment:** Numbers of pupils gives you an idea...
- 5.7 **Response:** It is what it is, if people want to explore whether we have a scaled model....
- 5.8 **Response:** I don't think it's about the model, its about the equity between Waltham Forest schools
- 5.9 **Response:** The only way you can address that is through a finance mechanism.
- 5.10 **Comment:** It's the SEN Code of Practice as well.
- 5.11 **Response:** So the reality is the only way you can do it is to reward those inclusive schools through a funding mechanism. That would take a decision from the Schools Forum and would see what that would mean, if we had some sort of scale for doing it, then absolutely we would.
- 5.12 **Question:** Are you not looking at new resource ladders and things?
- 5.13 **Response:** What we could do, I'll be making links with the resources group. But I can ask them to have a look at if there an element to scale if the school took more. Now the problem is that some headteachers might argue that if you have more, the you get economies of scale, so there are some authorities that have got a model where the more children you get, you get less money because you are deemed to have shared resources across it, which is a bit like the special school argument. It's certainly an issue to explore and ultimately it would a decision for people who wanted to go down that route.
- 5.14 **Comment:** What we closed on last time, will affect Barncroft more than it would affect a school that's only got three children...
- 5.15 **Response:** Or those that have got none, and we have some schools that have none.
- 5.16 **Response:** Really?
- 5.17 **Comment:** It would maybe be encouraging to those schools.
- 5.18 The Chair stated 2.1.1 to 2.1.4 was just to be noted by the forum.

6. Schools Block

- 6.1 This report and its appendices show the indicative school budget shares for 2020-21. It details the funding factors used, the basic pupil count and pupil characteristics and the changes in these compared to 2019-20. Subject to validation by the ESFA, officers expect the figures in this report to be the budget shares for 2020-21.

6.2 **Question:** So, the figures in Appendix C, is that after the top slice?

6.3 **Response:** Yes

6.4 **Question:** Are there any other top slices?

6.5 **Response:** No, that's it.

6.6 **Question:** Have we had confirmation that we will still receive the pension grant in the teachers' pay grant?

6.7 **Response:** Yes

7. Summer Term Task & Finish Groups

7.1 The Strategic Finance Advisor thanked the members of the Schools Forum and confirmed the business of the cycle had almost closed. He informed the group that the four DSG block budgets had been set out. He advised discussions would be required over the Summer term regarding specific issues and requested some Task and Finish groups to set up including the Growth Fund, Notional SEN budgets and Split Sites funding.

7.2 **Question:** Just a question about the split sites. Do you need to have primary and secondary separately? Because it's about the equity in works allocated.

7.3 **Response:** I don't want to use the Task and Finish group to talk predominately about funding, but I'm interested in spending more time on what are the costs we are trying to mitigate. How do we define split site primary? We need something that is very clear but is also designed to mitigate across what the true costs of running two sites, then we can come back to Schools Forum in the next cycle and say whether or not it's enough to deal with extra strain on these particular schools, we can come back and ask about that.

8. AOB

8.1 The Head of SEND and AP at Waltham Forest College extended a collaborative offer to schools that might be interested in colleagues sharing their expertise with them, enabling teachers to cascade down to the young people in their schools, both primary and secondary. She provided further insight into young people on existing placements utilising their skills set in various areas of trade.

8.2 **Comment:** Fascinating. I think the destination when you're in primary and secondary is important and how you're meeting the needs of the children. When you talk about hairdressing or butchery it's interesting, because we're talking about sustainability in primary school and local businesses matter.

Date of Next Meetings:

**Wednesdays, 5:30pm (Light refreshments from 5:00pm)
Norlington School and 6th Form
Norlington Road,
Leyton,
London,
E10 6JZ**

- **16 September 2020**
- **14 October 2020**
- **11 November 2020**
- **9 December 2020**
- **13 January 2021**
- **10 February 2021**

Meeting closed 18:43.

DRAFT

Schools Forum 12 February 2020

Summary of Decisions

Item 3a Matters Arising from the Minutes of Schools Forum 15 January 2020

(1) Schools Forum noted:

The responses to questions regarding

1. Further clarity regarding the use of reserves;
2. Further increases to the hourly rate for 2YO FEEE places;
3. The change in policy on part-time places at Whitefield;
4. Transition arrangements and honouring commitments to existing full-time places;
5. Whether we are we the only LA requesting/offering part-time FEEE nursery places; and
6. Why panel were still referring full time places at Whitefield, allegedly.

(2) Schools Forum agreed:

The summary of the views expressed by Schools Forum on the High Needs proposals at the January meeting to be included in the Cabinet report on these proposals.

Item 4 Early years funding formula for the provision of free early education entitlement (FEEE) places for 2, 3 and 4 year olds for 2020-21

2.1 Schools Forum noted:

2.1.1 The DfE/ESFA Early Years Block budget control total for 2020-21 as set out in Appendix F

2.1.2 The hourly funding rates for 2, 3 & 4 year olds as set out in Appendix A & G for 2020-21

- 2.1.3 The indicative budget shares as set out in Appendices B & C that will form the basis of monthly allocations to all Early Years providers in 2020-21.
- 2.1.4 That the LA is compliant with the DfE 95% pass through rate as outlined in the compliance tool as set out in Appendix E.
- 2.1.5 The SEND Inclusion Fund budget of £728,530 as set out in section 10.
- 2.1.6 The Early Years System Support budget of £20,567 as set out in 9.6.
- 2.1.7 The feedback from the final consultation as set out in Appendix H.
- 2.1.8 That final outturn expenditure figures for the 2019-20 Early Years Block (EYB) funding are not available currently. Final DfE/ESFA EYB 2019-20 allocations are based on January 2019 and January 2020 census data, which is not yet finalised and published. Both sets of data are due to be published by the DfE/ESFA during Summer 2020.
- 2.1.9 That Early Years underspend reserves will be used to cover any 2019-20 EYB budget reductions by the DfE/ESFA. Further details on the Early Years underspend reserves will be provided to Schools Forum when accurate year-end expenditure is available.

Item 5 **High Needs Block Indicative Income and Expenditure for Financial Year 2020-21**

Schools Forum noted:

- 2.1 The Funding Allocations as follows:
 - 2.1.1 The Gross HNB grant to Waltham Forest for Financial Year 2020-21 is £42.34 million. The EFSA to confirm the figure.
 - 2.1.1 The Academy and FE recoupment for place funding is £8.61 million. The EFSA to confirm the figure.
 - 2.1.2 The Schools Block Transfer is £0.303 million.
 - 2.1.3 The forecast Sixth Form Funding is £0.07 million. The EFSA to confirm the figure.
 - 2.1.4 The Forecast Funding envelope of £42.71 million Gross for all funding (Includes Sixth Form funding and the Schools Block transfer and excludes Early Years Block Transfer).

2.1.5 The Early Years Block Transfer is £0.728 million. This will be used to support expenditure on pre-reception age pupils detailed in the Early Years funding report to Schools Forum.

2.2 The forecast expenditure as follows:

2.2.1 The Place-Led Funding for:

- The Maintained Special School is £0.570 million
- Special Academies is £7.2 million
- Maintained SRPs is £0.552 million
- Academies SRPS is £0.523 million.

2.2.2 Indicative Top Up payments for:

- SRPs is £2.5 million
- FE institutions is £1.7 million
- Special Schools is £9.79 million As Is, or after the adjustment of -1.5 % MFG of £0.30 million is £9.49million.
- Individual Mainstream schools As Is £7.90 million, or 7.40 million Model B.

2.2.3 Alternative Provision and PRU funding:

- Place funding of £3.46 million
- New Preventative Measures in Alternative Provision of £0.40 million.
- Indicative Top Up As Is £0.169 million, or £0.159 million Model B

2.3 The forecast Income and Expenditure funded from Early Years Block Transfer set at the £0.728 million envelope.

2.4 Other Expenditure for:

- Independent /Out of Borough and Alternative Education is £3.4 million
- Contracts is £1.1 million
- Support Services is £0.918 million

Item 6 **Local Funding Formula 2020-21: Indicative Budget Shares**

2.1 **Schools Forum noted:**

2.1.1 The contents of this report.

Item 7 **Summer Term Task and Finish Groups**

2.1 **Schools Forum agreed:**

2.1.1 To establish task and finish groups to consider the Growth Fund criteria; Notional SEN budgets; and the Split Sites factor.

Meeting / Date	SCHOOLS FORUM 16 September 2020	Agenda Item	4
Report Title	Schools Forum membership and powers		
Decision/Discussion/ Information	For Discussion and Decision		
Report Author/ Contact details	Duncan James-Pike, Strategic Finance Advisor 020 8496 3502 duncan.james-pike@walthamforest.gov.uk		
Appendix A	Schools forum powers and responsibilities		

1. SUMMARY

- 1.1 This report reviews the representation of maintained schools and academies / free schools at Schools Forum following the October 2019 census.

2. RECOMMENDATIONS

2.1 Schools Forum to agree:

- 2.1.1 That the current balance of school representation is appropriate to continue for the 2020-21 session.

3. REASON

- 3.1 The balance of representation at Schools Forum should be broadly proportionate to the number of pupils in each group of schools.

4. BACKGROUND

4.1 Schools Forum guidance

- 4.1.1 The Schools Forums Regulations provide a framework for the appointment of members but allow a considerable degree of discretion in order to accommodate local priorities and practice.

- 4.1.2 Schools Forum powers and responsibilities are included as Appendix A to this report and can be found with the Schools Forum Operational and good practice guide, May 2020; Schools forums structure; and Schools forum self-assessment toolkit at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/888371/Schools_forum_operational_and_good_practice_guide.pdf

4.2 Represented Groups

- 4.2.1 Schools members and academies members must comprise at least 2/3rds of the Schools Forum membership.
- 4.2.2 Maintained primary schools; maintained secondary schools; and academies and free schools must be broadly proportionately represented on Schools Forum, based on the total number of pupils registered at them.

4.3 Maintained Schools members

- 4.3.1 Where the LA maintains the following types of school, they must be represented on the Schools Forum: Primary Schools; Secondary Schools; Special Schools; Nursery Schools; and PRUs.
- 4.3.2 Within each of the five groups above there could be the following types of member: Headteachers (or their representative); and Governors.
- 4.3.3 In overall terms there must be at least one headteacher (or their representative) and one governor.
- 4.3.4 The relevant sub-group of the relevant type of school elects their representatives e.g. primary school governor representatives are elected by the governors of primary schools, secondary school headteacher representatives are elected by the headteachers of secondary schools.
- 4.3.5 LA appointment of members may occur only if no election takes place by the agreed date or in the event of a tie.

4.4 Academy and free school members

- 4.4.1 At least one academies member must be a representative of mainstream academies, which includes free schools, UTCs and Studio Schools.
- 4.4.2 In addition, there must be one member for each of the following groups (if such exist in the LA area): Special academies, including free schools; and Alternative Provision academies, including free schools.
- 4.4.3 The relevant proprietors of academies elect for their group, e.g. mainstream academies, special academies and alternative provision academies.
- 4.4.4 LA appointment of members may occur only if no election takes place by the agreed date or in the event of a tie.

4.5 Non-school members

4.5.1 There are four non-school members: Early Years Private, Voluntary and Independent (PVI) providers; 16-19 providers; Trade Unions; and a diocesan representative.

4.5.2 Before considering other groups, the LA must consider diocesan representation.

4.6 Practice in Waltham Forest

4.6.1 Waltham Forest has been compliant with regulations with one exception: having one representative for special education rather than the remaining maintained special school exercising their right to separate membership.

4.6.2 Membership has been uncontested recently and it has been the practice for groups to co-opt new members or for the LA to appoint members rather than hold elections.

4.7 October 2019

4.7.1 Following the October 2019 school census, it appears that the balance of representation at Schools Forum remains broadly proportionate to the number of pupils in each group of schools, see Table below.

	Maintained Primary	Maintained Secondary	Academy and Free
Number on Roll October 2019	12,612	6,936	18,351
Members*	6	3	8
Members per pupil	2,200	2,300	2,300

*Maintained Primary and Secondary Members include 1 Governor in each group



Schools forum powers and responsibilities

Function	Local authority	Schools forum	DfE role
Formula change, including redistributions	Proposes and decides	Must be consulted, voting restrictions apply, and informs the governing bodies of all consultations	Checks for compliance with regulations
Movement of up to 0.5% from the schools block to other blocks	Proposes	Decides	Adjudicates where schools forum does not agree local authority proposal
Contracts (where the local authority is entering a contract to be funded from the schools budget)	Proposes at least one month prior to invitation to tender, the terms of any proposed contract	Gives a view and informs the governing bodies of all consultations	None
Financial issues relating to: <ul style="list-style-type: none"> arrangements for pupils with special educational needs, in particular the places to be commissioned by the local authority and schools and the arrangements for paying top-up funding 	Consults annually	Gives a view and informs the governing bodies of all consultations	None

Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> • arrangements for use of pupil referral units and the education of children otherwise than at school, in particular the places to be commissioned by the local authority and schools and the arrangements for paying top-up funding • arrangements for early years provision • administration arrangements for the allocation of central government grants 			
Minimum funding guarantee (MFG)	Proposes any exclusions from MFG for application to DfE	Gives a view	Approval to application for exclusions
Carry forward a deficit on central expenditure to the next year to be funded from the schools budget	Proposes	Decides	Adjudicates where schools forum does not agree local authority proposal
Any brought forward deficit on de-delegated services which is to be met by the overall schools budget.	Proposes	Decides	Adjudicates where schools forum does not agree local authority proposal
De-delegation for mainstream maintained schools for: <ul style="list-style-type: none"> • contingencies • administration of free school meals • insurance 	Proposes	Maintained primary and secondary school member representatives will decide for	Will adjudicate where schools forum does not agree local authority proposal

Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> • licences and subscriptions • staff costs (supply cover) • support for minority ethnic pupils (underachieving groups) • behaviour support services • library and museum services • School improvement 		<p>their phase; middle schools are treated according to their deemed status</p>	
<p>General duties for maintained schools and contribution to responsibilities that local authorities hold for maintained schools</p>	<p>Proposes</p>	<p>Would be decided by the relevant maintained school members (primary, secondary, special, and PRU)</p>	<p>Adjudicates where schools forum does not agree local authority proposal</p>
<p>Central spend on and the criteria for allocating funding from:</p> <ul style="list-style-type: none"> • funding for significant pre-16 pupil growth, including new schools set up to meet basic need, whether maintained or academy • funding for good or outstanding schools with falling rolls where growth in pupil numbers is expected within three years 	<p>Proposes</p>	<p>Decides</p>	<p>Adjudicates where schools forum does not agree local authority proposal</p>
<p>Central spend on:</p> <ul style="list-style-type: none"> • early years block provision funding to enable all schools to meet the infant class size requirement • back-pay for equal pay claims 	<p>Proposes</p>	<p>Decides</p>	<p>Adjudicates where schools forum does not agree local authority proposal</p>

Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> • remission of boarding fees at maintained schools and academies • places in independent schools for non-SEN pupils • admissions • servicing of schools forum • contribution to responsibilities that local authorities hold for all schools 			
<p>Central spend on:</p> <ul style="list-style-type: none"> • capital expenditure funded from revenue; projects must have been planned and decided on prior to April 2013 so no new projects can be charged • contribution to combined budgets; where the schools forum agreed prior to April 2013 a contribution from the schools budget to services which would otherwise be funded from other sources • existing termination of employment costs; costs for specific individuals must have been approved prior to April 2013 so no new redundancy costs can be charged • prudential borrowing costs; the commitment must have been approved prior to April 2013 	<p>Proposes up to the value committed in the previous financial year and where expenditure has already been committed</p>	<p>Decides for each line</p>	<p>Adjudicates where schools forum does not agree local authority proposal</p>

Function	Local authority	Schools forum	DfE role
Central spend on: <ul style="list-style-type: none"> • high needs block provision • central licences negotiated by the Secretary of State 	Decides	None; but good practice to inform forum	None
Scheme of financial management changes	Proposes and consults the governing body and head of every school	Approves; schools members only	Adjudicates where schools forum does not agree local authority proposal
Membership: length of office of members	Decides	None; but good practice would suggest that they gave a view	None
Voting procedures	None	Determine voting procedures	None
Chair of schools forum	Facilitates	Elects; may not be an elected member of the council or officer	None

LONDON BOROUGH OF WALTHAM FOREST

Meeting / Date	SCHOOLS FORUM 16 September 2020	Agenda Item	5
Report Title	Dedicated Schools Grant Outturn 2019-20		
Decision/ Discussion/ Information	For Information		
Report Author/ Contact details	Raina Turner: Head of Education Finance raina.turner@walthamforest.gov.uk 020 8496 3520 Duncan James-Pike; Strategic Finance Advisor duncan.james-pike@walthamforest.gov.uk 020 8496 3502		
Appendices	Appendix A: Use of DSG Balances 2019-20 & Proposed use in 2020-21 Appendix B: 2019-20 High Needs Block Summary of Spend		

1. SUMMARY

- 1.1 This report updates School Forum on the 2019-20 final outturn for the Dedicated School Grant; the balances held for each block at the end of March 2020; and the forecast balances for March 2021.

2. RECOMMENDATIONS

Schools Forum to note:

- 2.1 The final settlement of DSG allocation to the Local Authority (LA) for 2019-20, after academy recoupment and including the July 2020 Early Years Adjustment of a reduction of **£0.153 million**, was **£159.090 million**.
- 2.2 The cumulative brought forward DSG surplus balances from 2018-19 were **£2.012 million and reduced to £0.574 million** at the end of **2019-20**.

The DSG is expected to move into a **deficit position of £1.334 million** by the end of 2020-21 as Early Years and School Block surpluses are utilised. The LA will have to report to the Department for Education (DfE) on its plan to manage the deficit position.

- 2.3 The High Needs (HN) overspend in 2019-20 was **£2.796 million** leading to a cumulative carry forward deficit on the HN block of **£4.532 million**. This were offset by in year surpluses in the Early Years and Schools Blocks.

3. REASON

- 3.1 The LA provides Schools Forum with updates on the DSG final settlement allocation and Outturn position for the previous financial year as submitted to the Department for Education.
- 3.2 As part of the 2021-22 DSG budget cycle, discussions are required on the current trajectory of the DSG balances and the use of any unallocated balances and management of the HN deficit.

4. DSG OUTTURN 2019-20 EFSA ALLOCATION & BALANCES

- 4.1 The DSG comprises four funding blocks: The Schools, Early Years, High Needs and Central School Services blocks. **Table 1** sets out the DSG received for 2019-20.

Table 1 DSG Gross to Net Allocations 2019-20

	DfE Gross Allocation	Deduction for Academies	DSG Net of Academies reductions	EY July 2020 Adjustment	DSG After EY Adjustment
	£m	£m	£m	£m	£
Schools Block	198.695	-94.541	104.154		104.154
Growth Fund	2.286		2.286		2.286
Schools Block Total	200.981	-94.541	106.440	0.000	106.440
High Need Block	37.409	-8.607	28.802		28.802
Early Years Block	22.489		22.489	-0.153	22.336
Central School Services Block	1.512		1.512		1.512
Dedicated School Grant	262.390	-103.148	159.243	-0.153	159.090

- 4.2 The final 2019-20 DSG allocated to the Local Authority (LA) after adjusting for academy recoupment and the Early Year retrospective adjustment was **£159.09 million**. The Early Year adjustment is made after the year end. It is based on census data for January 2020.
- 4.3 The details of the £0.153 million Early Years adjustments are set out in **Table 2**.

Table 2 Early Years Retrospective July 2020 Adjustment

2019-20 Early Years Retrospective Grant Adjustment	£m
Universal 3-4 Year Olds	-0.220
Additional Working parent 3-4 Year Olds	0.143
2 Year Olds	-0.115
EY Pupil Premium	0.027
Supplementary	0.010
Total Reduction to 2019-20 Allocation	-0.153

- 4.4 The DSG balances over each block are summarised in **Table 3**. The opening 2019-20 surplus balance was **£2.012 million** which reduced to **£0.574 million** at the end of 2019-20. Collectively, the surpluses on the Schools Block, Growth Fund and Early Years Block offset the deficit on the High Needs block.

Table 3 sets out the DSG balances for the period 2017-18 to 2019-20.

Dedicated Schools Grant Balances	31 March 2018	31 March 2019	31 March 2020
School Block	(919,000)	(464,248)	(541,364)
Growth Fund		(414,072)	(1,134,783)
High Needs Block	(944,000)	£1,735,760	£4,531,799
Early Years Block	(2,525,000)	(2,869,495)	(3,429,712)
Net DSG Surplus All Blocks	(4,388,000)	(2,012,055)	(574,060)

() surplus DSG balances

- 4.5 The detailed use of DSG balances for 2019-20 and forecast use for 2020-21 are set out in **Appendix A**.
- 4.6 **Appendix A** shows that for the Schools Block a sum of **£1.676 million** is carried over into 2020-21. Of this £1.135 million is for the Growth Fund; £0.225 million is expected to be recovered by the ESFA regarding an Academy Growth Fund adjustment. The balance of £0.317 million is available for use in 2020-21.
- 4.7 The balances held for the Growth Fund are to address the expected reducing allocations from the ESFA. A report was taken to December 2019 Schools Forum on the planned use of balances. In 2019-20 the actual underspend on the Growth Fund was **£0.721 million** compared to a forecast of £0.520 million.
- 4.8 HN block expenditure exceeded its funding allocation by £2.796 million in 2019-20 and there is now a cumulative **deficit** of **£4.532 million**. **Appendix B** sets out the summary of HN expenditure.
- 4.9 **Appendix A** shows that a surplus of £3.429 million was carried into 2020-21 for the Early Years Block. The balances on the Early Years block improved for the following reasons:
- Due to COVID-19, the nurseries and schools were not able to provide their spring term reconciliation data in a timely manner, to allow for the balancing payments to be made or for an accrual to be raised in 2019-20. This has led to an increase in the underspend as these balancing payments for 2019-20 were made in 2020-21 financial year of circa £0.300 million.
 - The Council received an additional £0.538 million in July 2019 relating to 2018-19 due to the balancing payment once the January 2019 census data was analysed by the DfE and our final 2018-19 allocation adjusted.

- The final funding allocation for 2019-20 is based on a snapshot, taken from the January 2019 census return whereas the actual payments made to settings is based on actual hours delivered. This causes a variance as the number of hours delivered in the autumn term are less than the spring term. Similarly, the hours delivered in the summer term are higher than the spring term. Therefore, in this financial year, this has led to an underspend in the Early Years Block which will be re-allocated through the reserves plan over the next 3 financial years.
 - The final adjustment for 2019-20 was made in July 2020, which resulted in a clawback of £0.153 million. This was recovered by the DfE in July 2020. This is mainly due to a reduction in the number of children recorded in the January 2020 census compared to the number of children the initial budget allocation from the DfE was based on. This resulted in a budget reduction with regards to 2 year olds (£0.115 million) and universal 3&4 year old offer (£0.220 million), offset by an increase in the 3&4 year old working parent offer (£0.143 million).
- 4.10 **Appendix A** also sets out the planned use of DSG balances for 2020-21. The forecast is for the DSG to move into a deficit balance of **£1.334 million** by March 2021.
- 4.11 The DSG conditions of grant for 2020-21 state that any LA that has an overall deficit on its DSG account at the end of the 2019 to 2020 financial year, or whose DSG surplus has substantially reduced during the year, must co-operate with the Department for Education (DfE) in handling that situation. In particular, the local authority must:
- Provide information as and when requested by the department about its plans for managing its DSG account in the 2020 to 2021 financial year and subsequently.
 - Provide information as and when requested by the department about pressures and potential savings on its high needs budget.
 - Meet with officials of the department as and when they request to discuss the local authority's plans and financial situation.
 - Keep the Schools Forum regularly updated about the local authority's DSG account and plans for handling it, including high needs pressures and potential savings.
- 4.12 The Secretary of State reserves the right to impose more specific conditions of grant on individual local authorities that have an overall deficit on their DSG account, where he believes that they are not taking sufficient action to address the situation.

SEPTEMBER 2020 SCHOOL FORUM : 2019-20 DSG OUTTURN REPORT : APPENDIX A
Appendix A Use of DSG Balances 2019-20 & Proposed use in 2020-21

	Schools Block Contingency	School Improvement	Schools Facing Financial Challenges	Universal Offer	Growth Fund	Academy recoupment	Schools Block Total	Early Years	SENFIF	Early Years Block Total	High Needs Block Total	Total
	£	£	£	£	£	£	£	£	£	£	£	£
Balances at 31 March 2019	(113,614)	(120,000)	(109,000)	(122,000)	(414,072)		(878,686)	(2,707,701)	(161,794)	(2,869,495)	1,735,760	(2,012,421)
George Mitchell Rates increase prior to conversion	88,259						88,259					88,259
School improvement etc		40,000	9,000	43,000			92,000					92,000
2019-20 Growth Fund underspend					(720,711)		(720,711)					(720,711)
Academy Recoupment growth ESFA adjustment						(224,521)	(224,521)					(224,521)
Nursery Rates								73,300		73,300		73,300
Contingency for increased delivery hours								14,400		14,400		14,400
Speech & Language Therapy contract								172,600		172,600		172,600
Workforce Development Commissioned Services								60,000		60,000		60,000
Children and Families Centres contract								200,000		200,000		200,000
Two year Old Top-Up (Revised Estimate)								171,970		171,970		171,970
Use of SENIF									122,000	122,000		122,000
In year Surplus / Deficit	(32,488)						(32,488)	(1,374,487)		(1,374,487)	2,796,039	1,389,064
Balances at 31 March 2020	(57,843)	(80,000)	(100,000)	(79,000)	(1,134,783)	(224,521)	(1,676,147)	(3,389,918)	(39,794)	(3,429,712)	4,531,799	(574,060)

2020-21 Projections												
Growth Fund reported December 2019					203,114		203,114					203,114
School Improvement etc		80,000	100,000	79,000			259,000					259,000
ESFA adjustments: Rates and Growth	(88,259)					224,521	136,262					136,262
Balancing Payments made in-year for the prior year								337,000		337,000		337,000
Speech & Language Therapy contract								172,600		172,600		172,600
Workforce Development Commissioned Services								80,000		80,000		80,000
Premises & Place Development								45,000		45,000		45,000
Children and Families Centres contract								200,000		200,000		200,000
To support central projects								70,000		70,000		70,000
System Leadership underspend 17/18								41,236		41,236		41,236
Two year Old Top-Up (Revised Estimate)								171,855		171,855		171,855
Use of SENDIF									39,794	39,794		39,794
ESFA 2019-20 July 2020 adjustment								153,006		153,006		153,006
Projected Balances at 31 March 2021	(146,102)	0	0	0	(931,669)	(0)	(1,077,771)	(2,119,221)	0	(2,119,221)	4,531,799	1,334,807

SEPTEMBER 2020 SCHOOL FORUM : 2019-20 DSG OUTTURN REPORT : APPENDIX B

SUMMARY OF HIGH NEEDS BLOCK 2019-20 OUTTURN

Description	Outturn 2019-20
INCOME	
High Needs Funding Received by LA:	
Net of academy recoupment, including £682k additional in year ESFA allocation and £66,313 sixth form funding	-28,868,026
EXPENDITURE	
Place Funding Belmont Park	570,000
Special Schools Top-up	9,552,567
SPECIAL SCHOOLS	10,122,567
Place Funding	617,000
Special Resourced Provisions Top Up Includes £2k U5s	2,433,821
Spot Purchases	17,500
SPECIAL RESOURCE PROVISIONS	3,068,321
MAINSTREAM SCHOOLS TOP UP	7,763,440
POST 16 PROVISION TOP UP	1,551,185
Hawkswood PRUs Place Led	860,000
Hawkswood PRUs Top Up funding	174,901
PRUs	1,034,901
Alternative Provision via Hawkswood	2,381,253
South Chingford	51,190
Belmont Park	100,003
ALTERNATIVE PROVISION	2,532,446
Independent School Fees & Non Maintained Special Schools	1,466,825
Other LA Schools Top Up	1,053,888
Alternative and Education Contributions (Tuitions, Transition/LAC)	819,642
Speech and Language Therapy Service	140,000
INDEPENDENT & NM SPECIAL SCHOOLS	3,480,355
Home Hospital (Hornbeam/Lime Academy Trust)	311,125
HN SEND /Outreach Support Services (Whitefield Academy)	786,147
Contribution to Disability Enablement Service Team	610,000
Contribution to BACME (Social Inclusion)	324,100
FAP Payments to schools for admitting excluded pupils	79,477
SUPPORT SERVICES	2,110,849
HIGH NEEDS TOTAL SPEND	31,664,065
Net over spend on High Needs excluding Early Years	2,796,039
Deficit Brought forward from 2018-19	1,735,760
Deficit Carried forward into 2020-21	4,531,799

LONDON BOROUGH OF WALTHAM FOREST

Meeting / Date	SCHOOLS FORUM 16 September 2020	Agenda Item	6
Report Title	Dedicated Schools Grant 2020-21 & update on School Funding Announcement for 2021-22		
Decision/ Discussion/ Information	For Information		
Report Author/ Contact details	Raina Turner, Head of Education Finance raina.turner@walthamforest.gov.uk 0208 496 3520 Duncan James-Pike, Strategic Finance Advisor duncan.james-pike@walthamforest.gov.uk 0208 496 3502		

1. SUMMARY

- 1.1 This report updates School Forum on the Dedicated Schools Grant (DSG) ESFA allocations for 2020-21 and the July 2020 announcement by the Department for Education (DfE) on the provisional allocations for School, High Needs and Central Services blocks for 2021-22.

2. RECOMMENDATIONS

Schools Forum to note:

- 2.1 The 2020-21 allocations for Schools, Central Services and Early Years blocks remain unchanged from those reported in February 2020.
- 2.2 The High Needs block allocation has increased by £0.138 million due to changes in the gross entitlement and a reduction in academy recoupment.
- 2.3 The total 2020-21 Gross DSG allocation before academy recoupment is **£269.332 million**.
- 2.4 The total 2020-21 Net DSG for the LA after academy recoupment of £105.418 million is **£163.914 million**.
- 2.5 **The ESFA proposals for 2021-22:**

- Excluding pay and pensions, School Block funding is expected to increase by 2% and High Needs block funding is expected to rise by 8%.
- The Central Services block is expected to reduce by 3%
- Funding from the teachers' pay grant and the teachers' pension employer contribution grant, including the supplementary fund, has been added to the National Funding formulae from 2021-22
- The 2019 update to the Income Deprivation Affecting Children Index (IDACI) has been incorporated so that deprivation funding allocated through the formulae is based on the latest data

3. REASON

- 3.1 The LA provides Schools Forum with updates on school funding settlements advised during the year. This assists with the Budget Setting cycle for the next financial year.
- 3.2 The Department for Education (DfE) recently published the 2021-22 National Funding Formulae (NFF) for the schools, high needs and central services blocks of the DSG. The technical guidance sets out the detail on the funding formulae as well as any changes since last year's funding formulae, and the data tables provide notional allocations to local authorities and schools.
- 3.3 This report summaries the impact of the indicative 2021-22 allocations to the DSG. Further reports on the impact at individual school level will be brought to Schools Forum as the budget setting progresses.

4. DSG 2020-21 EFSA ALLOCATION

- 4.1 The allocations remain unchanged for the School, Central Services and Early Years blocks. The High Needs block increased by a sum of £0.138 million from that reported to February 2020 Schools Forum. Table 1 below sets out the allocations advised by the ESFA to date for 2020-21.

Table 1 2020-21 DSG Allocations

	DfE Gross Allocation	Deduction for Academies	DSG Net of Recoupment
	£m	£m	£m
Schools Block	201.329	-96.837	104.493
Growth Fund	1.281		1.281
Schools Block Total	202.610	-96.837	105.774
High Need Block	42.445	-8.581	33.864
Early Years Block	22.812		22.812
Central School Services Block	1.465		1.465
Dedicated School Grant	269.332	-105.418	163.914

5. DEPARTMENT OF EDUCATION JULY ANNOUNCEMENT ON 2021-22 FUNDING

- 5.1 In July the DfE published notional allocations for the School, High Needs and Central Services blocks for 2021-22. Details of the 2021-22 National Funding Formulae were also published.
- 5.2 The pupil numbers used in the announcement were from the October 2019 census. Final allocations for 2021-22 will change based on the October 2020 census for the Schools Block.
- 5.3 The Teachers' Pay Grant (TPG) and Teachers' Pension Employer Contribution Grants (TPECG) funding to mainstream schools for pupils from reception to year 11 will be allocated through the Schools Block NFF by adding to the baseline on a per pupil basis: increasing the basic per pupil funding for outer London by £198 for primary and £291 for secondary. The total estimated to be received is **£8.789 million**.
- 5.4 Growth Fund is estimated to be **£1.389 million** based on DFE growth fund calculator.
- 5.5 Table 2 reports the headline changes for Waltham Forest.

DSG Blocks	Allocation excluding pay, pensions and Growth	Change in Funding from 2020-21	% increase or decrease	Pay & Pension Grants rolled into blocks	Allocation including pay & pensions
	£m	£m		£m	£m
Schools	206.347	5.018	2.49%	8.789	215.136
High Needs	45.842	3.397	8.00%	0.808	46.650
Central Services	1.429	-0.037	-2.50%	0.000	1.429
Dedicated School Grant Total	253.618	8.379	3.11%	8.800	262.418

Announcement for Early Years Block due September 2020

- 5.6 The Gross School Block excluding growth fund, pay and pensions is expected to increase by **2.5%** from the 2020-21 allocation: **£5.018 million**.
- ## 6. High Needs block
- 6.1 The growth in the HNB is expected to be 8%, **£3.397 million**. This excludes the pay and pension element estimated at **£0.808 million**.
- 6.2 The increase in funding will need to address growth in demand, the cumulative deficit position of £4.532 million on the HNB and other considerations such as the possibility that the School Block transfer may not be available for 2021-22. Officers will present options for use of this growth in funding at future Schools Forum meetings.

Meeting / Date	SCHOOLS FORUM 16 September 2020	Agenda Item	7
Report Title	Funding of PRU Places		
Decision/Discussion/ Information	For Discussion and Decision		
Report Author/ Contact details	David Kilgallon, Director of Learning david.kilgallon@walthamforest.gov.uk		
Appendix A	Pupil Referral Units (PRUs) – Waltham Forest: Benchmarking Exercise on Funding Provided, June 2020		
Appendix B	WF AP framework: Whole system model		

1. SUMMARY

- 1.1 This report reviews the current funding for PRU places and discusses bringing the funding closer to the London average.

2. RECOMMENDATIONS

2.1 Schools Forum to agree in principle:

- 2.1.1 An increase in top-up funding contributions for students attending Hawkswood so that the current £18,300 per place can rise to be £23,000 per place, similar to the London average range of £23,889 to £25,191
- 2.1.2 That the schools' top-up funding contributions are agreed for three year periods, with reviews undertaken every two years. This is to enable the Group of PRU schools to strengthen their strategic financial planning.

2.2 Schools Forum to agree:

- 2.2.1 That a Task and Finish Group is held with school representatives, the Family Resilience Service and Hawkswood leadership to discuss costings and possible contribution levels and to report back to the Schools Forum in December 2020.

2.3 Schools Forum to note:

- 2.3.1 That, unlike mainstream schools, PRU's only receives funding via commissioned places and the associated 'top-ups'. No school can be forced to contribute toward the 'top-up' for PRU places, however schools who choose not to opt-in at the start of the financial year to the schools contribution leave the PRU's financial sustainability - and the delivery of the agreed AP framework - vulnerable.

3. REASON

- 3.1 An independent review of PRU funding, commissioned by the Education Business Effectiveness Service in June 2020 highlighted that the funding the Group is currently receiving from the school 'top-up' contribution of its PRU places is below the London average.
- 3.2 Previously discussions regarding this top-up occurred outside of Schools Forum and were held between the Hawkswood Group and schools without LA involvement. As part of the recommendations to secure a sustainable PRU offer within Waltham Forest it is advised that this discussion is included in School Forum's annual cycle of business.

4. BACKGROUND

4.1 Current position of the group

- 4.1.1 The Hawkswood Group consists of three schools, each with their own DfE number, the details of which are:

School	Site	PRU places	Special places	Total places
Hawkswood Primary PRU	Antlers Hill	20	8	28
Hawkswood (Secondary)	Antlers Hill	20	6	26
Burnside Secondary PRU	Burnside Avenue	46	-	46
Total Places		86	14	100

- 4.1.2 As outlined above the LA have commissioned 100 places for the academic year 2020/21. These commissioned places consist of 86 PRU places referred from schools and processed via FAP, combined with 14 SEND places placed by the SEND Panel.

4.2 Current income per commissioned place

- 4.2.1 **PRU Places:** Hawkswood receives a 'core' level of funding of £10,000 per place from the local authority based on the above commissioned PRU places.
- 4.2.2 In addition, the Hawkswood Group receive a 'top-up' per place from Waltham Forest schools. Historically, this has been agreed directly between Hawkswood and local schools. As per a historic agreement all maintained schools have this deducted at source by Education Finance who pass this through to the Hawkswood Group. Academies are given the option to 'opt-in' at the start of the financial year or pay a higher 'spot purchase' price and are invoiced directly by the Hawkswood Group.

4.2.3 **SEND places:** Hawkswood receives a 'core' level of funding of £10,000 per SEND place from the LA based on the above commissioned SEND places.

4.2.4 In addition, the Hawkswood Group receive the top-up based on pupils' EHC Plans, which are based on their assessed additional needs.

4.2.5 On average across the PRU and SEND places Hawkswood currently receives approximately **£18,300 per place**. £10,000 is the LA commissioned amount and £8,300 of this is EHCP funding or PRU 'top-up' from schools' contributions.

4.3 **Benchmarking**

4.3.1 **Income:** In June 2020, the LA commissioned an independent benchmarking report into the funding provided to PRUs. Comparison data contained in this report from across London indicated that the £10,000 core funding provided by Waltham Forest is in keeping with other boroughs, however the Hawkswood Group receives noticeably less in regard to the 'top-up' contributions when compared with similar institutions:

- The DfE London PRU placement average (once the top and bottom 5 are discounted) is £28,993
- If all the PRUs receiving over £40,000 per pupil are removed, the average becomes £25,191
- Waltham Forest's statistical neighbours have an average of £24,257

4.3.2 Using the range of £23,889 - £25,191, it is found that Hawkswood group is receiving between £5,589 to £6,891 less per PRU place than the London average.

4.3.3 **Delivery cost:** A benchmarking report published by the ISOS partnership in December 2018 showed that in London the average delivery cost of a full-time placement in an AP setting for a full academic year was on average £22,733. (If increases in school funding are applied this would rise to £23,889)

4.4 **Current Offer**

4.4.1 Due to financial challenges Hawkswood Group had had to cancel their SLA with NELFT, through which therapeutic support had been provided to students in Hawkswood (secondary). To meet the additional support needs of children attending the provision, the LA has included therapeutic support to the Hawkswood Group within its central CAHMS commission with NELFT. This has resulted in an increased therapeutic offer to all children placed within each of the three schools, whereas previously only children attending Hawkswood (Secondary) had received a therapeutic offer. This therapeutic

support will continue to be managed by the LA and delivered to the Hawkswood Group schools by NELFT regardless of any change to PRU place funding.

4.4.2 The key elements of the model of therapeutic support that each Hawkswood school will be provided includes:

- **A Whole Schools Approach.** Evidence indicates that the best outcomes are achieved through collaborative working between school staff and mental health staff.
- **Individual work for specific identified children and young people via consultation with the school mental health link worker.** This will include facilitating access to other appropriate community support.
- **Group work** offered to all pupils to address specific themes and needs.
- **Consultation, support and further staff development relating to mental health awareness** - To allow schools staff to engage more effectively with CYP who have mental health issues.
- **Support and information to Parents, Carers and families via the Getting Help Team** in a variety of ways, including workshops.

4.5 PRU position within the LA's Alternative Provision framework

4.5.1 The provision of PRU places from the Hawkswood Group remains a key component of Waltham Forest's Alternative Provision framework, developed with head teachers, approved by Cabinet in January 2020 and currently being implemented across the borough.

4.5.2 Successful implementation of this framework aims to keep children within mainstream schools through trauma-informed school-based interventions - tiers 1 to 3 - which reduce the numbers of children and young people being excluded and progressing through to tiers 4, 5 and 6.

4.5.3 The Hawkswood Group currently provide places to children and young people with significant and/or persistent negative behaviour arising from social, emotional and mental health needs within tier 5 outlined in the WF Alternative Provision framework.

4.5.4 It is expected that the increase of commissioned places within school-based satellite site provision delivering tier 4 places, will eventually lead to a reduction in the number of PRU places being commissioned. However, even with a reduction overtime of commissioned PRU places, Waltham Forest will continue to require a local, high-quality specialist provider to deliver holistic

provision to young people with complex/acute social, emotional, mental health or cognitive needs/disorders.

5. Future plans of the Hawkswood Governing Body – for information only

- 5.1 The Governing Body of the Hawkswood Group applied to convert to academy status in spring 2020. This application is due to go before the RSC Headteachers Board shortly. If approved is expected that the DfE will request conversion to be completed by January 2021.
- 5.2 The LA has advised the Governing Body of the Hawkswood Group that it would be our preference that the PRUs remained maintained schools, the LA fully respects their decision to convert and are committed to continuing to work with all key partners to ensure the best provision for our children and young people.

6. Suggested dates for Task and Finish Group

- 6.1 LBWF Officers suggest a Microsoft Teams meeting at 2-4pm Monday 21 September 2020. If this does not suit a majority of attendees, the alternative date proposal is 2.30-4.30pm Wednesday 30 September.

Pupil Referral Units (PRUs) – Waltham Forest

Benchmarking Exercise on Funding Provided

June 2020

Jeff Hart Associates

Contents

- 1. Introduction**
- 2. Current Practice**
- 3. Benchmarking with other London PRUs**
- 4. Analysis**
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- 7. References**

1. Introduction

Waltham Forest LA commissioned this benchmarking report on the funding provided to PRUs in June 2020. The purpose of the report was to inform a Working Party of the Schools Forum who would be investigating this area to make recommendations for future funding.

2. Current Practice

- 2.1 The work of Pupil Referral Units has been the focus of several recent studies. These include:
- Alternative Provision (AP)– Market Analysis- Research Report October 2018 by ISOS for the DfE
 - Benchmarking Report : London by the ISOS Partnership December 2018
 - Warming the cold spots of alternative provision – A manifesto for system improvement – Centre for Social Justice May 2020
- 2.2 A Question in Parliament on 28 January 2019 concerned the cost of PRUs and provides a useful backdrop to this area:

<p>Department for Education Pupil Referral Units 211308 To ask the Secretary of State for Education, what the average annual per pupil cost is of a Pupil Referral Unit.</p>
<p>A</p>
<p>Answered by: <u>Nick Gibb</u> Answered on: 28 January 2019 Funding for alternative provision (AP) comes from the high needs block of the dedicated schools grant and includes funding for Pupil Referral Units (PRUs). Local authorities provide place funding of £10,000 for each AP place in a pupil referral unit from their high needs budget. In addition, top up funding is paid by the commissioner of AP and relates to additional costs above the £10,000 for each individual pupil. The Department estimates the per pupil cost of AP (including PRUs) to be £17,000 nationally. The Department’s data is based on actual reported spending by local authorities to the Department and is a national average.[1] This does not capture spending on AP by schools who might commission services directly. Isos Partnership also published research in 2018, estimating the average cost of AP to be £18,000 but this may be based on different methodology from the Department’s internal analysis. Their analysis can be found here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752548/Alternative_Provision_Market_Analysis.pdf. [1] https://www.gov.uk/government/collections/section-251-materials.</p>

2.3 Alternative Provision (AP)– Market Analysis- Research Report October 2018 by ISOS for the DfE

On the costs of AP, the major DfE/ISOS report stated:

‘Our research found that, drawing on data from the 2017-18 financial year, the average cost of a full-time placement in AP for one academic year was £18,000. The average costs of placements in a PRU (£17,600), an AP academy (£18,100) and an AP free school (£18,300) were close to the overall average costs for all AP providers, but placements in independent AP were slightly higher (£20,400 for independent AP registered as a school, £19,000 for unregistered independent AP).

Levels of average costs of AP placements also varied across local areas. Our analysis did not suggest that there was a single factor or set of factors that could adequately

explain these variations. We did not find that higher levels of use of AP or commissioning from multiple AP providers were related to lower average costs. We drew two conclusions from this. First, we consider that cost is one area where local AP systems do not operate like traditional markets. In the AP market, providers do not appear to offer similar services and compete on price – nor, given that many AP providers are relatively small and given the finite resources available for local AP, would it necessarily be desirable for the local AP system to operate in this way. Second, our research suggested that a complex range of factors influence the cost of local AP. These include historical levels of funding relative to other local areas, local strategic decisions about inclusion, the nature of local provision, and the strength of partnerships between the LA, schools and AP providers.'

2.4 This DFE report undertakes research to gather information about how AP in local areas is organised, the factors that affect demand and what makes for an effective 'local AP system'. The lengthy report summarised the characteristics of an effective local AP system:

- the importance of having a strategic plan for AP and broader inclusion support;
- the need to foster the right combination of responsibilities between schools, AP providers and the LA and partner agencies for the placements and outcomes of pupils placed in AP; and
- the important inter-relations between AP and other parts of the local system, including mainstream education, SEN and disability (SEND), early help and social care, and local health services.

The report then lists nine key characteristics that would be required for an effective local AP system, including costs: *'funding is used flexibly to incentivise inclusion and support strategic priorities. Decisions are informed by financial considerations and the overall impact of the high needs block is considered. Benchmarking is used to ensure value for money.'*

2.5 Warming the cold spots of alternative provision – A manifesto for system improvement – Centre for Social Justice May 2020

The report last month by the Centre for Social Justice makes a number of clear recommendations, one of which relates to costs:

*'We are recommending a review of the current AP funding system, culminating in a **national fair funding formula for AP and SEND** combined with a standardised funding delivery model to ensure equity between geographical areas and different types of schools. In tandem, work must be done to **develop a suite of service-level agreements** based on examples of good practice, to ensure that AP schools and their pupils across the country are treated equitably.'*

2.6 Benchmarking Report: London by the ISOS Partnership December 2018

The ISOS benchmarking report of December 2018 surveyed 101 LAs and one graph shows that, in London, the average cost of a full-time placement in an AP setting for a full academic year was on average **£22,733**.

3. Benchmarking income with other London PRUs

3.1 In 2020-21 Waltham Forest, the Hawkswood Group has been commissioned to provide education for 100 pupils:

- Hawkswood Primary PRU – Antlers Hill – 28 places (20 PRU + 8 Special)
- Burnside Secondary PRU – Burnside Ave – 46 places (All PRU)
- Hawkswood Secondary PRU – Antlers Hill – 26 places (20 PRU + 6 Special)

Based on the above commissioned numbers, the Hawkswood Group receives a ‘core’ level of funding of £10,000 per commissioned place from the local authority, plus an additional ‘top-up’ amount per learner from the referring school.

In the Hawkswood Group’s case, top-ups broadly ‘follow the pupil’ and are received directly from the referring body, which is normally the referring school for a PRU place and the local authority for EHCP pupils. Top-ups for EHCP pupils are generally higher and are based on their additional needs.

The Hawkswood Group have historically led on a top-up agreement directly with local schools, which enables schools to ‘opt-in’ at the start of the academic year or pay a ‘spot purchase’ price. This results in a small number of local schools not contributing to the PRU places at all if they do not refer any students.

Income for the 3 schools is understood to be circa £1.83m, made up of £1m ‘core’ funding (£10,000 for 100 pupils) and £0.83m ‘top-up’. A rudimentary calculation, therefore, would determine that Hawkswood receives, on average in 2020-21, **£18,300** per place.

3.2 The DfE Financial benchmarking tool very usefully provides substantive information for the approx. 60 PRU across the greater London area. The latest financial year available for review is **2018-19**.

The DfE benchmarking tool lists that in 2018-19, Hawkswood (secondary) PRU received **£31,400** per pupil of grant funding. Both Burnside PRU and Hawkswood Primary PRU are marked as not applicable, this may be because the return to the Department has combined the financial return for all three schools under the banner of Hawkswood Secondary.

The DfE benchmarking site only enables 30 schools to be compared, so as there are around 60 PRUs across the capital, two sheets of comparisons need to be downloaded - please see Table1 below.

Points to note include:

- There are 53 London PRUs that have grant funding per pupil identified on the DfE site;
- The total grant funding per pupil for these 53 PRUs is £1,841,185;
- The average grant funding per pupil is therefore £34,739;

- The DfE London PRU placement average (once the top and bottom 5 are discounted) is **£28,993**
- If we take out all the PRUs that receive over £40,000 per pupil, the average becomes £25,191

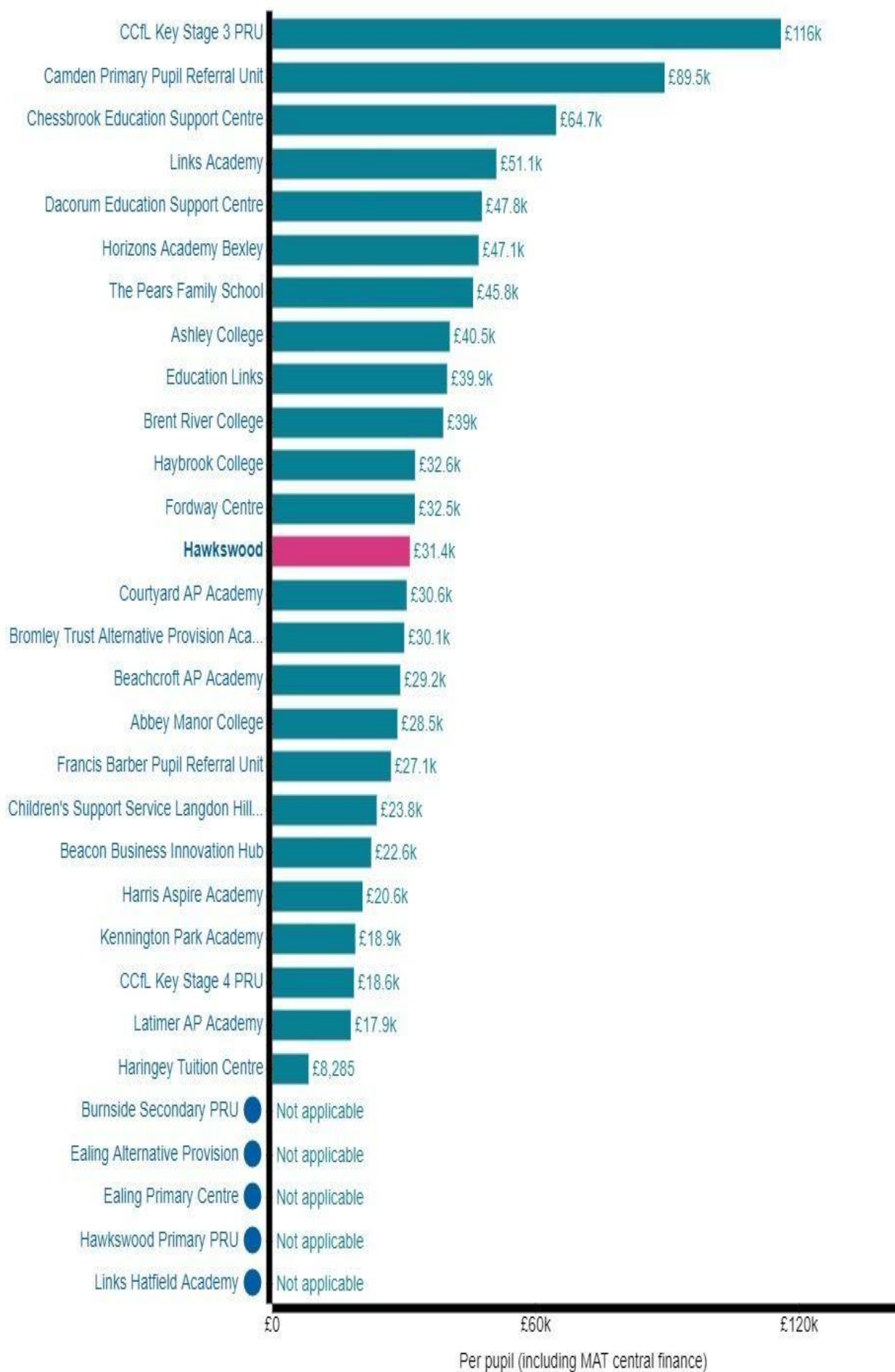
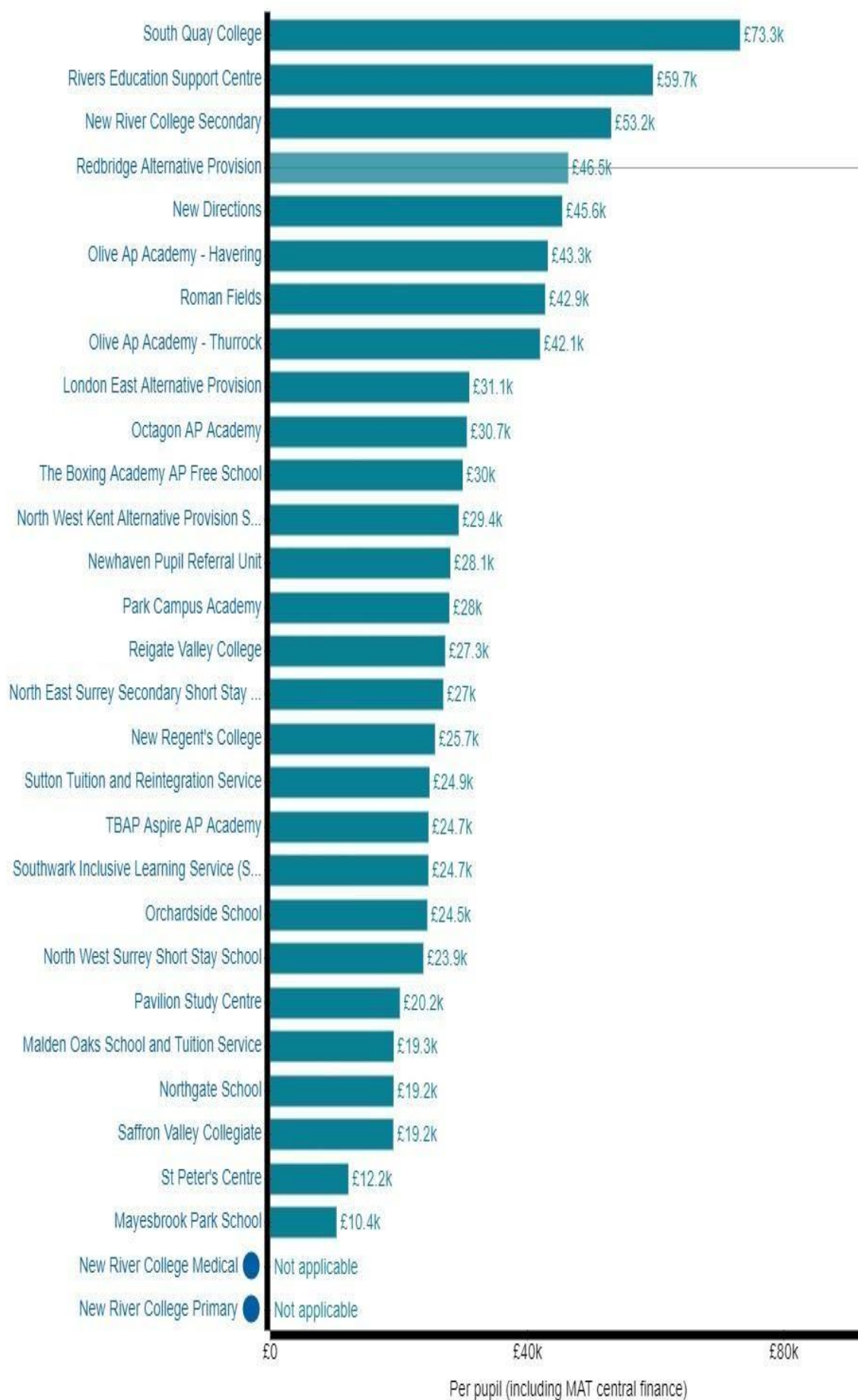


Table 1: Per pupil
income



3.3 Benchmarking with Waltham Forest's Statistical Neighbours

The 10 statistical neighbours are: Croydon; Enfield; Haringey; Lewisham; Greenwich; Birmingham; Brent; Ealing; Merton; Luton.

There are 19 PRUs that have grant funding per pupil identified on the DfE site from the statistical LA neighbours.

Points to note include:

- The total grant funding per pupil for these 19 PRUs is £460,885;
- The average grant funding per pupil is therefore **£24,257**.

4. Analysis

The ISOS Partnership Benchmarking Report of December 2018, lists some useful figures:

1. The average **cost** per AP placement by phase for London is: £23,800 (Primary); £22,500 (KS3); £21,900 (KS4). The average cost of AP placement by provider type in London shows great extremes: PRU- £21,800; Independent (unregistered) - £40,000; Independent (registered) -£24,900;
2. In London, 38 pupils per 10,000 pupil population were placed in AP. 53% of London AP pupils spend between one term and one academic year in AP.
3. Thus, we have several sources with different costings:
 - **Average cost of delivery:** The ISOS Benchmarking Report of December 2018 which reports an average of **£22,733** as the cost per placement in AP;
 - **Average income:** Of the 54 London PRUs that the DfE benchmarking tool provides financial information for 2018-19:
 - The DfE London PRU placement average (once the top and bottom 5 are discounted) is **£28, 993** (and £25,191 if you discount all LAs over £40,000).
 - The Statistical Neighbour average of **£24,257** income per pupil.
 - The Government stating **£17,000** in 2019;
 - **The net average of these figures above is £23,396**

5. Summary

5.1 The funding of PRUs is a complex area, often based on historical anomalies as much as funding formulae. The range of funding per pupil across London ranges from £116,000 (CCfL Key Stage 3 PRU) to £8,285 (Haringey Tuition Centre). This would suggest that the services provided vary across LAs and costs are rooted in different funding streams. Several different organisations have costed the funding per pupil: ISOS stating £22,733 in 2018; the Government in a Parliamentary question as £17,000 in 2019; the DfE averaging £28,993; Waltham Forest's statistical neighbours as £24, 257. The net average of the average income streams is **£23,396**.

5.2 Currently, the LA provides £10,000 per pupil as a basic entitlement and then the referring school tops up this amount or the LA for EHCP pupils. Currently, the average top up is £8,300 per pupil. The PRU would obviously like to be funded similarly to other London PRUs but this would mean an approximate increase of £5,096 per pupil (deducting the £18,300 current Hawkswood average from the £23,396 London PRU average). The costs for EHCP pupils are normally much higher than other pupils. It may be possible that the difference in funding levels is addressed over a small number of years as it may prove challenging in the current financial climate to suddenly increase funding levels significantly.

6. Recommendations

1. A working party is established from Schools Forum to focus on the future funding of the PRUs
2. This background paper is provided to members of the working party as preparation for the initial meeting.
3. The working party meets with senior officers and headteachers involved in the funding and operation of the PRUs.
4. The working party may wish to include consideration of the COVID-19 context.
5. The working party takes back to Schools Forum findings and recommendations.

7. References

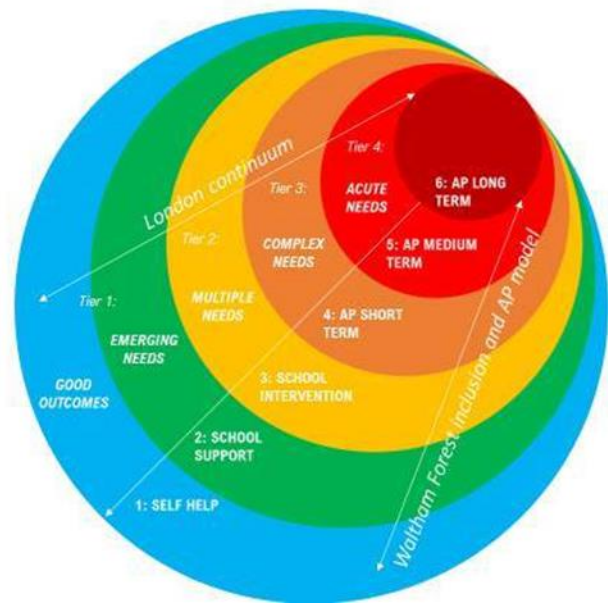
- Alternative Provision (AP)– Market Analysis- Research Report October 2018 by ISOS for the DfE
- Benchmarking Report : London by the ISOS Partnership December 2018
- Warming the cold spots of alternative provision – A manifesto for system improvement – Centre for Social Justice May 2020
- DfE Financial Benchmarking site: <https://schools-financial-benchmarking.service.gov.uk/>
- Parliamentary Questions – Hansard Reports.

Jeff Hart
June 2020

APPENDIX B

WHOLE SYSTEM MODEL

RIGHT CONVERSATION RIGHT ACTION RIGHT TIME	COMMITMENT TO COLLABORATION AND PARTNERSHIP	WHOLE FAMILY APPROACH
PREVENTION AND EARLY INTERVENTION	BUILDING RELATIONSHIPS	A CLEAR OFFER IN RESPONSE TO IDENTIFIED NEED
TRAUMA-INFORMED	EVIDENCE-LED	STRENGTH-BASED



Meeting / Date	SCHOOLS FORUM 16 September 2020	Agenda Item	8
Report Title	Notional SEN		
Decision/Discussion/ Information	For Discussion and Decision by all		
Report Author/ Contact details	Jerome Francis, Principal Accountant Education Finance jerome.francis@walthamforest.gov.uk 020 8496 6805 Harun Guleid, Senior Accountant Education Finance harun.guleid@walthamforest.gov.uk 020 8496 4177		

1. SUMMARY

- 1.1 This report sets out the changes to Notional SEN budgets in 2020-21 and proposes that a task and finish group is established to agree a Notional SEN policy for 2021-22 and future Local Funding Formulae.
- 1.2 The Notional SEN budget is a notional portion of the Schools Block which is calculated using the Department of Education's Authority Pro-Forma Tool (APT) and is also advised to maintained schools as part of their Individual School Budget shares in February.

2. RECOMMENDATIONS

2.1 Schools Forum to agree:

- 2.1.1 That a task and finish group is established to agree a Notional SEN policy for 2021-22 and future Local Funding Formulae.

3 NOTIONAL SEN

- 3.1 School Funding regulations require that the Notional SEN budget comes from the Schools Block, comprising proportions of funding from factors such as the basic per-pupil entitlement, deprivation and prior attainment. It is from this notional budget that mainstream schools are expected to:
 - Meet the needs of pupils with low cost, frequently occurring SEND (e.g. learning and cognition.)
 - Contribute, up to at least the first £6,000 to the costs of provision for pupils with additional needs (most pupils with SEND will not require this full amount of funding).

- 3.2 A schools Notional SEN budget is not ringfenced.
- 3.3 Historically in LBWF the Notional SEN budget has been around 10% of the total Schools Block allocation.
- 3.4 For 2020-21 significant alterations were made to the Local Funding Formula to align it with the National Funding Formula which resulted in less funding going through AWPU and considerably more going through other factors such as Low Prior Attainment.
- 3.5 To maintain the overall level of Notional SEN at 10% of total Schools Block funding most of the factor percentages were reduced as shown in **Table 1** below:

Table 1: Notional SEN Factors & Percentages

Factor	2019-20		2020-21	
	%	£	%	£
AWPU	2%	£3,077,188	2%	£2,173,336
FSM	50%	£0	32%	£1,018,673
FSM6	50%	£5,595,444	32%	£2,561,481
IDACI(A- F)	50%	£3,142,614	32%	£3,695,281
EAL	20%	£1,210,215	16%	£735,537
Mobility	20%	£68,100	16%	£39,055
LPA	100%	£6,439,994	79%	£9,879,316
Notional SEN	10%	£19,533,555	10%	£20,102,679
Schools Block	100%	£198,694,151	100%	£201,026,796

- 3.6 See **Appendix A** for school level Notional SEN allocations for 2019-20 & 2020-21. This shows that almost all primary schools Notional SEN increased, and all secondary schools had a reduction in Notional SEN. This is summarised in **Table 2**:

Table 2: Notional SEN 2019-20 to 2020-21 Changes

Budget Changes	Number of schools				Total Change
	Reduction less than £30k	Reduction greater than £30k	Increase less than £30k	Increase greater than £30k	
All Through	2	0	0	0	-£22,896.62
Primary	6	0	31	15	£1,248,218.68
Secondary	3	12	0	0	-£656,197.59
Total	11	12	31	15	£569,124.47

- 3.7 Secondary schools saw an average of 8% decrease in their Notional SEN budget whilst Primary schools have had an increase of 14% on average.
- 3.8 It was only after running the final version in late January it became apparent that significant changes were required to the Notional SEN in order to keep it the same level as previous years, i.e. 10% of Schools Block. We are now seeking to consult with schools for the 2021-22 budget cycle.
- 3.9 As shown in **Appendix B** this is primarily due to the shift in funding from the Ever6 FSM factor to Low Prior Attainment.
- 3.10 In order to gauge the importance of the changes to Notional SEN we received feedback from maintained School Business Managers (SBM) on their use of the Notional SEN budget and whether a task and finish group is required.
- 3.11 60% of the SBMs responses stated that the Notional SEN budget is an important piece of information. However, all school business managers contacted responded that it does not directly feed into their school's budget due to the scarcity of resources they have to operate with.
- 3.12 Other schools use the notional SEN figure of £6,000 when applying for an ECHP from the borough, but not in their overall budget setting process. All responders indicated they would have interest in a task and finish group.
- 4. TASK AND FINISH GROUP MEETING**
- 4.1 LBWF Officers suggest a Microsoft Teams meeting at **4pm Tuesday 6 October 2020**. If this does not suit a majority of attendees, we can arrange an alternative date and time.

APPENDIX A - Comparison of Notional SEN for 2019-20 & 2020-21

URN	LAESTAB	School Name	Notional SEN Budget 2019-20	Notional SEN Budget 2020-21	£ Change on Previous Year	% Change on Previous Year	Setting
103032	3202001	Chase Lane Primary School	£282,522.74	£319,127.50	£36,604.76	12.96%	Primary
103036	3202006	Whitehall Primary School	£182,201.28	£211,264.88	£29,063.61	15.95%	Primary
103044	3202017	Downsell Primary School	£268,867.96	£296,691.95	£27,823.99	10.35%	Primary
103048	3202023	Newport School	£314,555.39	£344,798.91	£30,243.52	9.61%	Primary
103052	3202028	Chapel End Infant School and Early Years Centre	£101,699.82	£128,866.79	£27,166.97	26.71%	Primary
103053	3202030	Edinburgh Primary School	£226,066.91	£229,489.66	£3,422.75	1.51%	Primary
103054	3202031	Greenleaf Primary School	£134,832.18	£154,185.66	£19,353.48	14.35%	Primary
103059	3202045	Handsworth Primary School	£118,433.98	£145,905.15	£27,471.17	23.20%	Primary
103060	3202049	Thorpe Hall Primary School	£189,220.41	£203,020.61	£13,800.21	7.29%	Primary
103061	3202050	The Winns Primary School	£330,632.69	£319,232.27	-£11,400.41	-3.45%	Primary
103069	3202062	Oakhill Primary School	£76,630.66	£84,515.32	£7,884.66	10.29%	Primary
103070	3202064	Henry Maynard Primary School	£280,168.61	£313,831.25	£33,662.64	12.02%	Primary
103072	3202066	South Grove Primary School	£164,934.22	£192,752.82	£27,818.60	16.87%	Primary
103073	3202067	Dawlish Primary School	£85,796.26	£96,630.20	£10,833.94	12.63%	Primary
103074	3202069	Gwyn Jones Primary School	£130,661.57	£137,870.70	£7,209.13	5.52%	Primary
103075	3202072	George Tomlinson Primary School	£188,767.42	£216,587.66	£27,820.24	14.74%	Primary
103077	3202074	Mission Grove Primary School	£253,845.93	£285,841.37	£31,995.44	12.60%	Primary
103078	3202075	Coppermill Primary School	£98,012.64	£94,146.83	-£3,865.81	-3.94%	Primary
103079	3202076	Stoneydown Park School	£213,871.17	£256,136.83	£42,265.66	19.76%	Primary
103081	3202078	Parkside Primary School	£255,510.13	£306,441.54	£50,931.41	19.93%	Primary
103082	3202079	The Jenny Hammond Primary School	£128,071.43	£164,822.33	£36,750.89	28.70%	Primary
130343	3202082	Ainslie Wood Primary School	£163,492.78	£210,293.90	£46,801.13	28.63%	Primary
131057	3202083	Barn Croft Primary School	£96,045.36	£114,557.07	£18,511.71	19.27%	Primary
103084	3203001	Chingford CofE Primary School	£145,852.14	£183,293.06	£37,440.91	25.67%	Primary
103085	3203300	St Mary's Catholic Primary School	£68,549.72	£90,455.88	£21,906.16	31.96%	Primary
103086	3203301	St Joseph's Catholic Junior School	£97,740.32	£121,927.69	£24,187.37	24.75%	Primary
103090	3203305	St Joseph's Catholic Infant School	£67,008.43	£58,287.19	-£8,721.24	-13.02%	Primary
135193	3203311	Our Lady and St George's Catholic Primary School	£160,694.78	£188,191.83	£27,497.05	17.11%	Primary
103088	3205200	St Patrick's Catholic Primary School	£173,106.05	£194,750.62	£21,644.56	12.50%	Primary
103094	3204060	Frederick Bremer School	£657,819.66	£592,709.31	-£65,110.34	-9.90%	Secondary
103097	3204063	Heathcote School & Science College	£643,344.83	£603,057.23	-£40,287.60	-6.26%	Secondary
103100	3204066	Willowfield School	£614,299.14	£574,444.34	-£39,854.80	-6.49%	Secondary
103101	3204069	Leytonstone School	£522,181.09	£468,443.90	-£53,737.18	-10.29%	Secondary
103103	3204072	Walthamstow School for Girls	£507,081.43	£456,550.64	-£50,530.79	-9.97%	Secondary
103105	3204075	Kelmscott School	£649,944.65	£585,737.06	-£64,207.58	-9.88%	Secondary
103106	3204603	Holy Family Catholic School	£596,910.26	£574,565.31	-£22,344.95	-3.74%	Secondary
103080	3204000	Buxton School	£922,111.51	£917,004.87	-£5,106.65	-0.55%	AT
141734	3202005	Lime Academy Larkwood	£212,543.76	£244,483.58	£31,939.81	15.03%	Primary
136364	3202007	Yardley Primary School	£137,370.23	£153,068.25	£15,698.02	11.43%	Primary
143384	3202015	Davies Lane Primary School	£247,695.45	£267,755.96	£20,060.51	8.10%	Primary
136413	3202018	Hillyfield Primary Academy	£520,198.89	£610,932.22	£90,733.33	17.44%	Primary
138258	3202019	Emmanuel Community School	£86,990.78	£99,127.44	£12,136.66	13.95%	Primary
138364	3202029	Willow Brook Primary School Academy	£271,044.95	£280,535.67	£9,490.72	3.50%	Primary
139016	3202033	The Woodside Primary Academy	£519,608.00	£594,334.89	£74,726.89	14.38%	Primary
139259	3202034	Chapel End Junior Academy	£169,033.00	£181,010.90	£11,977.91	7.09%	Primary
139723	3202035	Riverley Primary School	£174,560.24	£210,958.04	£36,397.81	20.85%	Primary
139724	3202036	Syourn Primary School	£248,957.67	£288,824.52	£39,866.85	16.01%	Primary
140405	3202037	Thomas Gamuel Primary School	£176,335.87	£193,742.73	£17,406.85	9.87%	Primary
141748	3202038	Walthamstow Primary Academy	£46,772.16	£71,552.87	£24,780.71	52.98%	Primary
136362	3202040	Roger Ascham Primary School	£234,507.57	£250,438.99	£15,931.42	6.79%	Primary
147179	3202043	Longshaw Primary School	£127,429.53	£154,549.87	£27,120.35	21.28%	Primary
147180	3202047	Salisbury Manor Primary School	£170,709.54	£168,178.87	-£2,530.67	-1.48%	Primary
146681	3202061	Woodford Green Primary School	£60,158.89	£70,169.78	£10,010.88	16.64%	Primary
139317	3202081	Whittingham Primary Academy	£171,370.93	£170,572.83	-£798.10	-0.47%	Primary
142713	3202084	Mayville Primary School	£153,943.67	£164,626.54	£10,682.87	6.94%	Primary
144239	3203304	St Saviour's Church of England Primary School	£128,895.38	£139,881.43	£10,986.05	8.52%	Primary
144238	3203307	St Mary's CofE Primary School	£170,889.94	£194,473.76	£23,583.82	13.80%	Primary
138690	3203308	Barclay Primary School	£483,527.40	£555,489.10	£71,961.69	14.88%	Primary
143383	3203310	Selwyn Primary School	£218,121.00	£248,050.79	£29,929.79	13.72%	Primary
138859	3204001	South Chingford Foundation School	£419,135.42	£381,655.54	-£37,479.88	-8.94%	Secondary
140957	3204002	Eden Girls' School Waltham Forest	£392,944.00	£370,260.13	-£22,683.87	-5.77%	Secondary
139293	3204061	Connaught School for Girls	£327,898.11	£293,341.38	-£34,556.73	-10.54%	Secondary
143385	3204064	Norlington School and 6th Form	£374,085.14	£334,375.10	-£39,710.04	-10.62%	Secondary
145708	3204076	Lammas School and Sixth Form	£545,604.34	£479,550.87	-£66,053.47	-12.11%	Secondary
137558	3205400	Highams Park School	£608,527.85	£562,467.52	-£46,060.32	-7.57%	Secondary
138691	3205401	Chingford Foundation School	£749,213.44	£736,134.88	-£13,078.56	-1.75%	Secondary
132727	3206905	Walthamstow Academy	£668,522.60	£608,021.13	-£60,501.46	-9.05%	Secondary
145106	3204062	George Mitchell School	£605,473.35	£587,683.38	-£17,789.97	-2.94%	AT
Total			£19,533,555	£20,102,679	£569,124	3%	

Meeting / Date	SCHOOLS FORUM 16 September 2020	Agenda Item	9
Report Title	Split Sites		
Decision/Discussion/ Information	For Discussion and Decision by all		
Report Author/ Contact details	Jerome Francis, Principal Accountant Education Finance jerome.francis@walthamforest.gov.uk 020 8496 6805 Harun Guleid, Senior Accountant Education Finance harun.guleid@walthamforest.gov.uk 020 8496 4177		

1. SUMMARY

- 1.1 This report sets out the changes for Split Sites (SS) criteria and proposes that two task and finish groups are established to agree on the best way to categorise schools with SS using in a more transparent and simplified method.
- 1.2 SS funding is a premises element within the Schools Block with a budget of £745,000.

2. RECOMMENDATIONS

2.1 Schools Forum to agree:

- 2.1.1 That two task and finish groups, one for primary and one for secondary, are established for schools that receive SS funding to agree on criteria for future funding.
- 2.1.2 The terms of reference in 5.3.

3. REASON

- 3.1 The Department of Education has published guidance stating that SS criteria “should be clear and transparent, incorporating clear and objective trigger points, and a clear formula for allocating additional funding.” Officers are concerned that the criteria are not sufficiently transparent or replicable.
- 3.2 Simplifying the SS criteria will create a more transparent and simpler way of showing how the local authority allocates funding for schools with SS.
- 3.3 It is necessary to review criteria and eligibility as some schools may no longer be eligible for SS funding following significant capital investment across the

borough. Some schools that were formerly SS have now consolidated onto single sites. Other schools that had to go off site for sports provision now have new sports facilities on site.

4. Background

- 4.1 Currently 17 Waltham Forest schools are in receipt of SS funding with a total of £744,500 being allocated across the borough. We intend to stay within this envelope.
- 4.2 SS funding is part of the Local Funding Formula and is set out by each Local Authority individually with their Schools Forum. This is included in the National Funding Formula as a separate historic factor.
- 4.3 The SS funding factor's aim is to mitigate the additional and unavoidable costs of operating over two or more sites so that those schools are not significantly financially disadvantaged. It does not aim to fully cover the costs of those schools.
- 4.4 The SS funding factor was updated in 2019-20 and officers are concerned that the criteria are not sufficiently transparent or replicable.
- 4.5 SS funding is currently allocated according to the following criteria:

Table 1: Split Site Funding 2020-21

			£
SPLIT SITE - OPERATIONAL - THIS IS A FLAT SUM PAYMENT FOR SCHOOLS WHO HAVE SPLIT SCHOOL SITES REQUIRING TWO RECEPTIONS/OFFICES	PRIMARY	Davies Lane	40,000
		Henry Maynard Primary School	40,000
		Stoneydown Park School	40,000
		Barclay Primary School	40,000
		Chingford CofE Primary School	40,000
		Hillyfield Primary Academy	40,000
		Mission Grove Primary School	40,000
		Our Lady and St George's Catholic Primary School	40,000
		The Woodside Primary Academy	40,000
	SECONDARY - MORE THAN 50% OF CURRICULUM IS TAUGHT ON BOTH SITES	Holy Family	85,000
	SECONDARY - LESS THAN 50% OF CURRICULUM IS TAUGHT ON BOTH SITES	Connaught School for Girls	60,000
CURRICULUM MOVEMENT - THIS IS FOR SCHOOLS WHERE INSUFFICIENT FACILITIES ON ONE SITE FOR FULL CURRICULUM REQUIRING MOVEMENT BETWEEN TWO OR MORE SITES	PUPIL MOVES LESS THAN DAILY BUT MORE THAN ONCE A WEEK BETWEEN SITES - BUT WITH TRAVEL/HIRING COSTS	Walthamstow School for Girls	30,000
		Frederick Bremer	30,000
	SIGNIFICANT MOVEMENT - SCHOOLS WHERE THE TYPICAL PUPIL MOVES BETWEEN SITES ON A DAILY BASIS - BUT WITHOUT TRAVEL/HIRING COSTS	Holy Family	22,250
		Connaught School for Girls	22,250
NO OR LIMITED SPORTS FACILITIES ON SCHOOL SITE AND SIGNIFICANT MOVEMENT	NO TRAVEL	Kelmscott School	45,000
	TRAVEL OVER 1 MILE TO SPORTS SITE	Norlington School and 6th Form	90,000
			744,500

4.7 The LA received £745,000 for SS funding in 2020-21 and is expecting to get the same amount for 2021-22.

4.8 The DfE's Operational Guidance states that:

“Schools sharing facilities, federated schools and schools with remote sixth forms or remote early years provision are not eligible for split site funding.”

Therefore, schools who use their second site exclusively for Early Years provision or sixth form provision are ineligible for the funding as per the guidance above.

4.9 In 2018, all schools in receipt of SS funding were asked to provide evidence of the costs they bear as a split site school that would not be the case were they on a single site.

4.10 The majority of evidence provided by responding schools identified their costs as not being related to transport/movement of pupils or distance between sites but to do with premises and staffing costs. These costs focused on additional Site Service Officer, receptionist/office/security and catering staff, as well as utilities and ICT costs.

5. TASK AND FINISH GROUPS MEETING

5.1 LBWF Officers suggest a Microsoft Teams meeting with primary schools who receive SS funding at **4pm Tuesday 13 October 2020** and secondary schools who receive SS funding at **4pm Thursday 15 October 2020**. If these do not suit a majority of attendees, we can arrange alternative dates and times. If required, follow up meetings will be held in early November, dates to be agreed.

5.2 The aim is for the Task and Finish groups to bring a report to the December Schools Forum.

5.3 Split Sites Task & Finish Group – Terms of Reference

For the participants from each phase to agree simple criteria for the allocation of funding that mitigates the additional costs associated with operating from two sites. The criteria must be easily replicable in a national funding formula.

Meeting / Date	SCHOOLS FORUM 16 September 2020	Agenda Item	10
Report Title	Growth Fund 2021-22		
Decision/Discussion/ Information	For Discussion and Decision by all		
Report Author/ Contact details	Jerome Francis, Principal Accountant Education Finance jerome.francis@walthamforest.gov.uk 020 8496 6805 Harun Guleid, Senior Accountant Education Finance, harun.guleid@walthamforest.gov.uk 020 8496 4177		

1. SUMMARY

- 1.1 This report sets out some proposed changes to the Growth Fund and proposes that a task and finish group is established to agree on the best way to align with national practices.
- 1.2 The Growth Fund is an element within the Schools Block with an allocation of £1,280,068 in 2020-21.

2. RECOMMENDATIONS

2.1 Schools Forum to agree:

- 2.1.1 That a task and finish group is established to reach an agreement on whether to mirror the fund with DfE funding for growing schools and review the Leadership & Management criteria.

3. REASON

- 3.1 New and growing schools are funded via the Authority Pro-Forma Tool with a flat estimate of 30 pupils per additional form for 7/12 of the following Financial Year. In the interest of consistency, equality and simplicity we intend to explore the possibility of amending our growth fund to mirror this.
- 3.2 Leadership & Management allowance payments are currently triggered once permanent expansion classes are added to a growing school. However, the standard policy for growing schools in the borough has changed to a model of two initial years of bulge classes to gauge demand for additional places before permanent expansion is agreed, which has resulted in Leadership & Management allowances being due several years after the additional costs are incurred.

4. Background

- 4.1 Schools budgets for a given Financial Year are determined by the pupil count in the preceding October's school census. The purpose of the Growth Fund is to fund growing schools the period of September to March those additional pupils will not be funded through the formula.
- 4.2 Starting with the 2018-19 financial year the ESFA allocated some funding for Growth Fund – this was based on historical spend. However, from that year on our allocation has been reducing substantially each year. **See Table 1**

Table 1: Growth Fund Income

	From Top Slice £	From Reserves £	From ESFA Allocation £	Total Available £
2014-15	2,750,000	1,000,000		3,750,000
2015-16	2,500,000	1,250,000		3,750,000
2016-17	2,500,000	750,000		3,250,000
2017-18	2,771,000			2,771,000
2018-19	400,000		2,800,000	3,200,000
2019-20			2,285,615	2,285,615
2020-21			1,280,068	1,280,068

- 4.3 The ESFA are in effect unwinding the growth fund: for 2019-20 and 2020-21 they have protected the drop in funding, with the drop in growth fund allocation being no greater than 0.5% of our schools block allocation for the year.
- 4.4 At the beginning of the current financial year 2020-21 there were growth fund reserves of £1.135m.

Permanent Expansions

- 4.5 This is where an additional class is introduced to all years of the school. For five consecutive years with a secondary and seven with a primary an additional class is added to the first year.
- 4.6 So for those five or seven consecutive years a school receives additional funding for that class which was not present on the preceding census.

Bulge Classes

- 4.7 This is where there is increased demand for places in a specific year, and once the bulge matures it will drop out of the school.

- 4.8 Bulge Classes only require forward support for the year they start, as the following year those additional pupils will be present on the census.
- 4.9 Bugle classes are also protected as they progress through the school. If a school has less than 25 pupils in that class, they receive additional funding up to 25 pupils. This is because of the burden of keeping open a bulge class that may be partially full at the request of the Local Authority.
- 4.10 Table 2 below illustrates the forecast income and expenditure of the Growth Fund through to 2022-23. Please note that for the 2022-23 growth fund income our indicative allocation for 2021-22 was used assuming that this is the best estimate.

Table 2. Growth Fund Forecast

	2019-20	2020-21	2021-22	2022-23
	£	£	£	£
Opening Balance	414,072	1,312,815	943,859	1,114,527
Total Growth Fund	1,386,873	1,649,624	1,218,340	924,706
Growth Fund Income	2,285,616	1,280,668	1,389,008	1,389,008
Closing Balance	1,312,815	943,859	1,114,527	1,578,828

Leadership & Management Allowance

- 4.11 The Leadership & Management Allowance is an element of the growth fund that is designed to compensate schools for the additional revenue costs when a school is growing. This typically includes the demand on Senior Leadership Team time when capital works are being undertaken.
- 4.12 The current criteria from the Growth Fund are set out below and include Primary and Secondary schools:
- 4.13 Where there is a planned expansion of a school by at least 1FE, the local authority will provide additional leadership and management funding worth a maximum of £150,000 in recognition of the increase in management costs associated with expansion.
- 4.14 This shall be released in staged payments. If at any stage the proposal to expand is cancelled the staged payments shall only be paid up to the end of the stage at which the project is stopped.

Leadership and Management Allowance		Primary
Stage 1	At point of the second bulge class intake	£20,000
Stage 2	At point of approval of the permanent expansion of PAN by Cabinet/Secretary of State.	£30,000
Stage 3	September of the first form entry of the permanent expansion.	£75,000
Stage 4	April preceding the September entry of the second year of expansion.	£25,000

Leadership and Management Allowance		Secondary
Stage 1	At point of approval of the permanent expansion of PAN by Cabinet/Secretary of State.	£50,000
Stage 2	September of the first form entry of the permanent expansion.	£50,000
Stage 3	April preceding the September entry of the second year of expansion.	£50,000

- 4.15 These criteria were established during a period of high growth in the Primary sector when schools typically grew through an initial permanent expansion.
- 4.16 As this age group has moved through school there is now an increased demand for school places in the secondary phase. This has been accompanied by a change in policy to grow schools by initially implementing two years of bulge classes followed by a permanent expansion in the third year.
- 4.17 This policy is to gauge if there is sufficient demand for additional school places before committing to a permanent expansion. This has had the consequence of meaning that Leadership & Management payments are not due to the school until two years after the initial capital works are undertaken.
- 4.18 In April 2020 a business case was submitted by a growing school that they receive their first payment early as they were undertaking building works over Summer 2020 for a bulge class in September 2020, but would not be due to receive their first payment until 2022, when their Permanent Expansion was due to commence.

- 4.19 Officers have used their discretion to make this and similar payments but are aware that if this is to continue, the scheme needs amending.
- 4.20 These are the suggested amendments to the criteria for the Leadership & Management payments:

Leadership and Management Allowance

In recognition of the development work required to support the inclusion of two bulges and the consultation required to deliver the accommodation to support potential planned permanent expansion, release 'Leadership and management Allowance' in three equal instalments as follows:

- *Stage 1 allowance of £50,000 paid during Summer Term of academic year prior to first bulge class.*
- *Stage 2 allowance of £50,000 paid during Summer Term of academic year prior to second bulge class (contingent on the first bulge filling and the second planned bulge being implemented).*
- *Stage 3 allowance of £50,000 paid on agreement and approval of the permanent expansion.*

5. TASK AND FINISH GROUP MEETING

- 5.1 LBWF Officers suggest a Skype meeting at **4pm Tuesday 20 October 2020**. If this does not suit a majority of attendees, we can arrange an alternative date and time. If required, a follow up meeting will be held in early November, dates to be agreed.