

TO: SCHOOLS FORUM
DATE: 21 JUNE 2018

**2017-18 FUNDING ALLOCATIONS TO SCHOOLS FROM BUDGETS
CENTRALLY MANAGED BY THE LA
Director of Children, Young People and Learning**

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to present information to the Schools Forum on the in-year allocation of funds to schools through School Specific Contingencies and other centrally managed budgets that are funded from the Dedicated Schools Grant (DSG) and in the first instance centrally managed by the council. It also presents the opportunity to amend existing funding policies.

2 EXECUTIVE SUMMARY

- 2.1 The funds used to provide targeted support to schools meeting qualifying criteria allocated £0.410m in 2017-18. This helps to fund unpredictable and sometimes significant additional costs that only a small number of schools face and which the simplified funding formula lacks the required sensitivities.
- 2.2 In general, the associated policies that provide consistency and transparency of operation are considered appropriate and fit for purpose, with one discretionary change now being proposed along with required text updates to reflect minor updates to text contained in Department for Education (DfE) Funding Regulations.

3 RECOMMENDATIONS

The Forum:

- 3.1 **NOTES the following funding allocations to schools, made in accordance with approved policies;**
- 1. £0.052m for significant in-year increases in pupil numbers (paragraph 6.8);**
 - 2. £0.016m for schools required to meet the Key Stage 1 Class Size regulations (paragraph 6.14);**
 - 3. £0.157m for new and expanding schools (paragraph 6.20);**
 - 4. £0.053m for schools with a disproportionate number of SEN pupils (paragraph 6.24);**
 - 5. £0.122m for schools in financial difficulty (paragraph 6.30);**
 - 6. £0.010m from the general schools contingency (paragraph 6.32).**

3.2 AGREES:

- 1 the amended policy text for 2018-19 relating to allocations to schools experiencing significant in-year increases in pupil numbers (Annex 1);**

- 2 the existing policy text on funds used to distribute centrally managed funds to schools should continue unchanged on all other funds (Annexes 3, 6, 8 and paragraph 6.23);
- 3 whether a retrospective in-year growth allowance of £0.026m should be paid to College Town Junior School to reflect the specific circumstances experienced by Infant and Junior Schools that the current policy does not recognise (paragraph 6.11).

4 REASONS FOR RECOMMENDATIONS

- 4.1 To ensure that the Schools Forum supports how contingency funds have been allocated to schools and is aware of the total amount and schools involved.

5 ALTERNATIVE OPTIONS CONSIDERED

- 5.1 These were considered as part of the budget setting process, including not setting aside contingency funds.

6 SUPPORTING INFORMATION

Background

- 6.1 Members of the Forum will be aware that the funding framework for schools is regulated by the DfE and that this governs the conditions attached to how funds can be allocated to schools. It also sets out the circumstances in which funds can be centrally managed by LAs and how in-year allocations can be determined.
- 6.2 As part of the budget setting process, the Forum agreed that the following six budgets should initially be managed by the LA, for in-year allocation to schools, once approved qualifying criteria is met:
 1. The Growth Fund: Comprising:
 - a. significant in-year increases in pupil numbers;
 - b. schools required to meet the Key Stage 1 Class Size regulations;
 - c. new and expanding schools.
 2. SEN specific contingency;
 3. General Schools Contingency: Comprising:
 - a. Schools in financial difficulty;
 - b. General Schools Contingency.

In accordance with the funding framework, items 1 and 2 above are held as centrally managed budgets, available to support both maintained and academy schools. Item 3 is a de-delegated budget and supports maintained schools only. De-delegated funding is initially included in individual school budget allocations, but returned from maintained schools for central management, following agreement of the Schools Forum.

Maintained schools that meet the agreed qualifying criteria then receive in-year funding allocations, and academy schools retain their relevant share of the funds to manage locally.

- 6.3 This annual report is presented to confirm individual funding allocations and to provide an opportunity to review the relevant funding policies.
1. Growth Fund allocations - £454,140 total budget (applies equally to maintained mainstream schools and academies that meet qualifying criteria).
 - a. Significant in-year increases in pupil numbers - £311,650 budget
- 6.4 To provide in-year financial support to schools experiencing significant increases in statutory aged pupil numbers, LAs are permitted to retain funding in a Growth Fund for allocation once qualifying criteria is met. This reflects the requirement of the DfE to calculate school budgets on actual pupil numbers prior to the start of the financial year which means there is no recognition of in-year increases which in some cases will have a significant impact on costs.
- 6.5 To provide additional resources to schools facing in-year increases, the Schools Forum has agreed that funding allocations should be made where there is a significant increase in pupils between the census point used for funding school budgets and the actual intake at the start of the next academic year. The relevant thresholds and funding rates are:
- less than 2 FE schools = increase of 10 pupils, at half the core funding rate
 - 2 FE schools = increase of 20 pupils, at the core funding rate
 - 3 FE and above schools = increase of 25, at the core funding rate
- 6.6 Admitting additional pupils at these levels is considered the point at which relevant schools would most likely experience significant cost increases. The general expectation is that schools can absorb additional pupils up to these numbers without having to incur any significant cost increases.
- 6.7 The core funding allocation is based on the cost of employing a Teacher at Main Scale Point 6 for the autumn and spring terms only. This is a short term funding measure as on-going funding beyond this point would be included in the next year's budget as relevant pupils would be on the October census used for funding purposes and therefore taken into account in the next year's budget calculation.
- 6.8 Based on actual changes in pupil numbers, 2 schools received additional funding, which aggregated to £51,684 and resulted in an under spending of £259,966. Annex 2 sets out individual school allocations and other relevant data.
- 6.9 One issue arose during the year relating to the application to Infant and Junior schools of the threshold criteria set out above in paragraph 6.5. As these school types admit only 3 and 4 Year Groups respectively, compared to 7 for a primary school, it is more unlikely that the thresholds will be met yet there could still be instances where a new class may need to be opened at the start of an academic year. It is therefore proposed to update the relevant criteria so that it reflects the number of classes in such schools.
- 6.10 The relevant qualifying criteria used to calculate additional funding is set out in Annex 1, together with the proposed amendment for 2018-19 and a further clarification.
- 6.11 Had this change been in place in 2017-18, then College Town Junior School's funding threshold would have been 14 with an actual increase of 18. The Forum is requested

to consider whether a funding allocation should be allocated in 2018-19 at a cost of £0.026m.

b. Schools required to meet the Key Stage 1 Class Size regulations - £86,610 budget

- 6.12 In a similar way to that in which funds can be retained for allocation in year to schools experiencing significant increases in pupil numbers, LAs are also permitted to create a contingency to allocate funds to support schools facing additional costs to ensure Key Stage 1 class size regulations to limit classes to no more than 30 pupils per teacher are not breached. Again, this allows the targeting of funds to schools facing real cost pressures that the Funding Formula is not permitted to deal with.
- 6.13 The Forum has agreed that where the aggregate number of Key Stage 1 pupils does not equate to a multiple of 30, additional resources will be added at the amount required to cover the cost of appointing a Teacher on Main Scale Point 6 for the relevant period, after taking account of the funding delivered through the Funding Formula. Top up funding is provided on a “missing pupil” basis and is calculated at the amount required to meet teacher costs only. Based on the current values in the Funding Formula, 15 pupils deliver sufficient resources to employ a teacher. Therefore, the maximum top-up funding a school can receive is for 15 ‘missing’ pupils.
- 6.14 Based on actual changes in pupil numbers for the 2017 summer and autumn terms, and the spring term 2018, 2 schools are entitled to additional funding, which aggregates to £15,695 resulting in an under spending of £70,915. Annex 4 sets out individual school allocations and other relevant data.
- 6.15 To avoid double funding, if the same pupils result in schools receiving funding through the *significant in-year increase in pupil numbers* category then any Key Stage 1 specific funding is disallowed. The relevant qualifying criteria is set out in Annex 3. No changes to the text are being proposed by the council.

c. New and expanding schools - £56,100 budget.

- 6.16 With the new Binfield Learning Village on course to open to secondary aged pupils in September 2018, this would be the only new school due to receive additional financial support and the budget of £56,100 was set on this basis, which is in accordance with the approved 2017-18 funding policy.
- 6.17 During the course of the development of the new school, it became clear that significantly higher costs would need to be incurred if proper preparations were to be undertaken to ensure a successful opening. This was recognised by the Schools Forum in December 2017 when the 2018-19 start-up and diseconomy funding for new and expanding schools was agreed with funding now set at £208,100. For 2017-18, spend of £117,000 was incurred.
- 6.18 With Jennett's Park pupil numbers at 95 capacity at September 2016, the expectation was that the in-year increase in pupil numbers should be funded in the same way as all other BF schools, rather than continuing with the initial agreement that £50,000 should be provided each year that the school opened a new class. A specific agreement had been put in place for Jennett's Park at a time when the school was significantly below full capacity which made it appropriate to receive additional funding compared to other schools experiencing large in-year increases in pupil numbers. This was necessary to contribute to the overall development of a new school subject to significant growth.

6.19 During the course of the year, the governors highlighted the financial difficulties this would present the school at a time it was necessary to make additional investments in learning in response to an Ofsted inspection. Therefore, to allow the school time to adjust to a changing in funding, the Forum agreed to provide a funding allocation of £40,000 in 2017-18, and thereafter any additional in year funding allocations would be subject to meeting the criteria in the normal significant in-year increases in pupil numbers policy.

6.20 Total spend was therefore £157,000 which represents an over spending of £100,900.

6.21 As the 2018-19 policy for start-up and diseconomy funding for new and expanding schools was agreed in December 2017, no further changes are proposed at this time. However, a separate item on tonight's agenda provides more information on this policy and the emerging issues that will need to be considered for 2019-20.

2. SEN specific contingency - £100,000 budget (applies equally to maintained mainstream schools and academies that meet qualifying criteria. This budget is funded from the High Needs Block).

6.22 The DfE encourages LAs to allocate additional resources to schools that admit a disproportionate number of pupils with SEN with a clear expectation that this will affect only a minority of schools. The rational of the contingency is that the normal operation of the simplified Funding Formula does not adequately resource schools for all costs when there is a large concentration of high needs pupils and inclusion of pupils into mainstream schools rather than specialist providers should be encouraged.

6.23 There is no prescribed methodology on how such a fund should work and the scheme agreed by the Forum following consultation schools requires schools to meet both of the following criteria:

1. Where the proportion of pupils on roll classified as high need exceeds 4% of total pupil numbers in a primary school and 2% in a secondary school, and
2. Where the proportion that top up funding paid to support High Needs pupils compared to the total budget allocated via the BF Funding Formula exceeds 2% in a primary school and 1% in a secondary school.

No changes to the text are being proposed by the council.

6.24 This resulted in 2 Secondary schools receiving additional funding allocations that totalled £52,800, resulting in an underspending of £47,200. Annex 5 sets out individual school allocations and other relevant data.

3. Schools Contingency: (this is a de-delegated budget and applies only to maintained schools when eligibility criteria met. Any under spending is returned to mainstream schools)

a. Schools in Financial Difficulty - £224,500 budget

6.25 School Funding Regulations allow for additional funds outside the normal operation of the Funding Formula to be provided to schools considered to be in financial difficulty. In agreement with the Schools Forum, this de-delegated budget has been returned to the Council for central management. The agreed criteria to be used to allocate this funding is if, in the opinion of the Director of Children, Young People and Learning and the Borough Treasurer, a school:

1. was unable to set a balanced budget and were in need of a loan arrangement at the start of the relevant financial year, and/or
 2. was likely to fall into one of the categories of causing concern, including requires improvement and special measures without additional financial support.
- 6.26 Where schools enter an Ofsted category of concern this includes those schools judged to be inadequate or requiring improvement the LA holds a declaration of concern meeting and establishes a Standards Monitoring Board (SMB). The Board has an independent chair and senior officers of the LA as members. The headteacher and Chair of Governors of the school are invited to attend the SMB to report on progress. A support plan outlines the actions to be taken by the school and the LA in order to effect rapid improvement. Where the school is unable to fund these actions from its own delegated budget, the SMB can request that additional resources be sought.
- 6.27 For schools identified by the LA as causing concern despite having a good judgement by Ofsted a declaration of concern meeting takes place and a SMB can be established of which the head teacher and Chair of Governors are invited to attend. The boards meet regularly to discuss progress and determine with the school where additional resources might be required.
- 6.28 In order to allow funds to be allocated within an appropriate time scale, the Forum has agreed to delegate a set of powers to the Director of Children, Young People and Learning to allocate funds up to but not exceeding £0.15m in any financial year, dependent on the Ofsted category of the school, or where there is considered a risk of being placed in a category.
- 6.29 The level of allocation of funds would be:
1. schools judged to have serious weaknesses (up to £20k per year)
 2. schools deemed to be in need of special measures (up to £50k per year)
 3. schools at risk of receiving a judgement of serious weaknesses or entering special measures (up to £30k per year)
- 6.30 The relevant qualifying criteria is set out in Annex 6, with funding allocations that amount to £122,330 and represent an under spending of £102,170 are shown in Annex 7. As reported on a separate item on tonight's agenda, the net under spending on de-delegate budgets is returned to mainstream schools and not retained in the Schools Budget general balances.
- No changes to the text are being proposed by the council.
- b. General Schools Contingency - £9,060 budget
- 6.31 Where a primary school faces exceptional, unexpected costs in-year that were not known when the budget was set and it would be unreasonable to expect the school to meet the costs, bids for additional funding can be sought. The Forum has previously agreed that claims are considered on a case by case basis by the Heads of Service covering Finance, Human Resources and Property before formal consideration by the Forum.
- 6.32 The Forum has previously agreed that the Pines Primary School should receive on-going additional financial support. This relates to the additional site costs associated with the expansion of the Pines Primary School where the Primary Professional Centre

has been returned to school use to accommodate current and future increases in pupil numbers. The school is occupying the refurbished accommodation on a phased basis, meaning in the early years premises related costs being incurred for the building are significantly larger than required. With the new accommodation detached from the main school, this presents additional complications around site management and organisation which also impacts on cost. The agreed funding allocation are as set out in the table below, with £10,000 being paid in 2017-18 resulting in a £940 over spending.

<u>Occupation of the new building:</u>				
Financial Year	Occupied	Empty	Cost of empty class	Funding (capped at £15,000)
2014/15	1	5	£25,000	£15,000
2015/16	2	4	£20,000	£15,000
2016/17	3	3	£15,000	£15,000
2017/18	4	2	£10,000	£10,000
2018/19	5	1	£5,000	£5,000
2019/20	6	0	£0	£0

- 6.33 Claims from secondary schools are not ordinarily considered as there is an expectation that in-year changes can be managed from their higher level of resources, although bids can still be submitted for consideration on a case by case basis.
- 6.34 The full criteria for making allocations from the General School Contingency is set out at Annex 8. No changes to the text are being proposed by the council.

Qualifying criteria used to make funding allocations

- 6.35 To ensure that a consistent and transparent approach is adopted to the allocation of contingency funding to schools, the Forum has agreed a set of eligibility criteria to be applied, and these are attached as annexes to the report. Relevant policies are included in annexes 1, 3, 6 and 8 and paragraph 6.23.
- 6.36 The Forum is recommended to agree all of the relevant policies for application in 2018-19.

Conclusion

- 6.37 The funds approved by the Forum to be held by the LA allow for appropriate in-year targeting of resources that is not possible through the simplified Funding Formula for Schools. Current arrangements are considered appropriate and ensure that financial support is provided when needed and that clear and consistently criteria is applied in the allocation of resources.

7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 7.1 The relevant legal issues are addressed within the main body of the report.

Borough Treasurer

- 7.2 The financial implications arising from this report are set out in the supporting information. The allocations meet the requirements of the appropriate funding regulations, the agreed policies and have been taken into account in the financial monitoring arrangements for the Schools Budget.

Equalities Impact Assessment

- 7.3 None identified.

Strategic Risk Management Issues

- 7.4 None identified.

8 CONSULTATION

- 8.1 None.

Background Papers

None

Contact for further information

Paul Clark, Finance Business Partner - CYPL (01344 354054)
paul.clark@bracknell-forest.gov.uk

Doc. Ref

K:\Pine\Executive\Schools Forum\88 210618\2017-18 Funding Allocations from the Schools Contingency.docx

Criteria for in-year budget allocations to schools experiencing significant growth in pupil numbers

New text is in bold and shaded i.e. **bold and shaded**, deleted text is bold and struck through i.e. ~~bold and struck through~~

This element of the Growth Fund is ring fenced so that it is only used for the purpose of supporting growth in pre-16 pupil numbers to meet basic need. The fund will be for the benefit of both maintained and Academy schools. For Academy Schools, the funding is for an academic year.

The Growth Fund shall include funding for an allocation to those schools that experience exceptional increases in pupil numbers between the October census used for funding original budgets and actual pupil numbers on roll on the following October census

To assist schools in meeting the additional costs arising in such circumstances, an in-year budget addition will be made where the whole school number on roll from Reception up to Year 11 increases up to the point that significant additional costs are expected to be incurred.

The relevant thresholds for additional funding are:

- less than 2 FE schools = 10
- 2 FE schools = 20
- 3 FE and above schools = 25

With the exception of less than 2 FE schools, the amount of additional funding is calculated from the cost of appointing a teacher on Mainscale Point 6 – salary and employer on-costs - for the period September to March.

Less than 2 FE schools will be funded at half the value of other schools sizes, to reflect the lower additional costs expected to be incurred i.e. it is not expected that such schools would ever need to open a new class and recruit a new teacher.

There are 3 exceptions to this general rule.

1. This relates to schools that agree with the LA to open a 'surge' class – i.e. one additional class to accommodate up to 30 additional pupils – where additional funding will be allocated irrespective of the actual number of pupils admitted, if the pupils in the 'surge' class are admitted after the census used for funding purposes. The funding allocation will be calculated in the same way as for general in-year growth, applied from the beginning of the term that the 'surge' class is open, [i.e. rather than against the number of months the 'surge' class is open].

Where a 'surge' class opens after the census point used for calculating the school's budget for the next financial year, a further funding top up will be made to cover the full year cost of a teacher on Mainscale Point 6 and a Learning Support Assistant on Bracknell Forest pay point 12 for the relevant financial year. This funding will be made available for one year only at the commencement of the relevant financial year.

2. This relates to those schools that expand by a whole form of entry. As the current calculation is based on the form of entry at admission, it assumes those schools expanded by a whole form of entry are immediately admitting to all year groups at the

increased capacity, when in reality, the increased capacity starts in the entry year, and takes 7 years (5 for a secondary school) to work through the school until admission to full capacity is possible. In order to make a fair calculation of the threshold to be used to calculate in-year growth allowances in these circumstances, the threshold to be used to calculate a growth allowance is calculated on the number of classes available **at the census point used to calculate the original budget.**

For example, a primary school moving from a 2 form to 3 form entry school has 3 classes in reception in the first year after expansion, and 2 classes in other year groups. The funding threshold for a 2 form entry school is 20 with 25 used for 3 form entry schools. In the first year following expansion, eligibility to growth allocations would be calculated on reception classes at the 25 number threshold, with all other classes at a threshold of 20. For the second year, Reception and Year 1 would be calculated on a 25 threshold, all other year groups on 20 and so on. A full illustration of the calculation is set out below and shows how the funding threshold rises gradually, in line with the phased increase in pupil numbers, starting at 21, and rising to 25 after 7 years.

- 3. This relates to Infant and Junior Schools only and is required due to relevant schools having a different number of year groups i.e. 3 and 4 respectively. A 2 form entry Infant school would have a threshold of 9 i.e. standard increase required for 7 classes = 20 which is 2.86 per year group X 3 year groups = 8.57 rounded to nearest whole number. Similar calculations would be undertaken for Junior Schools and relevant schools with a different form of entry.**

The allocated funding may need to be scaled if demand significantly exceeds the budget allocation, with final decisions to be determined each year by the Schools Forum.

Illustration of funding thresholds to be used where school expands from 2 FE to 3 FE

Growth Thresholds (2015-16):

Less than 2 FE schools	10	1.43	}	Increase required per Year Group i.e. divide by 7
2 FE schools	20	2.86		
3 FE and over	25	3.57		

2 Forms of Entry	Planned Admission Numbers increasing from 2 to 3 Forms of Entry						
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Year R	2.86	3.57	3.57	3.57	3.57	3.57	3.57
Year 1	2.86	2.86	3.57	3.57	3.57	3.57	3.57
Year 2	2.86	2.86	2.86	3.57	3.57	3.57	3.57
Year 3	2.86	2.86	2.86	2.86	3.57	3.57	3.57
Year 4	2.86	2.86	2.86	2.86	3.57	3.57	3.57
Year 5	2.86	2.86	2.86	2.86	2.86	3.57	3.57
Year 6	2.86	2.86	2.86	2.86	2.86	2.86	3.57
Total threshold when moving from 2 to 3 FE	20.00	20.71	21.43	22.14	22.86	23.57	24.29
	20.00	21.00	21.00	22.00	23.00	24.00	25.00

Approved by the Schools Forum on 13 July 2017

Annex 2
2017-18 Funding allocations to schools experiencing significant in-year growth in pupil numbers

School	Threshold 10 for schools with less than 2 Forms of entry						
	Threshold 20 for schools with 2 Forms of entry						
	Threshold 25 for schools with 3 and more Forms of entry						
School	No.of Forms of entry - rounded (3)	Total places available	NOR Oct 2016	NOR Oct 2017	Change in NOR	Revised threshold	Amount
Ascot Heath Infant	2	210	207	197	-10	20	£0
Ascot Heath CE Junior	2	240	239	241	2	20	£0
Binfield CE Aided Primary	2	420	415	419	4	20	£0
Birch Hill Primary	2	420	410	404	-6	20	£0
College Town Infant & Nursery	3	270	243	221	-22	25	£0
College Town Junior	3	360	251	269	18	25	£0
Cranbourne Primary	1	210	210	201	-9	10	£0
Crown Wood Primary (1)	2 to 3	570	529	551	22	24	£0
Crowthorne CE Primary	1	210	210	210	0	10	£0
Fox Hill Primary	1	210	202	205	3	10	£0
Great Hollands Primary (1)	2 to 3	480	416	423	7	21	£0
Harmans Water Primary	3	630	616	583	-33	25	£0
Holly Spring Infant & Nursery	3	270	261	258	-3	25	£0
Holly Spring Junior	3	360	350	332	-18	25	£0
Jennetts Park Primary (2)	1 to 2	360	343	379	36	17	£0
Meadow Vale Primary	3	630	611	636	26	25	£25,842
New Scotland Hill Primary	1	210	204	198	-6	10	
Owlsmoor Primary	3	630	559	534	-25	25	£0
The Pines Primary and Nursery (1)	1 to 2	360	283	298	15	16	£0
Sandy Lane Primary	3	630	593	513	-80	25	£0
St Joseph's Catholic Primary	1	210	209	214	5	10	£0
St Margaret Clitherow Catholic Pry	1	210	207	205	-2	10	£0
St Michael's Easthampstead CE	1	245	244	241	-3	10	£0
St Michael's CE Aided Pry (Sandt')	1	210	193	190	-3	10	£0
Uplands Primary	1	210	209	209	0	10	£0
Warfield CE Primary (2)	1 to 2	330	304	374	70	10	£0
Whitegrove Primary	2	420	420	421	1	20	£0
Wildmoor Heath	1	210	202	207	5	10	£0
Wildridings Primary	2	420	397	408	11	20	£0
Winkfield St Mary's CE Primary	1	210	203	202	-1	10	£0
Wooden Hill Primary & Nursery	1.66	350	332	341	9	10	£0
The Brakenhale	7	1,050	902	937	35	25	£25,842
Easthampstead Park Community School	8	1,200	727	720	-7	25	
Edgbarrow	8	1,080	1,079	1,080	1	25	£0
Garth Hill College	10	1,444	1,426	1,433	7	25	£0
Ranelagh CE	5	785	793	814	21	25	£0
Sandhurst	7	1,050	926	939	13	25	£0
Total Primary	56	10,705	10,047	10,084	13	510	£25,842
Total Secondary	45	6,609	5,853	5,923	70	150	£25,842
Total All Schools	101	14,189	15,900	16,007	83	660	£51,684

1. schools being expanded have variable funding thresholds relative to the number of new classes available.
2. new schools are separately funded for pupil growth.
3. places and threshold based on number of classes available at Census point used to calculate initial budget .

Annex 3

Criteria for in-year budget allocations to schools to meet unavoidable costs arising from the Key Stage 1 class size regulations that limit classes to no more than 30 pupils per teacher

The Growth Fund shall include funding for an allocation to those schools that experience unavoidable costs arising from the Key Stage 1 class size regulations that are not resourced through the Funding Formula.

Numbers in reception, Year 1 and Year 2 will be collected termly from the relevant school census to determine the total number of pupils in each school affected by the relevant Regulations. Where the aggregate number of pupils does not equate to a multiple of 30, additional resources will be added at the amount required to cover the cost of appointing a teacher on Mainscale Point 6 – salary and employer on-costs - for the relevant period, after taking account of the funding delivered through the Funding Formula. Funding will be added on a “missing pupil” basis.

The allocated funding may need to be scaled if demand significantly exceeds the budget allocation, with final decisions to be determined each year by the Schools Forum.

An illustration of the funding calculation is as follows which would need to be updated each year to reflect budget decisions and the cost of employing a teacher (all units of resource are therefore illustrative and subject to change):

- a. The per pupil funding rate is assumed to be £2,780 (A)
- b. The cost of a teacher on Mainscale Point 6 – salary and employer on-costs - is £41,700 (B)
- c. To have sufficient income from the Funding Formula to employ a teacher, a school needs £41,700 (B) / £2,780 (A) = 15 pupils (C)
- d. The Funding Formula therefore provides sufficient funding to appoint a teacher provided there are 15 pupils. The maximum top-up funding a school can receive is for 15 ‘missing’ pupils (C)
- e. Therefore where the actual number on roll exceeds a multiple of 30 compared to the number on roll funded in the original budget the school would be entitled to top-up funding
- f. Funding will be added, pro rata per term, for each missing pupil

The attached Annex sets out funding top-up rates, based on the cost of employing a teacher at £41,700 and the BF Funding Formula delivers sufficient funding to appoint a teacher provided there are 15 pupils. These factors and amounts are subject to annual re-calculation.

Children admitted **in-year** as an “excepted pupil” in accordance with The School Admissions (Infant Class Sizes) (England) Regulations 2012, or other relevant legislative requirement will not be included in the calculation for top up funding as they will not impact on the need to recruit a teacher. The exclusion will apply for the full period the child is on roll at the school to the end of Key Stage 1.

“Excepted pupils” currently include those that are admitted to the school outside a normal admission round:

- as a result of the local authority specifying the school in the child’s statemented;
- are looked after;

- were in error initially refused admission;
- are from a service family.

“Excepted pupils” on the roll of a school at the October census will generate per pupil funding for a school in the next budget. These funds will be taken into account in any top up funding calculations.

Separate calculations will be made each term, based on data obtained from the relevant census.

Exceptions:

There are two exceptions to the general rule set out above:

1. In order to avoid double funding, a school will not be eligible for Key Stage 1 class size funding in the autumn and spring terms where the school has qualified of an in-year growth allowance for these pupils.
2. When a school is funded on the basis of estimated actual costs, which is ordinarily a new school or one that opens additional forms of entry during a financial year, it will not be entitled to any top up funding from the Key Stage 1 class size contingency, provided funds for the additional costs that will arise are allocated from an alternative source.

Approved by the Schools Forum on 13 July 2017.

No changes are being proposed by the council for 2018.

Annex 4

2017-18 Funding allocations to support schools needing to meet the Key Stage 1 Class Size Funding regulations

School	Total KS1 pupils funded October 2016 Census	K.S 1 Allocation summer term 2017	K.S 1 Allocation autumn term 2017	K.S 1 Allocation spring term 2017	Total
Ascot Heath Infant	207	£0	£0	£0	£0
Binfield CE Primary	177	£0	£0	£0	£0
Birch Hill Primary	176	£0	£0	£0	£0
College Town Infant & Nursery	243	£0	£0	£0	£0
Cranbourne Primary	90	£0	£0	£0	£0
Crown Wood Primary	252	£3,462	£3,693	£2,770	£9,925
Crowthorne CE Primary	90	£0	£0	£0	£0
Fox Hill Primary	90	£0	£0	£0	£0
Great Hollands Primary	197	£0	£0	£0	£0
Harmans Water Primary	280	£5,770	£0	£0	£5,770
Holly Spring Infant & Nursery	261	£0	£0	£0	£0
Jennetts Park CE Primary	176	£0	£0	£0	£0
Meadow Vale Primary	266	£0	£0	£0	£0
New Scotland Hill Primary	89	£0	£0	£0	£0
Owlsmoor Primary	236	£0	£0	£0	£0
Pines (The)	140	£0	£0	£0	£0
Sandy Lane Primary	245	£0	£0	£0	£0
St. Joseph's Catholic Primary	90	£0	£0	£0	£0
St. Margaret Clitherow Catholic Primary	90	£0	£0	£0	£0
St. Michael's CE Primary, Easthampstead	105	£0	£0	£0	£0
St. Michael's Sandhurst	84	£0	£0	£0	£0
Uplands Primary	90	£0	£0	£0	£0
Warfield CE Primary	133	£0	£0	£0	£0
Whitegrove Primary	179	£0	£0	£0	£0
Wildmoor Heath	88	£0	£0	£0	£0
Wildridings Primary School	172	£0	£0	£0	£0
Winkfield St. Mary's CE Primary	87	£0	£0	£0	£0
Wooden Hill Primary & Nursery	143	£0	£0	£0	£0
Total	4,476	£9,232	£3,693	£2,770	£15,695

N.B Schools that qualify for an in-year Growth allocation do not qualify for K.S 1 Class size allocation.

2017-18 termly allocation detail for Key Stage 1 Class Size Funding

Ref	School	Data used for original budget			Summer Term data					Autumn Term data					Spring budget data					Ref
		KS1 pupils as at October 2016	Number of classes that can be funded	Number of pupils above multiple of 30	KS1 pupils as at May 2017	Number of classes needed	Additional classes needed	Number of 'missing pupils' needed to fund extra class	KS1 Allocation summer term	KS1 pupils as at October 2017	Number of classes needed	Additional classes needed	Number of 'missing pupils' needed to fund extra class	KS1 Allocation autumn term	KS1 pupils as at January 2018	Number of classes needed	Additional classes needed	Number of 'missing pupils' needed to fund extra class	KS1 Allocation spring term	
1	Ascot Heath Infant	207	7	27	203	7	0	0	£0	198	7	0	0	£0	207	7	0	0	£0	1
2	Binfield CE Primary	177	6	27	176	6	0	0	£0	180	6	0	0	£0	177	6	0	0	£0	2
3	Birch Hill Primary	176	6	26	172	6	0	0	£0	178	6	0	0	£0	176	6	0	0	£0	3
4	College Town Infant & Nursery	243	8	3	234	8	0	0	£0	221	8	0	0	£0	243	8	0	0	£0	4
5	Cranbourne Primary	90	3	0	90	3	0	0	£0	86	3	0	0	£0	90	3	0	0	£0	5
6	Crown Wood Primary	252	8	12	248	9	1	3	£3,462	259	9	1	4	£3,693	252	9	1	4	£2,770	6
7	Crowthorne CE Primary	90	3	0	90	3	0	0	£0	90	3	0	0	£0	90	3	0	0	£0	7
8	FoxHill Primary	90	3	0	90	3	0	0	£0	89	3	0	0	£0	90	3	0	0	£0	8
9	Great Hollands Primary	197	7	11	180	6	0	0	£0	194	7	0	0	£0	197	7	0	0	£0	9
10	Harmans Water Primary	280	9	10	278	10	1	5	£5,770	240	8	0	0	£0	280	8	0	0	£0	10
11	Holly Spring Infant & Nursery	261	9	21	257	9	0	0	£0	258	9	0	0	£0	261	9	0	0	£0	11
12	Jennetts Park CE Primary(1)	176	6	26	180	6	0	0	£0	179	6	0	0	£0	176	6	0	0	£0	12
13	Meadow Vale Primary	266	9	26	260	9	0	0	£0	268	9	0	0	£0	266	9	0	0	£0	13
14	New Scotland Hill Primary	89	3	29	90	3	0	0	£0	82	3	0	0	£0	89	3	0	0	£0	14
15	Owlsmoor Primary	236	8	26	231	8	0	0	£0	205	7	0	0	£0	236	7	0	0	£0	15
16	Pines (The)	140	5	20	135	5	0	0	£0	141	5	0	6	£0	140	5	0	0	£0	16
17	Sandy Lane Primary	245	8	5	225	8	0	0	£0	198	7	0	0	£0	245	7	0	0	£0	17
18	St. Joseph's Catholic Primary	90	3	0	90	3	0	0	£0	90	3	0	0	£0	90	3	0	0	£0	18
19	St. Margaret Clitherow Catholic Pry	90	3	0	88	3	0	0	£0	87	3	0	0	£0	90	3	0	0	£0	19
20	St. Michael's E'stead CE Aided Pry	105	4	15	105	4	0	0	£0	105	4	0	0	£0	105	3	0	0	£0	20
21	St. Michael's CE Primary, Sandhurst	84	3	24	84	3	0	0	£0	77	3	0	0	£0	84	3	0	0	£0	21
22	Uplands Primary	90	3	0	90	3	0	0	£0	90	3	0	0	£0	90	3	0	0	£0	22
23	Warfield CE Primary(1)	133	4	13	90	3	0	0	£0	172	6	2	3	£0	133	6	2	0	£0	23
24	Whitegrove Primary	179	6	29	179	6	0	0	£0	180	6	0	0	£0	179	6	0	0	£0	24
25	Wildmoor Heath	88	3	28	87	3	0	0	£0	85	3	0	0	£0	88	3	0	0	£0	25
26	Wildridings Primary School	172	6	22	169	6	0	0	£0	170	6	0	0	£0	172	6	0	0	£0	26
27	Winkfield St. Mary's CE Primary	87	3	27	86	3	0	0	£0	87	3	0	0	£0	87	3	0	0	£0	27
28	Wooden Hill Primary & Nursery	143	5	23	141	5	0	0	£0	146	5	0	0	£0	143	5	0	0	£0	28
TOTAL Primary		4,476	151	450	4,348	151	2	8	£9,232	4,355	151	3	13	£3,693	4,476	150	3	4	£2,770	

(1) Jennetts Park and Warfield Primary School received additional funding through the new school funding policy.

Annex 5

2017-18 allocations from the SEN Specific Contingency

SCHOOL	No. top-up pupils by school Jan 2017	NOR As at Oct 16	Top-up pupils % (1)	Value of top-up for full year	Budget 17-18 excl de-delegation	Top-up as % of school budget (2)	Qualify under both criteria?	2017-18 funding on proposed criteria	Note
Ascot Heath Infant School	1.0	207	0.49%	£1,520	£759,721	0.20%	No	£0	(1) relevant thresholds
Ascot Heath Church of England Junior School	3.0	239	1.26%	£10,166	£853,900	1.19%	No	£0	Primary 2%
Binfield Church of England Primary School	2.0	415	0.48%	£11,022	£1,356,165	0.81%	No	£0	Secondary 1%
Birch Hill Primary School	7.0	410	1.71%	£30,403	£1,405,347	2.16%	No	£0	(2) relevant thresholds
College Town Infant & Nursery School	1.0	243	0.41%	£5,701	£871,591	0.65%	No	£0	Primary 4%
College Town Junior School	4.0	251	1.59%	£10,546	£904,149	1.17%	No	£0	Secondary 2%
Cranbourne	0.0	210	0.00%	£0	£771,395	0.00%	No	£0	
Crown Wood Primary School	9.0	528	1.70%	£39,906	£1,765,495	2.26%	No	£0	
Crowthorne Church of England Primary School	5.5	210	2.62%	£25,463	£779,255	3.27%	No	£0	
Fox Hill Primary School	1.0	202	0.50%	£3,420	£825,091	0.41%	No	£0	
Great Hollands Primary School	3.0	416	0.72%	£6,840	£1,545,062	0.44%	No	£0	
Harmans Water Primary School	5.0	616	0.81%	£22,296	£2,041,103	1.09%	No	£0	
Holly Spring Infant and Nursery School	3.0	261	1.15%	£14,822	£952,445	1.56%	No	£0	
Holly Spring Junior School	5.0	350	1.43%	£11,338	£1,229,991	0.92%	No	£0	
Jennett's Park CE Primary School	3.0	343	0.87%	£12,922	£1,244,672	1.04%	No	£0	
Meadow Vale Primary School	5.0	586	0.85%	£21,474	£1,955,971	1.10%	No	£0	
New Scotland Hill Primary School	3.0	204	1.47%	£12,035	£759,436	1.58%	No	£0	
Owlesmoor Primary School	4.0	559	0.72%	£21,024	£1,809,435	1.16%	No	£0	
The Pines School	2.0	283	0.71%	£11,022	£1,046,238	1.05%	No	£0	
Sandy Lane Primary School	6.0	593	1.01%	£18,114	£1,965,155	0.92%	No	£0	
St Joseph's Catholic Primary School, Bracknell	3.0	209	1.44%	£16,590	£774,438	2.14%	No	£0	
St Margaret Clitherow Catholic Primary School	1.0	207	0.48%	£1,520	£779,944	0.19%	No	£0	
St Michael's Easthampstead CE Aided Primary	0.0	244	0.00%	£0	£887,948	0.00%	No	£0	
St Michael's Sandhurst Aided Primary School	3.0	193	1.55%	£7,601	£708,296	1.07%	No	£0	
Uplands Primary School	3.0	209	1.44%	£16,723	£765,619	2.18%	No	£0	
Warfield Church of England Primary School	2.0	413	0.48%	£7,221	£1,387,164	0.52%	No	£0	
Whitegrove Primary School	2.0	420	0.48%	£4,434	£1,402,418	0.32%	No	£0	
Wildmoor Heath	1.0	202	0.50%	£1,520	£758,284	0.20%	No	£0	
Wildridings Primary School	1.0	397	0.25%	£3,420	£1,423,444	0.24%	No	£0	
Winkfield St Mary's CE Primary	1.0	203	0.49%	£1,900	£752,469	0.25%	No	£0	
Wooden Hill Primary and Nursery School	5.0	332	1.51%	£14,086	£1,211,690	1.16%	No	£0	
The Brakenhale School	15.0	902	1.66%	£31,160	£4,481,762	0.70%	No	£0	
Easthampstead	14.0	727	1.93%	£27,552	£3,946,195	0.70%	No	£0	
Edgbarrow School	28.0	1,079	2.59%	£167,628	£4,886,746	3.43%	Yes	£30,800	
Garth Hill College	27.0	1,426	1.89%	£92,874	£6,871,361	1.35%	No	£0	
Ranelagh Church of England School	20.0	793	2.52%	£48,072	£3,543,708	1.36%	Yes	£22,000	
Sandhurst School	11.0	926	1.19%	£25,705	£4,368,978	0.59%	No	£0	
Primary total	95	10,155	0.93%	£365,050	£35,693,331	1.02%	0	£0	
Secondary total	115	5,853	1.96%	£392,991	£28,098,750	1.40%	2	£52,800	
Total ALL	210	16,008	1.31%	£758,041	£63,792,081	1.19%	2	£52,800	

Annex 6

Criteria for the allocation of additional funds to support schools facing financial difficulties

Outline of the scheme

School Funding Regulations allow for additional funds outside the normal operation of the Funding Formula to be provided to schools considered to be in financial difficulty. In agreement with the Schools Forum, de-delegated funding has been set aside in the School's Budget for this purpose. The criteria to be used to allocate this funding has also previously been agreed, and a school would qualify for additional financial support if, in the opinion of the Director of Children, Young People and Learning and the Borough Treasurer, they:

1. were unable to set a balanced budget and were in need of a loan arrangement at the start of the relevant financial year, and/or
2. were in or likely to fall into one of the Ofsted categories of causing concern, including serious weaknesses or special measures.

Where additional funding is agreed, it is on condition that the senior managers and relevant governors of each school attend regular monitoring meetings with officers of the Council, provide such financial and other information that is requested, and do not make any significant deviations in spending, either in magnitude or by type without the approval of the Director of Children, Young People and Learning.

Before any proposed allocation of such funds is passed on to relevant schools, they are reported to and agreed by the Schools Forum. However, this can cause uncertainty and result in a delay in releasing resources to meet an immediate need.

Powers delegated to the Director of Children, Young People and Learning

In order to allow funds to be allocated within an appropriate time scale it is recommended that a set of principles be agreed by the School Forum which allows the Director of Children, Young People and Learning discretion to allocate funds up to but not exceeding a set level dependent on the Ofsted category of the school. Any such allocations would subsequently be reported to the Schools Forum.

The level of allocation of funds would be:

1. schools judged to have serious weaknesses (up to £20k per year)
2. schools deemed to be in need of special measures (up to £50k per year)
3. schools at risk of either judged to have serious weaknesses or entering special measures (up to £30k per year)

With a maximum value of aggregate allocations of £150k in any one financial year without the express approval of the Schools Forum.

Allocations will only be agreed where the relevant school has demonstrated insufficient funds exist within the budget to fund the required actions or activities.

Where schools enter an Ofsted category of concern (judged to have serious weaknesses or placed into Special Measures) the LA establishes a Standards Monitoring Board (SMB). The Board has an independent chair and senior officers of the LA as members. The headteacher

and Chair of Governors of the school are invited to attend the SMB to report on progress. A support plan outlines the actions to be taken by the school and the LA in order to effect rapid improvement. Where the school is unable to fund these actions from its own delegated budget the SMB can request that additional resources be sought. Any such requests are approved by the Director of Children, Young People and Learning. Funds would be allocated to the school from those held for schools in financial difficulty.

Approved by the Schools Forum on 13 July 2017.

No changes are being proposed by the council for 2018.

2017-18 funding allocations to schools in financial difficulties**Allocations agreed under the Director's delegated powers**

Taking account of proposals from the Standards Monitoring Board (SMB) meetings at relevant schools, funding allocations totalling £0.062m were agreed during the summer term as follows:

1. £9,622 to Winkfield St Marys Primary School, in respect of utilising an interim deputy head to support the school leadership following resignations of key staff and additional NQT time to support weak staff.
2. £5,600 to St Michael's Easthampstead to support improvements required in teaching and learning and coaching and modelling for senior staff to assist improving standards and behaviour management.
3. £18,350 to Garth Hill Secondary School to implement key actions from the Requires Improvement Ofsted judgement relating to leadership and management, curriculum development, personal development, behaviour and welfare, and pupil / parent voice.
4. £14,380 to College Town Juniors which has received a declaration of concern. Funding was allocated to strengthen the capacity of the leadership to ensure standards improve in July 2018. Executive Headteacher support 2.5 days a week. School vulnerable to being judged coasting. If the school was inspected now would not remain good. Safeguarding review and audit following the findings of a recent parental complaint.
5. £7,142 to Sandy Lane which has received a declaration of concern in May 2017. Additional funding was agreed for staff training on Nurture and Behaviour, specific resources to develop the nurture resource and for Boxall Profile to track pupils' progress.
6. £7,200 to Holly Spring Juniors to fund the appointment of an additional experienced Headteacher to support capacity within the school and for the completion of a safeguarding audit.

Declaration of Concern (DoC) is called where a school is at risk of being judged as Requiring Improvement or inadequate at its next inspection. Following this a SMB is established to track progress every 6 weeks. The SMB reviews evidence provided by school leaders and LA staff after 12 weeks and a decision made as to whether leadership are taking effective action following the DoC. The processes are clearly shared within the Learning and Improvement Strategy / Annex A School Improvement.

LA expenditure

In addition to these school allocations, the Forum has also agreed that up to £60,000 of School Adviser and other professional staff support time, such as HR and Finance can be funded from this budget to support the SMBs and other additional arrangements provided directly by the council.

Eligible expenditure against the schools contingency

New text is in bold and shaded i.e. **bold and shaded**, deleted text is bold and struck through i.e. **bold and struck through**. As all changes relate to amendments to by the DfE to wordings in funding regulation definitions and represent factual changes, the amendments will automatically be incorporated into the policy wording.

Background

The School and Early Years Finance (England) Regulations define “expenditure on the schools specific contingency” as:

“Central expenditure deducted for the purpose of ensuring that monies are available to enable **an** increases in a school’s budget share after it has been allocated, **and** where it subsequently becomes apparent that a governing body has incurred expenditure which it would be unreasonable to expect them to meet from the school’s budget share, which may include expenditure in relation to:

- schools in financial difficulty;
- the writing-off of deficits of schools which are discontinued, excluding any associated costs and overheads;
- new, amalgamating or closing schools;
- ~~other expenditure where the circumstances which were unforeseen when the school’s budget share was initially determined~~ **the school’s budget share.”**

In order to be provide greater clarity, and to be able to fund all of the circumstances permitted by the DfE, which takes account of comments received from schools to the consultation on the school loan scheme, the following text is proposed to be approved.

Eligible expenditure from the BF schools’ contingency fund (de-delegated)

- Unexpected and unavoidable costs in schools, which it would be unreasonable to expect governing bodies to meet from their delegated budget, and where the amount required and the circumstances giving rise to the additional costs were unknown at the time of setting the budget. These would ordinarily need to exceed £5,000.
- Correction of formula errors
- Where a school is closing and a deficit is likely, every effort should be taken to achieve break-even. Where a school is becoming an academy, they should also ensure costs are only incurred that relate to the school, and for the period it is a maintained school. However where a school closes with a deficit, where the EFA does not reimburse for this, the cost must be picked up by the Dedicated School Grant (DSG).
- Funding for schools in financial difficulties where this is not the result of poor local management decisions. [Note a separate policy is in place for this category].

As agreed at 13 July 2017 Schools Forum

The changes required for 2018 relate to updated text in statutory DfE Funding Regulations so have no local discretion.