

**TO: SCHOOLS FORUM**  
**DATE: 13 MARCH 2014**

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**2013-14 ALLOCATIONS FROM SCHOOL SPECIFIC CONTINGENCIES  
AND OTHER 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 Schools Block element of the Dedicated Schools Grant (DSG) and initially managed by the council.

**2 RECOMMENDATIONS**

**That the Forum:**

**2.1 NOTES the funding allocations made to schools during 2013-14 in respect of;**

- 1. significant in-year increases in pupil numbers (paragraph 5.12);**
- 2. schools required to meet the Key Stage 1 Class Size regulations (paragraph 5.15);**
- 3. new and expanding schools (paragraph 5.16);**
- 4. support to schools in financial difficulties (paragraphs 5.22 to 5.28).**

**2.2 AGREES:**

- 1 that in the first instance, claims from schools for additional funding to cover exceptional items continue to be considered by the Heads of Service covering Finance, Human Resources and Property, for subsequent decision by the Forum (paragraph 5.5);**
- 2 the funding allocation proposed to cover exceptional and unforeseen costs in a school (paragraph 5.8).**

**2.1 CONSIDERS whether any changes need to be made to the existing criteria used to distribute centrally managed funds to schools (paragraph 5.29).**

**3 REASONS FOR RECOMMENDATIONS**

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

**4 ALTERNATIVE OPTIONS CONSIDERED**

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

## 5 SUPPORTING INFORMATION

### Background

- 5.1 Members of the Forum will be aware that the funding framework for schools is regulated by the Department for Education (DfE) and that this governs the conditions attached to how funds can be allocated to schools and also sets out the circumstances in which funds can be centrally managed by LAs. This report presents a summary of the in-year funding allocations provisionally made to schools through centrally managed LA budgets.
- 5.2 In deciding whether contingency budgets should be retained, it first needs to be established that the issue in question results in a direct and measurable cost for schools. Once this is satisfied, the following key principles need to be taken into account:
1. is there an allowable factor for use in the Funding Formula for Schools that could otherwise be used to accurately target funds to only those schools facing relevant costs?
  2. would it be reasonable for relevant schools to meet any additional costs arising from their main school budget?

If the answer to these questions is “no” then it may be appropriate to create a centrally managed contingency budget to support schools.

- 5.3 When it is agreed to set aside contingency funding, it is important to carefully consider the right amount of funding as it will need to come from the cash limited DSG. For every £ held in a school specific contingency there will be a consequential £ reduction in funds available to add directly into delegated school budgets. Whilst contingency monies ultimately get passed on to schools, it is important that the budget balance is set correctly. It is also important to apply the allocation of funds to schools in a consistent and transparent manner, and a range of policies have therefore been agreed to support this. All centrally managed budgets are subject to annual approval of the Schools Forum with policies regularly reviewed and updated to reflect changing circumstances and priorities.
- 5.4 Taking these factors into account, the Forum has agreed that the following five Schools Block budgets should initially be managed by the LA, for in-year allocation to schools, once approved qualifying criteria is met:
1. exceptional and unforeseen costs in primary schools;
  2. significant in-year increases in pupil numbers;
  3. schools required to meet the Key Stage 1 Class Size regulations;
  4. new and expanding schools;
  5. support to schools in financial difficulties.

In accordance with the funding framework, items 1 – 4 above are held as centrally managed budgets, following agreement of the Schools Forum. Item 5 is a de-delegated budget, initially included in the Funding Formula for Schools, but returned for central management, again after agreement of the Schools Forum.

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### Contingency allocations - £551,000 total budget

#### Exceptional and unforeseen items - £10,000 budget

- 5.5 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. Claims are considered on a case by case basis by the Heads of Service covering Finance, Human Resources and Property. These services have been selected as the more significant claims generally relate to employee or buildings related matters. This is an informal arrangement that the Forum is now requested to approve as the agreed initial evaluation process for considering claims for exceptional funding.
- 5.6 One claim was received during 2013-14 which included an element of back dating into 2012-13. A member of the teaching staff at a primary school has been on long term sickness absence since April 2012. The teacher has been suffering with Rheumatoid Arthritis and the relevant specialist has indicated this has been caused by parvovirus which it is believed was contracted during working in school (caught from a child who was at school with the virus). Under such circumstances, the Conditions of Service for School Teachers (Burgundy Book) states "...full pay shall be allowed for such period of absence as may be authorised by the approved medical practitioner as being due to the illness". This is effectively to cover industrial injury/illness. The teacher has therefore continued to receive full pay through the period of absence (16 April 2012 to the expected resolution date of 30 April 2014) during which time the school has needed to recruit adequate classroom cover.
- 5.7 The school's staff absence insurance contributed towards the teacher's salary costs during the last financial year. However, the insurance has now expired meaning the school is covering the salary and associated cost of two teachers. Taking account of these factors, the school has incurred £58,620 more costs over the last 2 years than would be expected had the illness not occurred.
- 5.8 The officers considering this case agreed that this is an exceptional item that could not have been anticipated when the budget was set and it would be unreasonable to expect the school to meet the full costs. In deciding the level of additional financial support that should be awarded the officers concluded that in such circumstances, for each financial year, the following should be used as a guide in calculating any additional financial support:
1. schools should meet the first £5,000 of additional costs, as below this level it is considered reasonable for schools to fund unforeseen costs;
  2. that any funding allocation should be calculated from the lower of Point 6 of the Teachers' Main Salary Scale i.e. the same rate as used for all other funding allocations to schools based on teacher costs, and the actual costs of the substantive post involved;
  3. a deduction to any claim should be made for a contribution from an insurance scheme, irrespective of whether such a policy is in place. In setting budgets, schools are expected to make financial provision for staff absences, either through an insurance policy or from their general income.

Applying these principles to this particular case, the officers recommend that the school is allocated £38,900 from the contingency.

Due to the on-going status of this case, the school involved needs to remain confidential to protect the identity of the member of staff involved.

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- 5.9 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.

### Significant in-year increases in pupil numbers - £332,000 budget

- 5.10 To provide in-year financial support to schools experiencing significant increases in pupil numbers, LAs are permitted to retain funding in a contingency for allocation once qualifying criteria is met. This reflects the requirement of the DfE to calculate school budgets on actual pupil numbers with no recognition of future increases and the impact this has on costs. To provide additional resources to schools facing in-year increases, the Schools Forum has agreed that funding allocations should be made where there is an increase of at least 20 pupils between the census point used for funding school budgets and the actual intake at the start of the next academic year. Admitting an additional 20 pupils is the point at which it has been agreed that schools would most likely need to open a new class and recruit an additional teacher. The general expectation is that schools can absorb up to 19 additional pupils without having to incur any significant additional costs.
- 5.11 The 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 initial budget calculation. The relevant qualifying criteria used to calculate additional funding, as approved by the Forum and DfE, are set out in Annex 1.
- 5.12 Based on actual changes in pupil numbers, 11 schools received additional funding, which aggregated to £314,070. Annex 2 sets out individual school allocations and other relevant data.

### Schools required to meet the Key Stage 1 Class Size regulations - £111,000 budget

- 5.13 In a similar way to 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.
- 5.14 2013-14 is the first year that the Forum has agreed such a fund should be established and reflects the change in DfE Funding Regulations which no longer permit a factor to be used to allocate funds only to schools with Key Stage 1 pupils. 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 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. 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 are set out in Annex 3.

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- 5.15 Based on actual changes in pupil numbers for the 2013 summer and autumn terms, and provisional numbers for the spring term 2014, 6 schools are entitled to additional funding, which aggregates to £72,323. Annex 4 sets out individual school allocations and other relevant data.

### New and expanding schools - £100,000 budget

- 5.16 A specific budget has also been agreed to support new and expanding schools, with specific relevance to Jennett's Park Primary School. Top up funding has been set aside to reflect the special circumstances arising from a rapid increase in roll from a 1 form of entry school to 2 forms of entry at September 2013 as the DfE does not allow the increase in pupil numbers to be reflected in the initial budget. Based on the assessed additional costs that the school would face, on 20 June 2013, the Forum agreed that £110,000 should be allocated. This allocation is reported again for completeness.

### Support to schools in financial difficulties - £284,000 budget

- 5.17 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 serious weakness and special measures without additional financial support.
- 5.18 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 £150,000 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. Any such allocations would subsequently be reported to the Schools Forum for information.
- 5.19 The level of allocation of funds would be:
- a. schools judged to be inadequate and having serious weaknesses (up to £20k per year)
  - b. schools deemed to be in need of Special Measures (up to £50k per year)
  - c. schools at risk of being judged to be inadequate (up to £30k per year)

Note the terminology has been updated in the criteria to reflect the latest Ofsted categories

- 5.20 Where schools enter an Ofsted category of concern (judged to have serious weaknesses or placed in Special Measures) the LA establishes a Management Intervention Board (MIB). The Board has an independent chair and senior officers of the LA as members. The headteacher and Chair of Governors of the school also attend the MIB 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 MIB can request that

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additional resources be sought. Any such requests are approved by the Director of Children, Young People and Learning.

- 5.21 For schools that are not in an Ofsted category but where additional LA support is deemed to be necessary a Standards Monitoring Board can be established of which the headteacher and Chair of Governors attend. The boards meet regularly to discuss progress and determine with the school where additional resources might be required. Requests for additional resources are subject to the approval of the Director of Children, Young People and Learning. Schools operating Standards Monitoring Boards remain confidential, due to the sensitive nature of the activity.

### Allocations agreed in 2013-14

- 5.22 Under these delegated powers, the Director has agreed additional financial support to 6 schools, totalling £133,000.

### Wildmoor Heath Primary - £18,760

- 5.23 Wildmoor Heath school was placed in Special Measures following an Ofsted inspection in December 2011. A MIB was established and the school has worked with the LA to improve outcomes for pupils. Funds have been used to support the professional development of staff and purchase additional teaching resources. The most recent Ofsted inspection report in July 2013 reported good progress and confirmed that the school had been removed from special measures.

### Kennel Lane Special School - £40,000

- 5.24 In February 2014, the Ofsted report for Kennel Lane School was published. Overall the school has been judged to provide an inadequate standard of education although the school's report confirms that Kennel Lane has a thriving Early Years Foundation Stage and pupils make good progress in the primary phase at Key Stages 1 and 2. The work required to ensure this continues as pupils become older and progress through the secondary phase is already underway. Inspectors also noted other good features including.

- The relationships between staff and pupils are 'excellent'.
- Pupils are very well cared for and feel very safe.
- There is some good teaching at the school, which can be built upon.
- Adults are very skilled in managing challenging behaviour.

- 5.25 In their report, inspectors said: "Children make good progress in the Early Years Foundation Stage. The majority of pupils in Key Stage 1 also make good progress in both literacy and numeracy because teaching is consistently good. Key Stage 2 pupils, including those who attend an inclusion class at a local primary school, achieve well from their starting points because they are taught well."

- 5.26 A MIB has been established and an LA Statement of Action submitted to Ofsted. The school has developed a Raising Attainment Plan with the support of the LA. Both plans will be evaluated by Ofsted when the school has its first monitoring inspection. An initial view of the additional financial support needed to secure the required improvements has been costed at £40,000. This will be kept under review and may be subject to change in the new financial year.

Other schools - £74,240

- 5.27 Standards Monitoring Boards have been established in a number of schools, and based on assessed needs, additional funding has been allocated to 2 primary and 2 secondary schools. For the secondary schools, the prime area needing financial support has been in the recruitment and retention of specialist teachers, where due to shortages in the labour market, it has been necessary to use recruitment agencies and pay enhanced rates. One school has received £29,000 and the other £30,000. For the 2 primary schools, funding has been allocated to purchase additional teaching resources and staff training. One school has received £9,240 and the other £6,000.
- 5.28 The impact of the funding can be seen in improved examination and test results as well as more stable staffing. Schools judged to be requiring improvement (Ofsted grade 3) are monitored by Ofsted and reports indicate effective actions are being taken with schools receiving good support from the Local Authority. This in part is a reflection of the active interventions made by the Standards Monitoring Boards.

Qualifying criteria used to make funding allocations

- 5.29 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. The Forum is requested to consider whether any changes now need to be made.
- 5.30 In relation to this matter, a member of the Forum has questioned whether the criteria used to fund schools facing significant in-year increases in pupil numbers properly reflects the circumstances of smaller schools. In particular the need to admit 20 additional pupils before funds are allocated to what is a relatively small total number on roll. Any change to this criteria, which could possibly include a lower threshold of say 10 additional pupils for the 12, 1 form entry schools, would need to be approved by the DfE. In considering this matter, the Forum should take into account:
- Whether the current level of needing to admit 20 additional pupils is an accurate estimate of the point at which **most** schools would face a significant cost increase by needing to employ a teacher;
  - Do 1 form of entry schools need a lower threshold, bearing in mind that funding should only be allocated when there is a significant cost increase in a school;
  - Any change in eligibility criteria may have a budget impact. If more funds are required to finance a new policy, it would need to be funded at the expense of money going directly into school budgets.
- 5.31 If for 2013-14 the required increase in pupil numbers to trigger a funding allocation for 1 form of entry schools was set at 10 rather than 20, then Fox Hill and Wildmoor Heath schools would qualify at a cost of £0.047m. To avoid double funding these schools for the same pupils, both would lose Key Stage 1 Class Size funding for the autumn and spring terms, at £0.030m which would result in an overall net cost of £0.017m. There would be no change in overall funding for Fox Hill and a £0.017m increase for Wildmoor Heath. This illustration is a one year snap shot of the financial impact.

### Conclusion

- 5.32 The funds approved by the Forum to be held in school specific contingencies allow for appropriate 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. Based on current estimates, a total of £668,000 will be allocated to schools, which is £169,000 below budget and mainly arises from an under allocation of the budget to support schools in financial difficulty where required levels of support is difficult to predict but can involve substantial sums of money. The anticipated unspent budget will be ring-fenced for use in a future year's Schools Budget.

## **6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

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

### Borough Treasurer

- 6.2 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 can be funded from within existing budgets.

### Equalities Impact Assessment

- 6.3 None identified.

### Strategic Risk Management Issues

- 6.4 None identified.

## **7 CONSULTATION**

### Principal Groups Consulted

- 7.1 Schools and the Schools Forum have previously been consulted on the wording of eligibility criteria to be used on these contingency funds.

### Method of Consultation

- 7.2 Written consultation.

### Representations Received

- 7.3 Included in relevant reports.

### Background Papers

Relevant policy extracts have been added as annexes



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

The School Specific Contingency 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 a new teacher needs to be appointed. An increase of 20 pupils has been established as the relevant threshold point at which additional funding would be allocated. A second allocation would be made should numbers increase by 40 and so on, with further funding allocations for each additional increase above the 20 threshold.

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.

There is one exception to this general rule. 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.

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.

**Approved by the Schools Forum on 16 September, 2013.**

**Funding allocations to schools experiencing  
significant growth in pupil numbers**

School	Number of Forms of entry as at September 2013	Headcount October 2012	Headcount October 2013	Change in NOR	No. of extra classes for Growth / Surge	Growth allocation	Surge class allocation	Change in NOR
Ascot Heath Infant	2.5	207	207	0	0	£0	£0	0.00%
Ascot Heath CE Junior	2	239	239	0	0	£0	£0	0.00%
Binfield CE Aided Primary	2	416	410	-6	0	£0	£0	-1.44%
Birch Hill Primary	2	373	388	15	0	£0	£0	4.02%
College Town Infant and Nursery	3	221	213	-8	0	£0	£0	-3.62%
College Town Junior	3	278	282	4	0	£0	£0	1.44%
Cranbourne Primary	1	198	202	4	0	£0	£0	2.02%
Crown Wood Primary	3	379	426	47	2	£46,780	£0	12.40%
Crowthorne CE Primary	1	209	209	0	0	£0	£0	0.00%
Fox Hill Primary	1	181	193	12	0	£0	£0	6.63%
Great Hollands Primary	2	308	367	59	2	£46,780	£0	19.16%
Harmans Water Primary	3	624	624	0	0	£0	£10,000	0.00%
Holly Spring Infant and Nursery	3	258	282	24	1	£0	£23,390	9.30%
Holly Spring Junior	3	227	248	21	1	£23,390	£0	9.25%
Jennetts Park Primary	2	203	251	48	0	£0	£0	23.65%
Meadow Vale Primary	3	474	503	29	1	£23,390	£0	6.12%
New Scotland Hill Primary	1	206	206	0	0	£0	£0	0.00%
Owlsmoor Primary	2.5	485	500	15	0	£0	£0	3.09%
The Pines Primary and Nursery	2	174	199	25	1	£0	£23,390	14.37%
Sandy Lane Primary	3	587	638	51	2	£46,780	£0	8.69%
St Joseph's Catholic Primary	1	210	210	0	0	£0	£0	0.00%
St Margaret Clitherow Catholic Primary	1	201	206	5	0	£0	£0	2.49%
St Michael's Easthampstead CE	1	242	241	-1	0	£0	£0	-0.41%
St Michael's CE Aided Primary (Sandhur	1	212	203	-9	0	£0	£0	-4.25%
Uplands Primary	1	208	211	3	0	£0	£0	1.44%
Warfield CE Primary	1	204	209	5	0	£0	£0	2.45%
Whitegrove Primary	2	446	444	-2	0	£0	£0	-0.45%
Wildmoor Heath	1	163	181	18	0	£0	£0	11.04%
Wildridings Primary	2	340	369	29	1	£23,390	£0	8.53%
Winkfield St Mary's CE Primary	1	208	207	-1	0	£0	£0	-0.48%
Wooden Hill Primary and Nursery	2	315	325	10	0	£0	£0	3.17%
The Brakenhale	7	882	852	-30	0	£0	£0	-3.40%
Easthampstead Park Community School	8	718	694	-24	0	£0	£0	-3.34%
Edgbarrow	7	1,013	1,047	34	1	£23,390	£0	3.36%
Garth Hill College	9	1,306	1,333	27	1	£23,390	£0	2.07%
Ranelagh CE	5	764	772	8	0	£0	£0	1.05%
Sandhurst	7	900	843	-57	0	£0	£0	-6.33%
<b>Total Primary</b>	<b>59</b>	<b>8,996</b>	<b>9,393</b>	<b>397</b>	<b>11</b>	<b>£210,510</b>	<b>£56,780</b>	<b>4.41%</b>
<b>Total Secondary</b>	<b>43</b>	<b>5,583</b>	<b>5,541</b>	<b>-42</b>	<b>2</b>	<b>£46,780</b>	<b>£0</b>	<b>-0.75%</b>
<b>TOTAL Primary and Secondary</b>	<b>102</b>	<b>14,579</b>	<b>14,934</b>	<b>355</b>	<b>13</b>	<b>£257,290</b>	<b>£56,780</b>	<b>2.44%</b>

**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 School Specific Contingency 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 £2,864 (A)
- b. The cost of a teacher on Mainscale Point 6 – salary and employer on-costs - is £40,100 (B)
- c. To have sufficient income from the Funding Formula to employ a teacher, a school needs  $\frac{£40,100 (B)}{£2,864 (A)} = 14$  pupils (C)
- d. The Funding Formula therefore provides sufficient funding to appoint a teacher provided there are 14 pupils. The maximum top-up funding a school can receive is for 14 ‘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 £40,100 and the BF Funding Formula delivers sufficient funding to appoint a teacher provided there are 14 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 statement;
- are looked after;

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- 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 Forum on 16 January, 2014.**

**Funding allocations to support schools needing to meet the Key Stage 1 Class  
Size Funding regulations**

School	Total KS1 pupils funded October 2012	K.S 1 Allocation summer term 2013	K.S 1 Allocation autumn term 2013	K.S 1 Allocation spring term 2013	Total
Ascot Heath Infant	207	£0	£0	£0	£0
Binfield CE Primary	177	£0	£0	£0	£0
Birch Hill Primary	179	£0	£0	£0	£0
College Town Infant & Nursery	221	£0	£0	£0	£0
Cranbourne Primary	87	£0	£0	£0	£0
Crown Wood Primary	199	£0	£0	£0	£0
Crowthorne CE Primary	88	£0	£0	£0	£0
Fox Hill Primary	87	£0	£13,367	£10,025	£23,392
Great Hollands Primary	150	£16,708	£0	£0	£16,708
Harmans Water Primary	270	£0	£0	£0	£0
Holly Spring Infant & Nursery	258	£0	£0	£0	£0
Jennetts Park CE Primary	114	£0	£0	£0	£0
Meadow Vale Primary	239	£16,708	£0	£0	£16,708
New Scotland Hill Primary	90	£0	£0	£0	£0
Owlsmoor Primary	223	£1,193	£955	£716	£2,864
Pines (The)	84	£0	£0	£0	£0
Sandy Lane Primary	285	£0	£0	£0	£0
St. Joseph's Catholic Primary	91	£0	£0	£0	£0
St. Margaret Clitherow Catholic Pry	90	£0	£0	£0	£0
St. Michael's E'stead CE Aided Pry	105	£0	£0	£0	£0
St. Michael's CE Primary, Sandhurst	88	£0	£0	£0	£0
Uplands Primary	89	£0	£0	£0	£0
Warfield CE Primary	88	£0	£0	£0	£0
Whitegrove Primary	181	£0	£0	£0	£0
Wildmoor Heath	70	£4,774	£3,819	£2,864	£11,457
Wildridings Primary School	163	£1,193	£0	£0	£1,193
Winkfield St. Mary's CE Primary	90	£0	£0	£0	£0
Wooden Hill Primary & Nursery	146	£0	£0	£0	£0
<b>TOTAL Primary</b>	<b>4,159</b>	<b>£40,577</b>	<b>£18,140</b>	<b>£13,605</b>	<b>£72,323</b>

## Termly allocation detail for Key Stage 1 Class Size Funding

School	Original budget data			Summer Term data					Autumn Term data					Spring budget data				
	KS1 pupils as at October 2012	Number of classes that can be funded	Number of pupils above multiple of 30	KS1 pupils as at May 2013	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 2013	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 2014	Number of classes needed	Additional classes needed	Number of 'missing pupils' needed to fund extra	KS1 Allocation spring term
Ascot Heath Infant	207	7	27	205	7	0	0	£0	207	7	0	0	£0	209	7	0	0	£0
Binfield CE Primary	177	6	27	178	6	0	0	£0	178	6	0	0	£0	180	6	0	0	£0
Birch Hill Primary	179	6	29	179	6	0	0	£0	178	6	0	0	£0	179	6	0	0	£0
College Town Infant & Nursery	221	7	11	210	7	0	0	£0	213	7	0	0	£0	213	7	0	0	£0
Cranbourne Primary	87	3	27	90	3	0	0	£0	87	3	0	0	£0	90	3	0	0	£0
Crown Wood Primary *	199	7	19	202	7	0	0	£0	215	8	1	14	£0	216	8	1	14	£0
Crowthorne CE Primary	88	3	28	89	3	0	0	£0	88	3	0	0	£0	89	3	0	0	£0
Fox Hill Primary	87	3	27	88	3	0	0	£0	91	4	1	14	£13,367	91	4	1	14	£10,025
Great Hollands Primary *	150	5	0	152	6	1	14	£16,708	168	6	1	14	£0	171	6	1	14	£0
Harmans Water Primary	270	9	0	266	9	0	0	£0	268	9	0	0	£0	268	9	0	0	£0
Holly Spring Infant & Nursery *	258	9	18	262	9	0	0	£0	282	10	1	14	£0	276	10	1	14	£0
Jennetts Park CE Primary **	114	4	24	119	4	0	0	£0	151	6	2	14	£0	151	6	2	14	£0
Meadow Vale Primary *	239	8	29	241	9	1	14	£16,708	268	9	1	14	£0	269	9	1	14	£0
New Scotland Hill Primary	90	3	0	89	3	0	0	£0	90	3	0	0	£0	90	3	0	0	£0
Owlsmoor Primary	223	7	13	226	8	1	1	£1,193	223	8	1	1	£955	226	8	1	1	£716
Pines (The) *	84	3	24	85	3	0	0	£0	98	4	1	14	£0	101	4	1	14	£0
Sandy Lane Primary	285	10	15	293	10	0	0	£0	292	10	0	0	£0	293	10	0	0	£0
St. Joseph's Catholic Primary	91	3	1	90	3	0	0	£0	90	3	0	0	£0	88	3	0	0	£0
St. Margaret Clitherow Catholic Pry	90	3	0	90	3	0	0	£0	89	3	0	0	£0	89	3	0	0	£0
St. Michael's E'stead CE Aided Pry	105	4	15	105	4	0	0	£0	105	4	0	0	£0	105	4	0	0	£0
St. Michael's CE Primary, Sandhurst	88	3	28	90	3	0	0	£0	85	3	0	0	£0	84	3	0	0	£0
Uplands Primary	89	3	29	90	3	0	0	£0	90	3	0	0	£0	89	3	0	0	£0
Warfield CE Primary	88	3	28	90	3	0	0	£0	90	3	0	0	£0	90	3	0	0	£0
Whitegrove Primary	181	6	1	180	6	0	0	£0	177	6	0	0	£0	179	6	0	0	£0
Wildmoor Heath	70	2	10	73	3	1	4	£4,774	78	3	1	4	£3,819	79	3	1	4	£2,864
Wildridings Primary School *	163	5	13	163	6	1	1	£1,193	169	6	1	1	£0	170	6	1	1	£0
Winkfield St. Mary's CE Primary	90	3	0	90	3	0	0	£0	89	3	0	0	£0	90	3	0	0	£0
Wooden Hill Primary & Nursery	146	5	26	144	5	0	0	£0	147	5	0	0	£0	149	5	0	0	£0
<b>TOTAL Primary</b>	<b>4,159</b>	<b>140</b>	<b>469</b>	<b>4,179</b>	<b>145</b>	<b>5</b>	<b>34</b>	<b>£40,577</b>	<b>4,306</b>	<b>151</b>	<b>11</b>	<b>104</b>	<b>£18,140</b>	<b>4,324</b>	<b>151</b>	<b>11</b>	<b>104</b>	<b>£13,605</b>

\* Relevant schools also receive funding from significant increases in pupil numbers so to avoid double funding, autumn and spring term KS1 funding entitlement disallowed.

\*\* Relevant school is funded for in-year cost increase from rising pupil numbers from new and expanding school contingency, so to avoid double funding, KS1 funding entitlement disallowed.

## **Criteria for the allocation 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, funding of £0.304m 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 licensed deficit arrangement at the start of the relevant financial year, and/or
2. were likely to fall into one of the categories of causing concern, including notice to improve and special measures without additional financial support

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:

- d. schools issued with a Notice to Improve (up to £20k per year)
- e. schools deemed to be in need of special measures (up to £50k per year)
- f. schools at risk of either being issued with a Notice to Improve 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.

Where schools enter an Ofsted category of concern (Issued with a Notice to Improve or placed in Special Measures) the LA establishes a Management Intervention Board (MIB). The Board has an independent chair and senior officers of the LA as members. The headteacher and Chair of Governors of the school also attend the MIB 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 MIB can request that additional resources be sought. Any such requests are



Unrestricted

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 Forum on 26 April, 2012**