

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 13 December 2023, 5.30 pm	VIA TEAMS
Contact:	
Clerk to Schools Forum	Dennese.White@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
Katie Jennings	Mission Grove Primary School
Zakia Khatun	Whitehall Primary School
Primary Academies and Primary Free Schools Representatives (4)	
Laura Hewer	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)	
Rebecca Linden	Willowfield School
Jenny Smith	Frederick Bremer School
Secondary Academies and Secondary Free Schools Representatives (4)	
Wayne Barnett	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)	
Shona Ramsey	Leytonstone School
Maintained Special School Representative (1)	
Bruce Roberts	Belmont Park School
Special School and Special Academies Representative (1)	
Kirstie Fulthorpe	Flourish Learning Trust (Joseph Clark, Whitefield)
PRU (1)	
Liz Rattue	Hawkswood Group
Non School Members (4)	
Anuta Dunca (First Stepping Stones Nursery)	Early Years Providers

Total Membership 25

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

Abena Rodman-Tay (Waltham Forest College)	16-19 Providers
Paul Phillips (NEU)	Trade Unions
Carolyn Laws (Holy Family)	Diocesan

AGENDA

Agenda Item	Report Name	Report Authors
1	Welcome all and Apologies. <i>Welcome new members:</i>	Chair
2	Declarations of Interest	All
3	Minutes of meeting 15 November 2023	Chair
3a	Decision Sheet from 15 November 2023	For the record
Part 1: Item for maintained school representatives only		
4	Services to Maintained Schools 2024-25	Duncan James-Pike
Part 2: Items for all members		
5	Central Schools Services Block 2024-25	Duncan James-Pike
6	Growth Fund and Falling Rolls Fund	Hiran Perera
7	Inter Block Transfer: Schools Block to High Needs Block	Duncan James-Pike
	Date of Next Meetings: Wednesdays, 5:30pm	
	<ul style="list-style-type: none"> • 17 January 2024 	TBC
	<ul style="list-style-type: none"> • 07 February 2024 	Schools Block Indicative allocations High Needs Block Indicative allocations Early Years Block Indicative allocations



MINUTES OF SCHOOLS FORUM MEETING

Wednesday 15 November 2023

Day/Date/Time	Venue
Weds 15 November 2023, 5.30 pm	VIA TEAMS
Contact:	
Clerk to Schools Forum	Dennese.white@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
Katie Jennings	Barn Croft Primary School
Zakia Khatun	Whitehall Primary School
Primary Academies and Primary Free Schools Representatives (4)	
Maureen Okoye (Chair)	Arbor Trust (Davies Lane, Selwyn, Woodford Green, Acacia Nursery)
Maintained Primary Governor Representatives (1)	
Nursery School Representative (1)	
Helen Currie	Forest Alliance Nursery Schools (Church Hill, Low Hall)
Maintained Secondary Headteacher Representatives (2)	
Rebecca Linden	Willowfield School
Jenny Smith	Frederick Bremer
Secondary Academies and Secondary Free Schools Representatives (4)	
John Hernandez (Vice Chair)	Exceptional Education Trust (Norlington School and Sixth Form)
Rob Pittard	Exceptional Education Trust (Norlington School and Sixth Form)
Maintained Secondary Governor Representative (1)	
Shona Ramsey	Leytonstone
Maintained Special School Representative (1)	
Special School and Special Academies Representative (1)	
Kirstie Fulthorpe	Flourish Learning Trust (Joseph Clark, Whitefield)
PRU (1)	
Liz Rattue	Hawkswood Group
Non School Members (4)	
Anuta Dunca	Early Years Provider (First Steppingstones Nursery)

Officers	
Anne-Marie Koroma	Assistant Director for Youth and Family Resilience Service
Asiya Umarji	Senior Finance Officer
Christopher Spencer	Strategic Director for People
Dennese White	Principal Accountant
Duncan James-Pike	Strategic Finance Advisor
Eve McLoughlin	Head of Early Years, Childcare and Business Development
Gurpreet Kataora	Head of School Business Support
Hiran Perera	Principal Accountant
Jamel Mason	Senior Accountant
Lauren Ovenden	Director of Education
Lindsay Jackson	Assistant Director Post 16 & Operations
Lucinda Lord	Senior Accountant
Umut Yeter	Principal Accountant
Vira Yurchenko	Finance Officer
Observers	
Janice Chaplin	Chapel End Infant School and Early Years
Michele Brown	Opossum Federation
Natalie Fitzgerald	Hawkswood Group
Sean Egan	Lime Trust
Shermaine Lewis	Frederick Bremer
Sohana Qureshi	Greenleaf Primary School
Apologies	
Aktar Beg	Edinburgh Primary
Tracy Penfold	Highams Park Trust

1. Welcome and Apologies

- 1.1 Welcome: Katie Jennings
- 1.2 Apologies: Aktar Beg, Tracey Penfold

2. Declaration of Interests

- 2.1 No Declaration of Interests highlighted.

3. Minutes of 15 November 2023 Schools Forum meeting

- 3.1 Minutes were agreed.

3.2 Matters Arising: None

3a. **Decision Sheet from November 2023**

Noted for the record.

4 Local Funding Formula 2024-25

4.1 This report sets out the draft Local Funding Formula (LFF) and Minimum Funding Guarantee (MFG) for the Schools Block 2024-25.

4.2 **Schools Forum to agree:** To use the NFF factors and rates for 2024-25, using the maximum MFG permitted (+0.5%) and After running the formula, if there are unallocated funds, these are allocated through raising the rates for Basic Entitlement (AWPU), subject to the maximum 2.5% permitted. If this upper limit is reached, any further funds will be applied to the Growth Fund.

4.3 **Comment**

Planning Officers did an excellent job at mapping and measuring distances and securing improved funding for some schools.

4.4 **Comment**

Well done to officers for securing as much as possible as costs invested in moving pupils from site to site are huge.

4.5 **Question**

Growth Fund: are we going to consider the schools that are not growing?

4.5.1 **Response**

Growth Fund comes to December Schools Forum. We have set up in past a Falling Rolls fund. We have to use tight criteria not to protect “unpopular” schools but can cushion some sudden drops. We get a separate allocation in the Schools Block for this but don’t what it is yet. We use that allocation for Growth and top up from reserves if we need to.

4.6 **Question**

Appx B page 15 are the years in the headings correct or wrong: the bits outside the boxes at the top?

4.6.1 **Response**

The dates in the boxes are right but not in the headings, will change for final version of report.
The comparison is between coming year 2024-25 & current year 2023-24.
Tables are Ok but not headings.

5 Maintained Nursery Schools Business Rates

5.1 This report recommends that Schools Forum agrees to continue transfer £55,000 (0.02%) of the Schools Block to the Early Years Block in 2024-25 to fund Business Rates for the three Maintained Nursery Schools (MNS) in Waltham Forest: Acacia, Church Hill, and Low Hall.

5.2 **Schools Forum to agree:**

5.2.1 To continue to transfer £55,000 (0.02%) of the Schools Block to the Early Years Block in 2024-25 - approximately £1.46 per pupil - to fund Business Rates for the three Maintained Nursery Schools (MNS) in Waltham Forest: Acacia, Church Hill, and Low Hall.

5.3 **Schools Forum to Note:**

Chair declared interest as Head of Acacia Nursery

6 **Early Years Task and Finish report**

6.1 This report sets out the proposed plan for the development of the early years funding formula for free education payments for 2, 3 and 4 year-olds for 2024-25

6.2 **Schools Forum to note:**

The proposed timeline set out in Table 1 should form the basis of development of the 2024-25 early years funding formula (EYFF).

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 2024-25 Early Years Block funding;
- The wider consultation with all FEEE providers regarding the 2024-25 Early Years Funding Formula (EYFF) for 2, 3 and 4 year-olds; and
- The 2024-25 provider EYFF hourly payment rates for 2, 3 & 4 year-olds.

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.

6.3 **Comment**

Annual cycle but colleagues need to understand the differences, may be Early Years but in end affects everyone in each phase. Cross-phase colleagues welcome to join the discussions.

6.4 **Comment**

Celebrate that all 3 Maintained Nursery Schools are outstanding. Thanks for all your support including funding support: you kept us open.

7 **High Needs Consultation on Inter block Transfer.**

7.1 This report informs School Forum that, following consultation with the task and finish group, the LA intends to consult with schools in the two weeks 20 November to 1 December on proposals to transfer funds from the Schools Block to the High Needs Block in 2024-25.

7.2 **Schools Forum to note:**

7.2.1 Following consultation with the task and finish group the LA intends to consult with schools in the two weeks 20 November to 1 December on proposals to transfer funds from the Schools Block to the High Needs Block in 2024-25.

7.2.2 The result of the consultation will be included in a report to December Schools Forum for it to consider before deciding whether to transfer funds and if so, how much to transfer.

7.3 **Comment**

Thanks for colleagues participating in the Task & Finish groups. It's not an easy ask but there was good engagement on the pressures in the system from the increase in children with SEND that need plans.

7.4 **Comment**

Thank you to officials too for reports that paint the picture ahead of the meeting.

8 **AOB**

Date of Next Meeting

Wednesday 13 December 2023 @ 17.30 via Microsoft Teams Link

Schools Forum, 15 November 2023

Summary of Decisions

Item 4 Draft Local Funding Formula 2024-25

Schools Forum agreed:

- 2.1.1 To use the NFF factors and rates for 2024-25.
- 2.1.2 To use the maximum MFG permitted (+0.5%).
- 2.1.3 After running the formula, if there are unallocated funds, these are allocated through raising the rates for Basic Entitlement (AWPU), subject to the maximum 2.5% permitted.
- 2.1.4 If this upper limit is reached, any further funds will be applied to the Growth Fund.

Item 5 Maintained Nursery Schools Business Rates

Schools Forum agreed:

- 2.1.2 To continue to transfer £55,000 (0.02%) of the Schools Block to the Early Years Block in 2024-25 - approximately £1.46 per pupil - to fund Business Rates for the three Maintained Nursery Schools (MNS) in Waltham Forest: Acacia, Church Hill, and Low Hall

Item 6 Early Years Block: Early Years funding formula planning for free education payments for 2, 3 and 4 year-olds for 2024-25

Schools Forum noted:

- 2.1.1 The proposed timeline set out in Table 1 should form the basis of development of the 2024-25 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 2024-25 Early Years Block funding;
 - The wider consultation with all FEEE providers regarding the 2024-25 Early Years Funding Formula (EYFF) for 2, 3 and 4 year-olds; and
 - The 2024-25 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 7 High Needs: Consultation on Inter Block Transfer

Schools Forum noted:

- 2.1 Following consultation with the task and finish group the LA intends to consult with schools in the two weeks 20 November to 1 December on proposals to transfer funds from the Schools Block to the High Needs Block in 2024-25.
- 2.2 The result of the consultation will be included in a report to December Schools Forum for it to consider before deciding whether to transfer funds and if so, how much to transfer.

Meeting / Date	SCHOOLS FORUM 13 December 2023	Agenda Item	4
Report Title	Services for Maintained Schools 2024-2025		
Decision/Discussion/ Information	For Discussion and Decision by Maintained School members of Schools Forum (primary, secondary, special, and the PRUs only)		
Report Author/ Contact details	Duncan James-Pike, Strategic Finance Advisor, <u>duncan,james-pike@walthamforest.gov.uk</u>		
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 (primary, secondary, special and the PRUs) 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 (primary, secondary, special and the PRUs) to agree:

2.2.1 To allow the Local Authority to retain centrally no more than 0.5% of any maintained schools' budget share expressed as a per-pupil amount; with a matching per-place amount applied to the maintained special school and the PRUs in financial year 2024-25.

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% 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 2024-25 and, as in 2022-23 and 2023-24, 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 amounts proposed to be retained centrally from the budget share of each maintained school in 2024-25 is attached as Appendix B. These figures will be updated when the DFE releases the 2024-25 APT with the October 2023 census and the budget allocations for 2024-25 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 2024 (three months prior to the end of the financial year), ESFA will recoup three twelfths of the retained amount relating to that school.

Schools operational guide: 2024 to 2025, Updated 6 October 2023

50.2 Responsibilities held for maintained schools only

School improvement

- expenditure related to core school improvement activities of local authorities with respect to maintained schools (Schedule 2, paragraph 53)

Statutory and regulatory duties

- functions of local authority related to best value and provision of advice to governing bodies in procuring goods and services (Schedule 2, paragraph 58)
- authorisation and monitoring of expenditure in respect of schools which do not have delegated budgets, and related financial administration (Schedule 2, paragraph 59)
- monitoring of compliance with requirements in relation to the scheme for financing schools and the provision of community facilities by governing bodies (Schedule 2, paragraph 60)
- internal audit and other tasks related to the local authority's chief finance officer's responsibilities under Section 151 of the Local Government Act 1972 for maintained schools (Schedule 2, paragraph 61)
- functions under regulations made under section 44 of the Education Act 2002 (Consistent Financial Reporting) in so far as the functions related to maintained schools (Schedule 2, paragraph 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 (Schedule 2, paragraph 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 (Schedule 2, paragraph 64)
- HR duties, including advice to schools on the management of staff, pay alterations, conditions of service and composition or organisation of staff (Schedule 2, paragraph 65)
- determination of conditions of service for non-teaching staff (Schedule 2, paragraph 66)

- appointment or dismissal of employee functions (Schedule 2, paragraph 67)
- consultation costs relating to staffing (Schedule 2, paragraph 68)
- compliance with duties under Health and Safety at Work etc Act 1974 (Schedule 2, paragraph 69)
- provision of information to or at the request of the Crown relating to maintained schools (Schedule 2, paragraph 70)
- school companies (Schedule 2, paragraph 71)
- functions under the Equality Act 2010 (Schedule 2, paragraph 72)
- establish and maintaining computer systems, including data storage (Schedule 2, paragraph 73)
- appointment of governors and payment of governor expenses (Schedule 2, paragraph 74)
- budgeting and accounting functions relating to maintained schools (Schedule 2, paragraph 75)
- retrospective membership of pension schemes where it would not be appropriate to expect a school to meet the cost (Schedule 2, paragraph 77)

Education welfare

- inspection of attendance registers (Schedule 2, paragraph 80)

Asset management

- general landlord duties for all maintained schools (Schedule 2, paragraphs 78a & b (section 542(2)) Education Act 1996; School Premises (England) 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

Central support services

- clothing grants (Schedule 2, paragraph 54)
- provision of tuition in music, or on other music-related activities (Schedule 2, paragraph 55)
- visual, creative, and performing arts other than music (Schedule 2, paragraph 56)
- outdoor education centres (but not centres mainly for the provision of organised games, swimming, or athletics) (Schedule 2, paragraph 57)

Premature retirement and redundancy

- dismissal or premature retirement when costs cannot be charged to maintained schools (Schedule 2, paragraph 79)

Monitoring national curriculum assessment

- monitoring of National Curriculum assessments (Schedule 2, paragraph 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 School Standards and Framework Act 1998 (financing of maintained schools), the administration of grants to the local authority (including preparation of applications) and, where it is 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

2024-25 Estimate uses 2023-24 Pupil Numbers and Pupil characteristics. It is a Base Line estimate only
 Per Pupil Estimate uses October 2022 census

School Name	24-25 Estimate (Baseline: 23-24 Post MFG Budget)	NOR As at October 22	Per Pupil	MAX 0.5% of budget share
			£24.10 for Services to Maintained Schools	
	£116,532,109	19,391.00	£467,323	0.40%
Chase Lane Primary School	£3,533,397.84	617.00	£14,869.70	0.42%
Whitehall Primary School	£2,176,801.88	422.00	£10,170.20	0.47%
Downsell Primary School	£2,437,023.93	374.00	£9,013.40	0.37%
Newport School	£3,805,882.20	764.00	£18,412.40	0.48%
Chapel End Infant School and Early Years Centre	£1,277,578.47	209.00	£5,036.90	0.39%
Edinburgh Primary School	£1,674,602.31	294.00	£7,085.40	0.42%
Greenleaf Primary School	£2,108,236.03	414.00	£9,977.40	0.47%
Handsworth Primary School	£2,004,896.46	416.00	£10,025.60	0.500%
Thorpe Hall Primary School	£1,827,623.75	340.00	£8,194.00	0.45%
The Winns Primary School	£3,028,610.17	578.00	£13,929.80	0.46%
Oakhill Primary School	£1,004,725.25	185.00	£4,458.50	0.44%
Henry Maynard Primary School	£3,724,596.34	752.00	£18,123.20	0.49%
South Grove Primary School	£2,501,396.80	421.00	£10,146.10	0.41%
Dawlish Primary School	£1,003,171.21	177.00	£4,265.70	0.43%
Gwyn Jones Primary School	£1,997,668.38	400.00	£9,640.00	0.48%
George Tomlinson Primary School	£2,267,507.37	433.00	£10,435.30	0.46%
Mission Grove Primary School	£3,671,751.39	715.00	£17,231.50	0.47%
Coppermill Primary School	£1,164,459.58	213.00	£5,133.30	0.44%
Stoneydown Park School	£2,846,875.44	547.00	£13,182.70	0.46%
Parkside Primary School	£3,243,748.02	620.00	£14,942.00	0.46%
The Jenny Hammond Primary School	£2,098,831.19	410.00	£9,881.00	0.47%
Ainslie Wood Primary School	£2,087,721.96	403.00	£9,712.30	0.47%
Barn Croft Primary School	£1,104,079.03	196.00	£4,723.60	0.43%
Chingford CofE Primary School	£2,044,344.21	417.00	£10,049.70	0.49%
St Mary's Catholic Primary School	£1,061,115.39	213.00	£5,133.30	0.48%
St Joseph's Catholic Junior School	£807,735.70	141.00	£3,398.10	0.42%
St Joseph's Catholic Infant School	£760,461.72	126.00	£3,036.60	0.40%
Our Lady and St George's Catholic Primary School	£1,767,640.91	326.00	£7,856.60	0.44%
St Patrick's Catholic Primary School	£1,917,637.49	372.00	£8,965.20	0.47%
Frederick Bremer School	£7,003,618.96	894.00	£21,545.40	0.31%
Heathcote School & Science College	£6,797,361.88	887.00	£21,376.70	0.31%
Willowfield School	£6,716,668.66	938.00	£22,605.80	0.34%
Leytonstone School	£6,908,310.42	1,002.00	£24,148.20	0.35%
Walthamstow School for Girls	£6,261,777.50	898.00	£21,641.80	0.35%
Kelmscott School	£7,057,926.98	969.00	£23,352.90	0.33%
Holy Family Catholic School	£6,979,061.24	975.00	£23,497.50	0.34%
Buxton School	£7,857,262.93	1,190.00	£28,679.00	0.36%
Belmont Park		57.00	£1,373.70	
PRUs		86.00	£2,072.60	

Meeting / Date	SCHOOLS FORUM 13 December 2023	Agenda Item	5
Report Title	Central School Services Block 2024-25		
Decision/Discussion/ Information	For Discussion and Decision by all		
Report Author/ Contact details	Duncan James-Pike, Strategic Finance Advisor, <u>duncan.james-pike@walthamforest.gov.uk</u>		
Appendices	Appendix A: Responsibilities local authorities hold for all schools and academies		

1. INTRODUCTION

- 1.1 This report requests that Schools Forum agrees to continue to allocate the Central Schools Services Block available after local authority teachers' pensions grant and copyright licences to: the Admissions service; support to Schools Forum; and the LA's Retained Duties.

2. RECOMMENDATIONS

2.1 Schools Forum to agree:

- 2.1.1 To retain centrally £745,000 from the CSSB in 2024-25 and allocate to the Admissions service.
- 2.1.2 To retain centrally £37,000 from the CSSB in 2024-25 to provide support to Schools Forum.
- 2.1.3 To retain centrally the balance of the CSSB in 2024-25 (after the deduction for copyright licences and LA teachers' pensions grant) to support the LA's Retained Duties.

3. BACKGROUND

- 3.1 The Schools revenue funding 2024 to 2025 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)
- The Teachers Pay and Pensions Grant for LA services: Adult Learning; the Music Service; and the Hive (formerly Suntrap Outdoor Education Centre)

3.5 The LA's Retained Duties included in the CSSB are set out in Appendix A, the current allocation for 2023-24 and initial allocation for 2024-25 are shown in the table below:

INDICATIVE CENTRAL SCHOOL SERVICES BLOCK 2024-25

Service	Initial 2023-24	Actual 2023-24	Initial 2024-25
Schools Forum	£37,000	£37,000	£37,000
Admissions	£745,000	£745,000	£745,000
LA Teachers Pay and Pensions	£155,139	£155,139	£155,139
Retained Duties	£433,823	£375,054	£369,956
Subtotal available to Council	£1,370,962	£1,312,193	£1,307,095
Copyright Licences	£194,114	£252,883	£303,459
TOTAL	£1,565,076	£1,565,076	£1,610,554

3.6 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.

3.7 These central functions were supported by the Education Services Grant paid to the LA but the funding has been transferred to the CSSB.

3.8 The initial allocation of the CSSB for 2023-24 including the LA teachers' pay and pensions allocation is £1.610 million from which the DFE will deduct an estimated £303,000 for copyright licenses.

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 Regulations

5.1 Where local authorities hold duties in relation to all schools (as set out in the School and Early Years Finance (England) Regulations, all schools must be treated on an equivalent basis.

5.2 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.

5.3 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.

5.4 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.

- 5.5 This does not include funding that has been retained centrally from maintained school budgets only where some statutory duties relate to community and voluntary controlled schools only.
- 5.6 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.

50.1 Responsibilities held for all schools

Statutory and regulatory duties

- Director of children's services and personal staff for director (Schedule 2, paragraph 15a)
- planning for the education service as a whole (Schedule 2, paragraph 15b)
- authorisation and monitoring of expenditure not met from schools' budget shares (Schedule 2, paragraph 15c)
- formulation and review of local authority schools funding formula (Schedule 2, paragraph 15d)
- internal audit and other tasks related to the local authority's chief finance officer's responsibilities under Section 151 of the Local Government Act 1972 except duties specifically related to maintained schools (Schedule 2, paragraph 15e)
- consultation costs relating to non-staffing issues (Schedule 2, paragraph 19)
- plans involving collaboration with other local authority services or public or voluntary bodies (Schedule 2, paragraph 15f)
- standing Advisory Committees for Religious Education (SACREs) (Schedule 2, paragraph 17)
- provision of information to or at the request of the Crown other than relating specifically to maintained schools (Schedule 2, paragraph 21)
- revenue budget preparation, preparation of information on income and expenditure relating to education, and external audit relating to education (Schedule 2, paragraph 22)

Education welfare

- functions in relation to school attendance (Schedule 2, paragraph 16)
- responsibilities regarding restrictions on the employment of children (Schedule 2, paragraph 18)
- functions in relation to the exclusion of pupils from schools, excluding any provision of education to excluded pupils (Schedule 2, 20)

Asset management

- management of the local authority's capital programme including preparation and review of an asset management plan, and negotiation and management of private finance transactions (Schedule 2, paragraph 14a)
- landlord responsibilities, including those in relation to land leased to academies for schools (Schedule 2, paragraph 14b)

Other ongoing duties

- licences negotiated centrally by the Secretary of State for all publicly funded schools (Schedule 2, paragraph 8); this does not require schools forum approval
- operation of the system of admissions and appeals (Schedule 2, paragraph 9)
- fees or expenses payable in connection with the attendance of non-SEN pupils at schools not maintained by any local authority (Schedule 2, paragraph 10)
- remission of boarding fees at maintained schools and academies (Schedule 2, paragraph 11)
- servicing of schools forums (Schedule 2, paragraph 12)
- back-pay for equal pay claims (Schedule 2, paragraph 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 (Schedule 2, paragraph 23)

Historic commitments

- capital expenditure funded from revenue (Schedule 2, paragraph 1)
- prudential borrowing costs (Schedule 2, paragraph 2(a))
- termination of employment costs (Schedule 2, paragraph 2(b))
- contribution to combined budgets (Schedule 2, paragraph 2(c))
- special educational needs transport costs (Schedule 2, paragraph 2(d))

Meeting / Date	SCHOOLS FORUM 13 December 2023	Agenda Item	6
Report Title	Growth Fund and Falling Rolls Fund 2024-25		
Decision/Discussion/ Information	For Discussion and Decision by all		
Report Author/ Contact details	Hiran Perera, Principal Accountant hiran.Perera@walthamforest.gov.uk 020 8496 3442 Duncan James-Pike, Strategic Finance Advisor duncan.james-pike@walthamforest.gov.uk 020 8496 3502		
Appendix	Appendix A: Growth Fund Scheme 2024-25 Appendix B: Growth Fund Estimates 2024-25		

1. SUMMARY

1.1 This report sets out the Growth Fund scheme and recommends the size for the Growth Fund for 2024-25.

2. RECOMMENDATION

2.1 Schools Forum to agree

2.1.1 That the ear-marked funding for the Growth Fund for 2024-25, currently estimated at £1.232 million, continues to be reserved for growth as in prior years.

2.1.2 To continue supporting schools that meet the Falling Rolls Fund criteria.

2.2 Schools Forum to agree to the Growth Fund and Falling Rolls Fund scheme for 2024-25 as shown in Appendix A.

3. REASON

3.1 Schools Forum decides on the size of the Growth Fund and how it is allocated.

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 support schools expanding to meet basic need so that there is adequate funding for the additional new forms that otherwise would not get funded until the following financial year. For maintained schools this funding gap would be

from the September of entry through to the end of the financial year in March, with the new form having appeared on the October census and attracting funding for the new financial year in April. For academies, where the lag in funding is longer, the funding gap is from the September of entry through to the end of the academy financial year – the following August.

4.2 There are two primary schools and seven secondary schools covered by the Growth Fund in 2024-25.

4.3 The key features of the current Growth Fund scheme are:

- First-year funding guarantee 30 pupils
- Bulge Class Protection
- Leadership & management
- Additional funding for Resources
- KS1 and reception protection from appeals etc

4.4 Starting in 2018-19, the LA received specific ear-marked Growth Funding from the ESFA based on historical spend and this had been reducing by 20% year on year. For 2024-25, the indicative allocation for the Growth Fund is £1.232 million against a projected cost of £0.987 million. If the actual allocation is less, there should be sufficient reserves to cover any anticipated shortfall.

4.6 **Appendix B** sets out the permanent expansions and bulge classes being supported in 2024-25

5. FALLING ROLLS FUND

5.1 Local authorities may set aside schools block funding to create a small fund to support schools with falling rolls, where local planning data shows that the surplus places will be needed within the next three financial years.

5.2 Schools Forum last agreed a value for the fund and the criteria for allocation in 2023-24. Officers are awaiting confirmed census data to assess schools against the criteria to identify qualifying schools.

5.3 The criteria (with amendments to census dates) are as follows:

- Numbers on Roll are less than 80% of total Planned Admission Number (PAN)

- Numbers on Roll are more than 5% lower in the October 2023 census than the October 2022 census
 - School is in a planning area where the vacant places are required
 - Due to regulation change any schools could qualify if the above criteria is met.
- 5.4 These criteria have been set to ensure that funding supports schools with falling rolls in planning areas where places are needed and the LA cannot not support reductions in PAN; and does not support schools that have vacant places as they have increased their PAN for reasons other than addressing basic need.
- 5.5 Schools will receive protection for the fall in numbers above the 5% threshold. This will be paid at the current AWPU rate. For example, a school that experienced a drop from of 6.5% will receive AWPU for 1.5% of its previous intake.

Growth Fund and Falling Rolls Fund schemes 2024-25

SUPPORT WHERE THERE IS MAJOR CAPITAL WORKS

Where there is a planned expansion of a school by at least 1FE, the local authority will provide additional leadership and management funding. 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.

- Stage 1 During Summer Term of academic year prior to first bulge class. Conditional on the intention for further bulges: £50,000;
- Stage 2 During Summer Term of academic year prior to second bulge class (contingent on the first bulge filling and the second planned bulge being implemented) £50,000;
- Stage 3 During Summer Term of academic year prior to permanent expansion (contingent on agreement and approval of permanent expansion) £50,000.

SECONDARY

Permanent Expansions

Each new FE will receive a first-year funding guarantee of 30 x KS3 AWPU + 30 x average AEN. For maintained schools this will be at x 7/12 for September to March. An additional £5,000 will be paid for each new FE towards the cost of resources.

Temporary (Bulge Class) Expansions

Each new form of entry will receive a first-year funding guarantee of 30 x KS3 AWPU+ 30 x average AEN. For maintained schools this will be at x 7/12 for September to March. An additional £5,000 will be paid for each new FE towards the cost of resources.

Years after admission: Where the numbers in a bulge class fall below 25, the Local Authority provide protection up to 15 KS3 AWPU funding for Years 7, 8 and 9 and up to 10 KS4 AWPU for Years 10 and 11

PRIMARY

Permanent Expansions

Each new FE will receive a first-year funding guarantee of 30 x KS1&2 AWPU + 30 x average AEN. For maintained schools this will be at x 7/12 for September to March. An additional £5,000 will be paid for each new FE towards the cost of resources.

Temporary (Bulge Class) Expansions

Each new form of entry will receive a first-year funding guarantee of 30 x KS1&2 AWPU+ 30 x average AEN. For maintained schools this will be at x 7/12 for September to March. An additional £5,000 will be paid for each new FE towards the cost of resources.

Years after admission: Where the numbers in a bulge class fall below 25, the Local Authority provide protection up to 15 KS1&2 AWPU.

Key Stage 1 Class Size

When a school admits a pupil due to a request by the Local Authority or as the result of an appeal and this takes the number in the reception or Key Stage 1 class to over 30, the Local Authority will meet the cost of an additional teaching assistant to keep the class size at 30 or below. Payments will be made termly in arrears based on submitted evidence of costs incurred by the school.

FALLING ROLLS

Schools may receive support when the following criteria are met:

- Numbers on Roll are less than 80% of total Planned Admission Number (PAN)
- Numbers on Roll are more than 5% lower in the October 2023 census than the October 2022 census
- School is in a planning area where the vacant places are required

These criteria have been set to ensure that funding supports schools with falling rolls in planning areas where places are needed and the LA cannot not support reductions in PAN; and does not support schools that have vacant places as they have increased their PAN for reasons other than addressing basic need.

Schools will receive protection for the fall in numbers above the 5% threshold. This will be paid at the current AWPU rate. For example, a school that experienced a drop from of 6.5% will receive AWPU for 1.5% of its previous intake.

	Permanent Expansions			Bulge Class Protection							New Bulge Class	Leadership & Management			TOTALS
	2021	2022	2023	2016	2017	2019	2020	2021	2022	2023	2024	Stage 1	Stage 2	Stage 3	
Leytonstone	£115,818														£0
Coppermill					£8,044										£115,818
Yardley															£8,044
Heathcote											£19,305				£160,200
South Chingford															£0
Chingford Foundation															£184,799
Kelmscott			£248,976					£10,887							£205,229
Norlington		£200,352													£259,863
Willowfield			£121,479												£200,352
TOTALS	£115,818	£200,352	£370,455	£0	£8,044	£0	£0	£10,887		£19,305	£530,924	£0	£0	£0	£1,255,783

Meeting / Date	SCHOOLS FORUM 13 December 2023	Agenda Item	7
Report Title	Inter Block Transfer Proposal 2024-25		
Decision/Discussion/ Information	For Noting		
Report Author/ Contact details	Duncan James-Pike, Strategic Finance Advisor, duncan.james-pike@walthamforest.gov.uk		
Appendices	Appendix A: Summary of responses to consultation		

1. INTRODUCTION

- 1.1 This report informs Schools Forum of the results of the consultation with schools over the three weeks 20 November to 1 December on proposals to transfer funds from the Schools Block to the High Needs Block in 2024-25 and the Local Authority's response.

2. RECOMMENDATIONS

- 2.1 Schools Forum **to note:**
- 2.1.1 The summary of the results of the consultation at Appendix A.
- 2.1.2 That the Local Authority has decided to withdraw the request to transfer funds from the Schools Block to the High Needs Block in 2024-25.

3. BACKGROUND

- 3.1 The Schools Block is ring-fenced in 2024 to 2025, however local authorities can transfer up to and including 0.5% of their Schools Block funding into another block, with the approval of their Schools Forum. Local authorities wishing to make a transfer should also consult local schools so that their Schools Forum can take these views into account.
- 3.2 In its October meeting Schools Forum agreed to establish a Task and Finish Group to consider options for moving funding from the Schools Block to the High Needs Block and to report back to Schools Forum in November. The Task and Finish Group meetings were held on 30 October and 1 November.
- 3.3 Following feedback from the Task and Finish Group the LA set out six options for consultation to Schools Forum in its November meeting and the intention to consult with schools in the two weeks 20 November to 1 December.

3.4 Following a request from primary heads, the consultation was extended by a week to 5pm on 8 December, deferring the despatch of this report to 11 December.

4. CONSULTATION RESULTS AND L.A. RESPONSE

4.1 Responses from 35 schools were received by the extended deadline as set out in Appendix A.

4.2 Across all sectors a majority, 21 (60%), supported some transfer with the highest preference for Option 5 (transferring £10 per pupil).

4.3 Across mainstream schools only, a majority 17 (55%) supported some transfer with the highest preference for Option 5.

4.4. For secondary schools, a majority 7 (70%) supported some transfer with the highest preference being for Option 2 (make % increases on Blocks Match).

4.5 For primary schools, a majority 11 (52%) did not support a transfer at this time.

4.6 Inter-Block transfers are made from the total Block funding and there is no division between primary and secondary phases. Given that the consultation outcomes indicate that there is not majority support for the proposal in both phases, the LA has withdrawn the request for an Inter Block transfer in 2024-25.

INTER BLOCK TRANSFER APPENDIX A
CONSULTATION RESULTS

	OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5	OPTION 6	TOTAL
	Maximum that can be transferred	Make % increases on Blocks Match	Cap transfers at £1m*	Transfer £15 per pupil	Transfer £10 per pupil	No Transfer	

All	1	4	4	5	7	14	35
	3%	11%	11%	14%	20%		
	60%					40%	100%

Mainstream (Primary & Secondary)	1	4	3	4	5	14	31
	3%	13%	10%	13%	16%		
	55%					45%	100%

Secondary	0	4	0	1	2	3	10
	0%	40%	0%	10%	20%		
	70%					30%	100%

Primary	1	0	3	3	3	11	21
	5%	0%	14%	14%	14%		
	48%					52%	100%