

Bristol Schools Forum

Agenda Tuesday 20th March 2018 at 5.45pm,

FUTURE INNS, BOND STREET

please note meeting starts at 6.15 but refreshments available from 5.45pm

	Start	Item	Action	Owner	Paper
1	6.15	Welcome & Briefing	A	Chair	
2	6.20	Forum standing business <ul style="list-style-type: none"> ▪ Apologies for Absence ▪ Confirmation meeting is quorate ▪ Appointment of new members ▪ Notification of Vacancies ▪ Declarations of Interest 	A	Clerk	Verbal
3	6.25	Minutes of meeting held on 16 th January 2018 Corrections and approval <ul style="list-style-type: none"> • Matters arising not covered on agenda <ul style="list-style-type: none"> ○ Behaviour Improvement Team (SR) ○ Schools losing re formula (DT) ○ Funding Sub Group (BF) ○ Benefits Data & FSM (SR) ○ Bristol South Catchment Area (SR) 	A	Chair	Attached
4	6.35	Correspondence	I	Chair	
5	6.40	DSG Overview	I	DET	Attached
6	6.55	High Needs Update & SEND Report	I	AJ	Attached
7	7.10	EY Report	I	SJ	Attached
8	7.25	Growth Fund	De	DET	Attached
9	7.40	Changes to Non Teaching staff pay scales	C	MW	Attached
10	8.00	Forum Constitution	I	BW	Attached
11	8.10	Proposed Term dates	I	IB	Attached
12	8.20	Any Other Business			

(*) A = Admin, I = Information, De = Decision required, C = Consultation, Di = Discussion

Clerk: Billy Forsythe email: billy.forsythe@bristol.gov.uk Tel: 011792 23947 City Hall

Chair: Carew Reynell (contact via clerk)

FUTURE MEETINGS

Date	Items
22 nd May 2018 First Floor Writing Room	High Needs Update DSG Overview Central Services Block Finance Sub Group Report
10 th July 2018 First Floor Writing Room	High Needs Update DSG Overview

Bristol Schools' Forum

Minutes of the meeting held on Tuesday 16th January 2018 at 18.15 hrs at City Hall

Present:

Karen Brown	Governor, St Mary Redcliffe & Temple
Colin Butterworth	Governor, Endeavour Trust
Yvonne Craggs	Governor, Elmlea Infants
Graham Diles	Headteacher Rep, St Mary Redcliffe & Temple
Lindsey Fuller	Headteacher, Speedwell Nursery
Alan Gould	Governor, Fairfield High
Sarah Lovell	Headteacher Rep, Cabot Learning Federation
Aileen Morrison	Headteacher, St Matthias Park
Sam Packer	Representative, PVI Early Years
Cllr Ruth Pickersgill	Governor, Rosemary Nursery
Chris Pring	Headteacher Rep, Cabot Primary
Carew Reynell (Chair)	Governor, Henbury Secondary
Anne Rutherford	Headteacher, Filton Avenue
Cedric Sanguinol	Governor Representative, Bishop Road Primary
Christine Townsend	Governor, Whitehall Primary
David Yorath	Governor, Cotham

In attendance:

Billy Forsythe	Clerk to Schools Forum
Annette Jones	Service Manager, Additional Learning Needs
Cllr Anna Keen	Cabinet Member for Education & Skills
Denise Murray	Director of Finance
David Tully	Interim Finance Business Partner
Travis Young	Senior Accountant

Observers:

William Brown, Simon Eakins, Kevin Jay, Clare Pring, Ann Sheridan

Item	Action
1. Welcome and introductions	
The Chair opened the meeting at 18:15	
2. Forum standing business	
<p>Apologies Received from Jamie Barry, Victoria Boomer, Tim Browse, Emma Cave, Trish Dodds, Peter Evans, Tracy Jones, Inger O'Callaghan, Michelle Willis, Sue Wilson, Chrysta Garnett, Sue Rogers,</p> <p>Clerk confirmed meeting was quorate.</p> <p>New members – None.</p>	

<p>Vacancies: Currently one vacancy for the Clifton Diocese. Inger O'Callaghan has resigned and two governors have reached end of term. BF will request nominations.</p> <p>No declarations of interest were expressed.</p>	<p>BF</p>
<p>3. Minutes of the meeting held on 22nd November</p>	
<p>Minutes were accepted as correct.</p> <p>Matters Arising:</p> <p>BIS Information– SR to provide at next meeting.</p> <p>Revised budget ready reckoner – TY sent out.</p> <p>Use of benefits data re FSM – AK advised that the LA was exploring this issue and taking legal advice on data protection issues. RP added that some LAs are already using benefits data in this way but legal advice on data protection issues vary.</p> <p>CT asked if any update on South Bristol Area with no catchment. Agreed CT will raise at next meeting with Officers.</p> <p>DY asked if the TWS report in March can address the issue of TwS Surplus as this will impact on decisions the Forum takes.</p>	<p>SR</p> <p>SR</p> <p>SR</p>
<p>4. Correspondence</p>	
<p>CR advised that the date of the next meeting has changed and will now be 20th March at Future Inns.</p> <p>CR has received a National Employers circular re the offer for non teaching staff and this highlights grade compression. Corporate HR will bring a report to next meeting for consultation with schools.</p>	<p>MW</p>
<p>5. DSG Overview</p>	
<p>CR advised that the meeting will discuss all the reports and then return to the overview report for a decision to inform Cabinet.</p> <p>DT advised that the Forum papers are the same papers that are going to Cabinet next week. The LA is seeking Forum's views on what is going to members before they make the final decision. Cllr AK will take Forum views forward.</p> <p>The final DSG allocation advised by EFSA has provided more money to Bristol recognising we have extra pupils. This additional funding has enabled the LA to agree the funding recommendations from the Forum, leaving "headroom" of £0.7m</p> <p>It was previously agreed to transfer £2m to High Needs block. Proposal is to transfer additional money to High Needs Block.</p> <p>LA has asked Secretary of State for approval for a number of issues. It has been agreed we can dis-apply MFG for PRUs but no decision yet for Special schools. Not yet</p>	

<p>confirmed that we can have a MFG of 0%.</p> <p>RP asked if the shift of SEN places to schools block would have a financial impact on schools. DT advised this should be neutral in theory as pupils will be counted in the main school formula and attract AWPU and other pupil led allocations, with a further £6k coming from the High Needs block. If there is a vacancy the High Needs block will still pay the full £10k.</p> <p>CB asked if the government has agreed to pay the £4.5m for PFI. DT advised that they recognise our circumstances and the scale of the problem. There will be a review of PFI factor for 2019/20 and the LA has been advised to reflect the PFI affordability gap in the factor. If the decision is to do nothing then the plan is the Council will meet the cost from the general fund. DM advised that the Council is in the process of agreeing budgets and from a DSG perspective it will be cost neutral.</p> <p>DY asked for clarification in 6.1 in terms of years. DT advised it is now 18 years.</p> <p>Discussion took place around the proposal to transfer the “headroom” to High Needs block. Schools understood the need to reduce the High needs overspend but schools are also under great pressure.</p> <p>Following discussion of the other papers a vote was taken and the proposal to support £0.7m of the £4.1m LA contribution (for PFI) going to the High Needs Block was agreed with 11 in favour and 4 against.</p> <p>AK added that she would take all the comments to Cabinet.</p>	
<p>6. Schools Block report</p> <p>DT advised that the report is in two parts – how the funding is calculated and how it is distributed.</p> <p>The next meeting will look at the growth policy for 18/19 and we are budgeting growth at a lower level than previous years.</p> <p>Section 4 shows the formula. Forum agreed the principles at the last meeting. 3a & 3b show the likely impact on schools</p> <p>In the next two years Bristol has to move to National Funding Formula.</p> <p>AM asked if PRUs will get recognition for rates costs. DT advised that the issue has been raised and it is not possible under the legislation. The costs which PRUs will incur in meeting the needs of children placed with them should be taken into account in calculating the top-ups.</p> <p>CT asked for information on which schools will lose as a result of the formula. DT confirmed this can be provided but the LA cannot do anything as the funding is based on pupil numbers and not cash protection.</p> <p>DT advised that an additional 1.5% per pupil has been allocated. The distribution is not even but is based on all of the factors in the formula that were used last year but without</p>	<p>DT</p>

<p>the cap and with the enhanced Minimum Funding Guarantee.</p> <p>Agreed that a sub group should be formed to examine issues around the funding and help the Forum with planning and help make decisions about the move to the National Funding Formula. BF will email members asking for volunteers.</p> <p>RP raised rates for Nurseries. She thought the government had asked LAs to look sympathetically on rates for Nurseries. In Bristol many EY settings are in financial difficulties. Agreed the sub-group could look at this.</p> <p>DT advised that the EY formula funding has much fewer factors so the scope is limited.</p> <p>2.1 Schools Forum endorsed the proposed arrangements for the 2018/19 mainstream funding formula;</p> <p>2.2 Schools Forum asked that there was clarity about the proposed £0.7m transfer being from Schools Block to High Needs Block.</p> <p>2.3 Schools Forum agreed to the creation of a sub group to develop detailed plans for the migration of the Bristol local formula to the National Funding Formula by 2020/21.</p> <p>SL asked when Bristol would adopt NFF. Agreed the sub group would discuss..</p>	<p>BF</p>
<p>7. Central Schools Service Block Report</p>	
<p>DT advised that Forum were being asked to agree the components of the CSB.</p> <p>Prudential borrowing has been paid off and discussions are taking place with with DFE to check if this funding will be clawed back.</p> <p>SR is undertaking a review of funding and services across the whole of the Education service. This will be a fundamental review of how her service should be configured and SR will report back later.</p> <p>SL asked if more funding would be allocated to help maintained schools with reducing balances. DT advised that finance support is part of the LA core funding so there would be a similar amount to last year. SL suggested that the LA may need to help schools more. AK advised that this was an on-going discussion.</p> <p>CP advised that the majority of schools will have a schools finance officer through TWS so they would be the first POC to help resolve it.</p> <p>It was pointed out that schools are being asked by Corporate Finance to undertake more regular finance reporting back.</p> <p>2.1 Schools Forum approved the proposed use of CSSB</p> <p>2.2 Schools Forum noted the cost of licences</p> <p>2.3 Schools Forum noted the issue of Prudential borrowing.</p>	

8. High Needs Update

AJ reported a higher than anticipated level of High Needs savings.

The impact of changing forecast and savings on a 3 year basis can be seen in Table 2.

Appendix 2 shows the forecast

Table 3 – we will be forecasting a balanced budget in 3 year period, with risks detailed in 4.3

Some risks around the additional provision planned and assumes a set level of growth based on population figures.

IRG met and are broadly pleased at how the group is supporting Forum. SEND Peer Group noted the ref group was very energetic and working on keeping inclusion on the agenda.

We seem to be making good progress and will bring updates to every school forum.

CP added that it was encouraging to come in £1m ahead but this has meant schools having less money and not getting the Top Up they need..

AJ advised that there is a need to look at mainstream schools and how they utilise their funding to best support young people. The top up panels do look robustly at the requests but have not been able to meet them all.

CR added that this is not so much a savings as a reduction in projected overspend.

CB welcomed the good progress that has been made but noted that the 3 year plan depends on a huge amount of savings. He hoped there was a risk assessment on the assumptions with contingency plans and accountability

AJ advised that the risks are now being looked at. They need to be costed and the impact analysed if not achieved. SR is the Director and AJ is responsible for managing the HNB and they meet fortnightly to manage progress.

RP noted we are reducing top-up spending by £1m but how do we measure the impact on the schools and children and the quality of inclusion?

AJ replied that we have issued the inclusion audit for schools to monitor their effectiveness and have had 63% returns. This will give an idea of the impact. This is a national issue. IRG will also look at this. Forum members are urged to encourage their schools to undertake the Inclusion audit. IRG will report back to Forum.

AK added that the SEND Peer review looked at all elements and there was positive feedback about our strengths. The LA is very mindful of impact of taking money out.

AM advised that mainstream schools are hurting from cuts in budgets but Special schools

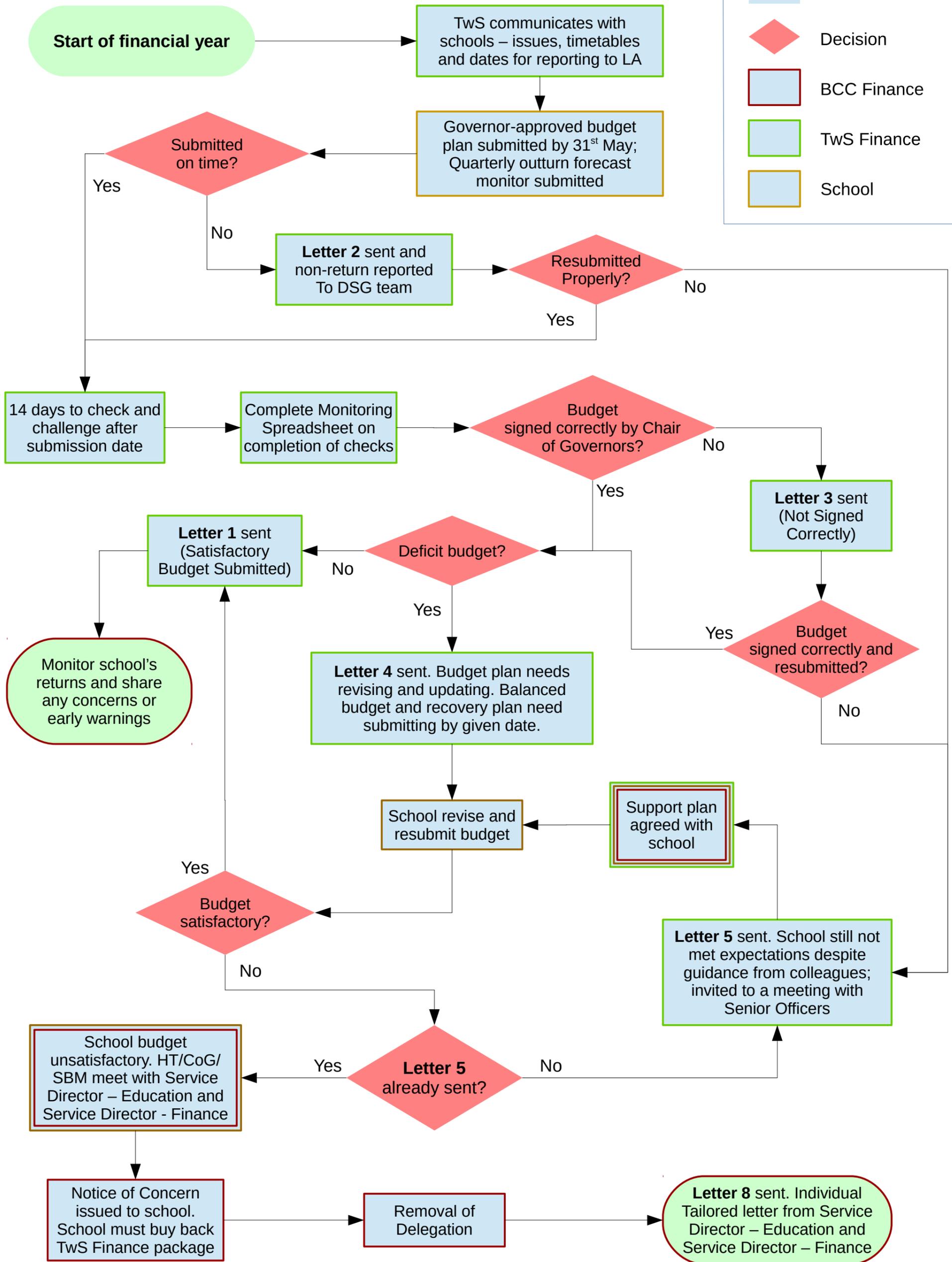
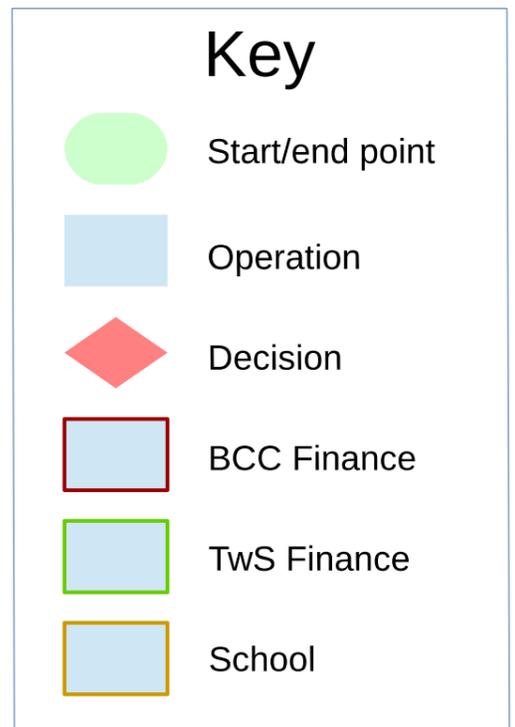
<p>are also stretched.</p> <p>2.1 Schools Forum noted the budget outturn.</p> <p>2.2 Schools Forum noted the use of HNB in 2018/19 subject to the overview report.</p> <p>A formal report will come to Forum on the SEND Review.</p>	<p>AJ</p>
<p>9. EY Budget</p>	
<p>DT reported that this was the second year of 3 to transition to EY NFF. Bristol had the highest level of funding and by 2019/20 we will reduce to NFF level. The use of funding is prescribed by NFF.</p> <p>EY DSG determines the rates of funding and activities. This is determined by pupils on census and the LA cannot know how many children will be in the system. DFE have estimated numbers for next year and budgets are based on that estimate..</p> <p>The LA is seeking Forum views on the formula which will go to cabinet next week.</p> <p>RP asked if the LA knew that maintained Nursery support would reduce so much as this will be catastrophic. DT advised that the LA thought it was protected for 3 years and is asking the DFE for clarification.</p> <p>SP added that the PVI sector is concerned that they are losing staff to nannying and don't get the value added amount within their funding. There are many children with additional needs who need supporting on a 1 2 1 basis but there is no funding for additional staff ratios. Some PVIs have to pay business rates.</p> <p>LF advised that with transitional funding for 3 years the LA has to plan ahead as otherwise Nursery schools will not be sustainable.</p> <p>2.1a Schools Forum noted the arrangements for the EY block.</p> <p>2.1b The comments on the proposed use of the centrally retained funding were noted</p> <p>2.1c Schools Forum noted the formula values. It is difficult but with the constraints the Forum are content for these values to go to cabinet.</p>	<p>DT</p>
<p>10. AOB</p>	
<p>None</p>	

The meeting closed at 20:00hrs

Schools' Budgets and Forecasts

Challenge and Support Process

Version 1.0a | twsonlineadmin@bristol.gov.uk | 28/02/2018



Bristol Schools Forum
DSG Overview - Monitoring 2017/18 and Budget Setting 2018/19

Date of meeting:	20 th March 2018
Time of meeting:	6.15 pm
Venue:	Future Inns, Bristol

1 Purpose of report

- 1.1 This report provides an update on the forecast financial position for the DSG overall as at Period 9 (to end December 2017) 2017/18, the emerging 2017/18 monitoring position for individual maintained schools (in aggregate) and any updates on the budget setting for 2018/19 since Schools Forum in January 2018.

2 Recommendation

2.1 Schools Forum is invited to:

- a) note the in-year 2017/18 position for the overall DSG in Section 4;
- b) comment and advise on the pattern of individual school balances in the maintained sector and the arrangements the LA has in place to manage this position;
- c) note the update on the 2018/19 DSG budgets overall.

3 Background

- 3.1 At Schools Forum on 16th January 2018, it was reported that there was a forecast £5.1m deficit on the Dedicated Schools Budget for 2017/18.
- 3.2 The meeting also considered the proposed budgets for each of the DSG Blocks for 2018/19, prior to decisions being made by Cabinet on 23rd January 2018.
- 3.3 In July 2017, Schools Forum considered the outturn position for maintained schools in 2016/17, indicating that net balances were at a level of around £5m, with 20 individual schools in deficit. Officers are at different stages of challenge and support with individual schools to get them to address their underlying financial position. This report gives an update on how the position looks for year-end 2017/18 and the processes that officers are putting in place to strengthen support and challenge in the system.

4 Budget monitoring 2017/18 – central DSG

- 4.1 At Schools Forum on 16th January 2017, it was reported that there was a forecast £5.1m deficit on the Dedicated Schools Budget for 2017/18 at Period 8.
- 4.2 This position has moved adversely by +£0.1m to a £5.2m overspend. The Period 9 position is set out in **Table 1** with more detail set out in **Appendix 1**.

Table 1: Forecast position on overall DSG for 2017/18 (Period 9)

	Brought forward 1.4.17	Funding 2017/18	Forecast Outturn 2017/18	In-year movement	Carry forward 31.3.17	Previous forecast (Period 8)	Change
	£,000	£,000	£,000	£,000	£,000	£,000	£'000
Maintained Schools	0	(97,411)	97,411	0	0	0	0
Academy Recoupment	0	(151,919)	151,919	0	0	0	0
Early Years Block	(440)	(34,881)	35,212	331	(109)	(53)	(56)
High Needs Block	2,365	(44,007)	48,126	4,119	6,484	6,271	213
Schools Block (Central)	(295)	(6,279)	5,444	(835)	(1,130)	(1,130)	0
Total	1,630	(334,497)	338,112	3,615	5,245	5,088	157

- 4.3 The main overspend overall (£6.5m) is in the High Needs budget, which is explained in a separate report on this agenda. The changes in the High Needs Budget forecast includes £127k for additional contingency allocations to schools and £86k for a final component of PFI funding being appropriately attributed to the High Needs Block.
- 4.4 Elsewhere on the agenda, there is a report on Growth Funding, which is a component of the £1.130m underspend reported in the Schools Central Block. The figures in the Growth Report and in this report are the same.
- 4.5 Elsewhere on the agenda, there is a report about Early Years, which tries to make tentative conclusions about the overall financial position on Early Years now that most of the January 2018 pupil census information is available. It draws the conclusion that there is likely to be an underspend, possibly £0.5m or more because of the pattern of pupil numbers counted for expenditure and income purposes. The information in the Early Years paper was not available for producing the Period 9 report, which was considered by Cabinet on 6th March 2018.

5 Budget Monitoring 2017/18 – Individual schools

- 5.1 At the end of 2016/17 individual maintained schools had net balances at a level of around £5m, with 20 individual schools in deficit. The latest forecast position is set out in **Table 2**, which identifies that there are forecast to be net balances of around £2m at the end of 2017/18, with 22 schools in deficit.

Table 2: Forecast year-end balance for maintained schools at 31st March 2018

Band	Nursery		Primary		Secondary		Special / PRU		Total	
	No.	£'000	No.	£'000	No.	£'000	No.	£'000	No.	£'000
In deficit	9	2,083	9	1,469	1	370	3	216	22	4,138
In surplus	4	-426	48	-4,312	2	-600	6	-676	60	-6,014
Net position	13	1,657	57	-2,843	3	-230	9	-460	82	-1,876

- 5.2 In the context of an overall deficit on the DSG of £5.2m and a net surplus on schools of £1.9m, schools budgets have reached a point where there is insufficient DSG funding on the balance sheet to cover all of the deficit balances, whether held centrally or in individual schools. This means that, until the position is regularized the Council's own reserves have to be earmarked. This is an unusual situation for schools budgets to be in.
- 5.3 Officers have been monitoring the position on individual schools. This has involved correspondence with all schools, meeting with heads and chairs of governors in particularly difficult financial circumstances and supporting or facilitating forward strategies that will allow schools to address their deficits.
- 5.4 The over-riding principle is that individual schools and governing bodies are responsible for their own financial position and they must make all reasonable efforts to recover any deficit accrued. Small deficits would be expected to be recovered within one financial year. Larger deficits may require up to three years to recover, but it is important that schools tackle deficits sooner rather than later.
- 5.5 For some schools, this may require a fundamental reconsideration of their financial viability, including looking to federate or amalgamate. Others may be able to deliver by scaling back their ambitions and adopting more conventional cost-savings approaches.
- 5.6 Processes of monitoring and holding schools to account for their financial management have been reviewed in recent months, given the number of schools in financial difficulties. An outline of an improved process is in **Appendix 3**. This is being finalized and the expectation is that there is a systematic means of picking up early warning signs and of being in a position to support governing bodies to address their financial problems early.

5.7 Schools Forum's views on this situation and any learning points from processes used, for instance, by academies in their parallel arrangements would be welcome.

6 School Funding Arrangements 2018/19

6.1 Schools Forum agreed to the strategy for setting the Schools Budget for 2018/19, including some decisions which had to be referred to the Secretary of State for Education and other decisions which were taken by Cabinet and Council. **Table 3** sets out the budgets that were agreed by Cabinet on 23rd January 2018.

Table 3: Schools Budgets agreed by Cabinet 23rd January 2018

DSG Blocks	2017/18 DSG £m	Adjustment for High Needs places in mainstream £m	Transfer £2m from Schools Block to High Needs £m	Use of General Fund (equal to extra PFI) £m	Additional DSG notified by ESFA 19.12.17 £m	Unallocated £m	Schools Budget 2018/19 £m
Schools block	241.372	1.000	-2.000	+3.400	+9.651	0	253.423
Central school services block	2.745	0.000	0.000	0.000	+0.083	-0.566	2.262
High needs block	50.667	-1.000	+2.000	+0.700	+1.215	-2.631	50.951
Early Years baseline (Provisional)	33.480	0.000	0.000	0.000	+2.061	0	35.541
Total	328.264	0.000	0.000	+4.100	+13.010	-3.197	342.177
Funded from							
Estimated brought forward DSG deficit from 2017/18 (Period 8 forecast)							+5.088
DSG advised by ESFA 19 th December 2017							-341.274
General Fund (vired from capital financing)							-4.100
Estimated carry-forward at end of 2018/19							-1.891
Total							-342.177

6.2 The actual decisions taken by Cabinet are reproduced in **Appendix 2**.

6.3 There have been no further changes to the DSG allocations, although it is expected that a further update to the High Needs allocation will be notified by the end of March 2018. This relates to cross-border use of high needs places. Changes to the Early Years Block will be made once both the

January 2018 and January 2019 pupil census data is available. The Education and Skills Funding Agency has dealt with all 5 disapplication requests submitted on behalf of Bristol City Council. The status of these is set out in **Table 4**.

Table 4: Status of Disapplication Requests

Request	Outcome
Transfer £2m from Schools Block to High Needs Block	Agreed by ESFA
Set MFG level at 0% for APT	School Funding Regulations have been updated to permit this.
Disapply MFG for PRUs	ESFA advised that MFG does not apply to PRUs
Disapply MFG for Special Schools	Approval to disapply MFG for special schools under the condition of full agreement from special schools and academies.
Disapply MFG in APT for 8 PFI schools	Agreed by ESFA

- 6.4 The ESFA has also advised that the 2018/19 funding allocation for Prudential Borrowing of £0.566m will not be clawed back in-year. This is a historic commitment in the School Central Services Block (SCSB), which may only be used for existing commitments, for as long as those commitments exist. In the Section 251 Statement for 2018/19, the absence of any commitment against that item will mean that this element of historic funding will not be included in the 2019/20 SCSB. This means that this funding is available within the DSG for use for 2018/19.
- 6.5 Further work is being undertaken by the Service Director: Education and Skills on a review of her service. Once this is complete the proposals on the use of the Schools Central Services Block will be brought back to Schools Forum.
- 6.6 A sub-group of Schools Forum has been set up to consider how to move from the current, local mainstream formula to the national funding formula for mainstream schools by 2020/21. It is due to hold its first meeting on Monday 23rd April 2018 at 4pm.
- 6.7 There are separate papers dealing with the issues in the Early Years Block and High Needs Block elsewhere on the agenda.

Appendix 1

Forecast position for Overall DSG 2017/18 as at Period 9

	Brought forward 1.4.17 £000	Funding 2017/18 £000	Forecast Outturn (as at Dec 2017) 2017/18 £000	In-year movement £000	Carry forward 31.3.18 £000
Admissions		(461)	461	0	0
Centrally Retained Formula	(295)	(5,818) (97,411)	4,983 97,411	(835) 0	(1,130) 0
Schools Block	(295)	(103,690)	102,855	(835)	(1,130)
Academy Recoupment	0	(151,919)	151,919	0	0
National Formula		(26,041)	26,041	0	0
Contingency		(292)	292	0	0
2 Year Old Funding		(4,601)	4,601	0	0
Pupil Premium (EYPP)		(366)	366	0	0
Additional Support Services		(1,026)	1,034	8	8
SEN Top up		(667)	667	0	0
Staffing		(1,777)	1,660	(117)	(117)
Disability Access Fund		(111)	111	0	0
Committed reserve	(440)	0	440	440	0
Early Years Block	(440)	(34,881)	35,212	331	(109)
Commissioned Services		(2,723)	3,017	294	294
Core Place Funding		(11,848)	11,375	(473)	(473)
Staffing		(895)	852	(43)	(43)
Top Up		(20,221)	22,223	2,002	2,002
Placements		(6,455)	8,651	2,196	2,196
Pupil Support		(504)	351	(153)	(153)
Schools in Financial Difficulty		(300)	449	149	149
HOPE Virtual School		(435)	393	(42)	(42)
16/17 Overspend carried forward	3,180	(626)	0	(626)	2,554
Committed reserve	(815)	0	815	815	0
High Needs Block	2,365	(44,007)	48,126	4,119	6,484
Total	1,630	(334,497)	338,112	3,615	5,245

Appendix 2

Decisions of Cabinet 23rd January 2018 – Schools Budget 2018/19

Cabinet agreed that

1. Schools Block (detail in Appendix A.2)

- a. the Schools Block budget be set at £253.423m for 2018/19 as per Table 1 above;
- b. the Growth Fund for established schools expanding in September 2018 be set at £2m;
- c. the lump sum per school value in the mainstream formula for primary and secondary schools is set at £125,000, as in 2017/18;
- d. rates funding for mainstream schools is based on each school's expected requirements for 2018/19, as per ESFA guidance;
- e. the Minimum Funding Guarantee for mainstream schools is set at 0%, ensuring that the per pupil amount is no less than that for 2017/18;
- f. no capping or scaling should be applied to the formula for 2018/19;
- g. the formula factors used in 2017/18 should be increased by the same percentage to distribute the remaining available funding.

2. Central School Services Block (detail in Appendix A.3)

- a. Subject to Schools Forum agreement, the Central School Services Block budget be set at £2.262m, leaving the indicated historic funding of £0.566m for prudential borrowing unallocated as it is not required. In the event that the funding is not clawed back by the ESFA, a decision on how it is used can be decided at a later point.

3. High Needs Block (detail in Appendix A.4)

- a. The High Needs Block budget be set at £50.951m for 2018/19 as per Appendix A.4.2
- b. The measures to reduce the budget pressures set out in Table 2 in Appendix A.4 are agreed;
 - c. The outline three year plan to balance the budget in Table 3 of Appendix A.4 is endorsed.

4. Early Years Block (detail in Appendix A.5)

- a. the Early Years Block budget be set at £35.541m for 2018/19, noting that spend and DSG income will vary up or down, according to participation levels in each of the three terms;
- b. Funding for 3 and 4 year olds will be based on a rate of £4.88 per hour, with supplements for deprivation (13p), quality (16p) and Special Needs (25p).
- c. Funding for 2 year olds will be based on a rate of £5.40 per hour.

- d. The budget for the central team will be £1.476m, based on 28p per hour for 3&4 year olds and 3p per hour for 2 year olds, of which £1.276m will be allocated to the central Early Years Team and £0.200m will be used for commissioned speech and language therapy.

5. Overall position

- a. Members note that expected school balances are expected to be in the region of £3m at the end of 2017/18 and the DSG position is expected to be overspent by £5.1m, so Council reserves will be needed to cover the net deficit until the underlying financial position, particularly in the High Needs budget, improves.

Appendix 3.a Core Place Funding

2018/19 Budget £14,609m

Activity Based Costs

2018/19	No. of places April 18	No of places Sep-18	Rate (£)	Forecast Cost 2018/19 £'000
Special Schools (Pre-16)	573	618	£10,000	£5,993
Special Schools (Post-16)	98	76	£10,000	£852
Academy Special Schools (Pre-16)	178	176	£10,000	£1,768
Academy Special Schools (Post-16)	30	30	£10,000	£300
EiBs (Pre-16)			£10,000	£0
Maintained Resource Bases (Pre-16)	44	44	£6,000	£264
Maintained Resource Bases (Post-16)	10	10	£6,000	£60
Academy Resource Bases (Pre-16)	194	187	£6,000	£1,140
Academy Resource Bases (Post 16)	27	27	£6,000	£162
FE places	588	484	£6,000	£3,164
Academy Pupil Referral Units	131	181	£10,000	£1,602
Total of £10k places	1,010	1,081	£10,000	£10,514
Total of £6k places	863	752	£6,000	£4,790
Total	1,873	1,833		£15,304
Funded by LA				£6,257
Funded via EFA				£9,047
Total				£15,304
Additional DSG funding expected September 2018				-449
Revised total/Forecast 18/19				£14,855
After budget was set some additional places were confirmed, such that this budget is overallocated and mitigating actions elsewhere in High Needs budget will be necessary to deliver the planned budget.				-245
Budget 2018/19				£14,609

Schools Forum – 20th March 2018

High Needs Budget Paper



Appendix 3.b SEN Top-ups

2018/19 Budget
£22,664m

Activity Based Costs – Summary of all SEN Top-ups

Summary forecast	No of pupils	Average	Total cost £'000
Special	763	£18,454	£14,492
Resource Base	205	£9,122	£1,747
Mainstream	881	£3,824	£3,369
Other Local Authorities	141	£10,199	£1,438
Further Education	tbc	tbc	£1,761
Provision for top up panels			£1,021
Less mitigation relating to Special Schools which is not yet reflected in the activity data.			-£1,166
Total forecast for 2018/19			£22,664

Appendix 3.c AP Top-ups

2018/19 Budget
£0.737m

Activity Based Costs -PRU

	PRU pupils	PRU average rates	PRU Total costs 2017/18 £'000
Band 1 top up			
Band 3 top up	83	£7,238	£769
Band 4 top up	5	£11,643	£50
Band 5 top up	2	£2,351	£24
Total pupil units	90		£843
Expected net new ones 2018/19			+44
Less mitigating action not yet reflected in current pupil numbers or placement price			-150
Total forecast for 2018/19			£737

Schools Forum – 20th March 2018

High Needs Budget Paper



Appendix 3.d Other SEN Provision

2018/19 Budget
£5,904

Activity Based Costs – Independent and Non-Maintained Schools

	Pupils	Average rates	Total costs 2018/19 £'000
Independent Non-maintained Schools – Pre 16	55	£57,090	£3,140
Independent Non-maintained Schools – Post 16	30	£66,719	£2,001
Independent Non-maintained Schools - Prevent	-	-	£60
Individual Specialist Places	9	£68,636	£618
SEN Equipment	-	-	£85
Total pupils	93		
Total forecast for 2018/19			£5,904

Appendix 3.e Other AP Provision

2018/19 Budget
£4.040m

Activity Based Costs - Alternative Provision

	Pupils	Average rates	Total costs 2018/19 £'000
Hospital Tuition	-	-	£1,956
Alternative Provision – Block contracts	90	£15,369	£1,049
Alternative Provision – Spot contracts	104	£13,317	£1,385
Spot contract mitigating action yet to be achieved and impact on pupil numbers or average rates			-350
Forecast 2018/19			£4,040

Appendix 3.f Services

2018/19 Budget
£2,997

Activity Based Costs - Services

	Staffing (fte)	Total costs 2018/19 £'000
TWS Commissioning – Educational Psychology		£558
SEN Tribunal costs		£22
Therapies for 14 children		£147
Additional Learning Needs Team costs (offset by buyback)	12.9	£895
Hope Virtual School	9.2	£235
ALN Commissioning – ASDOT		£262
ALN Commissioning – Sensory Support		£525
ALN Commissioning – Youth Offending Team		£46
Contribution to High Needs elements of PFI contract costs		£307
Forecast position 2018/19		£2,997

Bristol Schools Forum:
High Needs Block Update

Date of meeting:	20 th March 2018
Time of meeting:	6:15pm
Venue:	Future Inns

1. Purpose of the report

- 1.1 To update Schools Forum on progress with the key mitigating actions of the High Needs Deficit Recovery Plan as at Period 9 Forecast outturn.
- 1.2 To provide an updated 3 year impact projection adjusted to reflect period 9 forecast.

2. Recommendations

- 2.1 To note the budget forecast outturn for period 9 2017/2018.
- 2.2 To comment on the 2018/19 forecast and 3 year projection.
- 2.3 To note progress and comment on the high needs block deficit recovery plan.

3. Latest forecast position for 2017/2018 and 2018/2019

- 3.1 **Table 1** sets out the period 9 forecast for 2017/2018 and shows impact on 2018/2019 forecast.

Table 1: Period 9 Forecast Compared to Period 8

Component	Previous forecast Period 8	Latest forecast Period 9	Change (adverse =positive)
1. Places only	15,959	15,959	-
2. SEN Top-ups	23,092	23,092	-
3. AP Top-ups	851	851	-
4. Other SEN provision	5,690	5,810	120
5. Other AP provision	4,717	4,720	3
6. Services	3,378	3,468	91
Total Commitment	53,688	53,901	213
Brought Forward	- 3,180	- 3,180	-
DSG Funding retained 2017/18	44,007	44,007	-
DSG Funding recouped by EFA 2017/18	6,590	6,590	-
Total Funding	47,417	47,417	-
Overspend (cumulative)	6,271	6,484	213

3.2 The period 9 forecast position shows an increased overspend against period 8 forecast presented to Schools Forum of £213,000. The reasons for this are explained below;

- **Other SEN Provision:** Last forum report advised that a review of contingency placements within the LA resulted in the contingency allocation of £0.127m, however due to extended and new pupil placements the contingency has again increased to £120,000.
- **Services:** This has increased in period 9 from period 8 due to newly agreed PFI costs.

3.3 The proposed budget shared with forum in January has now been agreed by cabinet and reflects all the savings as achieved. **Table 2** shows the variance in 18/19 against the agreed budget.

Table 2: Period 9 17/18 budget, against the agreed 18/19 budget and variance

Component	17/18 as at period 9	Budget 18/19 as agreed at cabinet	Forecast 2018/19	Variance	Explanation of variance
1. Places only	15,959	14,609	14,855	245	Commission of additional 32 places within special schools from Sept 18
2. SEN Top-ups	23,092	22,664	22,664	- 0	
3. AP Top-ups	851	737	737	0	
4. Other SEN provision	5,810	5,904	5,904	0	
5. Other AP provision	4,720	4,040	4,039	- 0	
6. Services	3,468	2,997	2,997	0	
Total Commitment	53,901	50,951	51,197	245	
				-	
Brought Forward	- 3,180	- 6,271	- 6,484	- 213	
DSG Funding retained	44,007	45,461	45,461	-	
DSG Funding recouped by EFA	6,590	7,836	7,836	-	
Total Funding	47,417	47,026	46,813	- 213	
Overspend (cumulative)	6,484	3,925	4,384	458	

4. **Narrative on progress against the HNB deficit recovery plan** (See Appendix 1 for details of measures to be taken and Appendix 2 for how progress affects targets.)

4.1 **Core Place Funding**

4.1.1 No savings were identified in 17/18 against core place funding however EFSA did not approve reduction in 32 core places expected from September 2018 and this is reflected within the 3 year plan

4.2 **SEN Top up**

4.2.1 Recoupment of £200,000 has been agreed between City of Bristol College and BCC in the financial year 2017/2018. This reflects the lower number of admitted learners against projections.

4.2.2 General Further Education top up application process has been reviewed, streamlined and standardised, building in quality assurance and student voice. Collaborative working with all four GFE used by Bristol young people has resulted in savings against projections of £466,000 in 2018/19 and £333,000 in 2019/20.

4.2.3 General top up: November 2017 top up panel/ moderation process a reduction against projections of £444,000 was achieved.

4.2.4 Special Schools: the LA continues dialogue with special schools. The required outcome is an agreed and consistent model of funding special schools, which takes into account each school's pupil designation, staff to pupil ratio's, individual site circumstance and level of pupil places. The model intends to seek equitable funding across all need types and schools, whether maintained or Academy. A planned second iteration of the developing future model for funding special schools is due out in March. Our aim would be to continue that dialogue with special schools to achieve agreement for a new funding model which would start from 1st September 2018. Once the model of funding has been agreed each individual school will require an action plan to achieve movement to the new model.

4.3 **AP Top-ups**

4.3.1 LA has reviewed, streamlined and standardised process for ALP top up requests, building in monthly ALP panels to review requests for additional funding and reviews of impact.

4.3.2 Bristol inclusion panel steering group and LA have met, considered the current pupil placement rate and agreed measures which will be introduced to reduce the number of AP placements. 12 week off site behaviour intervention placements will be funded solely by the placing school. This will be in place with immediate effect for all new 12 week placements.

4.4 Other SEN Provision

4.4.1 The proposal is to remove this budget line from the current deficit recovery plan, as capital changes are not likely to be achieved in the duration of this deficit recovery plan and are therefore not relevant. However this work continues as part of the Capital Strategy.

4.5 Other AP Provision

4.5.1 To share funding for Early Intervention Bases with schools, high needs block contributions will reduce to meet projected savings of £450,000 in 2018/19.

4.5.2 A proposal which will maintain the current work of BHES with pupils through recoupment of AWPU from schools has been agreed between the management committee and LA, and a paper will be circulated to schools with the details before the end of the financial year.

4.6 Services

4.6.1 Bristol Inclusion panel have agreed to seek contributions from schools to jointly cover staffing costs for AP Hub from 1 September 2018. Exact costs and confirmation will be provided in the next report.

4.6.2 Hope Virtual School have confirmed £50,000 saving 2017/2018 and a further £150,000 2018/2019 through reallocation of pupil premium funds to cover staffing costs rather than HNB.

4.6.3 Ongoing savings are forming part of the service director redesign.

Table 3 -Summary of three year high needs budget plan

	Forecast 2018/19	Budget 18/19 as agreed at cabinet	Forecast 19/20	Forecast 20/21
Total Commitment	51,197	50,951	49631	49631
Brought Forward	-6,484	-6,271	-4,384	-1,418
Transfer from schools block	2,000	2,000	2,000	
General fund contribution	700	700		
DSG retained funding	50,597	50,597	50,597	50,597
Total Funding	46,813	47,026	48,213	49,179
Overspend (cumulative)	4,384	3,925	1,418	452

5. Conclusion

- 5.1 Activity remains high on achieving the savings required. Currently actions are being reviewed and amended to address the changed position following the Cabinet approval on the final 2020/21 forecast. Activity reports have been updated to reflect this position and are appended (Appendix 3).

Glossary of Terms

BCC	Bristol City Council
LA	Local Authority
SEND	Special Educational Needs and Disability
PRU	Pupil Referral Unit
ALP/AP	Alternative Learning Provision
EIB	Early Intervention Base
BHES	Bristol Hospital Education Service
CAMHS	Child and Adolescent mental Health Services
GFE	General Further Education (college)
IRG	Inclusion Reference group

Appendix 1

Summary of savings targets in High Needs Deficit Recovery Action Plan 17/18 to 20/21 and Associated Risks

Category	Proposal	Total Target Saving £'000	What will be done?	What impact will this have?	What are the risks associated with pursuing this?
1. Places only	1.1 Revise agreed places, based on occupancy, including FE	-856	<ul style="list-style-type: none"> Confirm special school and RB places for September 2018 Confirm FE numbers for September 2018 Clarify internal processes for decision making for place planning, embed local data collection for supporting capital projections, assess impact on schools budget Rewrite SLA with RB's where place numbers require changing and establish specifications for each special school 	<ul style="list-style-type: none"> This will provide an annual summary of the numbers of places needed to meet sufficiency duty and align this with numbers of requests to statutory assessments, specialist places required across resource bases, special schools and for FE colleges. This will support accurate forecasting against HNB and confirm long term projections based on census / commissioning data. This will support parents and professionals and contribute towards ensuring we have the right amount of places in the right location. 	<ul style="list-style-type: none"> There will be changes to special schools, Resource bases and FE colleges funding on an annual basis. <p><i>Not pursuing - Not meeting statutory duties for enough places Loss of confidence in LA</i></p>
2. SEN Top-ups	2.1 Negotiate lower contributions to FE Element 2s and to standardised FE top-ups	-966	<ul style="list-style-type: none"> Seek decision from ESFA for x-regional payments for commissioned places over numbers Embed monthly decision making forums for top up applications 	<ul style="list-style-type: none"> This will ensure that commissioned places match forecast cost. This ensures rigorous oversight and decision making 	<ul style="list-style-type: none"> Disagreement between FE colleges and LA regarding funded numbers <p><i>Not pursuing – Continued pressure in HNB top up</i></p>
	2.2 Review the process for allocating top-ups, how we fund Bands 2 and 3 without EHC plans and levels of contingency built in.	-1,401	<ul style="list-style-type: none"> IRG Top Up working group to lead on rewriting BUDS to clarify school support (school based support) and decision making process for future HNB funding IRG to compare national best practice including use of pupil premium and issue guidance for schools (if agreed) IRG to support development of increased numbers of SLE's for inclusion 	<ul style="list-style-type: none"> This will clarify school funded SEN support and HNB allocations, process for decision making and ongoing monitoring including impact on improving outcomes. Realign HNB funding to statutory requirements for pupils with EHCP's Ensure that all funding routes are supporting CYP with SEND, whether at school (SEN support) or EHCP Increase pace of school- school support to improve outcomes and attainment, reduce exclusions 	<ul style="list-style-type: none"> Increase in the number of statutory assessment requests and related impact on performance against statutory timescales. Increasing pressures on staff to deliver within statutory performance requirements Increase in parental mediations and appeals where EHCP are not agreed. <p><i>Not pursuing –</i></p> <ul style="list-style-type: none"> <i>Continued pressure in HNB top up</i>
	2.3 Develop revised models for special schools	-2,000	<ul style="list-style-type: none"> Meet with Special Headteachers as a workshop activity and follow up Determine a staffing ratio for every Bristol special school (including academies) for the typical needs of the children who attend that school Model impact of new staffing ratio's for each school 	<ul style="list-style-type: none"> Ensure clarity and equity across special schools, which standardises generic provision and supports individual school specialisms. 	<ul style="list-style-type: none"> Financial stability of special schools and subsequent impact upon level and quality of provision to children and families. Loss of confidence as above <p><i>Not pursuing – Continued pressure in HNB</i></p>
3. AP Top-ups	3.1 Develop revised models for PRUs	-150	<ul style="list-style-type: none"> Meet with PRU heads 	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> As above
4. Other SEN provision	4.1 Use Capital Strategy to re-provide local, less expensive provision	0	<ul style="list-style-type: none"> Progress options for capital options to include impact on HNB (Officers) 	<ul style="list-style-type: none"> This is a statutory requirement – to provide enough special places to meet need in the right 	<ul style="list-style-type: none"> None

Category	Proposal	Total Target Saving £'000	What will be done?	What impact will this have?	What are the risks associated with pursuing this?
			<ul style="list-style-type: none"> Assess impact of 3 expected Free schools; to include impact of NOT achieving sufficiency (delayed opening dates) and costs of making different provision 	<ul style="list-style-type: none"> geographical area. This will allow accurate forecasting and assess impact over HNB where planned sufficiency is not achieved. 	<p><i>Not pursuing – Additional pressures in HNB as different ,more expensive provision would be needed Not meeting statutory duty for sufficiency Risk of challenge under Equalities Act and disability discrimination</i></p>
5. Other AP provision	5.1 Share funding for Early Intervention Bases with schools	-450	<ul style="list-style-type: none"> Establish joint steering group to share pilot information, determine options and share with IRG Agree options and implement from April 2018 	<ul style="list-style-type: none"> EIB's support early identification and assessment and inclusion for pupils at SEN school support. This would establish a joint funding with schools in the same way as secondaries schools. 	<ul style="list-style-type: none"> Schools not agreeing to jointly fund and continued pressure in the HNB for primary placements <p><i>Not pursuing – HNB continues to absorb costs related to supporting pupils at SEN school support. Continued pressures in HNB Increase in Primary permanent exclusions</i></p>
	5.2 Target saving for Hospital Education Service	-200	<ul style="list-style-type: none"> Review current budget and pupil numbers across all sites and determine options for funding. Through BIP steering group consider options and agree Young parent education offer to be reviewed and final decision through Cabinet 	<ul style="list-style-type: none"> This would establish joint funding with the schools block where pupils are at SEN school support level. 	<ul style="list-style-type: none"> Schools not agreeing to jointly fund and continued pressure in the HNB <p><i>Not pursuing – HNB continues to absorb costs related to supporting pupils at SEN school support. Continued pressures in HNB</i></p>
	5.3 Restrict external AP provision to budget	-500	<ul style="list-style-type: none"> Monitor current contracts to ensure placement numbers Clarify internal placement mechanisms and BIP placements 	<ul style="list-style-type: none"> This will ensure that we monitor the level of pupil placements made in alternative provision. This ensures robust financial monitoring. 	<ul style="list-style-type: none"> None <p><i>Not pursuing – Continued pressures in HNB</i></p>
6. Services	6.1 Target saving for services	-650	<ul style="list-style-type: none"> All teams supporting schools funded from HNB to be reviewed on non- statutory/statutory work and percentage split Funding stream options to be explored and assessed, including shared funding . Teams included: Bristol autism team, sensory support (Joint LA funded) service, HOPE school, Specialist Education & Access (Alternative learning provision Hub, Safeguarding in Education team, SEND development managers, school improvement, procurement and strategic commissioning contributions, Early Years- Gypsy, Roma Traveller post (joint funded), Early Intervention- Youth Offending contribution, TWS (Educational psychologists, head of school partnerships) 	<ul style="list-style-type: none"> This will clarify the appropriate funding streams which are needed to meet statutory school duties by schools and statutory duties which are relevant to the HNB. 	<ul style="list-style-type: none"> Reductions in funding to services supporting children and families with SEND, resultant loss of confidence and poorer outcomes for children in specific circumstances. <p><i>Not pursuing – HNB continues to absorb costs related to supporting pupils at SEN school support.</i></p>
Total full-year impact		-7,173			

Appendix 2

High Need's deficit recovery action plan for remaining financial year 2017/18 and for financial years 2018/19 and 2019/20.

Category	Proposal	Full-term impact	Progress Update	Savings achieved period 6 17/18 actual Year 1	Savings Achieved 18/19 actual Year 2	Savings achieved 19/20 Actual Year 3
1. Places only	1.1 Revise agreed special places, based on occupancy, including FE	-856K	Proposed Actual	0 0	-761 -533	-95 -273
2. SEN Top-up	2.1 GFE	-966	Proposed Actual	-500 -666	-466 -333	
	2.2 General TU	-1,401	Proposed Actual	-250 -444	-1,151 -1,151	
	2.3 Special Schools	-2,000	Proposed Actual	0	-1,166	-834
3. AP Top-ups	3.1 Develop revised models for PRUs	-150	Proposed Actual		-150	
4. Other SEN provision	4.1 Use Capital Strategy to re-provide local, less expensive provision			0	0	0
5. Other AP provision	5.1 Share funding for Early Intervention Bases with schools	-450	Proposed Actual	0	-450 -150	0
	5.2 Target saving for Hospital Ed Service	-200	Proposed Actual		-200	
	5.3 Restrict external AP provision to budget	-500	Proposed Actual		-350	-150
6. Services	6.1 Target saving for services	-650	Proposed Actual	0 -50	-408 -150	-242
TOTALS		-7,173	Proposed Actual Difference (+ exceeded/ – shortfall)	-750 +1,160 +410	-5,102 +2,166 -2,936	-1,321 +273 -1,048

Bristol Schools Forum
Early Years DSG Funding 2018/19

Date of meeting:	20 th March 2018
Time of meeting:	6.15 pm
Venue:	Future Inns, Bristol

1. Purpose of report

- 1.1 This report sets out the latest overall position for the Early Years Block for 2017/18, highlighting the way in which participation levels affect the expenditure and income sides of the budget.
- 1.2 There are some aspects of the refreshed data for 2018/19 that will impact on some settings, particularly on the Maintained Nursery Supplement and the Deprivation Supplement. These are explained.
- 1.3 The National Funding Formula requires all settings to be treated equally and there are some areas of the current formula that are operating slightly differently for PVI and school settings. These are identified in order to look to aligning practice for 2019/20.

2. Recommendations

- 2.1 Schools Forum is invited to:
 - a. Note and comment on the arrangements for the Early Years Block for 2017/18, 2018/19 and beyond.

3. Funding arrangements for 2017/18

- 3.1 The budget plans agreed by Schools Forum and reflected in the Section 251 Statement for 2017/18 were determined on the basis of the levels of activity predicted by the ESFA and reflected in the Early Years DSG in December 2016. Plans were refreshed in November 2017 when ESFA advised on updated allocations.
- 3.2 Table 1 sets out the latest indicative Early Years DSG receivable for 2017/18. Tables 2a, 2b and 2c set out the basis on which these funds would be spent.

Table 1: Indicative Funding from ESFA for Early Years Block 2017/18

Component	2017/18 EY Block Indicative DSG (Nov 17)		
	Rate per hour	Part-time equivalent pupils	Indicative DSG £'000
3&4 Year Old Universal 15 hour provision	£6.00	7,361.66	25,177
3&4 Year Old Extended 15 hour provision	£6.00	973.68	3,330
2 Year Old provision	£5.43	1,486.40	4,601
EY Pupil Premium			366
Disabled Access Fund			103
Maintained Nursery Supplement			1,249
Total indicative EY DSG			34,826

Table 2a: Basis of spending EY DSG 2017/18: 3&4 year olds

Component of 3 and 4 year old funding	2017/2018 Hourly rates (£p)	Allocation based on 8,335.34 pte pupils £'m
3 and 4 year olds base allocation per part-time equivalent pupil (15 hours)*	£5.02	£23.851m
Deprivation Supplement	£0.13	£0.618m
Quality Supplement	£0.17	£0.808m
Emerging SEN Inclusion Funding	£0.26	£1.235m
LA centrally retained funding (7% 17/18, 5% 18/19 of gross funding)	£0.42	£1.995m
Total funding for each pte pupil	£6.00	£28.507m

* The £5.02 is comprised of a base rate of £4.87 with £0.15 transitional funding for 2017/18 only.

Table 2b: Basis of spending EY DSG 2017/18: 2 year olds

Component of 2 year old funding	2017/2018 Hourly rates (£p)	Allocation based on 1,486.40 pte pupils £m
Retained to administer 2 year old arrangements	£0.03	£0.025m
2 year olds base allocation per part-time equivalent pupil (15 hours)	£5.40	£4.575m
Total funding for each pte pupil	£5.43	£4.600m

Table 2c: Basis of spending EY DSG 2017/18: Other elements

Component of other funding	Basis of funding	Allocation £m
EY Pupil Premium	January 2017 census	£0.366m
Disabled Access Fund	Eligible children	£0.103m
Maintained Nursery Supplement	Protecting 2016/17 levels of funding for Maintained Nurseries	£1.249m
Total		£1.718m

- 3.3 It should be noted that the underlying assumption is that the number of participating pupils that the authority supports will be the same as the number of pupils used by the ESFA to determine the final Early Years DSG for 2017/18. This, however, is unlikely to be the case because allocations to settings are based on participation in each of three terms, whereas income from the ESFA is based on 5/12ths of the participation levels in January 2017 and 7/12ths on the basis of January 2018.
- 3.4 This means that there are no guarantees that the expenditure and income will match up. For most of the financial year, the budget monitoring position for Early Years has to work on the basis of the expenditure and the income matching, hoping that the income will be greater than the expenditure, but fearing that it might not be. If pupil numbers are rising year-on-year, which they are currently, the likelihood is that all will be well. If pupil numbers are reducing, or fluctuating, the possibility of problems is greater.
- 3.5 Officers verify the levels of participation in each of the three terms of 2017/18 in line with Department for Education Statutory Guidance. The figures for Summer 2017 and Autumn 2017 are complete. The figures for Spring 2018 are substantially known, but are not yet due to be submitted to the DfE. Nonetheless, a broad picture is emerging of the position, which has been kept as simple as possible in Table 3 to convey the situation.

Table 3a: Comparison of 3&4 year old participation levels for expenditure and income in EY DSG

Component	Summer 2017 '000s of hours	Autumn 2017 '000s of hours	Spring 2018 '000s of hours	Total '000s of hours
Basis of expenditure	Participation May 2017	Participation October 2017	Participation January 2018	
Universal hours (3&4)	1,710	1,053	1,346	4,109
Extended hours (3&4)	0	325	368	693
Total 3 & 4 year olds hours for expenditure (A)	1,710	1,378	1,714	4,802

Basis of income	5/12ths January 2017	4/12ths January 2018	3/12ths January 2018	
Universal hours (3&4)	-1,748	-1,375	-1,031	-4,154
Extended hours (3&4)	0	-433	-325	-758
Total 3 & 4 year olds hours for income (B)	-1,748	-1,808	-1,356	-4,912
NET POSITION for 3 & 4 year olds (A+B)	-38	-430	358	-110

Table 3a: Comparison of 2 year old participation levels for expenditure and income in EY DSG

Component	Summer 2017 '000s of hours	Autumn 2017 '000s of hours	Spring 2018 '000s of hours	Total '000s of hours
Basis of expenditure	Participation May 2017	Participation October 2017	Participation January 2018	
Total 2 year olds hours for expenditure (C)	296	278	222	796
Basis of income	5/12ths January 2017	4/12ths January 2018	3/12ths January 2018	
Total 2 year olds hours for income (D)	-353	-233	-175	-761
NET POSITION for 2 year olds (C+D)	-57	45	47	35

- 3.6 This would suggest that, if all of the planned spending per pupil happened, there would be a surplus on 3 & 4 year olds of -£0.660m (110,000 hours at £6) and a deficit on 2 year olds of +£0.190m (35,000 hours at £5.43). In net terms, this would point to a net underspend of -£0.470m, all other things being equal.
- 3.7 This situation is far from ideal because, had the level of activity been known in advance, the original budgets could have been set differently. Knowing in advance, however, to the level of accuracy required, is not practical.
- 3.8 For 2017/18 the DfE has indicated that they require 93% of the funding received for 3 and 4 year olds to be distributed through the base rate, the supplements or the SEN provision, with the remainder being available for central spending and contingency. They have further insisted that they will be checking S251 outturn statements to ensure that this is the case.
- 3.9 Officers have asked ESFA how they would expect the Authority to demonstrate compliance with the requirements, given these emerging circumstances and we await a response.

3.10 If ESFA indicate that funding must be passed to settings, Cabinet could be asked to agree an increase to the base rate for 2018/19, with the money carried forward at the end of 2017/18. If the ESFA indicate that the budget plans satisfied the passporting requirement and any variance can be used as part of the DSG overall, the LA will bring back proposals on that once the final position for 2017/18 is known. As the numbers are still subject to further analysis and validation, the precise amounts of difference between the actual expenditure and the DSG income may change. The broad conclusion, though, is that there is likely to be a net underspend in the region of £0.5m, more if there are underspends on different components of the early years budget.

4. Funding arrangements for Bristol 2018/19

4.1 The values for the 2018/19 formula were agreed by Cabinet in January 2018, following consultation with Schools Forum. These are set out in **Tables 4a and 4b.**

Table 4a: Rates of funding for,3 and 4 year olds 2018/19

Component of 3 and 4 year old funding	2018/2019 Hourly rates (£p)	Allocation based on 9,093.66 pte pupils £'000
3 and 4 year olds base allocation per part-time equivalent pupil (15 hours)	£4.88	£25.295m
Deprivation Supplement	£0.13	£0.674m
Quality Supplement	£0.16	£0.881m
Emerging SEN	£0.25	£1.244m
LA centrally retained funding 5% 18/19 of gross funding)	£0.28	£1.451m
Total funding for each pte pupil	£5.70	£29.545m

Table 4b: Rates of funding for 2 year olds 2018/19

Component of 2 year old funding	2018/2019 Hourly rates (£p)	Allocation based on 1,486.40 pte pupils £'000
Retained to administer 2 year old arrangements	£0.03	£0.025m
2 year olds base allocation per part-time equivalent pupil (15 hours)	£5.40	£4.575m
Total funding for each pte pupil	£5.43	£4.600m

4.2 **Table 5** indicates that there are more extended pupils in early years settings in January 2018 than the ESFA estimated, but fewer universal

and 2 year old placements. The overall differences, however, are around 1.5% of the estimated cohort. These figures will be validated and will translate into updated allocations in the summer 2018. Final allocations will take account of the January 2019 count, too.

Table 5: Comparison of DSG pte pupils and provisional Jan 18 census pte pupils

Component	Part-time equivalent pupils in indicative DSG 2018/19 (December 2017)	Part-time equivalent pupils in January 2018 pupil census (to be validated)	Difference
3&4 Year Old Universal 15 hour provision	7,361.66	7,240.40	-121.26
3&4 Year Old Extended 15 hour provision	1,732.00	2,278.02	+546.02
2 Year Old provision	1,486.40	1,228.27	-258.13
Grand total part-time equivalent pupils (ie pte = 570 hours per year)	10,580.06	10,746.69	+166.63

- 4.3 There are two areas where clarification is needed on the allocations for 2018/19: Maintained Nursery Supplement and the operation of the Deprivation factor.
- 4.4 **Maintained Nursery Supplement.** Officers have established with the ESFA why the values in the Maintained Nursery Supplement have changed since they were first advised in December 2016. Originally, for 2017/18 the total was £1.297m. This subsequently changed to £1.238m and for 2018/19 the total has reduced further to £0.931m.
- 4.5 The principle of the Maintained Nursery Supplement was to recognize that the National Funding Formula did not allow for differences between types of settings in the way that local formulae previously had. Nonetheless, Maintained Nurseries are schools in their own right and have to have a headteacher and incur other costs because of their stand-alone nature. In recognition of this, the DfE gave a three year commitment to protect the level of per pupil funding that Maintained Nursery Schools were receiving in 2016/17.
- 4.6 On the basis of the information in the 2016/17 Section 251 Statement, it was established that Maintained Nurseries were being funded in Bristol at a rate of £6.36 per hour. That is the level of funding that is being protected and that has not changed.

- 4.7 In December 2016, the ESFA estimated the amount of funding that was being delegated to all settings using the same 2016/17 Section 251 Statement. This was before the introduction of the national funding formula and before the reductions in headline funding for Bristol, but it reflected high levels of central spending and high levels of contingency, so the average amount delegated per pupil was calculated at £4.95.
- 4.8 The difference between the two was £1.41 and after applying that to the part-time equivalent pupil numbers in the Maintained Nursery Schools for 570 hours each year, this produced the amount of the MNS supplement in the DSG.
- 4.9 **Table 6** sets out how the calculations have differed in each of the three published iterations. Column A uses 2016/17 S251 data and pupil numbers at January 2016. Column B uses 2016/17 S251 data and pupil numbers at January 2017. Column C uses 2017/18 S251 data and pupil numbers at January 2017.

Table 6: Calculation of Maintained Nursery Supplement for each of the 3 ESFA iterations

Component	A 2017/18 (Dec 16)	B 2017/18 (Dec 17)	C 2018/19 (Dec 17)
Protected 2016/17 MNS per pupil value	£6.36	£6.36	£6.36
Assessed level of delegation for all settings per pupil	£4.95	£4.95	£5.30
Difference per pupil	£1.41	£1.41	£1.06
Universal PTE = FTE/0.6 for MNS	1,612.67	1,541.60	1,541.60
Total hours Universal PTE x 15hrs x 38 weeks	919,220	878,712	878,712
ESFA Allocations	£1,296,100	£1,238,984	£931,435

- 4.10 For 2018/19 financial year, the ESFA will continue to use the £1.06 figure for pupils in Maintained Nursery Schools, but they will substitute the actual number of pupils in those settings in January 2018. ESFA has, however, clarified that they will only protect universal provision, they will not protect extended provision, because that was not in place in 2016/17. While there is a logic to this, it runs counter to the advice received by officers, conveyed to settings to embrace families who wished to take up the extended hours offer. If extended hours has been offered by settings as additional capacity, this may be less of a problem. For those settings who have substituted two 15 hour pupils for one 30 hours placement, they may find that their protected funding will reduce.

- 4.11 Officers are pursuing the issue of how extended hours is treated in the calculation of the supplement for maintained nurseries.

4.12 **Deprivation Factor.** The Deprivation Factor has been agreed as an amount of 13p for every hour received by the DfE in 2018/19. As in previous years, the Authority will use the same weighted IDACI bands for pupils attending the setting to determine how much to allocate. A full analysis of the January 2018 cohort is not available, but the position for January 2017 identifies in **Table 8** the distribution of pupils on a headcount basis. The basis of the calculations for **Table 8** are in **Appendix 1**.

Table 8: Summary Deprivation weightings

IDACI BAND	0	1	2	3	4	5	6
Deprivation Weighting	0	0.5	1	2	3	4	5
	£p						
Rounded value per hour	0	0.0554	0.1109	0.2218	0.3327	0.4435	0.5544

4.13 For existing settings with pupils in January 2018, officers propose to use the January 2018 census for each setting to determine the average deprivation allocation for their pupils at that point in time. The number of pupils in each band will be multiplied by the values per hour to produce an aggregate total, which is then divided by the total number of unweighted pupils being considered. That will be the value per hour that will be used for all pupils at that setting for each of the three terms in 2018/19 financial year.

4.14 As an example, a setting with 15 pte pupils as per table 9 would have an average deprivation value per hour of $£2.2178 / 15 = £0.1479$. If the setting had 15 part-time equivalent pupils in each of the three terms of 2018/19, they would receive an allocation of 15 pupils x 15 hours x 38 weeks x $£0.1479 = £1,264$.

Table 9: Example of deprivation average value per hour for a setting.

IDACI Band	Value per hour	Number of pupils in setting	Aggregate total
0	£0.0000	5	£0.0000
1	£0.0554	2	£0.1109
2	£0.1109	3	£0.3327
3	£0.2218	2	£0.4436
4	£0.3327	1	£0.3327
5	£0.4435	1	£0.4435
6	£0.5544	1	£0.5544
TOTAL		15	£2.2178
AVERAGE			£0.1479

- 4.15 For settings that are not operating in January 2018, officers will calculate a termly deprivation allowance in retrospect (ie by the end of term). This will consider the actual part-time equivalent pupils in the setting in each of the IDACI bands. Funding will be based on the same value per hour. Such settings will revert to an average allocation approach from the following financial year once they have been included in a January pupil count.
- 4.16 Settings will be advised of their average deprivation rates for 2018/19 by the start of the summer term 2018.
- 4.17 The approach described above recognizes that settings small and large can all have high or low levels of deprivation and they will all be funded proportionately and appropriately.

5. National Funding Formula beyond 2018/19

- 5.1 During 2018/19 officers intend to review how the early years national funding formula is administered to identify ways in which the separate arrangements for PVI settings and schools can be more consistent. This will include data gathering, funding calculations, disbursing funds and dealing with queries. A national funding formula points to a single administrative approach, rather than separate ones.
- 5.2 There are also elements of the formula itself that ought to be reconsidered. For instance, PVI settings are paid for variable numbers of weeks in each term, depending on the number of operating weeks for Term Time Only settings and All Year Round settings. Schools, by contrast, are paid on the basis of each term representing one third of the annual allocation.
- 5.3 Whatever changes are made will be discussed with settings, will be reported to Schools Forum and, as necessary, will be the subject of consultation with all providers.

Appendix 1

Table 8: Summary Deprivation weightings

Deprivation Weighting	0	0.5	1	2	3	4	5	
IDACI BAND	0	1	2	3	4	5	6	TOTAL
PVI settings	2,088	322	270	254	203	24	7	3,168
Mainstream settings	750	483	410	559	844	280	134	3,460
Total pupils	2,838	805	680	813	1,047	304	141	6,628
Total weighted pupils	0	403	680	1,626	3,141	1,216	705	7,771
Total annual funding (Unweighted pupils x 570 hours @ 13p per hour)								£491,135

	£p	£p	£p	£p	£p	£p	£p	
Rounded value per hour	0	0.0554	0.1109	0.2218	0.3327	0.4435	0.5544	
PVI	0	10,168	17,068	32,112	38,497	6,067	2,212	106,124
Mainstream	0	15,252	25,917	70,672	160,055	70,783	42,345	385,025
Check totals (roundings)	0	25,420	42,985	102,784	198,552	76,850	44,557	491,148

Note that these calculations use headcount data from PVI and mainstream settings in order to determine the pattern of IDACI across the City. The theory is that if this pattern prevails in the actual distribution of pupils in settings, the use of the values per hour for each IDACI band should produce a total allocation for deprivation equivalent to an average of 13p for each pupil. So, the precise amount distributed through deprivation will vary, depending on how many pupils there are overall and what the actual distribution is.

Bristol Schools Forum
Growth Fund

Date of meeting:	20 March 2018
Time of meeting:	6.15 pm
Venue:	Future Inns, Bristol

1 Purpose of report

- 1.1 The Growth Fund policy has to be agreed by Schools Forum. Discussion at recent Schools Forum meetings has considered whether that policy should be amended to ensure that schools that have an admission policy that allocates a proportion of places to pupils not resident in Bristol receive growth funding proportionate to the numbers of Bristol resident pupils only. This report provides some background to the current policy and the possible future arrangements under the National Funding Formula. It then invites Schools Forum to determine whether it wishes to change the policy or not.

2 Recommendation

2.1 Schools Forum is invited to determine whether it wishes to:

- a) **keep the Growth Fund policy as currently for academic year 2018/19;**
- b) **amend the Growth Fund policy where schools which have admission policies that allocate a proportion of places to pupils not resident in Bristol only receive growth funding in line with the proportion of Bristol resident pupils for the academic year 2018/19 onwards; or**
- c) **end allocations through the Growth Fund.**

3 Background

- 3.1 The current policy for the Growth Fund has been in operation for many years and the policy to apply to 2017/18 was most recently agreed by Schools Forum in March 2017. It is set out in **Appendix 1**.
- 3.2 The concerns expressed at recent meetings are that the Authority has a duty to ensure the sufficiency of school places and that the admission of non-resident pupils makes the fulfilment of that duty more difficult. A possible way of addressing this concern, if Schools Forum believes it ought to, could be to amend the Growth Fund policy, such that funding from the Growth Fund should only be provided with respect to resident Bristol pupils. While this minor change could not transform the admissions arrangements on its own, it would aim to be part of a wider approach to help Bristol pupils have access to local school places

3.3 This report sets out the wider context of the Authority’s duty to provide sufficient school places and includes some considerations of the consequences of such a change to the policy.

4 Growth fund in context

4.1 Expanding schools are funded in one (and no more than two) of three ways:

- **Growing Schools.** Within the Authority Proforma Tool, schools that are new (opening within the last 7 years) can have their estimated pupil numbers in their expanding year groups taken into account. These schools are effectively funded in advance, on estimates, while they establish themselves. Details of these schools are included later in the report.
- **Academy growth (summer term).** For growing maintained schools, their expansion for April – August of the academic year in which the expansion takes place will be funded through their formula budget. For academies, their budgets operate from the September, so their budget for April-August 2018 would otherwise reflect the pupil count from October 2016. The APT for all schools for 2018/19 is calculated on the basis of the October 2017 pupil numbers, but the ESFA do not recoup the additional pupils for expanding academies; they ask that the LA pays this directly to the academies. This matches the APT pound for pound, and these academies are being treated no more or less favourably than maintained schools.
- **Growth Fund.** This is for expanding schools that have been open for more than 7 years. It provides funding for the period September – March where schools meet the criteria that are set out in **Appendix 1**. This element is funded only once actual numbers are known.

4.2 The financial position on the Growth Fund for this year and next is set out in **Table 1**.

Table 1: Financial position on Growth Fund 2017/18 and 2018/19

Component	2017/18 (actuals expected for Sept 17)		2018/19 (estimates for Sept 2018)	
	No of pupils	£'000	No of pupils	£'000
Primary growth	576	1,265	389	862
Secondary growth	173	484	166	468
Post-opening grant		186		145
Bidding pot		13		65
Total growth allocations		1,947		1,540
Funding available		-3,000		2,000
Estimated remainder		-1,053		-460

- 4.3 This suggests that the current year's growth fund will be underspent against the original £3m allocation by -£1.1m, as has been indicated throughout the year. Nearly all of the allocations for 2017/18 have now been agreed, so this is the current position. At this stage, the expected calls on the fund for September 2018 are within the lower allocation of £2m agreed for 2018/19. The precise figure will depend on actual pupil numbers in September and the -£0.5m remainder can absorb any additional calls on the growth fund should they materialize before October 2018.

5 Information

- 5.1 In recent years there has been a significant decrease in the numbers of Bristol pupils being admitted to schools in neighbouring local authority areas. On 1st March 2018, 328 Bristol resident pupils were offered Year 7 places at schools outside the city, compared to 567 in 2017.
- 5.2 Numbers of pupils coming into Bristol has risen with 208 non-Bristol resident pupils were offered Year 7 places in Bristol secondary schools for September 2018 (175 in 2017) These pupils are spread across 18 of the 22 secondary schools in Bristol.

Table 2: Offers made to non-resident pupils on 1st March 2018 for admission in September 2018

School	Non-Bristol Resident Pupil Offers
Ashton Park School	1
Bedminster Down School	1
Bridge Learning Campus	0
Bristol Brunel Academy	0
Bristol Cathedral Choir School	26
Bristol Free School	1
Bristol Metropolitan Academy	3
Colston's Girls' School	52
Cotham School	0
Fairfield High School	1
Henbury School	5
Merchants' Academy	1
Oasis Academy Brightstowe	1
Oasis Academy Brislington	2
Oasis Academy John Williams	1
Orchard School Bristol	15
Redland Green School	0
St Bede's Catholic College	83
St Bernadette Catholic Secondary School	5

School	Non-Bristol Resident Pupil Offers
St Mary Redcliffe and Temple School	3
Steiner Academy Bristol	6
The City Academy Bristol	1
Total	208

5.3 A small number of secondary schools have admissions policies that mean that a proportion of pupils not resident in Bristol will be allocated places.

Table 3: Schools with Admission Policies that allocate a proportion of places to non-resident pupils

School	Summary of Admissions Policy in relation to non-resident pupils
Bristol Cathedral Choir School* (1FE Expansion)	Has a catchment area that includes areas outside Bristol. After the admission of pupils under higher criteria such as music specialism or siblings places are allocated by random allocation.
Colston's Girls' School (1FE bulge class, pending decision on permanent expansion)	Has a catchment area that includes areas outside Bristol. After the admission of pupils under higher criteria such as siblings places are allocated by random allocation. 75% of places allocated to addresses in Bristol, 25% to addresses outside Bristol.
St Bede's Catholic College (1FE Expansion)	Allocate places to pupils living in designated Catholic parishes, some of which are outside the Bristol boundary.
St Bernadette Catholic Secondary School	Allocate places to pupils living in designated Catholic parishes, a small number of which are outside the Bristol boundary.
St Bernadette RC Primary School	Allocate places to pupils living in designated Catholic parishes, some of which are outside the Bristol boundary.
St Joseph's Catholic Primary School	Allocate places to pupils living with the St Joseph's parish, part of which is outside the Bristol boundary.
St Teresa's Catholic Primary School	Allocate places to pupils living in designated Catholic parishes, parts of which are outside the Bristol boundary.

*BCCS growth being funded directly by ESFA, not through the Growth Fund

- 5.4 Bristol Cathedral Choir School growth is being funded directly by ESFA, not through the Bristol Growth Fund. Cathedral Schools Trust submitted a business case to the ESFA for real-time funding as a response to increases in student numbers in both Year 7 and the sixth form, where numbers have doubled. This was an individual agreement and other academies would need to reach agreement with the ESFA if the increase is significant. The funding has been agreed only for 2 years.
- 5.5 There are no plans to expand St Bernadette Secondary School, St Bernadette Primary School, St Joseph's Primary School or St Teresa's Primary School. ,.
- 5.6 The school most affected by any change would be St Bede's as around 40% of places were offered to non-resident pupils. Expansion of the school was agreed with Governors under the current policy and any change would therefore affect the funding that the school has planned for in setting their future budget plans.
- 5.7 Colston's Girls School have offered additional places for September 2018 in response to the very high number of applications and are considering future permanent expansion. The school were made aware of a possible change to the Growth Fund policy prior to deciding to admit additional pupils.
- 5.8 Overall, non-resident pupils are a very small proportion of the admissions to secondary schools with 208 of just under 5,000 offers being made to pupils living outside Bristol.
- 5.9 Pupil Projections used to establish 'Basic Need' to attract capital funding from Government must use factors to take account of inward and outward migration and therefore more accurately reflect the pattern of secondary school admissions for Bristol and non-Bristol resident pupils.
- 5.10 Many local authorities have schools that, for various reasons, have catchments that include areas outside their home local authority. These may be faith schools, schools with a particular specialism or schools serving the needs of a particular group or community, such as single sex schools or University Technical Colleges.
- 5.11 Revenue funding is based on overall pupil numbers, regardless of home local authority of the pupil. Schools will therefore receive funding for all additional pupils in the following financial year. Excluding non-Bristol pupils from one part of the funding formula is inconsistent with other funding.
- 5.12 The Growth Fund assists the local authority in meeting the statutory duty to offer all applicants a place. It is used as part of the place planning process to agree additional places with schools. This is required both in the longer term planning process and during the allocation of places each year. Precise numbers of applications are not known until after the closing date

(31st October for secondary, 15th January for primary) and initial offers made for secondary schools on 1st March and 16th April for primary. Final numbers may not be certain however until pupils join in September.

- 5.13 The Growth Fund and Capital funding are the only means by which the local authority can secure additional places outside of the creation of new free schools. Whilst free schools can help with long term place planning, the Growth Fund allows for short term adjustments to be agreed with schools to reflect demand each year. For 2018, 407 additional places were agreed. This enabled an offer to be made to all pupils resident in Bristol. The number of places required at some schools is expected to reduce as offers for independent schools and other factors mean some pupils no longer require a place but precise numbers will not be known until later in the year.

Table 4: Additional Places Agreed with Schools for 1st March Offer Day

School	Additional Places	Context
Bristol Brunel Academy	16	Part of planned expansion. All additional places expected to be filled in September
Bristol Cathedral Choir School	30	Part of planned expansion. All additional places expected to be filled in September
Bristol Free School	25	Additional places offered in response to level of applications and based on historical reduction in places required by September
Bristol Metropolitan Academy	16	Additional places offered as 'bulge' prior to potential longer term expansion
City Academy	97	Additional places offered to meet statutory duty to offer all applicants a place. Number expected to reduce significantly by September
Colston's Girls' School	27	Additional places offered as 'bulge' prior to potential longer term expansion
Cotham School	27	Part of planned expansion. All additional places expected to be filled in September
Henbury School	28	Additional places offered to meet statutory duty to offer all applicants a place. Number expected to reduce by September
Oasis Academy Brightstowe	31	Additional places offered to meet statutory local demand and duty to offer all applicants a place. Number expected to reduce by September
Oasis Academy John Williams	18	Additional places offered to meet statutory local demand. All additional places expected to be filled in September
Orchard School	36	Additional places offered to meet

		statutory duty to offer all applicants a place. Number expected to reduce by September
Redland Green School	43	27 places as part of planned expansion. Further additional 16 to meet local demand. All additional places expected to be filled in September
St Bede's Catholic College	27	Part of planned expansion. All additional places expected to be filled in September
Total	404	

5.14 Without the Growth Fund there would be no incentive for schools to agree to additional places being offered above their Published Admissions Number.

5. Growing Schools

5.1 Schools established within the last 7 years are funded through a separate mechanism for 'Growing Schools'. This applies to completely newly established and not replacement schools (where a former community school is closed and re-opens as an academy for instance). Schools currently qualifying are:

Table 5: Newly Established Schools Qualifying for Growing Schools Funding

School	Opening Date
The Dolphin Primary School	2012
Cathedral Primary School	2013
Redfield Educate Together Primary Academy	2014
Steiner Academy Bristol	2014
Fairlawn Primary School	2015
Oasis Academy Marksbury Road	2015

6 Alternative policy

6.1 There are two criteria that schools need to meet in order to access basic need growth funding. The first is that their expansion has been agreed by the Local Authority. That ought to remain as the first criterion and there is no obvious need to change it. The second is that there are actually higher pupil numbers that need to be funded.

- 6.2 If Schools Forum were to decide to change the policy to exclude a proportion of pupils from the calculations, the most straightforward way of doing this is to add a clause on the second page of the policy (in Appendix 1). At the point where it says (NOTE A), could be added:

Subject to the number of pupils funded being no greater than the difference between the total number of pupils (excluding the proportion non-resident pupils to be admitted under the admissions policy of the school) in the first admission year group (ie Reception for infant and primary schools, Year 3 for Junior schools and Year 7 for secondary schools), as per the latest October pupil census, and the agreed admission number for the school before the agreed expansion.

7 Considerations on changing the policy to exclude the proportion of non-resident pupils.

- 7.1 Changing the current Growth Fund policy would be inconsistent with the principle in the mainstream formula which is based on pupil numbers, irrespective of home address. A principle which applies to growing schools and academy growth (summer term) calculations.
- 7.2 The degree to which a change of policy would affect an individual school is dependent on the admissions policy and numbers of non-Bristol pupils admitted. The majority of secondary schools admit very low numbers of pupils from outside but do not have admissions policies that mean a proportion of pupils from outside Bristol as part the policy. Additionally some schools may have no plans for expansion. For some schools, such as St Bede's, the impact will be greater as expansion is already underway and there will be a delay in receiving any funding for some pupils for two terms.
- 7.3 The DfE are trying to establish a way of dealing with Growth Fund as part of the National Funding Formula. They are either going to introduce a standard national approach to allocating in-year growth funding, which would not take account of resident / non-resident pupils. Or they will not have a Growth Fund at all, meaning that schools with expansions would have to wait a year to receive extra money. Either way, this points to any decision either way to be for a temporary period at most.

8 Considerations on changing the policy to end allocations through the Growth Fund.

- 8.1 The Forum could consider stopping the Growth Fund. This would make place planning very difficult for the local authority and could potentially mean that the statutory duty to offer a school place could not be met as schools would be unwilling to offer over their admission number without a mechanism to ensure additional funding to meet the lag in the general funding.

9 Conclusions

- 9.1 It is a matter for Schools Forum to determine what the policy should be for Growth Fund, including whether a Growth Fund should exist at all. Local Authority officers have heard concerns expressed at Schools Forum regarding the Growth Fund providing funding for schools who admit non-resident pupils. In the context of a shortage of school places in some parts of the city, it is understandable that there have been calls on any available mechanism to alleviate this situation to be used.
- 9.2 Non-resident pupils, in practice, are a very small proportion of the total admissions in any year. Previous attempts to bring a paper on this matter have tried to address non-resident pupils across the city, but officers have considered that that would have random impacts which most individual schools would neither be able to predict or control.
- 9.3 To some extent, the discussions about expansion with individual schools which in some way have admissions policies that earmark places from non-resident pupils in some way often get round to considerations of whether the admission policies can be changed to limit the expansion to Bristol resident pupils. The possible change to the Growth Fund included at recommendation option b) would formalize that arrangement.
- 9.4 Officers, nonetheless, need some leverage when it comes to persuading individual schools to expand permanently or temporarily. Governing Bodies are often concerned about the risks they are taking on in agreeing to expansion. Capital funding helps, but it is also most helpful if the Authority can point to a clear Growth Fund policy that does not discount individual pupils.
- 9.5 On balance, officers would prefer no change to the policy recommendation option a). If Schools Forum wishes to adopt the change in recommendation option b), they should take account of the views of schools that might be affected by this (through Schools Forum representatives). Officers would urge that a Growth Fund continues to operate for 2018/19 (and beyond) and would ask that Schools Forum considers the views of schools that might be affected (through Schools Forum representatives) if they are minded to cease to operate a Growth Fund (recommendation option c)). As previously indicated, this is nonetheless a matter for Schools Forum to decide.

Appendix 1

Growth Fund Policy

Background:

2015-16 Revenue Funding Arrangements published by the DfE/EFA: 'Operational Information for local authorities' outlines the principle for a growth fund. Local authorities may centrally retain funding within the schools block in order to create a growth fund for the purposes of supporting growth in pre-16 pupil numbers to meet basic need, to support additional classes needed to meet the infant class size regulation and to meet the costs of new schools.

The growth fund may **not** be used to support schools in financial difficulty or for general growth due to popularity.

All central budgets within the schools block must be made available to recoupment academies on the same basis as maintained schools – The only exception is that DfE will continue to pay start-up and post opening costs for 'Free Schools'.

Growth funding will apply where a school/academy:

- has increased its PAN, at the request of the authority, to provide an extra form of entry or greater to meet basic need in the area (caused by general population growth or housing development) as an on-going commitment
- has agreed with the authority to provide a number of places above PAN as a bulge class as a consequence of school reorganisation or to meet short term additional needs.

Growth funding will **not** apply where a school/academy:

- increases its PAN by choice but not agreed with the local authority as part of the process to meet basic need in the area
- admits over PAN by choice (not to meet agreed basic need)
- where pupils are admitted above a schools PAN as a consequence of appeal or error in the school admissions process.

Bristol's growth fund consists of 5 elements:

1. Planned basic need growth
2. Brand new schools start up
3. Brand new schools post opening
4. Infant class size funding
5. Application for exceptional circumstance

1. Planned Basic Need Growth

Funding to schools is provided where the Local authority has requested to increase the schools PAN in order to meet basic need. Funding is calculated as follows:

In the first year of increased intake the formula is:

30 pupils (for an extra form entry) multiplied by the entire pupil led elements of the formula (basic entitlement, deprivation, EAL, prior attainment) multiplied by 7/12ths (for the September – March).

On average this is approximately £60,000. The school will also receive £4,000 for a new reception class and £3,000 for any other new key stage class.

The period April-August will be covered by the schools formula funding allocation in the following local authority financial year based on numbers from the October census however, for academies we are required to fund the increase for the whole academic year and the April – August element will be recouped from the EFA.

In subsequent years as the increased admission moves through the year groups, the school will be funded as above but on actual pupils rather than a full class of 30 i.e. year 1 on October 2015 census less year 1 on October 2014 census . **(NOTE A)** If these extra pupils increase the number of classes needed in that year group, the school will also receive the £3,000 towards extra resources.

If the growth requires an **additional site**, the school would receive the split site element of the formula, (£31k in 2015/16).

In the first year of increased intake funds can be released for the start of September, for subsequent years information will be required from the October census therefore funds will be released by end of December.

Please note, there is no need to apply for this growth funding. If it is planned and authorised by the LA, the LA will track and pay each year.

2. Brand new schools - start up

Where a school or a new academy is established for basic need purposes, the responsibility for start-up funding and diseconomies lies within the Local Authority. Start-up costs apply to the period between the capital work being completed and the school opening.

A one- off payment will be made as follows:

£50,000 1 form entry school

£70,000 2 form entry school (or larger)

Please note, there is no need to apply for this growth.

3. Brand new Schools – Post opening funds

Where a school or a new academy is established for basic need purposes, the responsibility for start-up funding and diseconomies lies with the Local Authority. Post opening funds relate to the need to incur some fixed management and premises costs as new schools build up their numbers.

In the financial year after opening (i.e. school opened September 2014, post opening funds commence 2015/16 local authority financial year) the school will be eligible for post-opening funds as per the details below:

- An allocation for non staffing resources is paid whilst the school is building up to capacity, an amount of £250 is multiplied by the number of **new** pupils expected to be on roll at September. For example, if 30 pupils are on October 2014 census and 60 are expected on the October 2015 census, the non staffing element would be:

$$30 \times £250 = £7,500.$$

- An allocation for leadership is based on the number of year groups that the school will ultimately have but do not yet have pupils. For example, a primary school would have 7 year groups but in the first year of opening, 6 would be empty. A lump sum allocation would be given as per below:

Empty Cohorts	6	5	4	3	2	1
Primary allocation	£80,500	£67,500	£54,000	£40,500	£27,000	£13,500

Overall, if the primary school opened in September 2014 with 30 pupils in Reception there would be 6 empty year groups which would initiate an allocation of £80,500 and if the school expects to have 60 pupils in total by September 2015 (30 in reception and 30 in year 1) then they would also receive £7,500 in respect of non staffing resources. Hence their total post opening allocation would be £88,000.

This funding would need to be applied for on an annual basis. **The deadline for applications is 1st December.**

A form is available from the DSG finance team BristolDSGmailbox@bristol.gov.uk.

4. Infant Class size Regulation

Support for infant classes where pupil numbers exceed a multiple of 30 while an ordinary teaching session is conducted by a single teacher (or, where the session is conducted by more than one school teacher, a maximum of 30 pupils for every teacher).

Schools should not have class sizes of more than 30 in KS1 (from reception to Y2) in the infant phase.

This is governed by the Infant Class Size Regulations and is monitored externally by the DfE through the pupil census. A link to the regulation can be found here : [The School Admissions \(Infant Class Sizes\) \(England\) Regulations 2012](#)

There are exceptions to this, the Infant class size legislation makes allowance for the entry of an additional child in very limited circumstances where it would be prejudicial to his or her interests not to admit them ('excepted pupils').

The main circumstances where a child can be admitted as an 'excepted pupil' are:

- a) Children admitted outside the normal admissions round with statements of special educational needs specifying a school
- b) Looked after children and previously looked after children admitted outside the normal admissions round
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process
- d) Children admitted after an independent appeals panel upholds an appeal
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance (the local authority has to confirm that the child qualifies under this category)
- f) Children of UK service personnel admitted outside the normal admissions round
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
- h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. Excepted pupils will not attract additional funding from the Growth Fund.

Where there would be no alternative to having a class size of more than 30, and in order to comply with the Regulations, funding will be paid to reflect the costs of an additional teacher. This funding would be used to either enable the formation of another class or simply teach the bigger class with 2 teachers.

Examples:

Total KS1 pupils on the October census are 154.
154 divided into 30 = 5.133 classes, so 6 classes are needed.
The difference between 6 and 5.133 = 0.867.
Therefore would be funded 86.7% of an average teacher.
 $£35,000 \times 0.867 = £30,345$.

Total KS1 pupils on the October census are 175.
175 divided into 30 = 5.833, so 6 classes are needed.
The difference between 6 and 5.833 = 0.167.
Therefore would be funded 16.7% of an average teacher.
 $£35,000 \times 0.167 = £5,845$.

Schools with fewer than 30 KS1 pupils will not be eligible as the lump sum on the funding formula is deemed to provide sufficient resources for an infant class.

Schools with more than 6 classes $30 \times 6 = 180$ pupils in KS1 would also not be eligible as they would be deemed to have sufficient resources in their funding formula.

Infant class size funding would need to be applied for on an annual basis. A form is available from the DSG finance team BristolDSGmailbox@bristol.gov.uk.

The deadline for applications is 1st December.

5. Application for exceptional circumstance

Schools can submit an application into the LA for extra funding from the growth fund **due to basic need growth**, the case for the exceptional circumstance (that requires funding over and above the funding formula and the planned basic need growth) should be clearly stated with evidence supporting the claim for which the outcome will be decided by the Service Director for Education and Skills and the Chair of the Schools Forum.

A form is available from the DSG finance team BristolDSGmailbox@bristol.gov.uk.

The deadline for applications is 1st December.

Unspent Funds

Any unspent growth funds as at 31st March will be used to support the overall DSG fund as directed by the Service Director of Education and Skills in consultation with the Head of Finance (People).

Ends

(NOTE A: Note A does not form part of the current policy. It is here that a clause might be added to restrict funding to Bristol resident pupils if Schools Forum should so decide.)

Bristol Schools Forum
Non teaching staff pay scales

Date of meeting:	20 th March 2018
Time of meeting:	6.15 pm
Venue:	Future Inns

1. Purpose of report

To brief the Forum on national and local developments on the pay of support staff.

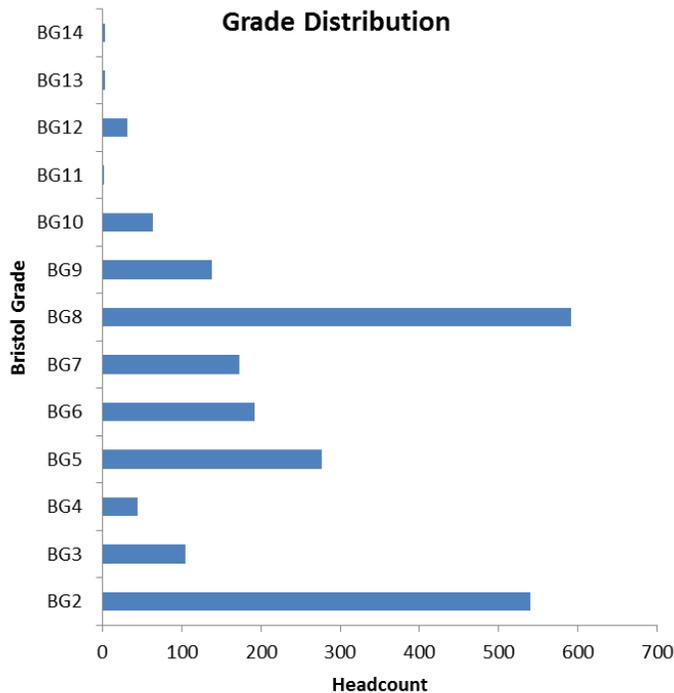
2. Recommendation

That all Bristol schools be consulted on the proposal to develop and implement a new pay scale for support staff that resolves the current compression of Bristol Grades 1 to 5.

3. Background

The pay of support staff is subject to a collective agreement of the National Joint Council for Local Government Services (commonly called the Green Book), which sets out core terms and conditions of employment and a national pay scale and agrees national pay awards.

The Council implemented the national “Single Status” Agreement in the early 2000s. This is when the Greater London Provincial Scheme was adopted for job evaluation purposes and the Bristol Grade pay scale came into being. For affordability reasons a number of compromises were made in the construction of the Bristol Grade pay scale: some grades share spinal column points with other grades, some grades have more points than others, and the number of job evaluation points allocated to each grade varies from grade to grade. At the time, a family of template support jobs were drafted in conjunction with schools and evaluated for others to draw off as appropriate. Jobs will naturally have evolved in the meantime but the model paperwork has not been refreshed or re-evaluated. There may now be a case to do so. For information the current spread of grades for support staff (in schools that use BCC Payroll) is shown in the following graph.



Bristol City Council adopted the Living Wage (as calculated by the Living Wage Foundation) in October 2014. As a result of the national pay freeze and below-inflation pay awards, all employees on Bristol Grades 1, 2, 3, 4 and the first spinal column point of BG5 are currently paid at the Living Wage rate. This compression at the lower end of the pay scale is having a negative impact on recruitment, morale and retention (there being no financial incentive to take on supervisory duties or a slightly higher-graded role).

The Council has a long-held ambition to reform its pay scale to address these issues. Joint working with the trade unions started in 2012/13 but the Council's financial position at the time prevented progression of ideas generated by the process. Meeting this challenge has since become a firm commitment enshrined in the Council's Pay Policy Statement, and work with the trade unions re-started in 2017.

At a national level the Employers' Side of the NJC recently proposed a "final offer" of a two-year pay deal: a headline rate of 2% from 1st April 2018, and a further 2% plus changes to the structure of the national (Green Book) pay spine from 1st April 2019. The national Single Status trade unions (GMB, UNISON and Unite) have balloted their members, two of the three unions recommending rejection of the offer. At the time of writing, the results are awaited (it is anticipated they will be known in mid-March). Whilst the Council has indicated that it will honour any 2018 pay award, discussions with local trade union colleagues have arrived at a point of support in principle for the development of new pay scale for Bristol that has fewer grades, fewer points (none shared between grades) and more equal distribution of job evaluation points to grades. A

pay model (including support staff for schools that use BCC Payroll) has been constructed, and a number of options are currently being tested for affordability and fit. All options will require increased spending, which will be inclusive of any pay award that may be agreed for 2019.

4. Financial Implications

The following covers only those schools that use BCC Payroll:

Support staff	2017/18	2018/19 (2% pay award)¹	2019/20 (2% pay award)²	2019/20 – pay model estimate³
Salaries	£28.99m	£30.08m	£31.20m	£33.18m
Employers' NI	£1.80m	£1.93m	£2.06m	£2.31m
LGPS	£5.97m	£6.20m	£6.43m	£6.84m

5. Glossary of Terms

NJC – National Joint Council for Local Government Services

¹ Salaries from the 1st April 2018 are based on the NJC pay offer including the bottom loading of SCP6-19 and a flat increase of 2% on SCP 20 and above, figures are based on employee progression through grades based on time served.

² Salaries from the 1st April 2019 are based on the NJC pay offer with a base salary of £9 per hour including a flat increase of 2%, figures are based on employee progression through grades based on time served.

³ Salaries from the 1st April 2019 are based on a 3 point grade model with a base salary of £9 per hour and 5.5% difference between first and last points.

Bristol Schools Forum
Forum Constitution

Date of meeting:	20 th March 2018
Time of meeting:	6.15 pm
Venue:	Future Inns

1. Purpose of report

To advise the Schools Forum of a change to the Schools Forum Constitution to reflect the changing pupil numbers.

2. Recommendation

That the Forum adopts the revised Constitution.

3. Background

Revised Constitution attached as Appendix A. The only revisions are the pupil numbers in Appendix 1 - which have not changed the number of maintained or academy representatives

The Special School heads have asked that special school representation is increased, so that both maintained and academy schools can be represented. However, as shown in Appendix 2, the special schools sector is already relatively well represented in terms of Forum members per pupil. Appendix A does not, therefore, include any change to special school representation.

4. Financial Implications

None.

5. Glossary of Terms

APPENDIX A

BRISTOL SCHOOLS FORUM CONSTITUTION

ADOPTED AT FORUM MEETING 20th March 2018

TITLE & PROCEDURAL MATTERS

1. The title of this organisation shall be the “Bristol Schools Forum” hereinafter referred to as “the Forum”.
2. Where any procedural matter relating to the working of the Forum is not specifically covered in the Constitution, the *Schools Forums: Operational and Good Practice Guidance*, issued by the Department for Education (DfE) in December 2015 (or the latest version thereof) shall apply.
3. On any re-constitution of the Forum the LA shall have the power to transfer an existing Member of the Forum to a new category of membership, and to extend the terms of office of existing Members to allow the Forum to operate effectively after re-constitution.

ROLE/FUNCTION

4. The Forum is not a committee of the Council. It is a separate statutory body established by the Local Authority (LA) under the powers laid out in the *Schools Forums (England) Regulations 2012*, which brings together key partners in the provision of education at local level, giving each an equal voice.
5. The role of the Forum is to act as a Strategic Partner with the People’s Directorate of Bristol City Council as determined by the appropriate legislation.
6. The LA must consult the Forum on the terms of any proposed contract for supplies or services paid or to be paid out of schools’ budgets where the estimated value of the proposed contract is not less than the threshold which applies for the LA under Regulation 8 of the Public Contracts Regulations 2015.
7. The LA must consult the schools forum annually in respect of the authority’s functions relating to the schools budget, in connection with the following:
 - (a) arrangements for the education of pupils with special educational needs;
 - (b) arrangements for the use of pupil referral units and the education of children otherwise than at school;
 - (c) arrangements for early years provision;

(d) administrative arrangements for the allocation of central government grants paid to schools via the authority.

The authority may consult the forum on such other matters concerning the funding of schools as they see fit.

MEMBERSHIP

8. The composition of the membership of the Forum is determined by the LA in accordance with the *Schools Forums (England) Regulations 2012*.

OBSERVERS

9. The LA and the Forum may invite observers, but they can be asked to withdraw for specific items.

PROFESSIONAL ADVISER

10. The professional adviser to the Forum will be the Service Director for Education & Skills, the Chief Financial Officer and/or his/her representative(s) who will be entitled to attend, and speak at, all meetings of the Forum and any sub-committees which it convenes.

CHILDREN AND YOUNG PEOPLE'S SERVICES EXECUTIVE MEMBER

11. The Cabinet member for Education & Skills is entitled to attend and speak at the Forum, but does not have voting rights.

TERMS OF MEMBERSHIP AND CONDUCT OF MEMBERS

12. Members of the Bristol Schools Forum shall act in accordance with the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
13. Members are representatives of their particular group or subgroup but they are not delegates and should duly consider proposals and vote in accordance with what they consider to be in the best interests of children in the City of Bristol.
14. It is recognised that all Schools Group members will have an interest in at least one school. It is important that members should declare if the item under discussion could make a material difference to that school, or where they may have a personal or prejudicial interest. Notwithstanding this, a member may continue contributing to the discussion, but should not take any part in any decision made concerning that particular proposal which *uniquely* changes funding for their particular school/schools. (An advice note concerning declarations of interest is attached at appendix 3).
15. Members may formally nominate a named substitute to attend meetings in their absence, subject to the approval of the relevant body that elected them. Such substitutes must be from the same category of membership. Such substitutes have voting rights. It is the responsibility of the member concerned to pass on a copy of meeting papers to any such substitute.

16. If a member fails to attend three consecutive meetings without giving their apologies or without their apologies being accepted, the Forum may decide they are deemed to have resigned, and the clerk should advise the LA so that they can seek nominations from the appropriate group or sub group for a replacement.
Note: For clarity, a member is deemed not to have attended a meeting even if a formally nominated substitute has attended.
17. Subject to Clause 3 above, members of the Forum will be appointed for a three year term of office, subject to their remaining eligible. A member is, however, eligible for re-appointment and there is no limit to the number of terms an eligible member may serve. A member may resign at any time.
18. If a member ceases to be eligible to serve on the Forum he/she will be deemed to have resigned with immediate effect.
19. Only the Chair, or in their absence, the Vice Chair may formally represent the Schools Forum. Members may publicly disagree with Schools Forum decisions, but should ensure that their views do not create reputational damage to the Schools Forum.
20. Claims for expenses may be made in line with the agreed Expenses Policy.

ELECTION OF CHAIR AND VICE CHAIR

21. The Forum will elect the Chair and Vice-Chair. Nominations shall be sought from the floor and approved by a simple majority of votes cast by individual members, as indicated by a secret ballot. The Chair and Vice-Chair will be elected for a two year period but will hold office until the first meeting of the Forum after the two year period has elapsed, at which time they will be eligible for re-election. A member may not serve as Chair for more than two consecutive terms without the explicit agreement of the Forum. A non-executive Member of the Council or LA officer who is member of the Forum may not hold the office of Chair or Vice Chair.
22. The Chair (or the Vice-Chair in his/her absence) will be responsible for chairing and managing meetings of the Forum, in collaboration with the appropriate LA Officers and the Clerk.
23. If both the Chair and the Vice-Chair are absent from a meeting, an acting Chair will be elected by the members present for that meeting.
24. The Chair and/or the Vice-Chair may be removed from office by a majority of votes cast by secret ballot. Any call for a ballot to remove the Chair and/or Vice-Chair must be made in writing, signed by at least 25% of the total voting membership and received by the Clerk at least 7 days in advance of the meeting at which the ballot would be taken. The clerk must advise the Chair and Vice Chair immediately any such motion is received.

CLERK

25. The LA shall nominate a Clerk for the Forum.
26. The Clerk will be responsible for arranging meetings of the Forum, ensuring that members are notified of meetings and receive full agenda and supporting papers at least 7 days beforehand (excluding school holidays).
27. The clerk will be responsible for recording the proceedings at meetings of the Forum, ensuring that such a record is kept in a form that is easily accessible to others on request. Draft minutes are sent to the Chair for approval within 10 working days of a meeting, and distributed with the papers for the subsequent meeting. The Clerk will publish the draft minutes via email/ the website within three weeks of a meeting.
28. The Clerk will also be responsible for providing and seeking advice to the Forum and/or individual members and assisting the Chair/Vice-Chair with the management of meetings of the Forum.
29. The Clerk will also be responsible for ensuring that governing bodies and schools are informed of the outcome of the work of the Forum and consultation by the LA by posting of draft minutes, approved minutes, meeting agendas and associated meeting papers on the Schools' Forum page of the LA website.
30. In addition the Clerk to the Forum will (acting on behalf of the LA):
 - a. maintain an up to date list of members, nominated substitutes, and observers, detailing terms of office;
 - b. on the list of members also record details of the executive member and nominated LA professional advisers to the forum;
 - c. advise the Chair of the Forum and the LA and representative groups when vacancies occur. The Clerk will facilitate or organise where appropriate for the vacancies to be filled, in accordance with the agreed procedure (See Appendix 1) and will ensure that sufficient time is given to enable all constituency members have sufficient notice to be able to consider self-nomination. It is unlikely that less than 10 normal school days would be sufficient;
 - d. notify changes to membership via the Schools' and Governors' bulletins.

PEOPLE DIRECTORATE

31. LA Officers will be responsible for ensuring that all necessary papers for meetings of the Forum are supplied to the clerk in accordance with section 23 in a timely fashion.
32. Where LA Officers are reliant on an external body (e.g. DfE) for receipt of information which may arrive too late for processing/distribution,

papers may be e-mailed to members no less than 3 days before a meeting. Papers may only be tabled at a meeting to those members who do not have access to email.

QUORUM

33. The quorum for meetings is 40% of the total voting membership (namely Schools Group and Non Schools Group) excluding any vacancies in those groups).
34. If a meeting is inquorate, it can proceed, but it cannot legally take decisions (e.g. election of a Chair or Vice-Chair, or a decision relating to funding conferred by the funding regulations). An inquorate meeting can respond to authority consultation, and give views to the authority.

PROCEEDINGS

35. Meetings of the Forum will be held a minimum of 4 times a year. Additional meetings may be convened as and when required with the agreement of the Chair.
36. A calendar of dates for meetings will be agreed at the first meeting in each school year.
37. Where a decision needs to be made and there is general consensus, a formal vote will not be necessary. If the Chair determines a vote is necessary, voting will take place by a show of hands by members and decided by simple majority. Where there is an equality of votes, the Chair has a second and casting vote. If the Chair believes there is a conflict of interest the casting vote can be passed to the Vice-Chair.
38. Meetings of the Forum will be open to the public and press unless its members consider that an item of business should to be considered in private session. The principles of the Local Government (Access to Information) Act 1985 apply.
39. In order to address specific issues, the Forum may, on occasion, need to establish working groups from within its membership group. Such working groups must appoint a Chair who will be directly responsible for ensuring that the business of the group is recorded; also for reporting to the outcomes of the work of the group to the Forum. The Forum may vote to accept a report from a working group.
40. Agenda items are selected by the Chair in consultation with the appropriate LA officers. Items of Any Other Business must be proposed to the Chair/Clerk before a meeting.

Appendix 1

MEMBERSHIP OF THE BRISTOL SCHOOLS FORUM

MEMBERSHIP

1. The Local Authority is responsible for setting up the Bristol Schools Forum, determining the numbers of members comprising of the Schools Group, Non-Schools Group, Academies Group and Observers, as laid out in the the *Schools Forums (England) Regulations 2012*, and in accordance with the *Schools Forums: Operational and Good Practice Guidance*, issued December 2015 .
2. Regulations specify that each school forum shall contain schools members, non-schools members and academies members. At least two thirds of the members must be schools or academies members, i.e. school senior leadership team members or governors. The remaining membership will come from non-school organisations which have a direct interest in the business of the schools forum.
3. Schools members must be elected to the Forum by the members of the relevant group, or sub-group, in the authority's area.
 - a. The groups are:
 1. representatives of nursery schools, where there are any such schools in the authority's area;
 2. representatives of primary schools other than nursery schools;
 3. representatives of secondary schools;
 4. representatives of special schools, where there are any such schools in the authority's area; and
 5. representatives of pupil referral units, where there are any such schools in the authority's area.
4. Academies members must be elected to the schools forum by the proprietors of the Academies in the authority's area.
5. The LA must appoint non-schools members to the Forum comprising:
 - (e) one or more persons to represent the local authority 14-19 partnership(1); and
 - (f) one or more persons to represent early years providers.

The LA may appoint additional non-schools members to the Forum to represent the interests of other bodies.

Prior to making any such appointment the LA must consider whether the following bodies should be represented:

- the Diocesan Board of Education for any diocese any part of which is situated in the authority's area;
- the Bishop of any Roman Catholic Diocese any part of which is situated in the authority's area;
- where there are any schools or Academies within the authority's area that are designated under section 69(3) of the Act(2) as having a religious character (other than Church of England or Roman Catholic schools), the appropriate faith group in respect of any such school or Academy.

6. The Local Authority has determined that the Bristol Schools Forum membership shall comprise:

SCHOOLS and ACADEMIES MEMBERS (VOTING MEMBERS)

- Membership to be broadly in line with pupil numbers in each phase;
- Members representing the groups and phases to be split as evenly as possible between Governors and Headteacher or SLT members.

NON-SCHOOLS GROUP (VOTING MEMBERS)

- Other providers should be represented e.g. Private/Voluntary/Independent (PVI) early Years providers and the post 16 providers which includes the non-school post-16 providers.
- Other groups which the LA regularly consults should be represented, e.g. TUs and Dioceses.

The proposed revised composition of the Forum for 2017/18

Phase	Pupils	Proposed membership entitlement		Pupils per member
		Headteacher/SLT (12)	Governors (12)	
PRU	121	1		
Nursery/early years	2,040	1	1	
Special	852	1	1	
Primary pupils	35,951	7	7	2,567
of which: in LA maintained schools:	21,514	Split as follows: 4	Split as follows: 4	2,689
in Academies	14,437	3	3	2,406

Secondary	20,289	4	4	2,536
of which in LA maintained schools:	3,595	Split as follows: 1	Split as follows: 1	1,797
in Academies	16,694	3	3	2,782
Total	59,253	27		

Organisation	Number of members
Church of England Diocesan Board	1
Roman Catholic Diocesan Board	1
Post 16 Providers	1
PVI Early Years	1
Trades Unions	2
Total	6

PROCEDURE FOR DETERMINATION OF MEMBERS

7. The following processes will apply to the constituent groups in determining membership of the Forum, in accordance with, *the Schools Forums: Operational and Good Practice Guidance, issued December 2015.*

HEADTEACHER MEMBERS OF THE SCHOOLS GROUP

Representatives will be sought by the Clerk from the respective Headteacher groups..

GOVERNOR MEMBERS OF THE SCHOOLS GROUP

8. Self-nominations and pro-forma expressions of interest will be sought from all governors of LA maintained schools in each phase as necessary. If there are more candidates than vacancies, the LA will provide Chairs of Governors of the relevant schools a ballot paper and copies of the expressions of interest of candidates. Chairs of Governors will be responsible for returning completed ballot papers on behalf of their Governing Body in the timeline set out on the ballot paper.
9. Nominations and expressions of interest for the Academy Governor places will be sought from all Academy Governing Bodies. In the case of there being

more than one nominee, the Clerk shall make arrangements for a ballot as set out in paragraph 8 above for LA Maintained schools.

NON SCHOOLS GROUP AND OBSERVERS

10. The appropriate bodies named in the Non-Schools' Group and list of observers shall nominate representatives to the clerk for appointment to the Forum. A Non Schools Group representative may nominate a substitute who has to be approved by the appropriate body.

ADDITIONAL CRITERIA

11. The Executive member and officers employed by the LA who have a role in the strategic resource management of the authority may not be Members of the Forum
12. In all cases a person who holds multiple offices/positions which results in them being eligible for membership of one or more groups (e.g. a governor at a primary school and a secondary school) can only be appointed to represent one of those groups.

BUDGET

10. The Local Authority will agree a budget with the Forum each financial year to cover planned expenditure.

Appendix 2

SCHOOLS FORUM REGULATIONS (England) 2012 Guidance

1. The main changes to these regulations relate to the membership and proceedings of Schools Forums. The regulations will come into force on 1 October 2012, and Schools Forums will need to be reconstituted for this date.

Membership

2. The requirement that schools and Academies should have broadly proportionate representation according to pupil numbers in each category is maintained (**regulation 4(6)**). There is concern that the composition of Schools Forums has not changed quickly enough to reflect the pace of academy conversions. Local authorities are required to ensure their Schools Forum is compliant with this requirement based on the pupil numbers in each category as of September 2012 and that this is updated as more conversions take place.
3. There is no longer a requirement to have a minimum of 15 people on Schools Forum. Smaller authorities in particular may therefore wish to review the total size of their Schools Forum.
4. Where there is at least one maintained secondary school in an authority, at least one schools member must be a representative of a secondary school (**regulation 4(7)**). This is consistent with the arrangements for Academies, maintained nursery schools, maintained special schools and maintained Pupil Referral Units. Many authorities now have very few maintained secondary schools, so this will provide minimum representation as with other minority types of school.
5. In order to reflect their status of having a delegated budget from April 2013, where the authority maintains one or more Pupil Referral Units (PRUs) they are required to have a representative on the Schools Forum, who counts as a schools member (**regulations 4(10) and 5(2)(e)**).
6. Among the members representing maintained schools, at least one must be a representative of governing bodies and at least one must be a representative of headteachers (**regulation 4(5)**). This is a requirement of the primary legislation but has not previously been made explicit in the regulations.

Proceedings

7. There will be a restriction on local authority members and officers who are not members of the Schools Forum taking part in its meetings (**regulation 8(4)**). Participation will be limited to a Lead Member for education, children's services or resources, Director of Children's Services (or their representative), Chief Finance Officer (or their representative) or officers who are providing specific financial or technical advice to Schools Forum. Other officers will be able to participate where they are presenting a report, but their participation must be limited to their specific agenda item.
8. The Education Funding Agency (EFA) has been granted observer status at Schools Forum meetings (**regulation 8(4)(f)**). This will provide support to the local process and provide a national perspective if members think it helpful.
9. With regards to voting, the key change is with regard to the funding formulae. Only schools members (which includes mainstream schools, Academies, special schools and PRUs) and representatives of the Private, Voluntary and Independent (PVI) sector will be able to vote on the funding formulae (**regulation 8(10)**).
10. Additional requirements for the transparency of Schools Forum include holding all Schools Forum meetings in public and publishing Schools Forum papers, minutes and decisions in public areas of the local authority website (**regulations 8(2) and 8(13)**).
11. In order to reflect the complete delegation of funding for some services, the requirement to consult Schools Forums annually about arrangements for free school meals and insurance has been removed.

For further information on these regulations, please contact the Funding Reform Team at reformteam.funding@education.gsi.gov.uk .

Appendix 3

BRISTOL SCHOOLS FORUM

ADVICE NOTES CONCERNING DECLARATIONS OF INTEREST

In considering the declaration of an interest, a Member of the Forum should apply the following test: would a member of the public, knowing the facts of the situation, reasonably think that the member might be influenced by the interest?

A prejudicial interest would include the situation whereby a proposal uniquely affects either a school at which they are a headteacher/governor or which their children attend.

Any member who requires advice/guidance concerning declarations of interest or any other issue concerning the Forum should contact the Clerk in the first instance on telephone number 0117 9223947

Bristol Schools Forum

Bristol School Term Dates 2019/20

Date of meeting:	20 th March 2018
Time of meeting:	6.15 pm
Venue:	Future Inns

1. Purpose of report

To agree the school term and holiday dates for Community and Controlled school for the 2019/2020 academic year.

2. Recommendation

The dates below for the school term and holidays for the 2019/2020 academic school year have been agreed.

Term 1: Monday 2nd September 2019 to Friday 25th October 2019 (40 School Days)

Term 2: Monday 4th November 2019 to Friday 20th December 2019 (35 School Days)

Term 3: Monday 6th January 2020 to Friday 14th February 2020 (30 School Days)

Term 4: Monday 24th February 2020 to Friday 3rd April 2020 (30 School Days)

Term 5: Monday 20th April 2020 to Friday 22nd May 2020 (24 School Days)

Term 6: Monday 1st June 2020 to Monday 20th July 2020 (36 School Days)

3. Background

Bristol City Council is responsible for setting the school term and holiday dates for all Community and Voluntary Controlled schools in the city. This consultation includes the proposed dates for the 2019/20 school year

Other schools are responsible for setting their own dates so these may vary from those set by BCC.

Officers from across the South West have consulted each other and agreed the dates to be consulted to ensure as much consistency across the region as possible.

The dates agreed with other Local Authorities have been the subject of consultation running 5th February 2018 to 16th March 2018.

The dates are agreed by working alongside neighbouring Local Authorities, in particular; South Gloucestershire, North Somerset and Bath and North East Somerset. Effort is made to ensure there is consistency for cross border movement by residents who work or attend school in a county different to where they live. If this is not achieved there can be considerable issues for children, parents and school staff.

Therefore, these neighbouring LAs have been consulting on the same dates.

A limited number of responses to the consultation have been received.

One comment was concerning the term end date being Monday 20th July 2018. Whilst not ideal, this was necessary to ensure the correct number of school days and reduce the number of part weeks in the rest of the year. It is assumed that most schools would use this day as a potential inset/teacher training day.

Other responses offered alternative dates.

1. Adding two extra dates into the October half term (taken from the beginning of the summer holiday) as preferable to an 8 week term 1.
2. Changing the term dates to allow for shorter terms/more flexibility for holiday dates.
 - Term 1: Monday 9th September 2019 to Friday 25th October 2019 (35 School Days)
 - Term 2: Monday 4th November 2019 to Friday 20th December 2019 (35 School Days)
 - Term 3: Monday 6th January 2020 to Friday 14th February 2020 (30 School Days)
 - Term 4: Monday 24th February 2020 to Friday 3rd April 2020 (30 School Days)
 - Term 5: Monday 20th April 2020 to Friday 29nd May 2020 (28 School Days)
 - Term 6: Monday 8th June 2020 to Monday 24th July 2020 (35 School Days)

Both of these options although valid and a consideration for future years would mean different term dates than the neighbouring Local Authorities. Therefore, creating other issues with consistency.

The general feedback has otherwise been positive.

4. Financial Implications

5. Glossary of Terms

N/A

DRAFT