

# Meeting

of the  
London Borough of Barnet

# Schools Forum

Thursday 5th February 2015, 4.00pm

Conference Room 1

North London Business Park

## Agenda, Minutes of the last meeting and Papers

### Dates of next meetings:

Thursday 14 May 2015 (Conference Room 1)

Thursday 2 July 2015 (Conference Room 1)

Thursday 15 October 2015 (Conference Room 1)

Thursday 3 December 2015 (Conference Room 1)

# Schools Forum Agenda

**5<sup>th</sup> February 2015: 4pm – 6pm**  
**Conference Room 1: North London Business Park**

1. Welcome to new members
2. Apologies for absences
3. Declarations of interest
4. Minutes of previous meeting: 4 December 2014
5. Matters Arising
6. Items for information
  - 6.1. Budget monitoring 2014/15
  - 6.2. Progress of the SEN working group and review
  - 6.3. 2015/16 Dedicated Schools Grant and Schools Budget
7. Items for decision
  - 7.1. Retrospective adjustments for estimated pupil numbers
  - 7.2. Framework for considering applications by independent faith schools seeking to join the  
maintained sector
8. Draft agenda for next meeting: 14 May 2015
9. Any other business

## Members of the Schools Forum

Sector	Type	Voting / Non Voting	Position	Name	Representing	Member until
14-19	Provider	Voting Member	Representative	David Byrne	Barnet & Southgate Col	01/09/2016
Academy	School	Voting Member	Principal	Angela Trigg	London Academy	01/09/2016
Academy	School	Voting Member	Principal	Derrick Brown	Ashmole Academy	01/01/2016
Academy	School	Voting Member	Principal	Jack Newton	Grasvenor Infants	01/11/2015
Academy	School	Voting Member	Principal	Jane Beaumont	Copthall	01/01/2016
Academy	School	Voting Member	Principal	Jo Djora	The Hyde	01/07/2017
Academy	School	Voting Member	Principal	Kate Webster	Queen Elizabeth Girls	01/09/2016
Academy	School	Voting Member	Principal	Michael Whitworth	Wren Academy	01/11/2016
DfE	EFA	Non Member	Observer	Beverley Pennekett	EFA	n/a
Early Years	Private Provider	Voting Member	Representative	Sarah Vipond	Middlesex Uni. Nursery	01/09/2016
Elected	Cabinet	Non voting member	Member	Clr Reuben Thompstone	Education, Children & Families	n/a
Independent	Schools Forum	Non Member	Advisor	VACANT	0	n/a
Nursery	Community	Voting Member	Headteacher	Perina Holness	Moss Hall Nursery	01/05/2017
Primary	Community	Voting Member	Governor	Elizabeth Pearson	Holly Park/Livingstone	01/09/2016
Primary	Community	Voting Member	Governor	Lesley Ludlow	Moss Hall Infants	01/04/2017
Primary	Community	Voting Member	Governor	VACANT	0	n/a
Primary	Community	Voting Member	Headteacher	Clare Rees	Sunnyfields Primary	01/02/2017
Primary	Community	Voting Member	Headteacher	Helen Schmitz	Cromer Road Primary	01/09/2016
Primary	Community	Voting Member	Headteacher	Jeanette Adak	Monkfrith Primary	01/09/2016
Primary	Community	Voting Member	Headteacher	Sally Lajalati	Colindale Primary	01/09/2017
Primary	Foundation/VA	Voting Member	Governor	Anthony Vourou	St Johns CE, N11	01/09/2016
Primary	Foundation/VA	Voting Member	Governor	Saul Smus	Pardes House Jewish Primary	01/04/2017
Primary	Foundation/VA	Voting Member	Headteacher	Dee Oelman	St Mary's & St John's CE	01/09/2016
Primary	Foundation/VA	Voting Member	Headteacher	Maureen Kelly	St Theresa's Catholic	01/07/2017
Primary	Foundation/VA	Voting Member	Headteacher	Tim Bowden	Holy Trinity CE	01/09/2016
PRU	Community	Voting Member	Headteacher	Joanne Kelly	Pavilion PRU	01/09/2016
Secondary	Community/VA	Voting Member	Governor	Patricia French	St Mary's CE High	01/12/2016
Secondary	Community/VA	Voting Member	Headteacher	Seamus McKenna	Finchley Catholic	01/11/2016
Secondary	Community/VA	Voting Member	Headteacher	Simon Horne	Friern Barnet	01/10/2017
Special	Community	Voting Member	Governor	Gilbert Knight	Oakleigh	01/09/2016
Special	Community	Voting Member	Headteacher	Jenny Gridley	Oakleigh	01/09/2016
Stakeholder	(blank)	Member	Unions	Keith Nason	NUT	30/09/2016

### Item 1: Welcome to New Members

No	Name	Representing
1		
2		

### Item 2: Apologies for Absence

	Name	Representing
1	Saul Smus	Pardes House Jewish Primary School
2		
3		
4		
5		
6		
7		
8		
9		

### Item 3: Declarations of Interest

	Name	Interest
1		
2		
3		
4		

## Item 4: Minutes of the last meeting : 5<sup>th</sup> December 2014

**Minutes of the Schools Forum Meeting  
(4.00 pm, Conference Room 1, NLBP)**

Attended	Type of Member	Name	Representing	Member until end
<b>Members</b>	Nursery School Headteacher	Perina Holness	Moss Hall Nursery	May 2017
	Primary Community HT (1)	Jeanette Adak	Monkfrith Primary	Sep 2016
	Primary Foundation/VA HT(1)	Dee Oelman	St Mary's & St John's CE	Sep 2016
	Primary Community Gov (1)	Elizabeth Pearson	Holly Park/Livingstone	Sep 2016
	Primary Community HT (2)	Helen Schmitz	Cromer Road Primary	Sep 2016
	Pupil Referral Unit	Joanne Kelly	Pavilion PRU	Sep 2016
	Primary Community Gov (1)	Lesley Ludlow	Moss Hall Infants	Apr 2017
	Secondary HT (2)	Simon Horne	Friern Barnet	Oct 2017
	Primary Foundation/VA HT(1)	Tim Bowden (VICE-CHAIR)	Holy Trinity CE	Sep 2016
	Academy Representative (1)	Marc Lewis	Wren Academy	Nov 2016
	Secondary Governor	Patricia French	St Mary's CE High	Dec 2016
	Special School Governor	Gilbert Knight (CHAIR)	Oakleigh	Sep 2016
	Academy Representative	Jack Newton	Grasvenor Infants	Nov 2015
	Unions	Keith Nason	National Union of Teachers	Sep 2016
<b>LA Officers</b>	LBB Officer	Ian Harrison	Education & Skills Director	
	LBB Officer	Catherine Peters	CSG – Head of Finance	
	LBB Officer	Carol Beckman	CSG – School Funding	
	LBB Officer	Val White	Lead Commissioner	
	LBB Officer	David Monger	Consultant, SEN & Inclusion	
	Clerk	Claire Gray	CSG – School Funding	

<b>Did not attend</b>				
	Primary Foundation/ VA Gov	Anthony Vourou	St Johns CE N11	Sep 2016
	Special School Headteacher	Jenny Gridley	Oakleigh	Sep 2016
	Academy Representative (3)	Kate Webster	Queen Elizabeth Girls	Sep 2016
	Secondary HT (1)	Seamus McKenna	Finchley Catholic	Nov 2016
	Academy Representative	Jo Djora	The Hyde Academy	Jul 2017
<b>Members</b>	Primary Community HT (3)	Claire Rees	Sunnyfields Primary	Feb 2017
	Primary Community HT (4)	Sally Lajalati	Colindale Primary	Sep 2014
	Primary Community Gov	VACANT	VACANT	Dec 2016
	Primary Foundation/VA Gov (2)	Saul Smus	Pardes House Jewish	Apr 2017
	Academy Representative (5)	Jane Beaumont	Copthall	Jan 2016
	Primary Foundation/VA HT(2)	Maureen Kelly	St Theresa's Catholic	Jul 2017
	Academy Representative	Angela Trigg	London Academy	Sep 2016
	Academy Representative	Derrick Brown	Ashmole Academy	Jan 2016
	14-19 Non School Provider	David Byrne	Barnet & Southgate College	Sep 2016
	Private Early Years Provider	Sarah Vipond	Middlesex Uni. Nursery	Sep 2016
<b>Non Members</b>	EFA Observer	Beverley Pennekett	EFA	
	LBB Officer	Penny Richardson	Interim Head of Inclusion and Skills	
	Elected Member	Cllr R Thompstone	Lead member for Children's Services	
	LBB Officer	Kate Kennally	Strategic Director for Commissioning	
	LBB Officer	Nick Adams	CSG – Financial Services	

**1. Welcome to new members**

GK welcomed Maureen Kelly and Simon Horne.

**2. Apologies for absence**

Apologies were received from Derrick Brown and Seamus McKenna. GK welcomed Marc Lewis as substitute for Michael Whitworth, and thanked Catrin Dillon, who is no longer a Community Governor and has therefore resigned from the Schools Forum.

**3. Declarations of interest**

The schools budget is of interest to all members, but no specific declarations of interest were declared relating to agenda items.

**4. Minutes of previous meeting: 9 October 2014**

P6, para 6 - PH advised that the comment 'a trade off with cost and quality' was incorrectly attributed to her, but was made by IH.

P8, para 3 – PH asked the minutes be amended to reflect that Nursery Schools can apply for SEN Exceptional Circumstances funding.

**5. Matters arising**

The high balance letters that were sent to schools have now been responded to, providing future spending plans. IH proposes to send thank you letters to the schools concerned and supporting them in spending for the projects specified. Schools Accountancy will re-issue the Schools Financial Value Standard documents and guidance (SFVS), as it became clear that some of the schools concerned do not have the required 3-year plans

**6. Items for Information****6.1 Budget monitoring 2014/15 (as at Month 6 – September 2014)**

**Catherine Peters**

CP advised that the Month 6 budget figures were presented to Performance and Contract monitoring Committee on 11<sup>th</sup> November. The only change is the actual charge relating to Copyright Licensing, which has been received and the exact figure shown. The main underspend item is £1.3m from 2 year old funding, where take up has been less than budgeted and high needs as previously discussed.

Schools Forum noted and accepted the latest position.

**7. Items for Decision**

**Ian Harrison**

**1. De-delegation – Secondaries – Salary Safeguarding**

IH provided a verbal report to explain that Salary Safeguarding is provided as a result of redeployment, but that the LA policy is that any protection now provided is on a time-limited basis only and therefore this budget is reducing year-on-year. Actual claims for 2014/15 are ~£43k (against budget of £47k), and claims for 2015/16 are expected to total £28k (the main beneficiaries are 2 secondary schools).

The LA is therefore proposing that this item is no longer de-delegated for either primary or secondary (maintained) schools. Maintained secondary schools need to vote for this proposal, but primary representatives need to rescind the decision made at the last meeting as they are no longer being asked to de-delegate.

Secondary decision: Agreed – no de-delegation

Primary decision: Agreed – no de-delegation (rescinds decision of 9<sup>th</sup> October 2014).

## 2. Draft Schools Budget for 2015/16 and use of underspends

As discussed at the previous Schools Forum, there was a potential gap of £2.9m between income and expenditure for 2015/16. However, although the papers now show a balanced budget, these are still very much provisional figures and will change again before the next Schools Forum meeting in February 2015. This is the best position based on current known factors. The DSG expenditure pressures remain in bulge classes, growth and expansions, new schools/ new phases, and the nursery school subsidy; less income is expected from 2yo funding (will be based on actual take-up in 2015/16), a flat High Needs (HN) block settlement, and the DSG unit of funding remaining unchanged.

As agreed at the last Schools Forum, closing the budget gap has involved agreement to use the 2013/14 underspend to support the growth fund and the nursery school transitional subsidy. The HN review (refer to item 7.3) has also resulted in a projected reduction in HN funding requirements. In addition, the EFA has confirmed that they will continue to fund free school/ non-recouped academy growth in 2015/16, but this is expected to apply for one year only and is likely to be a pressure from 2016/17 onwards.

Officers will present a further update on the 2015/16 budget at the next meeting in February 2015, although this will still be provisional as items such as HN block funding and Post-16 allocations are not finalized until further into the financial year.

Schools Forum is asked to agree the draft 2015/16 budget and to note the assumptions and known pressures.

**Decision: Agreed – unanimous.**

Schools Forum is also asked to note that the first call on the carried forward underspend from 2014/15 will be for contingency requirements.

**Decision: Agreed – unanimous.**

## 3. High Needs Block

**David Monger**

IH clarified that the HN block is the biggest single line item impacting both the 14/15 and 15/16 budget. The zero-based review has been completed at individual pupil level and by setting type in order to gain accurate forecasts. DM presented his report showing the forecasts and assumptions in the calculations; places have been based on known pupils, type of setting and unit costs at each type of setting. All internal contingencies have been removed from the HN block (-£700k). Trends show that there is likely to be a growth in demand, mainly in ASD and SLCN, with the majority of these being provided in-borough (49 of 56 places). Due to planned expansions in Barnet specialist provision, ARPs and Hospital places, there has been a deliberate reduction in out of borough, Independent and Non-maintained special school forecasts.



The net effect of this review is estimating a HN outturn of £42.335m in 2014/15 (against budget of £43.85m). 2015/16 projected expenditure is forecast at £43.243m. However, a 1% margin of error in these calculations would make a difference of £1m, and therefore a HN contingency would be the first call on any 2014/15 underspend.

DM advised that the revision of banding arrangements in Barnet have been finalized for special schools (5 bands w.e.f. 2015/16 financial year), but proposals on mainstream statement bands and ARPs are due to be presented to schools and finalized next term.

SH asked if the £700k reduction in contingency has been retained by the LA. IH replied this has not been retained, but been used to offset increased pressures elsewhere in the DSG.

KN asked whether the cost of a greater number of tribunals is charged to the DSG. IH advised that more tribunals have been successfully contested, but that the cost of this is charged to the LA centrally, not the DSG. This policy has helped in the reduction by £1.5m of high cost placements.

KN asked whether new staff in the SEN department are employed on a temporary or permanent basis. IH responded that most are temporary posts, where income from the SEN reform grant has been added to non-DSG funding to develop the new policies and move to EHCPs. These funding streams will continue for 2016-16 but will not be permanent additions.

PH commented that nursery schools are not eligible to apply for SEN contingency funding to support them until statements are completed. DM advised that officers are aware of this, but in future SEN Inclusion funding will be widened to include the maintained nursery schools.

Recommendations:

- a) Schools Forum is asked to note the current estimated position for the HN funding block for 2015/16.

**Decision: Noted and accepted – unanimous.**

- b) Schools Forum is asked to approve the proposed new banding arrangements for Special Schools.

**Decision: Approved – unanimous.**

- c) Schools Forum is asked to note the proposed number of places in Barnet's specialist provision for 2015-16.

**Decision: Noted and accepted – unanimous.**

#### 4. Growth Fund

**Val White**

Further to the paper presented to Schools Forum in October, it became apparent that the paper allowed for ambiguity and a further paper was required to provide clarification and to rectify an omission in relation to the 'diseconomies of scale' element in the first year of opening a new phase. The table contained in item 7.4 clarifies that the level of pre-opening costs and post opening costs, reinstating a lump sum in the first year of opening to correct the omission. It clarifies that the new phase openings attract 50% of the new school lump sum.

Independent schools being admitted to the VA maintained sector will not receive any pre-opening or post-opening lump sums.

VW confirmed that growth funding is only paid when the LA commissions bulge classes/ expansions in the maintained sector or in Basic Needs Academies. KN/ JN raised the question of whether academies that are part of a chain/ multi-academy trust should receive the same level of growth lump sum. IH advised that officers will investigate this and report back to the next meeting.

Schools Forum are asked to note this is expected to increase the required Growth Fund by ~ £200k in 2015/16, but this proposal provides greater parity between the maintained sector and EFA funded free schools/ non-recouped academies.

**Decision: Proposals approved - unanimous.**

## **5. Draft agenda for next meeting**

1. Welcome to new members
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  - 6.2. Progress of the SEN working group and review
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7. Items for decision
  - 7.1. tba
8. Draft agenda for next meeting: 14 May 2015
9. Any other business

## **6. Any other business**

- PH asked if a review of the SEYFF could be added to the agenda for the next Schools Forum meeting. IH advised that it can be referred to the relevant council member, but it is not within Schools Forum's remit to propose or decide this.
- KN requested a decision on whether de-delegation from schools should be used to cover union representation for non-school (centrally based) teachers. Members commented that it was right and proper that Schools Forum should discuss this, but that insufficient information is available to make an informed decision at present. KN was advised that this item can be included in the next meeting, but that the item must be presented with supporting documents and circulated to members, as is usual for Schools Forum papers.

- In light of the vacancy on the Schools Forum for a Community Primary Governor, members discussed if there is a more effective way of recruiting governor representatives at this group. IH confirmed that he will add an article to the January 2015 issue of the Director's Report to Governors highlighting what Schools Forum is and what it does. SFT will collect nominations, and arrange elections if there is a surplus of applicants. Historically elections have not always been needed, as very few governors have come forward. Training can also be arranged for new (and existing) members.

GK thanked members for their contribution to Schools Forum this year, and wished them the compliments of the season.

Meeting closed: 5.20pm

## Item 6. Items for information

### Item 6.1 Budget Monitoring 2014/15

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Author: Catherine Peters

Quarter 3 (Month 9) budget monitoring goes to the Performance and Contract Management Committee on 11<sup>th</sup> February 2015 – after Schools Forum. As the Committee Papers are due to be published on Wednesday 4<sup>th</sup> February, a verbal update of the position will be provided to the Schools Forum.

**Recommendation:**

To note the verbal update on the budget monitoring position for 2014/15 and to note that further budget monitoring reports will be presented at future meetings.

Previous reports to the Forum:

- 7 May 2014 noted budget changes
- 9 October 2014 noted revisions to the budget and quarter 1 monitoring position
- 4 December 2014 noted revisions to the budget and quarter 2 monitoring position

## Item 6.2 Progress of the SEN working group and review

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Author: David Monger

### Introduction

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The Schools Forum High Needs Funding Working Group met on four occasions during 2014. Its deliberations assisted in the production of two reports to the Schools Forum: the October report on the number of High Needs places that need to be commissioned for 2015-16; and the December report on the High Needs Funding Block for 2015/16. This completed the work planned for the Group when it was originally established.

### Future Work on the High Needs Funding Block

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The future work programme concentrates largely on the development of the banding arrangements that will replace the current range of top-ups included in the schools' funding regime. As reported to the December meeting of the Schools Forum, those for Special Schools have now been agreed. Work is now continuing on similar arrangements for Alternative Provision, ARPs and mainstream SEN placements. This work is being progressed in consultation with the schools directly affected for AP and ARP banding, and will be with representative headteachers for mainstream placements.

Further work is also progressing on the future development of specialist provision, which will be the subject of wider consultation over the summer term this year. All headteachers of schools with specialist provision were invited to an initial meeting to consider this work in December 2014 and it is proposed that we continue with this group as the project develops.

In practice, most of the members of the Schools Forum HNF Working Group are also involved in these meetings. As a result, recent attendance at the Working Group meetings has been disappointing, reflecting both time pressures and possibly a feeling that the agendas of the various groups overlap.

It is therefore suggested that the Schools Forum HNF Working Group has completed its work and the more detailed programme for developing the banding arrangements and the future pattern of specialist provision is continued in consultation with the wider group of headteachers, with regular reports on progress being provided to this Forum.

### Recommendations

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- a) The Schools Forum High Needs Funding Group is regarded as having completed its task of reviewing the HNF Block and members are thanked for their help in this.
- b) That the future work on the banding arrangements is developed in consultation with the headteachers of the establishments directly affected and with a representative group for mainstream placements.
- c) That the future development of specialist provision is progressed in consultation with the headteacher group which represents the range of establishments involved.

- d) That the Schools Forum receives reports on the progress of these groups on a regular basis.

### **Notes of the meeting held on 27<sup>th</sup> November 2014**

#### **Present:**

Sally Lajalati, Colindale Primary  
Jo Kelly, The Pavilion PRU  
Helen Schmitz, Cromer Road Primary  
David Monger, Consultant, Inclusion and Skills

#### **Apologies:**

Jeanette Adak, Monkfrith Primary  
Niamh Arnull, St James High  
Denise Bradshaw, Compton  
Jane Beaumont, Copthall  
Helena Cohen, Beis Yaakov  
Jody McCallum, Hampden Way Nursery  
Rabbi D Meyer, Hasmonian High  
Jack Newton, Grasvenor Avenue Infant and Underhill Junior Schools  
Geraldine Pears, Blessed Dominic  
Carol Smith, Compton  
Suzy Stone, Akiva Primary  
Phil Taylor, All Saints NW2  
Angela Trigg, London Academy

#### **1. Notes of the Meeting held on 30th June 2014**

The notes were agreed.

#### **2. Matters Arising**

David Monger updated members on the progress of the work on new banding arrangements. Those for Special Schools had been agreed and work with PRUs was progressing, but progress was slower for ARPs and mainstream top-ups.

#### **3. High Needs Funding Block: Estimates for the 2015-16 Financial Year**

The group received a report which was the result of a detailed review of both the 2014/15 expenditure and the likely demand for the 2015/16 financial year.

It was noted that the underspends predicted for 2014/15 were fundamentally the result of a shift in expenditure from Other Local Authority and independent and non-maintained provision to local placements. The expenditure on the former was estimated to be £1.5m lower than the budgeted provision for 2014/15. There has been an increase in planned spending on local provision of about £700,000 but this was offset by the fact that there was over-provision in one of the budget lines of the same amount. Thus the net projected underspend was around £1.5m.

In 2015/16, the number of pupils with statements of SEN or Education, Health and Care Plans was expected to continue to increase. It was estimated the increase would require:

- An extra £850,000 beyond the forecast outturn for 2014/15 for local specialist provision (Special Schools and ARPs)
- An additional £650,000 beyond the forecast outturn for 2014/15 for mainstream schools.

In addition, an extra £113,000 had been provided to continue the programme of developing local packages to avoid the need for residential placements and £60,000 to meet other pressure points. The total increase required for local provision was therefore £1.673m above the forecast outturn for 2014/15.

However, it was expected that this would be offset by an estimated further reduction of £255,000 in the use of Other Local Authority (OOB) and independent provision (compared to the forecast outturn for 2014/15) and a reduction of £358,000 as a result of the increased use of maintained FE Colleges rather than Independent specialist providers. This amounted to a total decrease in the amount required for OOB and independent provision of £613,000 (compared to the forecast outturn for 2014/15).

As a result it was anticipated that an additional £1.05m would be required in 2015/16 compared with the 2014/15 forecast outturn, which amounted to £0.455m less than the budgeted figure for 2014/15.

Members noted that these estimates were the result of a rigorous analysis of placements for 2015/16, but SEN placements were difficult to predict. In the past few years, Barnet had perhaps been over-cautious in these estimations, resulting in underspends at the end of the year. Given the pressure on the DSG overall, no contingency has been built in for unexpected growth and the strategy to be proposed to the Schools Forum was to use the general contingency fund should this occur. Members supported this approach.

### **Dates of Future Meetings**

The next meeting would be arranged following the February meeting of the Schools Forum.

## Appendix I

Funded places and occupancy by Barnet and non-Barnet resident pupils 2013/14 - 2015/16				Places funded	2014/15 Summer Term Occupancy			From DM/PR Aug 14		Places funded	
DfENo	School	Type	Age Range	2014/15	Barnet	OOB	Vacant	2015/16		2015/16	
<b>Additional Resourced Provision -Autism</b>											
								Sum	Au/Sp		
3022036	Livingstone	ARP	Nursery	6	6	-	-	6	6	6	} Full time equivalents
3022036	Livingstone	ARP	Primary (R-Y6)	17	14	-	3	17	17	17	
3023519	Broadfields	ARP	Primary (R-Y6)	21	21	-	-	21	21	21	
3022010	Child's Hill	ARP	Primary (R-Y6)	13	12	1	-	13	13	13	
3022077	The Orion	ARP	Primary (R-Y6)	3	2	-	1	6	6	9	New provision
3025400	Hendon	ARP	Secondary (Y7-11)	17	19	3	- 5	19	19	19	} Note Pre & Post 16
3025400	Hendon	ARP	Sixth Form	2	-	-	2	2	2	4	
3025427	JCOSS	ARP	Secondary (Y7-11)	29/37	19	10	-	37	44	37/44	School filling : max 49
				108/116	93	14	1	121	128	123/130	
<b>Additional Resourced Provision - Behaviour</b>											
3025402	Mill Hill County High	ARP	Secondary (Y7-11)	35/27	27	2	6	28	28	28	Places reduced to match demand
				35/27	27	2	6	28	28	28	
<b>Additional Resourced Provision - Hearing Impairment</b>											
3022052	Summerside	ARP	Primary (R-Y6)	11	7	-	4	11	11	11	} Note Pre & Post 16
3025400	Hendon School	ARP	Secondary (Y7-11)	17	5	14	- 2	19	19	19	
3025400	Hendon School	ARP	Sixth Form	2	-	-	2	2	2	3	
				30	12	14	4	32	32	33	



**Additional Resourced Provision - Physical**

<b>Disabilities</b>											
3022014	Colindale	ARP	Nursery	0	-	-	-	0	0	0	
3022014	Colindale	ARP	Primary (R-Y6)	8/9	8	1	- 1	9	9	9	
3024012	Whitefield	ARP	Secondary (Y7-11)	4/3	2	2	-	3	3	3	}Note Pre & Post 16 split
3024012	Whitefield	ARP	Sixth Form	1	1	-	-	1	1	1	
				13	11	3	- 1	13	13	13	

**Additional Resourced Provision - Speech & Language**

3022015	Coppetts Wood	ARP	Primary (R-Y6)	12	8	2	2	12	12	12	
3026905	London Academy	ARP	Secondary (Y7-11)	28/18	17	1	10	18	18	18	Note Pre & Post 16 split. Place numbers reduced to match demand.
3026905	London Academy	ARP	Sixth Form	0	1	-	- 1	0	0	0	
				40/30	26	3	11	30	30	30	

**All Additional Resourced Provision in Mainstream**

226/216	169	36	21	223	230	223/230
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**Special Schools**

3027000	Oak Lodge	SPECIAL	Secondary (Y7-11)	125/117	104	6	15	116	116	116	}Note Pre & Post 16 split
3027000	Oak Lodge	SPECIAL	Sixth Form	46/54	53	1	- 8	49	49	49	
3027005	Northway	SPECIAL	Primary (R-Y6)	91/92	86	10	- 5	92	92	92	
3027009	Oakleigh	SPECIAL	Acorn	24	24	-	-	24	24	24	
3027009	Oakleigh	SPECIAL	Primary (R-Y6)	65/71	65	-	-	77	77	77	
3027010	Mapledown	SPECIAL	Secondary (Y7-11)	62/58	48	4	10	51	51	51	}Note Pre & Post 16 split
3027010	Mapledown	SPECIAL	Sixth Form	11/16	15	-	- 4	22	22	22	
<b>Total Special Schools</b>				424/432	395	21	8	431	431	431	
<b>Total of All Specialist Places</b>				650/648	564	57	29	654	661	654/661	

**Hospital Provision**

3021103	Discovery Bay	HOSPITAL	All ages	12	-	-	12	0	0	0	Merging with The Pavilion Nov 14
3021100	The Pavilion	HOSPITAL	All ages	0	-	-	-	20	20	20	Merging with Discovery Bay Nov 14
3021102	Northgate	HOSPITAL	Secondary (Y7-11)	18	-	-	18	18	18	18	
				30				38	38	38	

**Pupil Referral Units**

3021103	Discovery Bay	PRU	Secondary (Y7-11)	38	-	-	38	0	0	0	Merging with The Pavilion Nov 14
3022073	Danegrove	PRU	Primary (R-Y6)	3	-	-	3	3	3	3	
3022077	The Orion	PRU	Primary (R-Y6)	3	-	-	3	3	3	3	
3021100	The Pavilion	PRU	Secondary (Y7-11)	70	-	-	70	108	108	108	Merging with Discovery Bay Nov 14
3021102	Northgate	PRU	Secondary (Y7-11)	10	-	-	10	10	10	10	
				124				124	124	124	

## **Item 6.3 2015/16 Dedicated Schools Grant and Schools Budget**

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Authors: Claire Gray/ Carol Beckman

### **Dedicated Schools Grant**

The first announcement of the Dedicated Schools Grant (DSG) for 2015/16 was received from the Department for Education in December. There were no surprises and our estimated pupil numbers were close to those fed back to us by the DfE from the autumn census.

The DSG will not be finalised for another 6 to 8 months as we do not yet have firm allocations for the early years block and two year olds (which are dependent on the January census), the high needs block is adjusted for any additional funds which become available and academy recoupment will be affected by the number of academies and free schools operating during the year. However these changes are usually minor and the Schools Forum will be updated through the normal quarterly monitoring reports.

The Schools Budget is balanced with little change since it was reported to the Schools Forum in December 2014, except that cost of raising the cap on gains (see below, about £400,000) is proposed to be provided from the 2014/15 underspend which is expected to be higher than the amount that was last reported.

### **Schools Budget, Authority Pro-forma Tool (APT) and de-delegation**

#### **Schools Budget/ January 2015 APT submission:**

In line with DfE deadlines, Barnet's APT was submitted on 21st January 2015. The main change from 2014/15 is that £23 per pupil has been removed from the AWPU, as this was a distribution of the 2012/13 underspend for one year only.

In a change to the October 2014 APT submission, we have been able to reinstate a 0.5% minimum funding guarantee cap, again the same level as applied in 2014/15.

### **Recommendations:**

The Schools Forum is asked to note:

1. The Barnet school funding formula remains the same (except removal of the £23 per pupil distribution of the 2012/13 underspend which was included in the 2014-15 AWPU) and schools continue to be protected by a minimum funding guarantee which ensures they receive at least 98.5% of their 2014/15 per pupil funding in 2015/16 before the Pupil Premium and other grants are applied.
2. The setting of the MFG cap on gains at 0.5% for 2015/16

### Early Years Pro-forma APT submission:

In addition to the formula funding APT submission, the DfE requires a Pro-forma showing the rates used for the 2015/16 Early Years Single Funding Formula (EYSFF). In line with the school funding formula adjustments, settings received an extra 2p per child, per hour in 2014/15 which was the distribution of the 2012/13 underspend. This has been removed for 2015/16, so the base rate being submitted is £3.74 per child per hour.

The rates for the supplements paid within the EYSFF remain the same.

### De-delegation:

Included in the APT submission are the de-delegation items, recalculated based on the new pupil level data. The 2015/16 rates for each de-delegation factor remain the same as 2014/15, other than the Staff costs/ supply cover. This has been reduced by 50% based on the decision made at the December Schools Forum that Salary Safeguarding de-delegation would no longer be requested by Barnet from either Primary or Secondary maintained schools.

The table below shows the rates for de-delegation, the formula factors used for calculation and the total amount that is received by the LA for each of the de-delegation items. Please note that the heading 'Staff costs supply cover' below refers only to Trade Union facilities.

	Units Including fringe uplift		Staff costs supply cover		Support to underperforming ethnic minority groups and bilingual learners		Behaviour support services		Total De delegation	
	Primary	Secondary	Primary	Secondary	Primary	Secondary	Primary	Secondary	Primary	Secondary
			Rate	Rate	Rate - FSM6	Rate - FSM6	Rate	Rate		
			1.655	1.015	9.55	16.34	3.01	0		
Primary AWPU	25,280.00		£41,838.40		£0.00		£76,092.80		£117,931	
Secondary AWPU		5,272.00		£5,351.08		£0.00		£0.00		£5,351
FSM6 % Primary	6,710.43		£0.00		£64,084.57		£0.00		£64,085	
FSM6 % Secondary		1,367.82		£0.00		£22,350.14		£0.00		£22,350
	Totals		£41,838.40	£ 5,351.08	£64,084.57	£22,350.14	£76,092.80	£ -	£182,015.77	£27,701.22

**\*\*NB.** Salary safeguarding is no longer de-delegated, so staff costs supply cover now only covers Trades Union cover for maintained schools. Academies contribute through the traded service scheme.

### Recommendations:

The Schools Forum is asked to note the de-delegation rates and amounts returned to the LA under the categories shown.

## Item 7 - Items for decision

### 7.1 Retrospective adjustments for estimated pupil numbers

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Authors: Claire Gray

New schools and those which have opened in the last seven years and do not have pupils in all year groups are funded on estimated pupil numbers. The DfE allows LAs to have a mechanism for adjustments to pupil number estimates to be applied in the subsequent financial year if actual numbers vary from the estimated pupil numbers.

In Barnet, funding for new academies/ free schools and growing schools in the Authority Pro-forma Tool (APT) is based on estimated pupil numbers based on discussions with the schools concerned and the best information available at the time the final APT is submitted (January each year). Once the APT has been submitted, the pupil numbers cannot be adjusted in-year. As a result of this, some new and growing schools may be over- or under-funded, if the estimated pupil numbers prove to be significantly lower/ higher than estimated.

In order to ensure all establishments are funded on a fair and transparent basis, Barnet proposes to introduce a pupil number adjustment factor where new or growing academies/ free schools are funded on estimated pupil numbers. We have modelled our proposal on the Pupil Number adjustment (PNA) calculator that is used by the EFA for subsequent financial year adjustment. There is a threshold percentage (10% for 1FE Primary phases/ 5% for all others) that ensures small pupil number differences – either above or below the threshold - are not adjusted, but where funding is retrospectively corrected for actual pupil numbers outside this range. If the estimate differs from the actual pupil numbers by more than the threshold, the PNA calculates a funding adjustment, which may be a funding increase or decrease.

A sample Barnet pupil number adjustment calculation is shown over the page, giving an example of a 2FE new Primary phase with a 5% adjustment threshold. The same calculator will be used for 1FE Primary phases, but the proposed 10% threshold will be applied.

#### **Recommendations:**

The Schools Forum is asked to:

1. Agree the principle of applying a retrospective pupil number adjustment to new and growing schools where these are funded on estimated pupil numbers.
2. Agree the 10% 1FE primary phase/ 5% other phase threshold proposed.

Pupil Number Adjustment calculator				
DfE No.: 9999999				
Academy name: Anytown School/ Academy		Phase		
Threshold (1): 5.0%		Primary >1FE/ Secondary		
<b>How the adjustment is calculated:</b>				
<b>PRE-16 PUPILS AND ESTIMATED FUNDING</b>				
		<b>Full year</b>	<b>Part year proportion</b>	<b>Total</b>
The estimated number of pupils for which your school/ academy was funded was: (2)		420	60 0.583	455.0 (a)
This means that your lower threshold numbers are: (3)		-5.0%	60 0.583	33.3
This means that your upper threshold numbers are: (4)		5.0%	60 0.583	36.8
<b>ACTUAL PRE-16 PUPILS AND ADJUSTMENT TO FUNDING</b>				
		<b>October Census</b>	<b>Part year proportion</b>	
The actual R - Y11 pupil numbers on the annual October census were: (5)		470		
Of which newest year group opened = (6)			50 0.583	29.2
				<b>Decrease</b>
The number of pupils outside the growth threshold is:				-4.0 (b)
		<b>Funded pupils total - (a+/-b):</b>		<b>451.0</b>
<b>The total allocation for your academy which is subject to adjustment is: (7)</b>				
				<b>£1,557,188</b>
		<b>Per pupil amount:</b>		<b>£3,422</b>
<i>(Allocation divided by the number of pupils for which your academy was funded)</i>				
		<b>Adjustment amount:</b>		<b>-£13,690</b>
<i>(Number of pupils outside of the threshold multiplied by the per pupil rate)</i>				

**Footnotes**

- 1 The threshold is the amount of protection beyond which the adjustment is calculated. Barnet is proposing that this threshold is set at 10% for primary 1FE, 5% for all other new and growing Maintained, Academies and Free Schools.
- 2 These are the pupil number estimates that were submitted on the annual APT, as agreed between the establishment and Barnet.
- 3 This is calculated as the funded numbers minus (if the academy had fewer pupils than estimated) the threshold.
- 4 This is calculated as the funded numbers plus (if the academy had more pupils than estimated) the threshold.
- 5 This is the actual number on the annual October Census (used for financial year formula funding calculations).
- 6 This is the actual number of pupils on the October census of the newly opened year group/ phase that have been used to calculate estimated funding.
- 7 It is only pupil-led funding that is subject to adjustment, i.e. the figure does not include the lump sum, split site, rates (fixed costs) or any MFG allocation:

## **Item 7.2 Framework for considering applications by independent faith schools seeking to join the maintained sector**

Author: Val White

### **Framework for considering applications from independent faith schools seeking to join the maintained sector**

In recent years, a number of independent faith schools have joined the maintained sector in Barnet. As reported at a previous Schools Forum, we are now receiving an increase in the number of requests. The local authority is the decision maker but as there are potential implications for the Dedicated Schools Grant from existing independent schools joining the maintained sector, we asked the Schools Forum to nominate headteacher representatives to work with us to develop a draft framework to assist the local authority in its decision making. We have now met with two headteacher representatives and this item presents a draft framework for consideration and comment by the Schools Forum. The framework will be considered by the Council's Children, Education, Libraries and Safeguarding Committee in March following clearance through the council's legal advisors.

The DfE publishes guidance in relation to a range of school organisation issues that sets out a number of requirements for local authorities to consider. Legislation allows an independent faith school to apply to move into the maintained sector and the DfE provides guidance for local authorities when deciding on an application.

The local authority must ensure that the decision to proceed with such a proposal is clearly based on value for money and that the school is able to meet the high standards expected of state-funded educational provision.

The DfE guidance lists a number of factors that the local authority is also expected to consider. This framework sets out, in draft, how Barnet would consider each of these expectations and the evidence required to assess whether these expectations have been met. Each application would be considered on its merits.

DfE expectation	<b>(DRAFT) Local benchmark to be met/source of evidence/guidelines</b>
1. There is a genuine demand/need for this type of school in the local area	<p>Data must be provided showing applications for school places and numbers on roll for the last three years.</p> <p>It is expected that:</p> <ul style="list-style-type: none"> <li>a) the school should be fully subscribed (defined as 95% full against normal admission numbers) in two year groups (Reception and year one for primary or year 7 and 8 for secondary) for two out of the three previous years before the date of application</li> <li>b) the percentage of Barnet resident pupils attending the school should be at least 80% for primary and</li> </ul>

	<p>70% for secondary at the date of application.</p> <p><b>c)</b> The address of the school is located in Barnet unless there are very exceptional circumstances (e.g. the school will provide a unique offer for children with special educational needs that is not currently being met in Barnet and is unlikely to be met in the future within the borough)</p>
<p>2. The school is able to meet the high standards expected of state funded educational provision</p>	<p><b>a)</b> The School must provide an education offer that is rated as good or outstanding in all aspects by Ofsted (e.g. leadership and management, teaching, safeguarding). The Ofsted inspection must have taken place within two years of the application.</p> <ul style="list-style-type: none"> <li>• Where the last Ofsted review is more than two years old, the proposer can commission a local authority-led review (or from an equivalent provider, agreed with the local authority) to confirm that the school remains good or outstanding</li> </ul> <p>Where the most recent Ofsted judgement is less than good, the application will not normally be considered until the school is rated good or outstanding by Ofsted.</p> <p><b>b)</b> The school must provide either evidence of how its governance arrangements meet the requirements of a maintained school or its plan of action to meet the requirements prior to admittance to the maintained sector. The school may wish to commission a review of its governance arrangements to submit as evidence.</p> <p><b>c)</b> The school must provide minutes from the previous 12 months' meetings of its main governing body. The school may wish to commission a local authority review of its governance arrangements.</p>
<p>3. Current and projected financial health of the proposer is strong</p>	<p><b>a)</b> The school proposer must provide financial information to demonstrate the financial health of the organisation/trust – three year auditable accounts.</p> <p><b>b)</b> In relation to the school, the proposer must provide the last three year audited accounts of the independent school to show at least a balanced budget has been set and delivered</p>
<p>4. The proposal represents long</p>	<p><b>a)</b> The school must provide a five year projected</p>



<p>term value for money</p>	<p>revenue budget for the future operation of the school as a maintained school that demonstrates a fully funded broad and balanced national curriculum from within state funds (<u>voluntary</u> contributions allowable in proscribed circumstances to fund activities over and above the national curriculum requirements). The projected revenue budget must follow the national scheme for Consistent Financial Reporting in schools (CFR).</p> <p>b) It is expected that the average cost per pupil at the school, taking account of all of the factors within Barnet's funding formula, will be within the current range of Barnet schools for a similar phase (primary, secondary, all through).</p> <p>c) The school is invited to set out how it will work in partnership with other Barnet schools, utilising its resources and expertise, to contribute to the achievement of all of Barnet's children.</p>
<p>5. School is able to deliver the whole of the national curriculum to the expected high standard</p>	<p>Where the school is currently delivering the whole of the national curriculum, evidence of this must be provided.</p> <p>Where a school is not providing the whole of the national curriculum, the school needs to provide evidence of its plan of action to develop and deliver the whole national curriculum offer.</p> <p>Maintained schools have obligations under section 78 of the Education Act (2002) which requires schools, as part of a broad and balanced curriculum, to promote the spiritual, moral, cultural, mental and physical development of pupils at the school and of society. The schools must evidence that it is promoting fundamental British values as set out in DfE non-statutory guidance (November 2014).</p> <p>The school must provide evidence of its ability to meet the needs of children with special educational needs and its capacity to cater for children with special educational needs placed at the school as a result of a pupil's Education, Health and Care Plan.</p>
<p>6. The school meets the</p>	<p>The school must demonstrate that it is compliant with</p>

<p>requirements as set out in the Equalities Act</p>	<p>the Duties of Schools as identified in the Equalities Act and that the school positively promotes equality of opportunity for all pupils (e.g. irrespective of gender, race, disability, sexuality).</p> <p>The duties under the Equalities Act are:</p> <p>A school must not:</p> <ul style="list-style-type: none"><li>• discriminate against a pupil or prospective pupil because of their disability, race, sex, gender reassignment, religion or belief, or sexual orientation;</li><li>• harass or victimise a pupil or prospective pupil.</li></ul> <p>A school must not discriminate against a person in relation to the following activities:</p> <ul style="list-style-type: none"><li>• admission to the school;</li><li>• the provision of education to pupils;</li><li>• access to any benefit, facility or service;</li><li>• exclusion from school;</li></ul> <p>by subjecting a pupil to any other detriment.</p>
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7. All aspects of due diligence have been considered and undertaken	<ul style="list-style-type: none"> <li>• Due diligence includes: Financial health (see above)</li> <li>• Admission meets statutory School Admissions code</li> <li>• National Curriculum requirements (above)</li> <li>• Governance (see above)</li> <li>• Inclusion – inclusion policy</li> <li>• HR requirements (e.g. evidence that DBS checks are up to date for all staff at point of admittance)</li> <li>• Policies (published on website)</li> </ul>
8. The school building is appropriate or can easily be improved	<ul style="list-style-type: none"> <li>• Buildings must meet standards set out in Building Bulletin 103 or the school must provide a costed and active plan of action (with evidence of funding source in place) to meet the requirements</li> </ul>

**In addition to the DfE requirements, Barnet’s local approach includes:**

1. In order to manage any undue strain on the local Dedicated Schools Grant (DSG) budget and mitigate any impact on other Barnet schools, the local authority would seek to admit no more than one school in any one financial year. Where a number of applications are received at the same time, weight will be given to an applicant’s ability to meet the basic need for school places.
2. In order to secure revenue funding from the Education Funding Agency, if there is not sufficient certainty of a successful application by January, entry within the next academic year cannot be guaranteed as the local authority set DSG budget will not have included the cost of the new maintained school in its financial plan.
3. An existing independent school transferring to the maintained sector will not be eligible for start-up or diseconomies funding from the local growth fund within the DSG.
4. The local authority would not normally expect to receive a request for a revenue loan within the first five years of transferring.

## **Item 8 – Draft agenda for next meeting: 14<sup>th</sup> May 2015**

1. Welcome to new members
2. Apologies for absences
3. Declarations of interest
4. Minutes of previous meeting: 5<sup>th</sup> February 2015
5. Matters Arising
6. Items for information
  - 6.1. 2014/15 Budget Monitoring - Final Outturn
  - 6.2. Progress of the SEN working group and review
  - 6.3. 2015/16 DSG and Schools Budget – Section 251 submission
7. Items for decision
8. Draft agenda for next meeting: 2 July 2015
9. Any other business