

TO: SCHOOLS FORUM
DATE: 12 MARCH 2015

**2014-15 FUNDING ALLOCATIONS TO SCHOOLS FROM BUDGETS
CENTRALLY MANAGED BY THE LA AND OTHER RELATED MATTERS**
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.
- 1.2 Additionally, a request for a funding allocation to Warfield CE Primary School in 2015-16 is being made to support the Council's school places expansion programme.

2 RECOMMENDATIONS

The Forum:

- 2.1 **NOTES the following funding allocations to schools, made in accordance with approved policies, in respect of;**
1. **significant in-year increases in pupil numbers (paragraph 5.15);**
 2. **schools required to meet the Key Stage 1 Class Size regulations (paragraph 5.19);**
 3. **new and expanding schools (paragraph 5.20);**
 4. **those with a disproportionate number of SEN pupils (paragraph 5.23);**
 5. **support to schools in financial difficulties (paragraphs 5.29 to 5.32).**
- 2.2 **AGREES:**
- 1 **an initial exceptional funding allocation of up to £15,000 for The Pines Primary School (paragraph 5.8);**
 - 2 **that a similar approach to funding the Pines Primary School is taken in future years, until the refurbished accommodation is fully occupied (paragraph 5.7);**
 - 3 **whether any changes need to be made to the existing criteria used to distribute centrally managed funds to schools (paragraph 5.33);**
 - 4 **that £12,000 is allocated to Warfield Primary CE School in 2015-16 to support the planning and preparation work required for the school to expand by 1 FE for September 2016 (paragraph 5.37).**

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. It also sets out the circumstances in which funds can be centrally managed by LAs and how in-year allocations can be determined.
- 5.2 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. 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. SEN specific contingency;
 6. support to schools in financial difficulties.

In accordance with the funding framework, items 1 – 5 above are held as centrally managed budgets, following agreement of the Schools Forum. Item 6 is a de-delegated budget, initially included in the Funding Formula for Schools, but returned from community schools for central management, again after agreement of the Schools Forum.

- 5.3 This annual report is presented to the Forum to confirm individual funding allocations and to provide an opportunity to review the relevant funding policies.

Contingency allocations - £472,040 total budget

Exceptional and unforeseen items - £10,000 budget

- 5.4 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.
- 5.5 One claim was received during 2014-15 relating to additional site costs associated with the expansion of the Pines Primary School where the Primary Professional

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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 premises related costs are currently being incurred for a building that is significantly larger than required.

- 5.6 A provisional statement of costs has been received from the school that covers premises running costs including utilities, grounds maintenance, caretaking and repairs and maintenance. This shows full year costs for the newly refurbished area of around £35,000. Of the relevant area, School Nurses occupy around 15% of the accommodation, the school around 30%, with the remaining 55% yet to be regularly used.
- 5.7 The officers considering this case agreed that this is an exceptional item 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 these circumstances, where the school is using the accommodation on a phased basis as more pupils are admitted, it is reasonable to receive a funding top up equivalent to the additional costs, after taking account of rental income received from the School Nurses and an appropriate share of the per pupil funding (Age Weighted Pupil Unit, deprivation funding etc) received for children in the new accommodation. For consistency and predictability of funding for the school, it is recommended that this approach is applied in future years until the newly refurbished accommodation is fully occupied.
- 5.8 Taking account of the above, in this particular case, the officers recommend that the school is allocated an initial £15,000 from the contingency. This amount to be subject to update in light of final account actual expenditure for the newly refurbished buildings and any further comments from the school or new matters that come to light during the early stages of occupation. The final allocation of funds will not exceed £15,000 and will be reported to the Forum once it has been determined. This will be after the 2014-15 accounts have closed.
- 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 - £305,040 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 which means there is no recognition of future increases which in some cases will have a significant impact on costs.
- 5.11 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, with the funding threshold set at increases of 20 and above.
- 5.12 Forum members will recall that it has been agreed to amend the funding policy with effect from the 2015-16 financial year. From this point, relevant thresholds for additional funding will be set at different levels for different sized schools to reflect the

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varying ability to absorb increases in pupil numbers and the expected level of cost increase. The new thresholds and funding levels will be:

- 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

- 5.13 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.
- 5.14 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 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 for both the current year, and the new policy that will be in place from 2015-16.
- 5.15 Based on actual changes in pupil numbers, 7 schools received additional funding, which aggregated to £187,120. Annex 2 sets out individual school allocations and other relevant data.

Schools required to meet the Key Stage 1 Class Size regulations - £87,000 budget

- 5.16 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.
- 5.17 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, 14 pupils deliver sufficient resources to employ a teacher. Therefore, the maximum top-up funding a school can receive is for 14 'missing' pupils.
- 5.18 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.
- 5.19 Based on actual changes in pupil numbers for the 2014 summer and autumn terms, and provisional numbers for the spring term 2015, 6 schools are entitled to additional funding, which aggregates to £55,422. Annex 4 sets out individual school allocations and other relevant data.

New and expanding schools - £70,000 budget

- 5.20 A specific budget has also been agreed to support new and expanding schools, which specifically relates 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 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 17 July 2014, the Forum agreed that £77,000 should be allocated. This allocation is reported again for completeness.

SEN specific contingency - £100,000 budget

- 5.21 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 rationale 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.
- 5.22 There is no prescribed methodology on how such a fund should work and the scheme agreed by the Forum following the annual consultation process 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.
- 5.23 This resulted in 3 secondary schools receiving additional funding allocations that totals £73,700 with Annex 5 setting out individual school allocations and other relevant data.

Support to schools in financial difficulties - £283,220 budget

- 5.24 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.
- 5.25 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.

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- 5.26 The level of allocation of funds would be:
- a. schools judged to be requiring improvement (up to £20k per year)
 - b. schools at risk of being judged to be inadequate and in need of Special Measures (up to £30k per year)
 - c. schools deemed to be inadequate and in need of Special Measures (up to £50k per year)
- 5.27 Where schools enter an Ofsted category of concern, 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 approved by the Director of Children, Young People and Learning.
- 5.28 For schools that are not in an Ofsted category but where additional LA support is deemed to be necessary a Standards Monitoring Board (SMB) 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 under powers delegated to the Director

- 5.29 Under these delegated powers, the Director has agreed additional financial support to 2 schools, totalling £10,020.

Easthampstead Park Secondary School - £7,540

- 5.30 The school was awarded an Ofsted judgment of Requires Improvement in June 2014 and the LA is supporting the school in making the required improvements. To support the requirements of the Ofsted action plan, additional funding has been approved to develop the senior management team, general staff training and undertake a review of the IT infrastructure.

St Michael's (Sandhurst) Primary School - £2,480

- 5.31 The school was awarded an Ofsted judgment of Requires Improvement in July 2013 and the LA is supporting the school in making the required improvements. 90% of teaching is now judged to be at least good and standards are rising in writing. However, to ensure continued improvement in particular at Years 5 and 6 funding for additional teaching support and associated resources has been agreed.

Allocations agreed by the Schools Forum

Brakenhale - £158,800

- 5.32 Members will recall that the 15 January meeting approved a 2 year allocation of funds to Brakenhale to support recovery from Requires Improvement category, with £158,800 allocated for 2014-15. This allocation is reported again for completeness only.

Qualifying criteria used to make funding allocations

- 5.33 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. Relevant policies are included in annexes 1, 3, and 6.

Funding proposal for 2015-16 financial year

- 5.34 In response to the anticipated on-going increase in pupil numbers, the Forum is aware that the Council is undertaking a significant capital programme to deliver new school places without which there would be insufficient places to meet demand. A detailed report on proposed schemes and their current status was presented to the Forum for information in July 2014 which showed that based on current expectations, over £100m of investment would be required by 2022.
- 5.35 Work has now significantly progressed on the Warfield West scheme which involves a proposed housing development by Berkley Homes that is expected to construct 690 new dwellings. This would yield between 1 and 2 FE of additional primary pupils, and an agreement has been reached through the Section 106 process for the developer to provide a 2 FE site and school buildings with the council's financial responsibility limited to fitting out the new buildings and ensuring the design proposals and construction work meet the Council's requirements. The expectation is that a 1 FE primary school will be open at September 2016 rising to a 2 FE in September 2018, subject to house build targets being met.
- 5.36 Agreement has also been reached with the governors of Warfield CE Primary School to include the new construction as an expansion to the existing school meaning that once complete, the school will be located on two different sites. This is the first development of this type that the Council has undertaken, and falls between a brand new school with no existing set up i.e. like the new school at Jennett's Park that required recruitment and funding for a new headteacher prior to opening, and expansion of an occupied school with a headteacher and support structure on site i.e. Crown Wood, where the school could manage their involvement in the project prior to completion, from within existing resources.
- 5.37 Having considered the specific circumstances of this project and the complications that arise from involving two sites, the Council believes that the school will need to allocate an extra 2 days a week of senior staff time to assist with a successful outcome. The Forum is therefore recommended to agree that £0.012m is allocated to Warfield CE Primary School for this purpose, for the period January to March 2016. There is no specific budget provision set aside in the New and Expanding Schools contingency, so the cost will need to be funded from in-year savings against other contingency budgets which have tended to under spend in previous years.
- 5.38 The overall Schools Budget for 2016-17 will need to include provision for the running costs of the expanded Warfield CE Primary School, and proposals for the approach to be taken will be presented to the Forum in July.

Conclusion

- 5.39 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

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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 £0.577m will be allocated to schools, which is £0.278m below budget and mainly arises from an under allocation of the budget to support schools experiencing significant in-year growth and those in financial difficulty where required levels of support are difficult to predict but can involve substantial sums of money. The anticipated unspent budget will need to be used to partially fund other over spendings in the Schools Budget, in particular, those relating to high needs pupils.

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 have been taken into account in the financial monitoring arrangements for the Schools Budget.

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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Doc. Ref

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

FOR USE IN 2014-15 ONLY

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.

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

FOR USE FROM APRIL 2015

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 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 is one further 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 27 November, 2014.

2014-15 Funding allocations to schools experiencing significant growth in pupil numbers

School	Number of Forms of entry	Headcount October 2013	Headcount October 2014	Change in NOR	No. of extra classes for Growth / Surge	Growth allocation	Surge class allocation	Change in NOR
Ascot Heath Infant	2.5	207	202	-5	0	£0	£0	-2.42%
Ascot Heath CE Junior	2	239	241	2	0	£0	£0	0.84%
Binfield CE Aided Primary	2	410	419	9	0	£0	£0	2.20%
Birch Hill Primary	2	388	403	15	0	£0	£0	3.87%
College Town Infant and Nursery	3	213	226	13	0	£0	£0	6.10%
College Town Junior	3	282	261	-21	0	£0	£0	-7.45%
Cranbourne Primary	1	202	205	3	0	£0	£0	1.49%
Crown Wood Primary	3	426	467	41	2	£46,780	£0	9.62%
Crowthorne CE Primary	1	209	209	0	0	£0	£0	0.00%
Fox Hill Primary	1	193	196	3	0	£0	£0	1.55%
Great Hollands Primary	2	367	379	12	0	£0	£0	3.27%
Harmans Water Primary	3	624	649	25	1	£0	£23,390	4.01%
Holly Spring Infant and Nursery	3	282	281	-1	0	£0	£0	-0.35%
Holly Spring Junior	3	248	277	29	1	£23,390	£0	11.69%
Jennetts Park Primary	2	251	294	43	0	£0	£0	17.13%
Meadow Vale Primary	3	503	537	34	1	£23,390	£0	6.76%
New Scotland Hill Primary	1	206	210	4	0	£0	£0	1.94%
Owlsmoor Primary	2.5	500	536	36	1	£23,390	£0	7.20%
The Pines Primary and Nursery	2	199	231	32	1	£23,390	£0	16.08%
Sandy Lane Primary	3	638	628	-10	0	£0	£0	-1.57%
St Joseph's Catholic Primary	1	210	209	-1	0	£0	£0	-0.48%
St Margaret Clitherow Catholic Primary	1	206	207	1	0	£0	£0	0.49%
St Michael's Easthampstead CE	1	241	241	0	0	£0	£0	0.00%
St Michael's CE Aided Primary (Sandhurst)	1	203	195	-8	0	£0	£0	-3.94%
Uplands Primary	1	211	210	-1	0	£0	£0	-0.47%
Warfield CE Primary	1	209	210	1	0	£0	£0	0.48%
Whitegrove Primary	2	444	445	1	0	£0	£0	0.23%
Wildmoor Heath	1	181	190	9	0	£0	£0	4.97%
Wildridings Primary	2	369	402	33	1	£23,390	£0	8.94%
Winkfield St Mary's CE Primary	1	207	208	1	0	£0	£0	0.48%
Wooden Hill Primary and Nursery	1.5	325	335	10	0	£0	£0	3.08%
The Brakenhale	7	852	816	-36	0	£0	£0	-4.23%
Easthampstead Park Community School	8	694	692	-2	0	£0	£0	-0.29%
Edgbarrow	7	1,047	1,046	-1	0	£0	£0	-0.10%
Garth Hill College	9	1,333	1,344	11	0	£0	£0	0.83%
Ranelagh CE	5	773	774	1	0	£0	£0	0.13%
Sandhurst	7	843	836	-7	0	£0	£0	-0.83%
Total Primary	59	9,393	9,703	310	8	£163,730	£23,390	3.30%
Total Secondary	43	5,542	5,508	-34	0	£0	£0	-0.61%
TOTAL Primary and Secondary	102	14,935	15,211	276	8	£163,730	£23,390	1.85%

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.

**2014-15 Funding allocations to support schools needing to meet the
Key Stage 1 Class Size Funding regulations**

School	Total KS1 pupils funded October 2013	K.S 1 Allocation summer term 2014	K.S 1 Allocation autumn term 2014	K.S 1 Allocation spring term 2015	Total
Ascot Heath Infant	207	£0	£0	£0	£0
Binfield CE Primary	178	£0	£0	£0	£0
Birch Hill Primary	178	£0	£0	£0	£0
College Town Infant & Nursery	213	£12,916	£10,333	£7,750	£30,999
College Town Junior	0	£0	£0	£0	£0
Cranbourne Primary	87	£0	£0	£0	£0
Crown Wood Primary	215	£10,568	£0	£0	£10,568
Crowthorne CE Primary	88	£0	£0	£0	£0
Fox Hill Primary	91	£0	£0	£0	£0
Great Hollands Primary	174	£0	£0	£0	£0
Harmans Water Primary	268	£0	£0	£0	£0
Holly Spring Infant & Nursery	282	£0	£1,879	£1,409	£3,288
Holly Spring Junior	0	£2,348	£0	£0	£2,348
Jennetts Park CE Primary	151	£0	£0	£0	£0
Meadow Vale Primary	267	£0	£0	£0	£0
New Scotland Hill Primary	90	£0	£0	£0	£0
Owlsmoor Primary	223	£1,174	£0	£0	£1,174
Pines (The)	98	£7,045	£0	£0	£7,045
Sandy Lane Primary	292	£0	£0	£0	£0
St. Joseph's Catholic Primary	90	£0	£0	£0	£0
St. Margaret Clitherow Catholic Primary	89	£0	£0	£0	£0
St. Michael's CE Primary, Easthampstead	105	£0	£0	£0	£0
St. Michael's Sandhurst	85	£0	£0	£0	£0
Uplands Primary	90	£0	£0	£0	£0
Warfield CE Primary	90	£0	£0	£0	£0
Whitegrove Primary	177	£0	£0	£0	£0
Wildmoor Heath	78	£0	£0	£0	£0
Wildridings Primary School	169	£0	£0	£0	£0
Winkfield St. Mary's CE Primary	89	£0	£0	£0	£0
Wooden Hill Primary & Nursery	147	£0	£0	£0	£0
TOTAL Primary	4,311	£34,051	£12,212	£9,159	£55,422

2014-15 termly allocation detail for Key Stage 1 Class Size Funding

School	Data used for original budget			Summer Term data					Autumn Term data					Spring budget data				
	KS1 pupils as at October 2013	Number of classes that can be funded	Number of pupils above multiple of 30	KS1 pupils as at May 2014	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 2014	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 2015	Number of classes needed	Additional classes needed	Number of 'missing pupils' needed to fund extra class	KS1 Allocation spring term
Ascot Heath Infant	207	7	27	207	7	0	0	£0	202	7	0	0	£0	203	7	0	0	£0
Binfield CE Primary	178	6	28	180	6	0	0	£0	180	6	0	0	£0	179	6	0	0	£0
Birch Hill Primary	178	6	28	180	6	0	0	£0	179	6	0	0	£0	179	6	0	0	£0
College Town Infant & Nursery	213	7	3	214	8	1	11	£12,916	226	8	1	11	£10,333	228	8	1	11	£7,750
Cranbourne Primary	87	3	27	90	3	0	0	£0	87	3	0	0	£0	88	3	0	0	£0
Crown Wood Primary*	215	7	5	221	8	1	9	£10,568	243	9	2	9	£0	241	9	2	9	£0
Crowthorne CE Primary	88	3	28	90	3	0	0	£0	89	3	0	0	£0	90	3	0	0	£0
Fox Hill Primary	91	3	1	90	3	0	0	£0	88	3	0	0	£0	90	3	0	0	£0
Great Hollands Primary*	174	6	24	178	6	0	0	£0	165	6	0	0	£0	162	6	0	0	£0
Harmans Water Primary	268	9	28	270	9	0	0	£0	297	10	1	14	£0	297	10	1	14	£0
Holly Spring Infant & Nursery*	282	9	12	277	10	1	2	£2,348	281	10	1	2	£1,879	283	10	1	2	£1,409
Jennetts Park CE Primary**	151	5	1	150	5	0	0	£0	180	6	1	13	£0	180	6	1	13	£0
Meadow Vale Primary*	267	9	27	269	9	0	0	£0	268	9	0	0	£0	267	9	0	0	£0
New Scotland Hill Primary	90	3	0	90	3	0	0	£0	90	3	0	0	£0	90	3	0	0	£0
Owlsmoor Primary	223	7	13	225	8	1	1	£1,174	248	9	2	1	£0	249	9	2	1	£0
Pines (The)*	98	3	8	110	4	1	6	£7,045	123	5	2	6	£0	119	4	1	6	£0
Sandy Lane Primary	292	10	22	284	10	0	0	£0	280	10	0	0	£0	281	10	0	0	£0
St. Joseph's Catholic Primary	90	3	0	89	3	0	0	£0	90	3	0	0	£0	90	3	0	0	£0
St. Margaret Clitherow Catholic Pry	89	3	29	90	3	0	0	£0	90	3	0	0	£0	90	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	85	3	25	84	3	0	0	£0	89	3	0	0	£0	90	3	0	0	£0
Uplands Primary	90	3	0	90	3	0	0	£0	90	3	0	0	£0	90	3	0	0	£0
Warfield CE Primary	90	3	0	90	3	0	0	£0	90	3	0	0	£0	90	3	0	0	£0
Whitegrove Primary	177	6	27	180	6	0	0	£0	180	6	0	0	£0	180	6	0	0	£0
Wildmoor Heath	78	3	18	76	3	0	0	£0	81	3	0	0	£0	81	3	0	0	£0
Wildridings Primary School*	169	6	19	172	6	0	0	£0	174	6	0	0	£0	176	6	0	0	£0
Winkfield St. Mary's CE Primary	89	3	29	89	3	0	0	£0	89	3	0	0	£0	90	3	0	0	£0
Wooden Hill Primary & Nursery	147	5	27	150	5	0	0	£0	150	5	0	0	£0	148	5	0	0	£0
TOTAL Primary	4,311	145	471	4,340	150	5	29	£34,051	4,454	155	10	56	£12,211	4,456	154	9	56	£9,159

* 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.

2014-15 allocations from the SEN Specific Contingency

SCHOOL	No. top-up pupils by school Jan 2014	NOR As at Oct 13	Top-up pupils % (1)	Value of top-up for full year	Budget 14-15	Top-up as % of school budget (2)	Qualify under both criteria?	2014-15 funding on proposed criteria	Notes:
Ascot Heath Inf	2	207	0.97%	£8,741	£752,715	1.16%	No	£0	(1) relevant thresholds:
Ascot Heath Jun	5	239	2.09%	£14,632	£850,082	1.72%	No	£0	Primary >4%
Binfield	1	410	0.24%	£570	£1,341,626	0.04%	No	£0	Secondary >2%
Birch Hill	7	388	1.80%	£22,422	£1,335,325	1.68%	No	£0	(2) relevant thresholds:
College Town Inf	1	213	0.47%	£3,420	£780,406	0.44%	No	£0	Primary >2%
College Town Jnr	4	282	1.42%	£7,980	£992,243	0.80%	No	£0	Secondary >1%
Cranbourne	0	202	0.00%	£0	£743,494	0.00%	No	£0	
Crown Wood	8	426	1.88%	£23,562	£1,494,520	1.58%	No	£0	
Crowthorne CE Primary	4	209	1.91%	£16,722	£772,093	2.17%	No	£0	
Fox Hill Primary	2	193	1.04%	£5,320	£808,259	0.66%	No	£0	
Great Hollands Primary	11	367	3.00%	£37,624	£1,411,797	2.66%	No	£0	
Harmans Water Primary	7	624	1.12%	£19,191	£2,130,624	0.90%	No	£0	
Holly Spring Infant and Nursery	1	282	0.35%	£6,841	£1,004,966	0.68%	No	£0	
Holly Spring Junior	9	248	3.63%	£23,372	£913,547	2.56%	No	£0	
Jennetts Park Primary	2	251	0.80%	£6,841	£979,349	0.70%	No	£0	
Meadow Vale Primary	3	503	0.60%	£6,460	£1,720,190	0.38%	No	£0	
New Scotland Hill Primary	4	206	1.94%	£18,110	£755,184	2.40%	No	£0	
Owlsmoor Primary	3	500	0.60%	£12,789	£1,649,156	0.78%	No	£0	
The Pines Primary and Nursery	2	199	1.01%	£10,642	£815,965	1.30%	No	£0	
Sandy Lane Primary	13	638	2.04%	£41,289	£2,163,168	1.91%	No	£0	
St Joseph's Catholic Primary	5	210	2.38%	£27,612	£780,917	3.54%	No	£0	
St Margaret Clitherow Catholic Primary	2	206	0.97%	£3,040	£776,215	0.39%	No	£0	
St Michael's Easthampstead CE Aided Primary	3	241	1.24%	£10,641	£860,925	1.24%	No	£0	
St Michael's CE Aided Primary (Sandhurst)	0	203	0.00%	£0	£726,273	0.00%	No	£0	
Uplands Primary	1	211	0.47%	£3,420	£767,488	0.45%	No	£0	
Warfield CE Primary	2	209	0.96%	£13,682	£786,154	1.74%	No	£0	
Whitegrove Primary	3	444	0.68%	£9,881	£1,463,464	0.68%	No	£0	
Wildmoor Heath	1	181	0.55%	£1,520	£702,853	0.22%	No	£0	
Wildridings Primary	7	369	1.90%	£23,942	£1,343,080	1.78%	No	£0	
Winkfield St Mary's CE Primary	0	207	0.00%	£0	£758,907	0.00%	No	£0	
Wooden Hill Primary and Nursery	8	325	2.46%	£37,112	£1,198,628	3.10%	No	£0	
Brakenhale	14	852	1.64%	£49,330	£4,273,048	1.15%	No	£0	
Easthampstead Park	18	694	2.59%	£38,191	£3,751,675	1.02%	Yes	£19,800	
Edgbarrow	23	1,047	2.20%	£82,280	£4,695,440	1.75%	Yes	£25,300	
Garth	25	1,333	1.88%	£44,651	£6,472,338	0.69%	No	£0	
Ranelagh Church of England School	26	775	3.35%	£68,214	£3,444,204	1.98%	Yes	£28,600	
Sandhurst School	11	843	1.30%	£29,832	£3,949,930	0.76%	No	£0	
Primary total	121	9,393	1.29%	£417,378	£33,579,612	1.24%	0	£0	
Secondary total	117	5,544	2.11%	£312,498	£26,586,636	1.18%	3	£73,700	
Total ALL	238	14,937	1.59%	£729,876	£60,166,248	1.21%	3	£73,700	

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:

1. schools issued with a Notice to Improve (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 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 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