



London Borough of Waltham Forest Papers Front Sheet

SCHOOL FORUM MEETING

Meeting Date and Time: Wednesday 9th December 2020, 5:30pm

Meeting Location: **Via Teams**

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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 9 December 2020, 5.30 pm	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	Barn Croft Primary School
Zakia Khatun	Whitehall Primary School
Primary Academies and Primary Free Schools Representatives (4)	
Amanda Daoud	Lime Trust (Larkwood, Hornbeam)
Anne Powell	Griffin Trust (Riverley, Willow Brook, Lammas)
Maureen Okoye (Chair)	Arbor Trust (Davies Lane, Selwyn, Woodford Green, Acacia Nursery)
Iram Malik	Genesis Trust (St Marys and St Saviours)
Maintained Primary Governor Representatives (1)	
Aktar Beg	Edinburgh Primary
Nursery School Representative (1)	
Helen Currie	Forest Alliance Nursery Schools (Church Hill, Low Hall)
Maintained Secondary Headteacher Representatives (2)	
Clive Rosewell	Willowfield School
Jenny Smith	Frederick Bremer School
Secondary Academies and Secondary Free Schools Representatives (4)	
Jane Benton	Chingford Trust (North Chingford and South Chingford)
John Hernandez (Vice Chair)	Exceptional Education Trust (Norlington School and Sixth Form)
Rob Pittard	Exceptional Education Trust (Norlington School and Sixth Form)
Tracey Penfold	Highams Park Trust
Maintained Secondary Governor Representative (1)	
Gillian Barker	Walthamstow School for Girls
Special School and Special Academies Representative (1)	
Kirstie Fulthorpe	Whitefield Trust (Joseph Clark, Whitefield)
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)

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

AGENDA

Agenda Item	Report Name	Report Authors
1	Welcome all and Apologies	Chair
2	Declarations of Interest	All
3	Test of Voting using Microsoft Forms	Duncan James-Pike and All
4	Minutes of the Meeting held on 11 November 2020 and Matters Arising	Chair
4a	Decision Sheet from Meeting 11 November 2020	For the record
5	Services to Maintained Schools 2021-22	Duncan James-Pike
6	Central School Services Block 2021-22	Duncan James-Pike
7	Split Sites – Primary 2021-22	Harun Guleid
8	Split Sites – Secondary 2021-22	Harun Guleid
9	High Needs Block 2021-2022	Raina Turner
	Date of Next Meetings: Wednesdays, 5:30pm On TEAMS <ul style="list-style-type: none"> • 13 January 2021 • 10 February 2021 	

MINUTES OF SCHOOLS FORUM MEETING

Wednesday 11 November 2020

Microsoft Teams

5:30 pm – 7:30 pm

Attendees:	
Day/Date/Time	Venue
Wednesday 11 November 2020, 5.30 pm	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	Barn Croft Primary School
Zakia Khatun	Whitehall Primary School
Primary Academies and Primary Free Schools Representatives (4)	
Amanda Daoud	Lime Trust (Larkwood, Hornbeam)
Anne Powell (Not Present)	Griffin Trust (Riverley, Willow Brook, Lammas)
Maureen Okoye (Chair)	Arbor Trust (Davies Lane, Selwyn, Woodford Green, Acacia Nursery)
Iram Malik (Not Present)	Genesis Trust (St Marys and St Saviours)
Maintained Primary Governor Representative (1)	
Akhtar Beg (Not Present)	Edinburgh Primary
Nursery School Representative (1)	
Helen Currie	Forest Alliance Nursery Schools (Church Hill, Low Hall)
Maintained Secondary Headteacher Representatives (2)	
Clive Rosewell	Willowfield School
Jenny Smith	Frederick Bremer School
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Kirstie Fulthorpe	Whitefield Trust (Joseph Clark, Whitefield)
PRU (1)	
Bridget Solecka	Hawkswood Group
Non School Members (4)	
Early Years Providers	Sarah Kendrick (Redwood Pre-School)
Diocesan	Andy Stone (Holy Family)

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
Harun Gulied	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	
Mike Thomas	
Gurpreet Kataora	
Karina Thompson	
Shermaine Lewis	

Apologies	
Maintained Primary Governor Representatives (1)	
Aktar Beg	Edinburgh Primary

1. Welcome and Apologies

1.1 All vacancies are now filled, welcomes were offered to all new members.

2. Declaration of Interests

2.1 No Declarations of Interests were made

3. Minutes of the Meeting held on 16 September 2020 and Matters Arising

3.1 No inaccuracies were noted in the minutes from 16 September 2020; however, it was noted that the minutes are lengthy and capture some unnecessary commentary in discussions.

3.2 No other matters arising from the minutes.

3a. Decision Sheet from Meeting 16 September 2020

3.3 No inaccuracies or omissions on the decision sheet from 16 September 2020

4. Early Years Block: Early Years funding formula planning for free education payments for 2, 3 and 4-year-olds for 2021-22

- 4.1 First task and finish group met, approximately one week prior to this meeting, there are 14 representatives across various sectors. Consideration being given to how the formula should look for 2021/22 which officers should be able to update to the group at December's meeting. Typically, data from the last three terms is used, however due to the unprecedented circumstances of this year, the last three terms of business as usual will be used. Funding for the spring term of 2021, will be based on the January headcount.
- 4.2 Schools Forum were advised of the timeline of the above, going up to January 2021, prior to the report on the proposed EYFF 2021/22 coming to Schools Forum on 10 February 2021.
- 4.3 **COMMENT:** In relation to funding issues for maintained Nurseries, because the primaries and the Early Years Task and Finish Group have been looking into this and the concern is the pressure they are currently under, and if anything can be done to alleviate that.

ANSWER Part 1: Both Stella Creasey and Councillor Williams are both aware of this issue, it was raised with them after the first Early Years Task and Finish Group. It is still the aim to continue to lobby government around the disparity of the rates that are paid as part of the Early Years formula. This will continue to happen alongside the Early Years Task and Finish Group – which is looking at what can be done locally.

ANSWER Part 2: Things that have to be done at maintained Nursery Schools include paying for a qualified teacher, as well as having a SENCO, both are additional costs. At one Nursery the DfE would refund the value at another they would not, which results in carrying the burden of a maintained Nursery without the privileges. It was noted that it is a careful balance, which should be addressed by central government, however there are some local short-term solutions.

- 4.4 **COMMENT:** The Borough was thanked for their ongoing support in relation to the funding of maintained nurseries. It is estimated that it will cost £120,000 per annum to introduce the structure of Head Teacher, SENCO and the Class Teacher into the small schools. As a Borough approx. £238,000 is received from government to share between schools, therefore there is a shortfall in funding of what legally has to be provided. There have already been steps to reduce staffing to cover some of that deficit.
- 4.5 Schools Forum to note, the proposed timeline, 2.1, 2.2 and 2.3 in the accompanying papers.

5. Home Hospital Teaching Service

- 5.1 The accompanying report is for information purposes only. The local offer, under section 3 outlines the statutory duty the Local Authority has with regards to arranging suitable full-time education for any child or young person that is a Waltham Forest resident, but for physical or mental reasons is not able to attend school for 15 consecutive days.
- 5.2 The contract to deliver the Home Hospital Teaching Service has been with the Lime Academy and the Council for the last three years and began in

September 2017 and expired in August 2020. Leading up to the end of the contract, discussions were held between both parties to discuss how the statutory needs of the individuals could be met and it was decided to cease the contract and bring the teaching in house as of January 2021, resulting in an extension to the contract to cover until that date. As of January 2021, this will sit under the authority of the Assistant Director for SEND.

- 5.3 As of January 2021, the provision will now cover children who are Waltham Forest residents receiving care both in and outside of the Borough. The remit did not previously cover those receiving treatment outside of the Borough.
- 5.4 The size of the team will remain the same when the provision moves back to the Local Authority, the only post that is not being moved over is the Head of Service, whereby arrangements will be made once the transfer has happened.
- 5.5 Schools are primarily responsible for the ongoing provision where children are unable to attend due to illness as there are significant numbers of children who meet that criteria. In 2018/19 there were over a thousand children who were absent for 16 or more days due to illness. The team being moved in house equates to 4 FTE, they will liaise with those schools and support on what provisions are being put in place for those children and young people, and only where the school are unable to support does the Local Authority provide the Home Hospital Teaching Service.
- 5.6 The Home Teaching Service will be responsible for ordering any required equipment for those children to support their provisions.
- 5.7 Formal consultation period will commence from 16 November 2020 and other stakeholders will be contacted for comments.
- 5.8 Schools Forum are asked to note the content of the corresponding report, each school will be written to individually with further details.

6. High Needs Update

- 6.1 Purpose of the report to give an understanding of the spending trajectory of the High Needs block. At the end of 2019/20 the High Needs block had a cumulative deficit of £4.5million.
- 6.2 The data shows the amount of EHCPs from last year to the current year is growing – approx.6%, this is primarily a growth in Bands E and F.
- 6.3 Appendix A demonstrates the spending in Special, SRP and Mainstream Schools and does a comparison which forecasts spending for the current year. An additional £5million of funding was received in the current year, which means the forecast currently places spending within the allocated funds. The assumptions are that the outstanding JR for the mainstream schools (Band E and F) will be upheld, if it isn't there will be a deficit of approx. £700,000.

6.4 Growth was anticipated in all areas, and it is hoped it will be contained in the increased funding. It is hoped that the growth can be managed within FE and Independent Schools also.

6.5 **COMMENT:** Does the Local Authority know when the outcome of the Judicial Review can be expected?

ANSWER: The hearing was at the end of July 2020; the latest update is a decision will be obtained in due course. The legal team have chased twice, and it was made clear during the review that an answer needed to be obtained prior to implementation in September 2020.

6.6 The growth of EHCP's is slowing, although still increasing against previous years. The budget had an approximate 10% flex on increases in EHCP's, which is currently sitting at approximately 6%.

6.7 Officers advised that a random cohort of 39 children who went onto have higher EHCP's were looked at to review the early intervention work, to see if it was appropriate for those children to have an EHCP in place. In all instances it was decided it was appropriate. There were a couple of instances where children would have benefited from key services on the pathway to an EHCP, however there was some inconsistencies on where those services were offered, although on all occasions a wide range of services had been offered. The next piece of work is to do a deep-dive into the early intervention work, which Eve McLoughlin and Vikki Monk-Meyer, DSS, will be picking up on.

6.8 **COMMENT:** Is there a plan going forward to assess those same 39 children to see if the interventions throughout primary have made a difference prior to going into secondary?

ANSWER: Work such as this, requires a resource, that is not currently assigned. It is acknowledged that any piece of work like this is likely to provide significant learning points and benefits, however creating new things or expanding work does need to happen, but funding needs to be managed to be able to deliver them. Autism is currently the ongoing stream of work.

COMMENT: It is hopeful this will be something that the Council can prioritise next year, as this report is presented annually. It is important to consider how these things can be meaningfully measured.

6.9 Schools Forum to note 2.1, 2.2, 2.3, 2.4, 2.5 and 2.6 in the corresponding paper.

7. Local Funding Formula Update

7.1 Three decisions to be made as part of this agenda item. New members of Schools Forum were advised there are four principles when Schools Forum considers funding: Fairness, Stability, Transparency and Protecting Vulnerable Students, and Schools Forum should take a balanced approach between those principles.

7.2 All indicative figures use the October 2019 census and therefore any agreements are in principle until the data is available for the October 2020 census.

7.3 Schools Forum to note 2.1 and 2.2. on the corresponding paper.

7.4 LFF will continue to use NFF Funding Factors: **Agreed – 17 votes**

7.5 Minimum Funding Guarantee to be set at either:

a) +2% (recommended) – 15 votes

b) +1% - 0 votes

c) +0.5% - 0 votes

d) Another rate between +0.5% and +2% - 0 votes

Abstain – 0 votes

7.6 Schools Forum to agree a preference through which factor(s) to allocate any additional funding through after running the formula.

a) AWPU – 11 votes

b) Any other funding factor(s) – 2 votes

8. Notional SEN

8.1 Item for Schools Forum to vote on. The report summarises the outcomes of a Task and Finish Group and proposes the changes to Notional SEN Budget 2021-22. Schools are expected to use notional SEN budget to meet low-level, high incidence SEN and to meet the first £6,000 of additional need.

8.2 The corresponding papers for this agenda item explain the reasoning for the below options to vote from which were agreed at the Task and Finish Group.

8.3 The 2020/21 Notional SEN budgets are set by Officers at:

c) National Averages (recommended) -11 votes

a) 2020/21 Factors – 8 votes

b) 2019/20 Phase Split – 0 votes

Abstain – 0 votes

8.4 Above votes confirmed in a follow up email, which returned 19 responses in line with the attendance at the meeting.

9. Growth Fund

9.1 The Growth Fund is an element within the Schools Block with an allocation of £1.2million in 2020/21

9.2 Schools Forum to agree the Growth Fund for 2021/22 with the following amendments:

- Leadership and Management amended criteria is agreed
- First Year Funding Guarantee is for 30 pupils
- To apply the above to Bulge and Permanent Expansions classes for the 2020 intake

Agreed – 18 votes

9.3 The full reasoning of the above recommendation is available in the corresponding papers for this agenda item.

9.4 **COMMENT:** Historically in a different Local Authority, a school was led that qualified for a Growth Fund up to PAN, but not beyond. This was because of pupil population growth and recognition that schools that were previously behind PAN had to find the same resources to grow up PAN. It was asked whether this was still permissible by the ESFA, and whether the Task and Finish Group had considered this?

ANSWER Part 1: The Growth Fund is available for permanent expansions for bulge classes. The Council does have a small falling roles fund for schools where PAN has suddenly dropped, and where the Local Authority hasn't agreed it can be reduced.

ANSWER Part 2: This is for schools increasing their form entry for basic need. The way it currently works is that they would be guaranteed 25 places and if there are more than 25 it would be topped up. If a free school they are guaranteed 30 places, and therefore the recommendation would be to level the playing field. Further conversation to have out of this meeting.

10. Funding Relating to Excluded Pupils

10.1 Schools Forum to note, aim to become compliant with regulations from April 2021. The regulations that are being proposed to follow are available in the corresponding papers to this agenda item.

10.2 This is not just about excluded pupils and for pupils who leave school for other reasons, for example AP college places.

10.3 **COMMENT:** Would the claw back come from the year of exclusion or from the point schools would receive funding.

ANSWER: It should be done in real-time.

Date of Next Meetings

- **9 December 2020- 5:30pm**
- **13 January 2021- 5:30pm**
- **10 February 2021- 5:30pm**

Schools Forum 11 November 2020

Summary of Decisions

Item 4 **Early Years Block: Early Years funding formula planning for free education payments for 2, 3 and 4 year-olds for 2021-22**

2.1 **Schools Forum noted:**

2.1.1 The proposed timeline set out in Table 1 should form the basis of development of the 2021-22 early years funding formula (EYFF).

2.1.2 That an Early Years Task and Finish Group (EYTFG) has been established as set out in Appendix A and B to review and make recommendations on:

- The 2021-22 Early Years Block funding;
- The wider consultation with all FEEE providers regarding the 2021-22 Early Years Funding Formula (EYFF) for 2, 3 and 4 year-olds; and
- The 2021-22 provider EYFF hourly payment rates for 2, 3 & 4 year-olds.

2.1.3 The DfE's EYNFF operational guidance states that at least 95% of the Early Years Block funding of the DSG in respect of three and four year olds MUST be passed through to providers.

Item 5 **Home Hospital Teaching Service**

Schools Forum noted:

2.1 The contents of this report.

Item 6 **High Needs Block 2020-21 update**

Schools Forum noted:

2.1 The 2020-21 gross allocations for the HNB is £42.445 million. The amount received by the LA after Academy and FE college placement recoupment is £33.864 million.

- 2.2 The total 2020-21 Funding for the HNB is increased to £34.169 million after adjusting for the inter block transfer from the Schools Block and sixth form funding.
- 2.3 The current Outturn Forecast for financial year 2020-21 is a breakeven position if the Judicial Review decision upholds the Council's decision
- 2.4 An in-year deficit position of £0.700 million could arise if the Judicial Review does not uphold the Council's decision.
- 2.5 Places have increased in Special schools (29) and SRP units (17) from this September.
- 2.6 ECHP Plans have increased by 133 (6%) since last September 2019

Item 7 **Local Funding Formula 2021-22**

2.1 **Schools Forum noted:**

- 2.1.1 The contents of this report.

2.2 **Schools Forum agreed:**

- 2.2.1 That the LFF will continue to use NFF Funding factors.
- 2.3 A preference for the Minimum Funding Guarantee to be set at:
 - a. +2% (recommended)
- 2.4 A preference through which factor(s) to allocate any additional funding through after running the formula.
 - a. AWPU

Item 8 **Notional SEN**

2.1 **Schools Forum agreed:**

- 2.1.1 That the 2021-22 Notional SEN budgets are set by officers at:
 - c) National Averages (confirmed by email poll)

Item 9 **Growth Fund 2020-21**

2.1 **Schools Forum agreed:**

- 2.1.1 Growth Fund scheme for 2021-22 is agreed with the following amendments:
- 2.1.2 Leadership & Management amended criteria is agreed.
- 2.1.3 First Year Funding Guarantee is for 30 pupils
- 2.1.4 To apply 2.1.3 to Bulge and Permanent Expansions classes for the September 2020 intake.

Item 10 **Funding relating to excluded pupils**

2.1 **Schools Forum noted:**

- 2.1.1 The regulations applying to the to the funding for excluded pupils and pupils who leave a mainstream school for reasons other than permanent exclusion and are receiving education funded by the local authority other than at a school.
- 2.1.2 The LA will be compliant with these regulations from 1 April 2021.

Meeting / Date	SCHOOLS FORUM 9 December 2020	Agenda Item	5
Report Title	Services for Maintained Schools 2021-2022		
Decision/Discussion/ Information	For Discussion and Decision by <u>Maintained Schools only</u>		
Report Author/ Contact details	Duncan James-Pike, Strategic Finance Advisor, 020 8496 3502 duncan.james-pike@walthamforest.gov.uk		
Appendices	Appendix A: Responsibilities local authorities hold for maintained schools Appendix B: Illustration of the cost to each maintained school		

1. SUMMARY

- 1.1 This report requests that maintained schools continue to allow the Local Authority (LA) to retain centrally funding towards the costs of services that maintained schools cannot perform for themselves. These services include preparing annual consolidated accounts and performance information; pensions administration; and health and safety and asset management responsibilities.

2. RECOMMENDATIONS

2.1 Maintained School members of Schools Forum to note:

- 2.1.1 That there are a number of services that that local authorities have to provide for maintained schools which they cannot perform themselves.
- 2.1.2 Academies are required to perform these functions for themselves or pay their MATs to do so for them.
- 2.1.3 The agreement between maintained schools and the Local Authority in response to the cessation of the Education Services Grant (ESG) that maintained schools would contribute towards the cost of functions that they cannot perform for themselves.
- 2.1.4 If the LA and Schools Forum are unable to reach a consensus on the amount to be retained by the local authority, the matter can be referred to the Secretary of State.

2.2 Maintained School members of Schools Forum to agree :

- 2.2.1 To allow the Local Authority to retain centrally for services to maintained schools no more than 0.5% of any maintained schools' budget share expressed as a per-pupil amount (estimated at £21.50 per pupil); with a matching per-place amount (estimated at £21.50 per place) applied to the maintained special school and the PRUs in financial year 2021-22.

3. REASON

- 3.1 LAs can fund some services relating to maintained schools only from maintained school budget shares with the agreement of maintained school members of the Schools Forum.
- 3.2 The relevant maintained schools' members of the Schools Forum: primary, secondary, special and pupil referral units (PRUs), should agree the amount the LA will retain.
- 3.3 If the LA and Schools Forum are unable to reach a consensus on the amount to be retained by the LA, the matter can be referred to the Secretary of State.

4. BACKGROUND

4.1 Education Services Grant Exit Strategy

- 4.1.1 The Education Services Grant received by the local authority for 2016-17 was £2.6 million. This grant ceased in 2017-18. It comprised two elements: Retained Duties (for all schools and academies) funded at £15 per pupil and General Duties (for maintained schools only) funded at £77 per mainstream pupil and significantly more per place for the PRU and the maintained special school.
- 4.1.2 The Retained Duties funding was transferred to the Dedicated Schools Grant and now forms part of the Central School Services Block (CSSB) but the General Duties funding ceased.
- 4.1.3 The cessation of the ESG appeared to be linked to a proposed Education White Paper that was to redefine the relationship between schools and local authorities, but this never came about and the statutory responsibilities of the LA have not reduced although the funding for them was removed.
- 4.1.4 In 2017-18 Schools Forum agreed an ESG exit strategy with the LA which included maintained schools agreeing that the LA retain centrally £19.78 per pupil towards the costs of services that maintained schools cannot perform themselves (such as preparing annual consolidated accounts and performance information; pensions administration; and health and safety and asset management responsibilities); and the LA ensuring that services are supported by dealing with the remaining shortfall through its Medium-Term Financial Strategy.

- 4.1.5 The rate of £19.78 per pupil was retained centrally in 2017-18 and was not changed in 2018-19, 2019-20 or 2020-21.
- 4.1.6 In 2017-18 £19.78 per pupil was chosen as it was less than 0.5% of any maintained school's budget share and compared very favourably with the 5 to 10% top-slice common in MATs and the £77 per pupil lost when the ESG ceased.
- 4.1.7 The list of responsibilities local authorities hold for maintained schools that may be funded from maintained school budgets with agreement of the maintained school members of the schools forum is attached as Appendix A.
- 4.1.8 The LA proposes to set a revised amount per pupil to be retained centrally in 2021-22 and that this should not be set at no more than 0.5% of any maintained school's budget share.
- 4.1.9 An illustration of the amount that could be retained centrally from the budget share of each maintained school in 2021-22 is attached as Appendix B. The illustrative amount is £21.50 per pupil. These figures will be updated when the DFE releases the 2021-22 APT with the October 2020 census and the budget allocations for 2021-22 are confirmed.

4.2 Methodology permitted

- 4.2.1 LAs should set a single rate per 5 to 16 year old pupil for all mainstream maintained schools, both primary and secondary; in the interests of simplicity, this should be deducted from basic entitlement funding.
- 4.2.2 No adjustments are allowed to other factors, and the rate will not include early years or post-16 pupils, who are funded through different formulae.
- 4.2.3 LAs can choose to establish differential rates for special schools and PRUs, if the cost of fulfilling the duty is substantially different for these schools. The rate will be expressed per-place rather than per-pupil for special schools and PRUs.
- 4.2.4 As with de-delegation, the amount to be held by the local authority will be determined after MFG has been applied.
- 4.2.5 Services can also include administrative costs and overheads relating to these services for:
- Expenditure related to functions imposed by or under Chapter 4 of Part 2 of the 1998 Act (financing of maintained schools), the administration of grants to the authority (including preparation of applications) and, where it's the authority's duty to do so, ensuring payments are made in respect of taxation, national insurance and superannuation contributions

- Expenditure on recruitment, training, continuing professional development, performance management and personnel management of staff who are funded by expenditure not met from schools' budget shares and who are paid for services
- Expenditure in relation to the investigation and resolution of complaints
- Expenditure on legal services.

4.3 Schools that convert to academy status

- 4.3.1 If a school converts to academy status, the ESFA will recoup the amount retained for that school from the local authority's DSG for the remaining months of the financial year that the school is an academy.
- 4.3.2 The academy will be reimbursed in its monthly general annual grant (GAG) payment from the point of conversion.
- 4.3.3 Unlike for de-delegated services, there will be no phased transfer of funding following conversion so there will be immediate recoupment of this part of the budget.
- 4.3.4 For example: if a school converts on 1 January 2022 (three months prior to the end of the financial year), ESFA will recoup three twelfths of the retained amount relating to that school.

Schools revenue funding 2021 to 2022, Operational guide, July 2020

Responsibilities held for maintained schools only¹

Statutory and regulatory duties

- Functions of LA related to best value and provision of advice to governing bodies in procuring goods and services (Sch 2, 58)
- Budgeting and accounting functions relating to maintained schools (Sch 2, 74)
- Authorisation and monitoring of expenditure in respect of schools which do not have delegated budgets, and related financial administration (Sch 2, 59)
- Monitoring of compliance with requirements in relation to the scheme for financing schools and the provision of community facilities by governing bodies (Sch 2, 60)
- Internal audit and other tasks related to the local authority's chief finance officer's responsibilities under Section 151 of LGA 1972 for maintained schools (Sch 2, 61)
- Functions made under Section 44 of the 2002 Act (Consistent Financial Reporting) (Sch 2, 62)
- Investigations of employees or potential employees, with or without remuneration to work at or for schools under the direct management of the headteacher or governing body (Sch 2, 63)
- Functions related to local government pensions and administration of teachers' pensions in relation to staff working at maintained schools under the direct management of the headteacher or governing body (Sch 2, 64)
- Retrospective membership of pension schemes where it would not be appropriate to expect a school to meet the cost (Sch 2, 77)
- HR duties, including: advice to schools on the management of staff, pay alterations, conditions of service and composition or organisation of staff (Sch 2, 65); determination of conditions of service for non-teaching staff (Sch 2, 66); appointment or dismissal of employee functions (Sch 2, 66)
- Consultation costs relating to staffing (Sch 2, 68)
- Compliance with duties under Health and Safety at Work Act (Sch 2, 69)
- Provision of information to or at the request of the Crown relating to schools (Sch 2, 70)
- School companies (Sch 2, 71)
- Functions under the Equality Act 2010 (Sch 2, 72)
- Establish and maintaining computer systems, including data storage (Sch 2, 73)
- Appointment of governors and payment of governor expenses (Sch 2, 74)

Education welfare

- Inspection of attendance registers (Sch 2, 80)

Asset management

- General landlord duties for all maintained schools (Sch 2, 78a & b (section 542(2)) Education Act 1996; School Premises Regulations 2012) to ensure that school buildings have:
 - appropriate facilities for pupils and staff (including medical and accommodation)
 - the ability to sustain appropriate loads
 - reasonable weather resistance
 - safe escape routes
 - appropriate acoustic levels
 - lighting, heating and ventilation which meets the required standards
 - adequate water supplies and drainage
 - playing fields of the appropriate standards
- General health and safety duty as an employer for employees and others who may be affected (Health and Safety at Work etc. Act 1974)
- Management of the risk from asbestos in community school buildings (Control of Asbestos Regulations 2012)

¹ (References are to the relevant schedules in the School and Early Years Finance (England) Regulations 2020).

Central support services

- Clothing grants (Sch 2, 54)
- Provision of tuition in music, or on other music-related activities (Sch 2, 55)
- Visual, creative and performing arts (Sch 2, 56)
- Outdoor education centres (but not centres mainly for the provision of organised games, swimming or athletics) (Sch 2, 57)

Premature retirement and redundancy

- Dismissal or premature retirement when costs cannot be charged to maintained schools (Sch 2, 79)

Monitoring national curriculum assessment

- Monitoring of National Curriculum assessments (Sch 2, 76)

Therapies

- This is now covered in the high needs section of the regulations and does not require schools forum approval

Additional note on central services

Services set out above will also include administrative costs and overheads relating to these services (regulation 1(4)) for:

- expenditure related to functions imposed by or under chapter 4 of part 2 of the 1998 Act (financing of maintained schools), the administration of grants to the local authority (including preparation of applications) and, where it's the local authority's duty to do so, ensuring payments are made in respect of taxation, national insurance and superannuation contributions
- expenditure on recruitment, training, continuing professional development, performance management and personnel management of staff who are funded by expenditure not met from schools' budget shares and who are paid for services
- expenditure in relation to the investigation and resolution of complaints
- expenditure on legal services

¹ (References are to the relevant schedules in the School and Early Years Finance (England) Regulations 2020).

SERVICES TO MAINTAINED SCHOOLS APPENDIX B

PER PUPIL
£21.50

School Name	NOR (October 2019)	2020-21 Post MFG Budget
Chase Lane Primary School	615.00	£3,180,787
Whitehall Primary School	416.00	£1,924,783
Downsell Primary School	508.00	£2,799,957
Newport School	765.00	£3,404,685
Chapel End Infant School and Early Years Centre	232.00	£1,235,099
Edinburgh Primary School	465.00	£2,248,587
Greenleaf Primary School	413.00	£1,879,066
Handsworth Primary School	419.00	£1,802,330
Thorpe Hall Primary School	406.00	£1,918,948
The Winns Primary School	625.00	£2,918,370
Oakhill Primary School	199.00	£926,064
Henry Maynard Primary School	812.00	£3,572,788
South Grove Primary School	417.00	£2,236,855
Dawlish Primary School	187.00	£947,387
Gwyn Jones Primary School	401.00	£1,785,665
George Tomlinson Primary School	443.00	£2,076,457
Mission Grove Primary School	712.00	£3,267,227
Coppermill Primary School	227.00	£1,106,342
Stoneydown Park School	509.00	£2,389,530
Parkside Primary School	557.00	£2,622,925
The Jenny Hammond Primary School	333.00	£1,554,737
Ainslie Wood Primary School	412.00	£1,909,646
Barn Croft Primary School	188.00	£962,369
Chingford CofE Primary School	418.00	£1,830,928
St Mary's Catholic Primary School	212.00	£947,932
St Joseph's Catholic Junior School	208.00	£994,929
St Joseph's Catholic Infant School	117.00	£648,992
Our Lady and St George's Catholic Primary School	389.00	£1,789,049
St Patrick's Catholic Primary School	398.00	£1,827,128
Frederick Bremer School	861.00	£6,070,612
Heathcote School & Science College	917.00	£6,248,609
Willowfield School	883.00	£5,661,284
Leytonstone School	855.00	£5,282,935
Walthamstow School for Girls	896.00	£5,558,155
Kelmscott School	834.00	£5,421,121
Holy Family Catholic School	974.00	£5,952,352
Buxton School	1,325.00	£7,285,309
TOTALS	19,548.00	£104,189,940

Education functions for maintained schools	% of Budget Share
£13,223	0.416%
£8,944	0.465%
£10,922	0.390%
£16,448	0.483%
£4,988	0.404%
£9,998	0.445%
£8,880	0.473%
£9,009	0.500%
£8,729	0.455%
£13,438	0.460%
£4,279	0.462%
£17,458	0.489%
£8,966	0.401%
£4,021	0.424%
£8,622	0.483%
£9,525	0.459%
£15,308	0.469%
£4,881	0.441%
£10,944	0.458%
£11,976	0.457%
£7,160	0.460%
£8,858	0.464%
£4,042	0.420%
£8,987	0.491%
£4,558	0.481%
£4,472	0.449%
£2,516	0.388%
£8,364	0.467%
£8,557	0.468%
£18,512	0.305%
£19,716	0.316%
£18,985	0.335%
£18,383	0.348%
£19,264	0.347%
£17,931	0.331%
£20,941	0.352%
£28,488	0.391%
£420,282	0.403%

MAXIMUM

	places	place-led funding
Belmont Park	57.00	£570,000
PRUs	86.00	£860,000

£1,226	0.215%
£1,849	0.215%

Meeting / Date	SCHOOLS FORUM 9 December 2020	Agenda Item	6
Report Title	Central School Services Block 2021-22		
Decision/Discussion/ Information	For Discussion and Decision by all		
Report Author/ Contact details	Duncan James-Pike, Strategic Finance Advisor, 020 8496 3502 duncan.james-pike@walthamforest.gov.uk		
Appendices	Appendix A: Responsibilities local authorities hold for all Schools Appendix B: CSSB 2018-19 to 2021-22		

1. INTRODUCTION

- 1.1 This report requests that Schools Forum agrees to allocate the Central Schools Services Block as proposed below.
- 1.2 The National Funding Formula for central school services provides funding for local authorities to carry out central functions on behalf of compulsory school age pupils in maintained schools and academies in England. It funds ongoing responsibilities which all local authorities must deliver for all pupils in maintained schools and academies.
- 1.3 These central functions were supported by the Education Services Grant paid to the LA but the funding has been transferred to the CSSB.
- 1.4 No change is proposed to the agreement between Schools Forum and the Local Authority that Schools Forum passport Retained Duties funding back to the LA for the LA's statutory duties to all schools and academies.
- 1.5 The initial allocation of the CSSB for 2021-22 is £1.428 million from which the DFE will deduct at least £221,000 for copyright licenses, leaving £1.207 million available potentially.
- 1.6 This remaining £1.207 million is for funding Retained Duties, the Admissions service and support to Schools Forum only.

2. RECOMMENDATIONS

- 2.1 Schools Forum **to agree:**
 - 2.1.1 To retain centrally £745,000 from the CSSB in 2021-22 and allocate to the Admissions service.

- 2.1.2 To retain centrally £37,550 from the CSSB in 2021-22 to provide support to Schools Forum.
- 2.1.3 To retain centrally the balance of the CSSB in 2021-22 (after the deduction for copyright licences) to support the LA's Retained Duties.

3. BACKGROUND

- 3.1 The Schools revenue funding 2021 to 2022 Operational guide states that responsibilities held by local authorities for all schools are funded from the Central Schools Services Block, with the agreement of schools forums.
- 3.2 Schools Forum approval is required each year to confirm the amounts on each line.
- 3.3 The CSSB is the fourth funding block in the Dedicated Schools Grant, the others being the Schools, Early Years and High Needs Blocks. The CSSB was introduced in 2018-2019 to fund local authorities for the statutory duties that they hold for both maintained schools and academies.
- 3.4 The CSSB comprises funding for:
- The LA's Retained Duties, previously funded by the Education Services Grant (ESG) before it was abolished;
 - Copyright Licences previously top-sliced from the Schools Block by the DFE;
 - The Admissions Service previously funded from the Schools Block;
 - Support to Schools Forum administration previously funded by the Schools, Early Years and High Needs Blocks; and
 - Residual funding for historic commitments, previously top-sliced from the Schools Block (**none** in Waltham Forest)
- 3.5 The duties included in the CSSB are set out in Appendix A.

4. Education Services Grant (ESG) Exit strategy

- 4.1 The Education Services Grant received by the local authority for 2016-17 was £2.6 million. This grant ceased in 2017-18. It comprised two elements: Retained Duties (for all schools and academies) funded at £15 per pupil and General Duties (for maintained schools only).
- 4.2 £623,000 from the ESG was transferred to the Dedicated Schools Grant and now forms part of the Central School Services Block (CSSB).

- 4.3 The cessation of the ESG appeared to be linked to a proposed Education White Paper that was to redefine the relationship between schools and local authorities, but this never came about, and the statutory responsibilities of the local authority have not reduced although the funding for them was largely removed.
- 4.4 In 2017-18 Schools Forum agreed an ESG exit strategy which included Schools Forum pass-porting the Retained Duties funding back to the LA for the LA's statutory duties to all schools and academies and the LA dealing with the remaining shortfall through its Medium-Term Financial Strategy.
- 4.5 The LA proposes that Schools Forum continues its commitment to pass-porting Retained Duties funding back to the LA for the LA's statutory duties to all schools and academies which had been transferred to the CSSB.

5 Reductions to the CSSB since 2018-19

- 5.1 Appendix B shows the allocation of the CSSB since 2018-19. Funding for ongoing responsibilities includes a protection to ensure no LA sees losses of greater than 2.5% per pupil, compared to 2020-21 however the impact of increases to the Copyright Licence fees, set by the DFE and top-sliced from the CSSB, have increased the reduction in funding for the other services. Copyright Licence fees have risen from £175,000 in 2018-19 to £221,000 in 2020-21.
- 5.2 To date, Schools Forum has agreed to protect the funding for Admissions as this is a critical front-line service to parents and pupils. The reduction in the funding allocation (and the reduction in actual funding) is usually applied only to the Retained Duties element but in 2020-21 the funding for support to Schools Forum reduced also.

6 Regulations

- 6.1 Where local authorities hold duties in relation to all schools (as set out in schedule 2, parts 1 to 5 of the School and Early Years Finance (England) Regulations 2020, all schools must be treated on an equivalent basis.
- 6.2 Local authorities should not be treating voluntary aided schools, foundation schools, or academies, differently from maintained schools in the services they provide to them; this is set out in the DSG conditions of grant.
- 6.3 Schools such as voluntary aided schools, foundation schools, and academies, cannot therefore be charged for services that are provided free of charge to community and voluntary controlled schools, and paid for out of the centrally held DSG.

- 6.4 For example, although admissions appeals are not a duty that the local authority holds in relation to all schools, the department would still expect all schools to be treated fairly and equitably by the local authority.
- 6.5 This does not include funding that has been retained centrally from maintained school budgets only (as set out in schedule 2, parts 6 and 7), where some statutory duties relate to community and voluntary controlled schools only.
- 6.6 However, in these situations, local authorities should not charge voluntary aided and foundation schools if requested to provide services to these schools and where there is no charge to community and voluntary controlled schools for the same service.

Schools revenue funding 2021 to 2022, Operational guide, July 2020

Responsibilities held for all schools¹

Statutory and regulatory duties

- Director of children's services and personal staff for director (Sch 2, 15a)
- Planning for the education service as a whole (Sch 2, 15b)
- Revenue budget preparation, preparation of information on income and expenditure relating to education, and external audit relating to education (Sch 2, 22)
- Authorisation and monitoring of expenditure not met from schools' budget shares (Sch 2, 15c)
- Formulation and review of local authority schools funding formula (Sch 2, 15d)
- Internal audit and other tasks related to the local authority's chief finance officer's responsibilities under Section 151 of LGA 1972 except duties specifically related to maintained schools (Sch 2, 15e)
- Consultation costs relating to non-staffing issues (Sch 2, 19)
- Plans involving collaboration with other LA services or public or voluntary bodies (Sch 2, 15f)
- Standing Advisory Committees for Religious Education (SACREs) (Sch 2, 17)
- Provision of information to or at the request of the Crown other than relating specifically to maintained schools (Sch 2, 21)

Education welfare

- Functions in relation to the exclusion of pupils from schools, excluding any provision of education to excluded pupils (Sch 2, 20)
- School attendance (Sch 2, 16)
- Responsibilities regarding the employment of children (Sch 2, 18)

Asset management

- Management of the LA's capital programme including preparation and review of an asset management plan, and negotiation and management of private finance transactions (Sch 2, 14a)
- General landlord duties for all buildings owned by the local authority, including those leased to academies (Sch 2, 14b)

Other ongoing duties

- Licences negotiated centrally by the Secretary of State for all publicly funded schools (Sch 2, 8); this does not require schools forum approval
- Admissions (Sch 2, 9)
- Places in independent schools for non-SEN pupils (Sch 2, 10)
- Remission of boarding fees at maintained schools and academies (Sch 2, 11)
- Servicing of schools forums (Sch 2, 12)
- Back-pay for equal pay claims (Sch 2, 13)
- Writing to parents of year 9 pupils about schools with an atypical age of admission, such as UTCs and studio schools, within a reasonable travelling distance (Sch 2, 23)

Historic commitments

- Capital expenditure funded from revenue (Sch 2, 1)
- Prudential borrowing costs (Sch 2, 2(a))
- Termination of employment costs (Sch 2, 2(b))
- Contribution to combined budgets (Sch 2, 2(c))

¹ (References are to the relevant schedules in the School and Early Years Finance (England) Regulations 2020).

CENTRAL SCHOOL SERVICES BLOCK APPENDIX B

Service	Initial 2018-19	Actual 2018- 19	Initial 2019-20	Revised 2019-20	Initial 2020- 21	Revised 2020- 21	Initial 2021- 22	Reduction in funding 2018-19 to 2021-22 £	Reduction in funding 2018-19 to 2021-22 %
Schools Forum (Finance)	£32,000	£32,000	£32,000	£32,000	£32,000	£32,000	£32,000		
Schools Forum (Clerking)	£24,000	£24,000	£24,000	£24,000	£4,350	£4,350	£4,350		
Schools Forum (Refreshments)					£1,200	£1,200	£1,200		
Subtotal Schools Forum	£56,000	£56,000	£56,000	£56,000	£37,550	£37,550	£37,550		
Admissions	£745,000	£745,000	£745,000	£745,000	£745,000	£745,000	£745,000		
Retained Duties	£623,000	£578,000	£539,000	£492,000	£474,250	£461,630	£425,000		
Subtotal available to Council	£1,424,000	£1,379,000	£1,340,000	£1,293,000	£1,256,800	£1,244,180	£1,207,550	-£216,450	-15%
Copyright Licences	£160,000	£175,000	£175,000	£218,000	£218,000	£221,000	£221,000	£61,000	38%
TOTAL	£1,584,000	£1,554,000	£1,515,000	£1,511,000	£1,474,800	£1,465,180	£1,428,550	-£155,450	-10%

Meeting / Date	SCHOOLS FORUM 9 December 2020	Agenda Item	7
Report Title	Split Sites – Primary 2021-22		
Decision/Discussion/ Information	For Discussion and Decision by all		
Report Author/ Contact details	Harun Guleid, Senior Accountant Education Finance harun.guleid@walthamforest.gov.uk 020 8496 4177		

1. SUMMARY

- 1.1 This report sets out the criteria for Split Site (SS) funding for Primary schools agreed in the Task and Finish Group in order to ensure compliance with DFE guidance.
- 1.2 SS funding is a premises element within the Schools Block with an allocation of £744,500 of which £360,000, 48%, was allocated to primary schools at £40,000 per eligible school.

2. RECOMMENDATIONS

2.1 Schools Forum to note:

- 2.1.1 The Task and Finish Group recommended keeping the current criteria and continuing to fund nine primary schools with split sites at £40,000 each.
- 2.1.2 Since then, officers have advised that a tenth primary school is eligible for split-site funding.
- 2.1.3 Officers have considered options to accommodate the funding to the tenth school and have decided that the current funding envelope of £360,000 should be maintained and this should be split equally with each of the ten eligible schools being allocated £36,000.

2.2 Schools Forum to agree:

- 2.2.1 The total Split-Site allocation for primary schools is maintained at £360,000 and each eligible primary school is allocated £36,000.

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.
- 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 for primary schools:

Table 1: Primary Split Site Funding

			£
SPLIT SITE - OPERATIONAL THIS IS A FLAT SUM PAYMENT FOR SCHOOLS THAT HAVE SPLIT SCHOOL SITES REQUIRING TWO RECEPTIONS/OFFICES	PRIMARY	Barclay Primary School	40,000
		Chingford CofE Primary School	40,000
		Davies Lane	40,000
		Henry Maynard 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
		Stoneydown Park School	40,000
		The Woodside Primary Academy	40,000
			360,000

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

5 Proposal

- 5.1 In the Task & Finish Group meeting held in 5 October, the LA proposed three different criteria models for members to vote on. Members agreed to keep the

criteria model the same, ensuring an equal lump sum amount for all SS primary schools.

- 5.2 SS funding for primary schools is currently **£360,000**.
- 5.3 Having conducted a review of primary schools with split sites, officers in the Schools Capital Delivery team have advised that Chapel End Infant school qualifies as a split site school.
- 5.4 A survey was sent to primary SS schools to inform them of the additional school that is eligible for funding and provided them with two options.
- 5.5 The first option was to leave the funding envelope the same, leading to primary schools receiving £36,000 each rather than £40,000 or to opt for an increase in the funding envelope.
- 5.6 5 of 7 responding preferred to ask Schools Forum to increase the funding allocation by £40,000 rather than reduce the sum received by each school to £36,000 each.
- 5.7 One respondent commented:

My view is that as a head of a school affected, I would not want to burden other schools at this difficult time, we have enough to deal with financially. I would rather absorb the cost and receive the reduced cost of £35k instead of £40k, but I would like to point out that this really impacts on us as we have two offices, two sets of everything. We just have to tighten the already very tight belt!
- 5.8 Officers have considered these responses together with the previous decisions of Schools Forum when the current criteria had been set: limiting the total split-site allocation to £745,000; and allocating an extra £20,000 or £25,000 to each eligible primary, representing a shift of around £105,000 from secondaries.
- 5.9 Officers have concluded allocating funding above the £360,000 provided by the ESFA in the Schools Block and shifting further funding from secondary to primary is not appropriate at this time and it would preferable for each of the ten eligible primary schools to be allocated £36,000.

Meeting / Date	SCHOOLS FORUM 9 December 2020	Agenda Item	8
Report Title	Split Sites – Secondary 2021-22		
Decision/Discussion/ Information	For Discussion and Decision by all		
Report Author/ Contact details	Harun Guleid, Senior Accountant Education Finance harun.guleid@walthamforest.gov.uk 020 8496 4177		
	Appendix A: Proposed criteria and funding Appendix B: Proposed implementation over 2 years		

1. SUMMARY

- 1.1 This report sets out the proposed changes for Split Sites (SS) criteria for secondary schools agreed in the Task and Finish Group in order to ensure that the criteria are transparent and replicable in line with DFE guidance.
- 1.2 SS funding is a premises element within the Schools Block with an allocation of £745,000, of which £385,500, 52%, was allocated to secondary schools.

2. RECOMMENDATIONS

2.1 Schools Forum to note:

- 2.1.1 The Task and Finish Group's recommendations that three schools are prioritised for funding as special cases: Holy Family and Connaught as "true" split-site schools; and Kelmscott, which has no sports facilities of its own.
- 2.1.2 The Task and Finish Group's conclusion that schools without playing fields were disadvantaged and this should receive recognition in the funding criteria.

2.2 Schools Forum to agree:

- 2.2.1 The revised criteria for secondary split-site funding at Appendix A to be phased over two years as shown in Appendix B.

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 current 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.
- 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 for secondary schools:

Table 1: Split Site Funding 2020-21

			£
	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	NO TRAVEL	Kelmscott School	45,000
	TRAVEL OVER 1 MILE TO SPORTS SITE	Norlington School and 6th Form	90,000
			384,500

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

5 Proposal

- 5.1 In the Task & Finish Group meeting with secondary schools held in 7 October, the LA proposed three models for members to vote on. Members agreed for schools with true SS, criteria should be based on site area.
- 5.2 This is on the basis that if a schools second site is at least half of the main site's size, it indicates it is a significant part of the school's site; whereas if a secondary site is less than half the size of the main site, it indicates it less significant and is more of an additional/annex site.
- 5.3 This would mean Holy Family will be eligible for Level 1 funding, whereas Connaught would be eligible for level 2.

Table 2 - Based on site area

Schools	Area size	site 1	site 2	%
Holy Family	Site Area	15,406.00	10,979.84	71.27%
Holy Family	Bulding Footprint	3,172.00	2,532.00	79.82%
Connaught	Site Area	11,145.00	2,029.00	18.21%
Connaught	Building Footprint	4,328.00	697.00	16.10%

Level	Criteria
1	If a schools second site is greater than 50% the size of their main site
2	If a schools second site is less than 50% the size of their main site

- 5.4 Furthermore, there was majority support to provide Kelmscott more funding for the hire of the sports hall. The school's annual sports hall charges from LBWF are due to increase from around £50,000 to around £112,000.
- 5.5 The Task and Finish Group also requested for there to be set criteria for schools without a playing field such as looking at the distance travelled between school and playing field. The rationale being those schools would need to pay for off site curricular activities. A view to the contrary was expressed also: that having a sports field brought its own maintenance and other costs that were avoided by being able to choose where to hire.
- 5.6 Officers consulted with the Head of Sports and Leisure at LBWF who advised that there are many variables to consider, for example: some schools accessed LBWF playing fields at little or no cost but paid for other facilities.

- 5.7 Officers concluded that a lump sum for schools without a playing field and propose a small lump sum to recognise this. Please see **Appendix A** for final proposed new criteria and funding.
- 5.8 The proposed funding allocation was sent out to the Task and Finish Group for final comments. One respondent noted that Walthamstow School for Girls and Frederick Bremer would lose a significant sum: £21,000; and that five schools who had previously not received funding would gain £9,000. They requested that the new allocation be phased in over two financial years or protecting the loss of funding as part of the minimum funding guarantee (MFG) which would assist the schools adjusting expenditure in a manageable and sustainable way.
- 5.9 Officers support both these proposals and are recommending a phased implementation over two years and confirm that the reduction in funding will be included in the MFG calculation for 2021-22.
- 5.10 For most schools, the phasing in is in equal amounts but the funding for Norlington has been reduced by £30,000 in the first year, 2021-22, in recognition of the recent investment in facilities and transferred to two of the priority schools: Holy Family (+£20,000) and Kelmscott (+£10,000). Please see **Appendix B** for proposed implementation.

APPENDIX A: SPLIT-SITE SECONDARY, PROPOSED CRITERIA

			2021-22 PROPOSED
			£
TRUE SPLIT SITES	SECOND SITE BUILDING FOOTPRINT MORE THAN 50% OF MAIN SITE	Holy Family	140,000
	SECOND SITE BUILDING FOOTPRINT LESS THAN 50% OF MAIN SITE	Connaught School for Girls	70,000
SPLIT SITE - SPORTS #1	NO SPORTS HALL	Kelmscott School	75,500
SPLIT SITE - SPORTS #2	NO PLAYING FIELD	Buxton School	9,000
		Connaught School for Girls	9,000
		Eden Girls' School Waltham Forest	9,000
		Frederick Bremer	9,000
		George Mitchell School	9,000
		Holy Family	9,000
		Kelmscott School	9,000
		Leytonstone School	9,000
		Norlington School and 6th Form	9,000
		Walthamstow School for Girls	9,000
		Willowfield School	9,000
			384,500

-	Schools in Two Categories	Holy Family	9,000
		Connaught	79,000
		Kelmscott	84,500

APPENDIX B: SPLIT SITES - SECONDARY, IMPLEMENTATION BY SCHOOL

SECONDARY SPLIT SITE FACTOR	2020-21 Actual	2021-22 (Phase 1)	2022-23 (Phase 2)
	£	£	£
Connaught School for Girls	82,250	80,625	79,000
Holy Family	107,250	148,125	149,000
Kelmscott School	45,000	74,750	84,500

Buxton School		4,500	9,000
Eden Girls' School Waltham Forest		4,500	9,000
Frederick Bremer	30,000	19,500	9,000
George Mitchell School		4,500	9,000
Leytonstone School		4,500	9,000
Norlington School and 6th Form	90,000	19,500	9,000
Walthamstow School for Girls	30,000	19,500	9,000
Willowfield School		4,500	9,000
	384,500	384,500	384,500

APPENDIX B: SPLIT SITES - SECONDARY, IMPLEMENTATION

SECONDARY SPLIT SITE FACTOR	2020-21 Actual	2021-22 (Phase 1)	2022-23 (Phase 2)
	£	£	£
Connaught School for Girls	82,250	80,625	79,000
Holy Family	107,250	148,125	169,000
Kelmscott School	45,000	74,750	94,500

Buxton School		4,500	9,000
Eden Girls' School Waltham Forest		4,500	9,000
Frederick Bremer	30,000	19,500	9,000
George Mitchell School		4,500	9,000
Leytonstone School		4,500	9,000
Norlington School and 6th Form	90,000	19,500	-21,000
Walthamstow School for Girls	30,000	19,500	9,000
Willowfield School		4,500	9,000
	384,500	384,500	384,500

LONDON BOROUGH OF WALTHAM FOREST

Meeting / Date	SCHOOLS FORUM 19 December 2020	Agenda Item	9
Report Title	High Needs Block 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		
	Appendix A: HN gross and net funding 2021-22 Appendix B: Indicative budget allocations by type		

1. SUMMARY

- 1.1 This report updates School Forum on the High Needs Indicative budget allocations for 2021-22. Indicative allocations have been drafted based on the commissioning numbers for Academic Year (AY) 2021/22 and the current financial years expenditure trajectory.
- 1.2 The gross High Needs Block (HNB) allocation from the ESFA has increased by £4.205 million from 2021-22 to £46.6 million and initial budget plans are to contain expenditure within this allocation.
- 1.3 The indicative allocations allow for growth in place funding for Special schools, SRPs and FE settings. There is also some provision for growth in top-up funding. The allocations have been set allowing for investment in services not just from increase funding but also while seeking to maintain value for money.
- 1.4 Provisions have also been made to address the cumulative deficit on the HNB and the risk of an adverse Judicial Review (JR) decision.

2. RECOMMENDATIONS

Schools Forum to note:

- 2.1 The total 2021-2 HNB Gross funding to Waltham Forest is **£46.652 million**.
- 2.2 There is an increase of **£3.397 million** (8%) from 2020-21 excluding the £0.808 pay and pension grant element.
- 2.3 The net funding to the local authority after academy and FE recoupment of £8.900 million is **£37.53 million**.
- 2.4 No Inter Block Transfer from the School Block will be requested for 2021-22.
- 2.5 A sum of **£0.500 million** is set aside to reduce the brought forward HN deficit of £4.5 million, subject to the completion of the DSG management plan.
- 2.6 A budget of **£1 million** is set aside to meet growth in top-up funding.
- 2.7 A sum of **£0.830 million** has been set aside to offset the risk from an adverse JR decision. If this sum is not required, it will be used to support growth.

3. REASON

- 3.1 The LA provides Schools Forum with updates to assist with the budget setting cycle for the next financial year. This report summaries the 2021-22 Indicative budget allocations for the HNB based on information provided in two previous reports. In September Schools Forum received a report on the 2019-20 outturn report and in November a report on the 2020-21 Forecast Outturn.
- 3.2 The HNB had been exceeding its expenditure in prior years and incurred in year deficits in 2018-19 and 2019-20 resulting in a cumulative brought forward deficit of £4.5 million at the end of 2019-20.
- 3.3 For 2020-21 following increases in EFSA funding, funding from the Schools Block inter block transfer and implementing various strategies, the HNB is forecast to remain breakeven this year, subject to various assumptions including the JR upholding the Council's decision to reduce top-up funding of Band E and F by 10%.
- 3.4 In setting the indicative budget allocations for 2021-22, the demand for additional places and top up funding needs to be reflected as does the need to address the HN deficit.
- 3.5 In July the DfE published notional allocations for HNB for 2021-22. The allocations for 2020-21 and proposed allocations for 2021-22 are set out in **Table 1** overleaf:

FUNDING	2020-21 Funding	Movement	2021-22 Funding
	£	£	£
Total Gross HNB Allocation ESFA	42,444,645	4,205,431	46,650,076
6th Form Grant	2,113	0	2,113
	42,446,758		46,652,189
Recoupment for Academy and FE place funding	-8,580,834	-317,833	-8,898,667
ESFA Net Allocations	33,865,924		37,753,522
School Block Transfer	303,000	-303,000	0
HIGH NEEDS BLOCK FUNDING TOTAL	34,168,924	3,584,598	37,753,522
Total funding increase	4,205,431		
Less Pay and Pension Grant roll in	808,393		
Forecast Growth in funding	3,397,038	8%	

- 3.6 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**.
- 3.7 **Appendix A** sets out the HN funding and recoupment details for Academies and FE institutions.
- 3.8 **Appendix B** sets out the Indicative budget allocations based on type of spend. The proportion of allocation is highest for top-up funding at 51% then place funding at 29%, with the remainder comprising allocations for contracts, support services and other services.
- 3.9 **Table 2** sets out the indicative allocations by type of setting.

HIGH NEEDS INDICATIVE BUDGET 2021-22 BY SECTOR		
	£	% of total projected spend
Special School & Special Academies	17,642,300	38%
Mainstream	8,169,400	18%
Special Resource Provision	3,756,000	8%
Post 16	3,585,600	8%
Alternative Provision	2,737,200	6%
Contracts and Other Provision	1,963,000	4%
Independent and Non Maintained	2,071,900	4%
PRUs	1,112,105	2%
Support Services	931,200	2%
Other LAs	1,200,000	3%
Growth	1,022,978	2%
Other- DSG deficit , JR Risk, Pay & Pension grants	2,458,393	5%
TOTAL INDICATIVE ALLOCATIONS	46,650,076	100.00%
GROSS FUNDING FROM ESFA	46,650,076	

Appendix A : HN GROSS AND NET FUNDING 2021-22

Description	2021-22 Estimates	
	£	£
ESFA Gross Funding	46,650,076	
Sixth Form Funding	2,113	
Total Grant Funding for HN in Waltham Forest	46,652,189	
ESFA Recoupment for Commissioned places		
Hornbeam Academy	2,745,833	
Joseph Clarke School	1,000,000	
Whitefield School and Centre	3,608,333	
Total for Special Academies		7,354,167
Chingford Foundation Secondary	144,500	
Hillyfield Primary Academy	100,500	
Davies Lane Primary School	168,000	
The Woodside Primary School	132,000	
Total for Special Resource Provision		545,000
Big Creative Education	167,500	
Big Creative Academy	30,000	
Leyton Sixth Form College	56,500	
Sir George Monoux Sixth Form College	40,500	
Waltham Forest College	705,000	
Total for FE institutions		999,500
Total Recoupment		8,898,667
Available to the LA for HN support		37,753,522

HIGH NEEDS INDICATIVE BUDGET 2021-22 BY TYPE

	£	% of total Indicative budget
Place Funding		
Special Academies	7,354,200	15.8%
Post 16	999,500	2.1%
Hawkswood PRUs	941,700	2.0%
Academy SRP	545,000	1.2%
Maintained Special School	570,000	1.2%
Maintained SRP	582,000	1.2%
Maintained SRP vacancy	76,000	0.2%
AP Accelerated Learning	425,000	0.9%
AP Assessment Belmont Park	300,000	0.6%
AP College Provision	740,000	1.6%
AP new social inclusion units Heathcote	120,000	0.3%
AP new social inclusion units	140,000	0.3%
AP Family Resource Centre	400,000	0.9%
AP Key stage 3& 4 Referrals from FAP	200,000	0.4%
Spot Purchase Special	144,200	0.3%
Spot Purchase SRPs	66,000	0.1%
AP Spot Purchase new social inclusion unit	52,500	0.1%
Spot Purchase Hawkswood	29,200	0.1%
Subtotal	13,685,300	29.34%
Top Ups		
Special Schools	9,573,900	20.5%
Mainstream	8,169,400	17.5%
SRPs	2,487,000	5.3%
Post 16	2,586,100	5.5%
Other LA Schools Top Up	1,200,000	2.6%
Hawkswood PRUs	141,205	0.3%
Growth mainstream at 10%	816,940	1.8%
Growth other settings	206,038	0.4%
Subtotal	25,180,583	53.98%
Contracts and Other Provision		
* Outreach Support Services - SEND Success Whitefield Trust VI /HI	300,000	0.64%
Outreach Support Services -SEND Success School support	317,000	0.68%
Outreach Support Services -SEND Success Early Years Support In house	83,000	0.18%
Alternative Education Tuition Services NTAS	624,000	1.34%
Home Hospital - In house	300,000	0.64%
Home Hospital -Additional Fees other Hospitals	127,000	0.27%
Speech and Language Therapy Service	140,000	0.30%
FAP Payments to schools for admitting excluded pupils	72,000	0.15%
Subtotal	1,963,000	4.21%
Support Services		
Contribution to SEND team	533,000	1.14%
BACME (Social Inclusion)	297,000	0.64%
VIRTUAL SCHOOL ends AY 20-21	41,200	0.09%
AP Team	359,700	0.77%
Other Support	60,000	0.13%
Subtotal	1,290,900	2.77%
Independent School Fees & Non Maintained Special Schools	2,071,900	4.44%
Other Commitments		
DEFICIT REPAYMENT	500,000	1.07%
PAY & PENSION GRANT ALLOCATIONS	808,393	1.73%
CONTINGENCY FOR SPECIAL SCHOOLS MFG	300,000	0.64%
JR Bands E/F RISK CONTINGENCY	850,000	1.82%
Subtotal	2,458,393	5.27%
TOTAL INDICATIVE ALLOCATIONS	46,650,076	100.00%
GROSS FUNDING FROM ESFA	46,650,076	

* Contract Ends August 2021. Efficiency expected from new contract