

TO: SCHOOLS FORUM
DATE: 20 JUNE 2019

**2018-19 FUNDING ALLOCATIONS TO MAINSTREAM SCHOOLS FROM
BUDGETS CENTRALLY MANAGED BY THE LA AND OTHER MATTERS**
Executive Director - People

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to present information on the in-year allocation of funds to mainstream schools through School Specific Contingencies and other 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. These funds relate only to mainstream schools.
- 1.2 The report also updates the Forum on some mandatory changes of a mainly technical nature required to the Scheme for Financing Schools by the Department for Education (DfE) which governs the financial framework that all maintained schools need to work within, including special schools and Pupil Referral Units.

2 EXECUTIVE SUMMARY

- 2.1 The funds used to provide targeted support to schools meeting qualifying criteria allocated £0.631m in 2018-19' an overall under spend of £0.093m. 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. Reflecting on recent experiences and reviews of the latest guidance, changes are now being proposed to the in-year increase in pupil numbers element of the Growth Fund and the de-delegated budget that funds additional support to schools in financial difficulty.

3 RECOMMENDATIONS

The Forum:

- 3.1 **NOTES the following funding allocations to schools, made in accordance with approved policies;**
1. **£0.243m for significant in-year increases in pupils (paragraph 6.9);**
 2. **£0.048m for schools required to meet the Key Stage 1 Class Size regulations (paragraph 6.20);**
 3. **£0.103m for new and expanding schools (paragraph 6.22);**
 4. **£0.036m for schools with a disproportionate number of SEN pupils (paragraph 6.26);**
 5. **£0.196m for schools in financial difficulty (paragraph 6.36);**
 6. **£0.005m from the general schools contingency (paragraph 6.39).**

3.2 AGREES:

- 1 that in respect of the policy supporting schools experiencing significant in-year increases in pupil numbers:**
 - a. the deletion of text relating to Infant and Junior Schools (paragraph 6.10);**
 - b. work should be undertaken to draft new policy text relating to allocations to schools in relation to meeting the DfE basic needs pupil criteria (paragraph 6.17);**
- 2 the expanded policy text relating to allocations to schools in financial difficulty to include 1 form of entry primary schools with more than 5% empty places (paragraph 6.35);**
- 3 the existing policy text on funds used to distribute centrally managed funds to schools should continue unchanged on all other funds (Annexes 3, 9 and paragraph 6.25).**

3.3 NOTES the changes to be made to the Scheme for Financing Schools reflecting a directed revision from the DfE and other minor revisions from the council to text to reflect current terminologies (paragraph 6.45).

4 REASONS FOR RECOMMENDATIONS

4.1 To ensure that the Schools Forum supports how centrally managed funds have been allocated to mainstream 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 mainstream 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:

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.

6.3 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 mainstream 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, whereas academy schools retain their relevant share of the funds to manage locally.

6.4 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 - £481,880 total budget (applies equally to maintained mainstream schools and academies that meet qualifying criteria).

a. Significant in-year increases in pupil numbers - £304,270 budget

6.5 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.

6.6 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

6.7 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.

6.8 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 are therefore taken into account in the next year's budget calculation.

6.9 Based on actual changes in pupil numbers, 3 allowances were paid to primary schools, with 5 paid to secondary schools. As academy schools receive academic year budgets the ESFA provides additional funding for the spring term. This is because the extra pupils are not reflected in their budget until September, rather than April for maintained schools. The council received an additional £18,460 through this route which was passed on to the relevant school, and is included in the figures detailed in this report. Total allocations amounted to £243,025, including £25,842 back dated payment to

College Town Junior as previously agreed by the Forum, which resulted in an under spending of £61,245. Annex 2 sets out individual school allocations and other relevant data.

- 6.10 The policy text includes provisions specific only to Infant and Junior Schools. By September 2019, all relevant schools will have amalgamated to form primary schools, and therefore relevant text will be deleted from the policy.
- 6.11 Furthermore, on reviewing this policy, an issue has recently arisen for which a change for 2019-20 needs to be considered. This relates to ensuring compliance with DfE *Schools revenue funding 2019 to 2020 Operational guidance* that sets out that the Growth Fund can only be used to “support growth in pre-16 pupil numbers to meet basic need” and may not be used to support “general growth due to popularity; which is managed through lagged funding”.
- 6.12 The DfE define basic need as the statutory duty on local authorities to make sure there are enough school places for children in their local area. This requirement does not extend to individual planning or school designated areas within an authority. This duty has always been met by the council.
- 6.13 Applying the basic need condition on the Growth Fund adds a complication in that at its simplest, all admissions to schools should be separated between basic need and other factors, most notably parental preference, in order to calculate any valid in-year basic need growth pressures which would attract funding. Further clarification has been sought and a full response is awaited.
- 6.14 The current policy, as set out in Annex 1 applies equally to all pupils; it does not separate out basic need pupils. Clearly this approach needs to be re-considered, with any potential change needing to be manageable for the council and schools.
- 6.15 Having considered this, the council considers any application of the basic need requirement can only be practically applied to admissions into the intake year as this reflects the most significant amount of pupil movements and the data is readily available. Taking account of the funding thresholds set out in paragraph 6.6 this would ordinarily limit the impact of a policy change to secondary schools only.
- 6.16 The most significant impact that could arise should a basic need calculation be added to the Growth Fund policy is that schools benefiting from parental preference gains from pupils attending from out of designated areas would need to fund the cost of any additional classes for 2 terms from September admissions before benefiting from the lagged funding system at the start of the next financial year. These pupils would ordinarily be expected to attend their local school where sufficient places exist and therefore the extra places being offered are not required. The local school would receive fewer pupils than would otherwise be the case, and therefore lower funding.
- 6.17 This is a complex area and before specific amendments are proposed, detailed advice needs to be received from the DfE. Therefore, any changes proposed to the policy will be reported to the Forum in September. One secondary school is opening up an additional class above Published Admissions Number which will result in a significant number of out of area Year 7 pupils attending and will be impacted if a policy change is agreed. The relevant school is aware that the relevant funding policy is subject to review.

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

- 6.18 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.
- 6.19 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.
- 6.20 Based on actual changes in pupil numbers for the 2018 summer and autumn terms, and the spring term 2019, 3 schools are entitled to additional funding, which aggregates to £47,784 resulting in an under spending of £38,826. Annex 4 sets out individual school allocations and other relevant data.
- 6.21 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. No changes to the text are being proposed by the council.

c. New and expanding schools - £91,000 budget.

- 6.22 With the new Kings Academy Binfield opening to secondary aged pupils in September 2018, and Kings Academy Oakwood Primary due to open in September 2019, 2 schools qualified for funding for pre-opening costs. Relevant amounts, in accordance with the approved policy were £92,579 and £10,000 respectively, which represents an over spending of £11,579.
- 6.23 As the 2019-20 policy for start-up and diseconomy funding for new and expanding schools was agreed in December 2018 following extensive review, no further changes are proposed at this time.
2. SEN specific contingency - £50,000 budget (applies equally to maintained mainstream schools and academies that meet qualifying criteria. This is the only budget in this report that is funded from the High Needs Block).
- 6.24 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 and inclusion of pupils into mainstream schools rather than specialist providers should be encouraged.

- 6.25 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.

- 6.26 This resulted in one Secondary school receiving additional funding allocations that totalled £36,600, resulting in an underspending of £13,400. Annex 5 sets out the calculation of individual school eligibility to funding.

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 - £185,660 budget

- 6.27 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 relevant Director and Director of Finance, 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.

- 6.28 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.

- 6.29 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.

- 6.30 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.

6.31 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)

6.32 During the year, an issue emerged with 1 form of entry (FE) primary schools that were experiencing falling rolls and consequentially facing difficulties in balancing budgets. 1 FE school schools are particularly vulnerable from falling rolls because they:

- Lack capacity / size to secure economies of scale
- Have a relatively high proportion of fixed costs which makes it difficult to make savings when pupil numbers fall
- Have lower levels of balances compared to other primary schools (42% are in deficit compared to the 27% average, those in surplus have lower average balances than larger primaries).
- Receive a relatively low benefit from the gains being experienced through the new National Funding Formula. The 2 year increase to 2019-20 averages 2.3% for 1 FE primary schools compared to 5.2% for larger primary schools.
- Are not considered a sustainable size school by a number of LAs

6.33 During 2018-19, the council worked closely with the school with the highest percentage of empty places (10%) but was unable to develop a sustainable medium term budget plan. The financial situation was particularly impacted by an admission of 22 into reception in September 2017 with 18 at September 2018. With a small and stable workforce, and limited staff turnover, opportunities to make savings on staffing have been limited.

6.34 The school have worked hard to maximise in-year admissions which increased by 5 during 2018-19, and with September 2019 reception expected to be full at 30, future numbers and funding are expected to increase to a sustainable level.

6.35 In the short term, additional one off funding is considered necessary to sustain relevant schools. In order for a consistent approach to be adopted, Annex 6 sets out a proposed policy amendment which the Forum is recommended to agree is added to the wider criteria as detailed at Annex 7.

6.36 Funding allocations for the year amounted to £196,160 which represented an over spending of £10,500, Further details of the allocations are shown in Annex 8.

b. General Schools Contingency - £8,260 budget

6.37 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.

6.38 During the year a claim was made by Ascot Heath Junior school in respect of a £10,415 back dated water and sewerage bill that related to a period prior to the Bursar being in post and was therefore unexpected. This request was rejected as even though the

Bursar was unaware of the liability, it is a legitimate charge that the school should have been budgeting for and would have benefited by the value of the unpaid bills in the carry forward balance.

- 6.39 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 allocations are as set out in the table below, with £5,000 being paid in 2018-19 resulting in a £3,260 under spending. This is the final payment due under this agreement.

<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

- 6.40 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.
- 6.41 The full criteria for making allocations from the General School Contingency is set out at Annex 9. No changes to the text are being proposed by the council.

Qualifying criteria used to make funding allocations

- 6.42 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, 7 and 9 and paragraph 6.25.
- 6.43 The Forum is recommended to agree all of the relevant policies, incorporating the changes set out in this report.

Changes to the Scheme for Financing Schools (the “Scheme”)

- 6.44 Each LA is required to publish a Scheme. It is an important document that sets out the financial relationship between the LA and the maintained schools which it funds. It is a legally binding document on both the LA and schools relating to financial management and associated issues. Academy schools are not bound by the Scheme.

- 6.45 The DfE has issued an update to reflect current policy positions and changes in legislation that require a revision to the current BF Scheme. These in general have no significant effect on the conditions of the Scheme. The council will also take the opportunity to update out of date text, such as job titles and other similar matters. There is no practical effect from the changes to be made from the Council.
- 6.46 Annex 10 sets out the reason for change provided by the DfE, with Annex 11 detailing the consequential updated text for the BF Scheme.

Conclusion

- 6.47 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, subject to the changes proposed above, 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.

Director of Finance

- 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\93) 200619\2018-19 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 Main Scale 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** **2** 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 Main Scale 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~~

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	3.57
Year 1	2.86	2.86	3.57	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	3.57
Year 3	2.86	2.86	2.86	2.86	3.57	3.57	3.57	3.57
Year 4	2.86	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	2.86	3.57	3.57
Year 6	2.86	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	25.00
	20.00	21.00	21.00	22.00	23.00	24.00	24.00	25.00

Approved by the Schools Forum on 21 June 2018

The council is requesting the Forum to agree that proposed changes should be drafted to consider implementing a “basic need pupil” condition.

2018-19 Funding allocations to schools experiencing significant in-year growth in pupil numbers

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	Total places available	NOR Oct 2017	NOR Oct 2018	Change in NOR	Revised threshold	Amount
Ascot Heath Infant	2	210	197	162	-35	20	£0
Ascot Heath CE Junior	2	240	241	225	-16	20	£0
Binfield CE Aided Primary	2	420	419	413	-6	20	£0
Birch Hill Primary	2	420	404	397	-7	20	£0
College Town Primary (1)	3	570	490	496	6	25	£25,842
Cranbourne Primary	1	210	201	211	10	10	£13,250
Crown Wood Primary	2 to 3	600	551	557	6	24	£0
Crowthorne CE Primary	1	210	210	208	-2	10	£0
Fox Hill Primary	1	210	205	209	4	10	£0
Great Hollands Primary	3	480	423	380	-43	20	£0
Harmans Water Primary	3	630	583	561	-22	25	£0
Holly Spring Infant & Nursery	3	300	258	251	-7	25	£0
Holly Spring Junior	3	330	332	318	-14	25	£0
Jennetts Park Primary	2	330	379	403	24	20	£26,500
Meadow Vale Primary	3	630	636	606	-30	25	£0
New Scotland Hill Primary	1	210	198	194	-4	10	£0
Owlsmoor Primary	3	630	534	548	14	25	£0
The Pines Primary and Nursery	1 to 2	360	298	326	28	19	£26,500
Sandy Lane Primary	3	630	513	488	-25	25	£0
St Joseph's Catholic Primary	1	210	214	210	-4	10	£0
St Margaret Clitherow Catholic Pry	1	210	205	208	3	10	£0
St Michael's Easthampstead CE	1	245	241	241	0	10	£0
St Michael's CE Aided Pry (Sand't)	1	210	190	189	-1	10	£0
Uplands Primary	1	210	209	210	1	10	£0
Warfield CE Primary	1	210	374	394	20	20	£0
Whitegrove Primary	2	420	421	414	-7	20	£0
Wildmoor Heath	1	210	207	195	-12	10	£0
Wildridings Primary	2	420	408	395	-13	20	£0
Winkfield St Mary's CE Primary	1	210	202	199	-3	10	£0
Wooden Hill Primary & Nursery	2	350	341	342	1	10	£0
The Brakenhale (2)	7	1,050	937	976	39	25	£44,960
Easthampstead Park	8	1,200	720	762	42	25	£26,500
Edgbarrow	8	1,200	1,080	1,082	2	25	£0
Garth Hill College	10	1,402	1,433	1,402	-31	25	£0
Ranelagh CE	5	750	814	831	17	25	£0
Sandhurst	7	1,050	939	1,017	78	25	£79,500
Total Primary	57	10,525	10,084	9,950	-134	517	£92,092
Total Secondary	45	6,652	5,923	6,070	147	150	£150,960
Total All Schools	102	17,177	16,007	16,020	13	667	£243,052

1. Includes £25,842 late payment in respect of 2017-18 financial year

2. Includes £18,460 payment that is directly financed by ESFA to reflect academy school funding

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 Main scale 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 Main scale 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 $\text{£41,700 (B)} / \text{£2,780 (A)} = 15$ 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 statement;
- 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 21 June 2018.

No changes are being proposed by the council.

**2018-19 Funding allocations to support schools needing to meet the
Key Stage 1 Class Size Funding regulations**

School	Total KS1 pupils funded October 2017 Census	K.S 1 Allocation summer term 2018	K.S 1 Allocation autumn term 2018	K.S 1 Allocation spring term 2019	Total
Ascot Heath Infant	197	£0	£0	£0	£0
Binfield CE Primary	180	£0	£0	£0	£0
Birch Hill Primary	178	£0	£0	£0	£0
College Town Infant & Nursery	221	£6,850	£5,591	£4,194	£16,635
Cranbourne Primary	86	£0	£0	£0	£0
Crown Wood Primary	259	£0	£0	£0	£0
Crowthorne CE Primary	90	£0	£0	£0	£0
Fox Hill Primary	89	£0	£0	£0	£0
Great Hollands Primary	194	£3,425	£0	£0	£3,425
Harmans Water Primary	240	£0	£0	£0	£0
Holly Spring Infant & Nursery	258	£0	£0	£0	£0
Jennetts Park CE Primary	179	£0	£0	£0	£0
Meadow Vale Primary	268	£0	£0	£0	£0
New Scotland Hill Primary	82	£0	£0	£0	£0
Owlsmoor Primary	205	£0	£15,842	£11,882	£27,724
Pines (The)	141	£0	£0	£0	£0
Sandy Lane Primary	198	£0	£0	£0	£0
St. Joseph's Catholic Primary	90	£0	£0	£0	£0
St. Margaret Clitherow Catholic Primary	87	£0	£0	£0	£0
St. Michael's CE Primary, Easthampstead	105	£0	£0	£0	£0
St. Michael's Sandhurst	77	£0	£0	£0	£0
Uplands Primary	90	£0	£0	£0	£0
Warfield CE Primary	172	£0	£0	£0	£0
Whitegrove Primary	180	£0	£0	£0	£0
Wildmoor Heath	85	£0	£0	£0	£0
Wildridings Primary School	170	£0	£0	£0	£0
Winkfield St. Mary's CE Primary	87	£0	£0	£0	£0
Wooden Hill Primary & Nursery	146	£0	£0	£0	£0
Totals	4,354	£10,275	£21,434	£16,075	£47,784

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

2018-19 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 2017	Number of classes that can be funded	Number of pupils above multiple of 30	KS1 pupils as at May 2018	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 2018	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 2019	Number of classes needed	Additional classes needed	Number of 'missing pupils' needed to fund extra class	KS1 Allocation spring term	
1	Ascot Heath Infant	197	7	17	186	7	0	0	£0	162	6	0	0	£0	157	6	0	0	£0	1
2	Binfield CE Primary	180	6	0	179	6	0	0	£0	174	6	0	0	£0	177	6	0	0	£0	2
3	Birch Hill Primary	178	6	28	176	6	0	0	£0	171	6	0	0	£0	172	6	0	0	£0	3
4	College Town Infant & Nursery	221	7	11	220	8	1	6	£6,850	224	8	1	6	£5,591	227	8	1	6	£4,194	4
5	Cranbourne Primary	86	3	26	87	3	0	0	£0	90	3	0	0	£0	90	3	0	0	£0	5
6	Crown Wood Primary	259	9	19	260	9	0	0	£0	241	9	0	0	£0	237	8	0	0	£0	6
7	Crowthorne CE Primary	90	3	0	90	3	0	0	£0	89	3	0	0	£0	89	3	0	0	£0	7
8	Fox Hill Primary	89	3	29	90	3	0	0	£0	90	3	0	0	£0	89	3	0	0	£0	8
9	Great Hollands Primary	194	6	14	183	7	1	3	£3,425	162	6	0	0	£0	162	6	0	0	£0	9
10	Harmans Water Primary	240	8	0	234	8	0	0	£0	217	8	0	0	£0	218	8	0	0	£0	10
11	Holly Spring Infant & Nursery	258	9	18	256	9	0	0	£0	251	9	0	0	£0	243	9	0	0	£0	11
12	Jennetts Park CE Primary	179	6	29	177	6	0	0	£0	178	6	0	0	£0	178	6	0	0	£0	12
13	Meadow Vale Primary	268	9	28	268	9	0	0	£0	258	9	0	0	£0	257	9	0	0	£0	13
14	New Scotland Hill Primary	82	3	22	82	3	0	0	£0	81	3	0	0	£0	83	3	0	0	£0	14
15	Owlsmoor Primary	205	7	25	208	7	0	0	£0	226	8	1	17	£15,842	226	8	1	17	£11,882	15
16	Pines (The) (1)	141	5	21	145	5	0	0	£0	156	6	1	17	£0	152	6	1	17	£0	16
17	Sandy Lane Primary	198	7	18	205	7	0	0	£0	171	6	0	0	£0	171	6	0	0	£0	17
18	St. Joseph's Catholic Primary	90	3	0	89	3	0	0	£0	90	3	0	0	£0	90	3	0	0	£0	18
19	St. Margaret Clitherow Catholic Pry	87	3	27	90	3	0	0	£0	90	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	103	4	0	0	£0	20
21	St. Michael's CE Primary, Sandhurst	77	3	17	79	3	0	0	£0	71	3	0	0	£0	71	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	172	6	22	174	6	0	0	£0	179	6	0	0	£0	180	6	0	0	£0	23
24	Whitegrove Primary	180	6	0	177	6	0	0	£0	179	6	0	0	£0	180	6	0	0	£0	24
25	Wildmoor Heath	85	3	25	84	3	0	0	£0	73	3	0	0	£0	74	3	0	0	£0	25
26	Wildridings Primary School	170	6	20	165	6	0	0	£0	167	6	0	0	£0	171	6	0	0	£0	26
27	Winkfield St. Mary's CE Primary	87	3	27	87	3	0	0	£0	89	3	0	0	£0	87	3	0	0	£0	27
28	Wooden Hill Primary & Nursery	146	5	26	143	5	0	0	£0	145	5	0	0	£0	144	5	0	0	£0	28
TOTAL Primary		4,354	149	484	4,329	151	2	9	£10,275	4,219	150	3	40	£21,434	4,208	149	3	40	£16,075	

(1) Pines School qualified for Growth allowance

2018-19 allocations from the SEN Specific Contingency

SCHOOL	No. top-up pupils by school Jan 2018	NOR As at Oct 17	Top-up pupils % (1)	Value of top-up for full year	Budget 18-19 excl de-delegation	Top-up as % of school budget (2)	Qualify under both criteria?	2018-19 funding on proposed criteria	Note
Ascot Heath Infant School	1.0	197	0.51%	£646	£744,083	0.09%	No	£0	(1) relevant thresholds: - Primary 2%
Ascot Heath Church of England Junior School	0.8	241	0.35%	£3,715	£873,651	0.43%	No	£0	
Binfield Church of England Primary School	4.0	419	0.96%	£30,618	£1,408,611	2.17%	No	£0	(2) relevant thresholds: - Primary 4%
Birch Hill Primary School	5.8	404	1.45%	£22,609	£1,427,232	1.58%	No	£0	
College Town Infant & Nursery School	0.0	221	0.00%	£0	£831,887	0.00%	No	£0	- Secondary 2%
College Town Junior School	1.8	269	0.69%	£14,804	£982,859	1.51%	No	£0	
Cranbourne	0.0	201	0.00%	£0	£751,315	0.00%	No	£0	
Crown Wood Primary School	6.8	551	1.25%	£32,755	£1,913,018	1.71%	No	£0	
Crowthorne Church of England Primary School	5.2	210	2.49%	£26,263	£792,211	3.32%	No	£0	
Fox Hill Primary School	1.0	205	0.49%	£3,488	£847,165	0.41%	No	£0	
Great Hollands Primary School	0.0	423	0.00%	£0	£1,625,102	0.00%	No	£0	
Harmans Water Primary School	2.4	583	0.42%	£14,538	£2,012,343	0.72%	No	£0	
Holly Spring Infant and Nursery School	2.0	258	0.78%	£8,238	£959,280	0.86%	No	£0	
Holly Spring Junior School	3.3	332	0.98%	£17,702	£1,215,336	1.46%	No	£0	
Jennett's Park CE Primary School	4.0	379	1.06%	£22,872	£1,394,293	1.64%	No	£0	
Meadow Vale Primary School	3.4	636	0.54%	£13,342	£2,182,556	0.61%	No	£0	
New Scotland Hill Primary School	2.0	198	1.02%	£30,664	£763,156	4.02%	No	£0	
Owlsmoor Primary School	4.4	534	0.83%	£26,628	£1,797,760	1.48%	No	£0	
The Pines School	1.4	298	0.48%	£7,688	£1,110,595	0.69%	No	£0	
Sandy Lane Primary School	3.4	513	0.67%	£16,571	£1,787,833	0.93%	No	£0	
St Joseph's Catholic Primary School, Bracknell	4.0	214	1.87%	£25,644	£800,563	3.20%	No	£0	
St Margaret Clitherow Catholic Primary School	2.0	205	0.98%	£11,494	£810,585	1.42%	No	£0	
St Michael's Easthampstead CE Aided Primary School	1.4	241	0.59%	£4,941	£899,897	0.55%	No	£0	
St Michael's Sandhurst Aided Primary School	3.0	190	1.58%	£9,303	£704,983	1.32%	No	£0	
Uplands Primary School	2.0	209	0.96%	£11,242	£771,842	1.46%	No	£0	
Warfield Church of England Primary School	3.0	374	0.81%	£13,180	£1,473,005	0.89%	No	£0	
Whitegrove Primary School	3.4	421	0.82%	£16,991	£1,447,982	1.17%	No	£0	
Wildmoor Heath	2.4	207	1.17%	£12,714	£795,153	1.60%	No	£0	
Wildridings Primary School	2.0	408	0.50%	£13,702	£1,503,018	0.91%	No	£0	
Winkfield St Mary's CE Primary	1.0	202	0.50%	£1,938	£765,368	0.25%	No	£0	
Wooden Hill Primary and Nursery School	1.4	341	0.42%	£7,624	£1,250,831	0.61%	No	£0	
The Brakenhale School	16.6	937	1.77%	£48,383	£4,863,108	0.99%	No	£0	
Easthampstead	14.0	720	1.95%	£48,346	£4,021,552	1.20%	No	£0	
Edgbarrow School	33.0	1,080	3.06%	£185,159	£5,003,799	3.70%	Yes	£36,300	
Garth Hill College	25.6	1,433	1.79%	£94,967	£7,100,844	1.34%	No	£0	
Ranelagh Church of England School	16.2	814	1.99%	£39,951	£3,774,154	1.06%	No	£0	
Sandhurst School	10.0	939	1.07%	£18,603	£4,536,051	0.41%	No	£0	
Primary total	79	10,084		£421,914	£36,643,514	1.15%	0	£0	
Secondary total	115	5,923		£435,410	£29,299,508	1.49%	2	£36,300	
Total ALL	194	16,007		£857,323	£65,943,022	1.30%	2	£36,300	

Proposal for additional financial support to 1 FE primary Schools

Current issue:

A number of 1 FE primary schools are experiencing falling rolls and consequential difficulty in balancing budgets. In particular, 2 have fallen below 200 (95% capacity), both of which have been rated good by Ofsted in their most recent inspection.

1 FE primary schools are particularly vulnerable from falling rolls because they:

- Lack capacity / size to secure economies of scale
- Have a relatively high proportion of fixed costs which makes it difficult to make savings when pupil numbers fall
- Have lower levels of balances compared to other primary schools (42% are in deficit compared to the 27% average, those in surplus have lower average balances than larger primaries).
- Receive a relatively low benefit from the gains being experienced through the new National Funding Formula. The 2 year increase to 2019-20 averages 2.3% for 1 FE primary schools compared to 5.2% for larger primary schools.
- Are not considered a sustainable size school by a number of LAs

Proposal:

Where an LA considers schools with falling rolls should receive additional financial support, the DfE allows a Falling Rolls Fund to be created. This must:

- Apply to all schools where the last OFSTED inspection was judged good or outstanding
- The Schools Forum must agree the criteria.

Such a fund would need to be funded from a top slice to the total Schools Budget.

A Falling Rolls Fund type budget is only proposed for 1 FE schools for the reasons set out above. This means it will need to operate within the budget to support schools in financial difficulty which is a de-delegated budget and therefore would not apply to academy schools, with criteria that can be set outside those permitted if a Falling Rolls Fund is created.

To provide a clear and transparent approach to financial support to 1 FE primary schools, the following criterion are proposed:

- Additional support only available to schools at less than 95% capacity (below 200)
- Top up funding would be provided for each empty place at core per pupil funding rate i.e. excludes deprivation and LPA top ups. 2018-19 rate is £2,796
- If the school retains a surplus balance, any top up due would be reduced by the amount of surplus above 5% of budget
- Funding would only be available to schools with a current Ofsted rating of good or outstanding

- To control expenditure, and retain an element of incentive to increase pupil numbers, funding would be limited to £20,000 per school (equivalent to around 7 pupils) and no more than £40,000 in total.
- If more than £40,000 is due to be allocated, the per pupil funding rate would be scaled down accordingly.

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

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**~~

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 **Council's Director responsible for schools of Children, Young People and Learning and the Council's Director responsible for finance** ~~Borough Treasurer~~, they:

1. were unable to set a balanced budget and were in need of a **licensed deficit 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.
- 3. Were a 1 form of entry school judged good or better that have more than 5% empty places**

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 **Council's Director responsible for schools of Children, Young People** 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)
- 4. 1 form of entry schools judged good or better that have more than 5% empty places (up to £20k per year per school and £40k in total)**

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 21 June 2018.

Changes are being proposed by the council.

2018-19 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 and 1 FE primary schools with over 5% empty places, funding allocations totalling £0.136m were agreed during the year as follows:

1. £22,326 to College Town Juniors to strengthen the capacity of the leadership to ensure standards improve. Part time Executive Headteacher to be used to provide support during the Summer Term 2018.
2. £4,000 to the Pines Primary to strengthen the capacity of the leadership through headteacher support from another local school.
3. £10,435 to Easthampstead Park Secondary School Garth Hill to strengthen the marketing and promotion of school in the local community including developing a school social media page and the production of a prospectus video together with supporting videos and improved school signage.
4. £30,000 to Holly Spring Juniors to strengthen the capacity of the leadership through engagement of a part time Executive Headteacher to be used to provide support during the Summer Term 2018 and external consultancy support to enhance leadership capacity and support teaching, in particular the large number of new teachers, including 4 newly qualified teachers.
5. £30,000 to Garth Hill College to strengthen leadership capacity and management through the funding of a senior teacher for the Spring Term 2019, engaging external consultancy to assist middle leadership team in supporting teaching and learning through improvements to the curriculum and pupil assessment and supporting vulnerable pupils through the procurement of Youthline Counselling Services.
6. £2,500 to Winkfield St Marys for funding of teacher release from classes and costs of attendance at inclusion conference and curriculum workshop to improve the curriculum and for the purchase of Oracy Voice 21 Project and teacher release from classes to raise attainment in writing.
7. £6,250 to Sandy Lane Primary School to procure middle management coaching, staff counselling sessions and purchase of the White Rose Maths scheme.
8. £2,310 to Meadow Vale to enable the release of Year Group Leaders from teaching duties to effect improvement to the school curriculum through the guidance of an experienced teacher from a local school.
9. £20,000 to St Michael's Sandhurst Primary as a 1 FE with low pupil numbers. There were 190 on roll at October 2017 which results in 10% of empty places. Funding would have been £27,960 without the policy funding cap.
10. £8,333 to New Scotland Hill Primary School as a 1 FE with low pupil numbers. There were 197 on roll at October 2017 which results in 6% of empty places.

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

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 increase 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;
- circumstances which were unforeseen when the school’s budget share was initially determined.”

In order to 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 21 June 2018 Schools Forum

No changes are being proposed by the council.

DfE Statutory Guidance on Schemes for Financing Schools – February 2019 Key changes from Issue 9 of DfE guidance

The first paragraph reference below is to the number in Issue 10 (February 2019) of the DfE guidance. The second reference relates to the BF Scheme for Financing Schools

Issue 10 of the DfE guidance can be found at:

<https://www.gov.uk/government/publications/schemes-for-financing-schools>

We [DfE] have made the following updates to reflect current policy positions and changes in legislation:

- paragraph 3.5/1.3: added “It is also possible for the Secretary of State to make directed revisions to schemes after consultation. Such revisions become part of the scheme from the date of the direction”
- paragraph 4.1/2.1.4: added “The scheme should encourage schools to register anything that is portable and attractive, such as a camera”
- paragraph 4.4/2.4: changed title from “Efficiency and Value for Money” to “School Resource Management”
- paragraph 4.4/2.4: changed wording, including a change from “achieve efficiencies” to “effective management of resources”
- paragraph 4.10/2.10: removed “A scheme may invite schools to nominate suppliers for inclusion on lists of approved suppliers. The intention is to ensure that schools do not have to be subjected to unreasonable requirements as to authority counter-signature or use of an approved list, but also ensures that they should obtain at least three tenders or quotations for orders above a certain threshold”
- paragraph 4.10/2.10: removed “Authorities may issue lists of approved suppliers; but schools must not be compelled either directly or indirectly to use them. Authorities may wish to point out the advantages of using lists of approved suppliers, e.g. assurance on health and safety issues”
- paragraph 4.10/2.10: added “Schools may seek advice on a range of compliant deals via [Buying for schools](#)”
- paragraph 4.14/2.14: removed generic references to legislation “School Premises Regulations and DfE Construction Standards, and health and safety legislation”, added references to specific legislation
- paragraph 4.16/2.16: removed advice that all local authorities with a delegated budget must submit the schools financial value standard form before 31 March 2013 and annually thereafter; replaced with advice that the form should be submitted before the end of the financial year
- paragraph 5.8/3.7: added “Schemes may also wish to permit the use of credit or charge cards. However, no interest charges should be incurred by the school, with balances fully cleared on a monthly basis”
- paragraph 7.1/5.1: added “However, where land is held by a charitable trust, it will be for the school’s trustees to determine the use of any income generated by the land”
- paragraph 8.3.2/6.2 (ii): changed “Other expenditure incurred to secure resignations where the school had not followed authority advice” to “Other expenditure incurred to secure resignations where there is good reason to charge this to the school (see Annex B)”
- paragraph 10.1/8.1: changed to explain the scheme should contain a provision barring the authority from discriminating in its provision of services on the basis of categories of schools, except in cases where this would be allowable under the

school and early years finance regulations or the dedicated schools grant (DSG) conditions of grant

- paragraph 10.2/8.2: clarification provided on provisions to limit the term of agreement with a school to buy services or facilities from the authority
- paragraph 10.5/11.15: revised quoted legislation and updated expectation of monthly not annual returns
- paragraph 12.1/10.1: added “The evidence required to demonstrate the parity of cover should be reasonable, not place an undue burden upon the school, nor act as a barrier to the school exercising their choice of supplier”
- paragraph 13.11/11.16: clarification on how to fund early retirement and redundancy costs; changed “If the authority proposes to depart from this, then the scheme should contain a provision setting out the circumstances in which exceptions will be made” to “If the authority proposes to make local arrangements in accordance with the act, then the scheme should contain a provision setting out how this will work”
- section 15/13 and 13.4/5: updated to reflect changes to the Children and Families Act 2014; a school is no longer required to consult before establishing community facilities, and there is no longer a need for a school to be mindful of a local authority’s advice, under section 27 of the Education Act 2002.
- paragraph 15.7/13.11.2: changed “Criminal Records Bureau” to “Disclosure Barring service”
- annex A/1.6: removed advice that an authority must publish a statement showing outturn expenditure “at both central level and for each school, and balances held in respect of each school”
- annex A/1.6: removed advice that each school must receive a copy of each year’s budget and outturn statements so far as they relate to that school or central expenditure
- annex C/11.16: updated in line with section 13

BF Scheme for Financing Schools EXTRACT WITH CHANGES

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**~~.

BFC will also revise text such as changing “Borough Treasurer” to “Director of Finance” as necessary. These are not shown below.

The full BF Scheme for Financing Schools can be found at:

<https://schools.bracknell-forest.gov.uk/wp-content/uploads/scheme-for-financing-schools-2018.pdf>

1. INTRODUCTION

1.3 Revision of the scheme

Any proposed revisions to the scheme will be the subject of consultation with the governing body and the head teacher of every school maintained by the authority before they are submitted to the Schools Forum for approval only by members that represent maintained schools.

It is also possible for the Secretary of State to make directed revisions to schemes after consultation. Such revisions become part of the scheme from the date of the direction.

1.6 The Funding Framework

The funding framework which replaces Local Management of Schools is set out in the legislative provisions in sections 45-53 of the School Standards and Framework Act 1998.

Under this legislation, local authorities determine for themselves the size of their schools budget and their non-schools education budget – although at a minimum an authority must appropriate its entire Dedicated Schools Grant to their schools budget. The categories of expenditure which fall within the two budgets are prescribed under regulations made by the Secretary of State, but included within the two, taken together, is all expenditure, direct and indirect, on an authority's maintained schools except for capital and certain miscellaneous items.

Authorities may deduct funds from their schools budget for purposes specified in regulations made by the Secretary of State under s.45A of the Act (the centrally retained expenditure). The amounts to be deducted for these purposes are decided by the authority concerned, subject to any limits or conditions (including gaining the approval of their School Forum or the Secretary of State in certain instances) as prescribed by the Secretary of State. The balance of the schools budget left after deduction of the centrally retained expenditure is termed the Individual Schools Budget (ISB). Expenditure items in the non-schools education budget must be retained centrally (although earmarked allocations may be made to schools).

Authorities must distribute the ISB amongst their maintained schools using a formula which accords with regulations made by the Secretary of State, and enables the calculation of a budget share for each maintained school. This budget share is then delegated to the governing body of the school concerned, unless the school is a new school which has not yet received a delegated budget, or the right to a delegated budget has been suspended in accordance with s.51 of the Act. The financial controls within which delegation works are set

out in a scheme made by the authority in accordance with s.48 of the Act and regulations made under that section. All proposals to revise the scheme must be approved by the Schools Forum, though the authority may apply to the Secretary of State for approval in the event of the forum rejecting a proposal or approving it subject to modifications that are not acceptable to the authority.

Subject to any provision made by or under the scheme, governing bodies of schools may spend such amounts of their budget shares as they think fit for any purposes of their school* and for any additional purposes prescribed by the Secretary of State in regulations made under s.50 of the Act. (*Section 50 has been amended to provide that amounts spent by a governing body on providing community facilities or services under section 27 of the Education Act 2002 are treated as if they were amounts spent for the purposes of the school (s50(3A) of the Act.)

An authority may suspend a school's right to a delegated budget if the provisions of the authority's financial scheme (or rules applied by the scheme) have been substantially or persistently breached, or if the budget share has not been managed satisfactorily. A school's right to a delegated budget share may also be suspended for other reasons (schedule 17 to the Act).

Each authority is obliged to publish each year a statement setting out details of its planned Schools Budget and other expenditure on children's services, showing the amounts to be centrally retained and funding delegated to schools. After each financial year the authority must publish a statement showing out-turn expenditure. ~~at both central level and for each school, and the balances held in respect of each school.~~

The detailed publication requirements for financial statements are set out in directions issued by the Secretary of State, ~~but each school must receive a copy of each year's budget and out-turn statements so far as they relate to that school or central expenditure.~~

Regulations also require a local authority to publish their scheme and any revisions to it on a website accessible to the general public, by the date that any revisions come into force, together with a statement that the revised scheme comes into force on that date.

2. FINANCIAL CONTROLS

2.1.4 Control of assets

Each school must maintain an inventory of portable, valuable and attractive non-capital assets, **such as a camera**, which is subject to an annual physical check of the items listed, to be carried out by a person other than the person maintaining the record. The results of this check should be reported to the governing body in a timely manner.

The details of each item recorded should include a brief description, make, model, serial number (if applicable), location and asset number, if one has been allocated. All electrical items must be recorded to facilitate the required safety testing.

There is no monetary value laid down for the recording of assets and so school staff must use their judgement over items based on the risk of loss against making the record too large to make an annual check realistically achievable.

New items must be added upon acquisition and all disposals must be recorded and authorised as they occur. Governors must specify the levels of authority for the disposal of assets and this must be complied with and evidenced.

Further guidance on disposal of assets is available in the authority's Financial Regulations

2.4 **School Resource Management Efficiency and Value for Money**

Schools must seek to achieve **effective management of resources efficiencies** and value for money, to optimise the use of their resources and to invest in teaching and learning.

To assist schools in doing this, Annex C lists the key principles relating to Best Value, although there is no requirement on Governing Bodies to follow this. Furthermore, the authority has also published a document titled Guidance for Governing Bodies on preparing a model statement for Best Value.

In expending their budget share, schools should take into account the purchasing, tendering and contracting requirements outlined in section 2.10.

2.10 **Purchasing, tendering and contracting requirements**

Schools must abide by the authority's current Financial Regulations and Contract Standing Orders in purchasing, tendering and contracting matters. They should also have regard to the guidance provided in the Procurement Manual, some of which is mandatory.

Particular attention should be given to contracts with a total (i.e. whole contract duration not just annual) value in excess of £0.456189m (goods and services) or £3.94.5m (works), where the provisions of the Public Contracts Regulations will apply. Further guidance is given in the Procurement Manual which is also updated to reflect the annual revision to thresholds for Public Contracts Regulations which schools should confirm before the procurement process commences.

Whatever the general requirements of the authority, it **cannot require schools to:**

- a) do anything incompatible with any of the provisions of this scheme, or any statutory provision, or any EU Procurement Directive;
- b) seek LA officer countersignature for any contracts for goods or services for a value below £60,000 in any one year;
- c) select suppliers only from an approved list;

In addition, **schools must not:**

- d) seek fewer than three tenders in respect of any contract with a value exceeding **£10,000 £5,000** in any one year;

The countersignature requirement should be applied sensibly by authorities and schools alike, avoiding attempts to artificially aggregate or disaggregate orders to avoid or impose the requirement.

Schools may seek advice on a range of compliant deals via Buying for schools.

2.14 Capital spending from budget shares

Governing bodies are permitted to use delegated revenue budget shares to meet the cost of capital expenditure on the school premises. This includes expenditure by the governing body of a voluntary aided school on work which is their responsibility under paragraph 3 of Schedule 3 of the SSAF Act 1998.

If the expected capital expenditure from the budget share in any one year will exceed £15,000, the governing body must notify the authority and take into account any advice from the Director of Children Young People and Learning as to the merits of the proposed expenditure

The reason for these provisions is to help meet responsibilities with the School Premises (England) Regulations 2012, the Workplace (Health, Safety and Welfare) Regulations 1992, the Regulatory Reform (Fire Safety) Order 2005, the Equality Act 2010, and the Building Regulations 2010. Especially in regard to School Premises Regulations, DfE Construction Standards, Construction (Design and Management) Regulations, together with relevant Planning and Health and Safety Regulations etc., and any appropriate policies of the authority.

Where the authority owns the premises, then the governing body must seek the consent of the authority to the proposed works prior to the acceptance of any tenders for the work. **Consent will only be withheld on health and safety grounds.**

The authority has issued further guidance to assist schools that plan to undertake capital schemes through a Property Handbook for Schools.

2.16 School Financial Value Standard (SFVS)

All local authority maintained schools (including nursery schools and pupil referral units (PRUs) that have a delegated budget) must demonstrate compliance with the Schools Financial Value Standard (SFVS) and complete the assessment form on an annual basis. It is for the school to determine at which time of the year they wish to complete the form.

Governors must demonstrate compliance through the submission of the SFVS assessment signed by their Chair of Governors. The form must include a summary of remedial actions with a clear timetable, ensuring that each action has a specified deadline and an agreed owner. Governors must monitor the progress of these actions to ensure that all actions are cleared within specified deadline.

All maintained schools with a delegated budget must submit the form to the local authority before the end of the financial year.

5. INCOME

5.1 Income from lettings

Schools may retain income from lettings of the school premises which would otherwise accrue to the authority, subject to alternative provisions arising from any joint use or PFI/PPP agreements. Lettings for community and voluntary use may be cross-subsidised with income from other lettings, provided there is no net cost to the budget share. All income from lettings should be paid into the school budget, and not diverted into any voluntary or private funds. **However, where land is held by a charitable trust, it will be for the school's trustees to determine the use of any income generated by the land.** In allocating lettings at authority owned premises, schools must have regard to directions issued by the authority as to the use of the premises.

Where the authority is the owner of the premises, a governing body cannot approve an agreement that allows for a substantial and/or long term interest in the premises to be assigned to another party without the prior written consent of the Principal Valuation Officer. This will assist the authority in the process of planning for school places.

Consent is required where it is proposed that a third party have exclusive possession of a part of a building, under an agreement or series of agreements, for a period totalling six months or more. Furthermore, all substantial lettings must be at best consideration under section 123 of the Local Government Act, and certified by a qualified valuer.

6. THE CHARGING OF SCHOOL BUDGET SHARES

6.2 Circumstances in which charges may be made

- i)** Where premature retirement costs have been incurred without the prior written agreement of the authority to bear such costs (the amount chargeable being only the excess over any amount agreed by the authority);
- ii)** Other expenditure incurred to secure resignations where **there is good reason to charge this to the school** ~~the school had not sought or followed authority advice;~~
- iii)** Awards by courts and industrial tribunals, or settlements agreed on advice of the Borough Solicitor against the authority arising from action or inaction by the governing body contrary to or in the absence of seeking the authority's advice;
- iv)** Expenditure by the authority in carrying out health and safety work, or capital expenditure for which the authority is liable where funds have been delegated or earmarked to the governing body for such work, but the governing body has failed to carry out the required work;
- v)** Expenditure by the authority incurred in making good defects in building work funded by capital spending from budget shares, where the premises are owned by the authority or the school has voluntary controlled status;
- vi)** Expenditure incurred by the authority in insuring its own interests in a school where funding has been delegated but the school has failed to demonstrate that it has arranged cover at least as good as that which would be arranged by the authority;
- vii)** Recovery of monies due from a school for services provided to the school by the authority. Where a dispute over the monies due has been referred to a disputes procedure, a charge will only be made at its conclusion;
- viii)** Recovery of penalties or any other liabilities imposed on the authority by the Board of Inland Revenue, the Contributions Agency or HM Customs and Excise, Teachers Pensions, the Environment Agency or regulatory authorities as a result of school negligence;
- ix)** Correction of authority or school errors in calculating charges to a budget share (e.g. pension deductions) having regard to a reasonable time scale in consideration of the particular error;
- x)** Additional transport costs incurred by the authority arising from decisions by the governing body on the length of the school day, and failure to notify the authority of non-pupil days resulting in unnecessary transport costs;

- xi) Legal costs which are incurred by the authority because the governing body did not accept the advice of the authority (see also section 11);
- xii) Costs of necessary health and safety training for staff employed by the authority, where funding for training had been delegated but the necessary training not carried out;
- xiii) Compensation paid to a lender where a school enters into a contract for borrowing beyond its legal powers, and the contract is of no effect;
- xiv) Expenditure incurred by a school on an earmarked allocation in excess of the maximum amount approved by the authority.
- xv) Expenditure incurred by the authority for compliance with requirements of individual school Asset Management Plans, where the governing body has failed to carry out work where the funding and responsibility have been delegated.
- xvi) Cost of work done in respect of teacher pension remittance and records for schools using non-LA payroll contractors, the charge to be the minimum needed to meet the Authority's compliance with its statutory obligations;
- xvii) Costs incurred by the LA in securing provision specified in an Education and Health Care Plan where the governing body of a school fails to secure such provision despite the delegation of funds in respect of low cost high incidence SEN and / or specific funding for a pupil with High Needs;
- xviii) Costs incurred by the LA due to submission by the school of incorrect data;
- xix) Recovery of amounts spent from specific grants on ineligible purposes;
- xx) Costs incurred by the LA as a result of the governing body being in breach of the terms of a contract.
- xxi) Costs incurred by the authority or another school as a result of a school withdrawing from a cluster arrangement, for example where this has funded staff providing services across the cluster.
- xxii) Costs incurred by the LA in completing the academy conversion process, at the average estimated amount, as reasonably assessed by the LA, subject to schools continuing to receive grant funding to assist the academy conversion process. In circumstances where costs are reasonably assessed to have exceeded the average cost by more than 50%, then the higher amount can be charged.

8. THE PROVISION OF SERVICES AND FACILITIES BY THE AUTHORITY

8.1 Provision of services from centrally retained budgets

The authority will determine on what basis services from centrally retained funds will be provided to schools, as well as the provision for any types of liabilities which remain the responsibility of the authority (such as elements of existing premature retirement costs and redundancy payments).

The authority will not discriminate in its provision of services on the basis of categories of schools except where **this would be permitted under the School and Early Years Finance Regulations or the dedicated schools grant conditions of grant. (a) funding has been delegated to some schools only or (b) such discrimination is justified by differences in statutory duties.**

8.2 Timescales for the provision of services bought back from the authority using delegated budgets

~~With the exception of premises and liability insurance services (see 8.2.2 below),~~ The term of any new arrangement with a school to buy services or facilities from the authority shall be limited to a maximum of three years from the date of the agreement, **and periods not exceeding five years for any subsequent agreement or extensions relating to the same services.** With the exception of school meals catering, any subsequent agreement relating to the same services shall be for periods not exceeding five years. In respect of school meals catering, agreements will not exceed seven years.

~~8.2.2 Timescales for the provision of insurance services provided by the authority from centrally retained funds~~

~~The length of term for premises and liability insurance services that are provided by the authority from centrally retained funds shall be determined by the Borough Treasurer. This shall have regard for current and predicted insurance market conditions, and the overall insurance needs of the authority, which may make it impracticable to comply with the criteria as set out in 8.2 above.~~

10. INSURANCE

10.1 Insurance cover

All schools have funds for premises and liability insurance included within their delegated budget. Where a school proposes to make their own arrangements for such services, the authority will require the school to demonstrate that cover relevant to the authority's insurable interests, under a policy arranged by the governing body, which must have this authority as joint names with the school, is at least as good as the relevant minimum cover determined by the authority, and is secured through an insurance company, of suitable repute and financial standing. **The requirement will have regard to the actual risks which might reasonably be expected to arise at the school in question in operating such a requirement, rather than applying an arbitrary minimum level of cover for all schools.**

The evidence required to demonstrate the parity of cover will be reasonable, not place an undue burden upon the school, nor act as a barrier to the school exercising their choice of supplier. This must be provided before the beginning of February prior to the commencement of each financial year in question. Where this is not provided, the authority will arrange for suitable cover and charge the delegated budget actual costs, including administration.

Details of relevant requirements are available on request from the Borough Treasurer.

11. MISCELLANEOUS

11.15 Teachers Pensions

In order to ensure that the performance of the duty on the authority to supply Teachers Pensions with information under the Teachers' Pensions Regulations 1997, the following conditions are imposed on the authority and governing bodies of all maintained schools covered by this Scheme in relation to their budget shares.

In order to ensure that the performance of the duty on the authority to supply Teachers' Pensions with information under the Teachers' Pension Scheme Regulations 2014, the

following conditions are imposed on the authority and governing bodies of all maintained schools covered by this scheme in relation to their budget shares.

The conditions only apply to governing bodies of maintained schools that have not entered into an arrangement with the authority to provide payroll services.

A governing body of any maintained school, whether or not the employer of the teachers at such a school, which has entered into any arrangement or agreement with a person other than the authority to provide payroll services, shall ensure that any such arrangement or agreement is varied to require that person to supply salary, service and pensions data to the authority which the authority requires to submit its **monthly annual** return of salary and service to Teachers' Pensions and to produce its audited contributions certificate.

The authority will advise schools each year of the timing, format and specification of the information required. A governing body shall also ensure that any such arrangement or agreement is varied to require that additional voluntary contributions (AVCs) are passed to the authority within the time limit specified in the AVC scheme. The governing body shall meet any consequential costs from the school's budget share.

A governing body of any maintained school which directly administers its payroll shall supply salary, service and pensions data to the authority which the authority requires to submit its monthly return of salary and service to Teachers' Pensions and to produce its audited contributions certificate.

The authority will advise schools each year of the timing, format and specification of the information required from each school. A governing body shall also ensure that additional voluntary contributions (AVCs) are passed to the authority within the time limit specified in the AVC scheme. The governing body shall meet any consequential costs from the school's budget share.

SECTION 13: COMMUNITY FACILITIES

13.4 Consultation with the Council

- 13.4.1 **As public bodies, schools are expected to act reasonably, and this includes consulting those affected by decisions that they make. Section 28 (4) of the Education Act 2002 requires that before exercising the community facilities power, governing bodies must consult the Council and have regard to the advice given to them.**
- 13.4.2 Schools are likely to benefit from informal contacts and advice from officers with the relevant professional expertise well before the formal consultation itself. It would also be helpful to all parties if schools gave the Council notice of their intent to exercise the power in advance of the formal consultation itself.
- 13.4.3 **~~Formal consultation with the Council will commence when the full consultation material has been submitted in writing and the response period will begin from receipt of the full material. Major uses of the power, i.e. where a school estimates that services will have an annual turnover in excess of £100,000 or capital schemes estimated by a school to cost more than £100,000 will lead to the Council providing formal advice in writing (which may be e-mail) within eight weeks. In the case of more minor uses, advice will be provided within six weeks. Subsequently the governing body should inform the Council of the action taken in response to this advice.~~**

~~13.4.4 The school should provide the following information in the formal consultation document:~~

- ~~• a full business plan for the provision of the proposed community facilities or services covering the first three years of operation. If requested, full details of the costings should also be supplied;~~
- ~~• in the case of capital projects affecting the existing buildings on the school site and/or the construction of new buildings then the full plans and costing of the works proposed;~~
- ~~• details of any planning and environmental considerations and evidence of discussions with relevant regulatory agencies;~~
- ~~• expressions of support from potential user groups, other councils, local community groups, neighbouring schools, business representatives, as appropriate;~~
- ~~• details as to how the facility will be managed, by whom and how this relates to the management of the school;~~
- ~~• a statement that the proposed activities will not interfere with the over-riding purpose of the school in achieving higher standards for pupils [section 26(3) of the Act];~~
- ~~• details of any proposed funding agreements with third parties;~~
- ~~• the insurance arrangements proposed;~~
- ~~• financial arrangements to be made to fund the cost of permanent closure of the facility.~~

~~13.4.5 The consultation document should be sent to the Director of Children Young People and Learning.~~

13.5 Consultation with other bodies

13.5.1 School governing bodies **should are encouraged to** consult the planning and service provision bodies in their neighbourhoods which are currently involved with those sorts of facilities. For example; adult education providers, local colleges and the local learning and skills council, if adult education is involved. Often the relevant bodies will have plans which affect the activities proposed and may be interested in becoming a partner in the particular project.

13.5.2 Bodies with plans covering the community to be served by the facility or services **should are encouraged to** be consulted and the degree of fit with the relevant planning frameworks and policies assessed. In particular the following **should are encouraged to** be consulted if their work could be affected:

- The local Early Years and Child Care Partnership where any developments affecting early years education or child care are proposed – the Early Years and Child Care Development Plan as it covers the community served by the facility is an important document, it may also be advisable to consult existing local providers;
- The local parish councils (where they exist). These will have relevant physical planning policies. Community development plans and the priorities contained therein will be very important for community facility developments. There may also be specific plans for young people, area regeneration, leisure facilities and / or arts/sports plans and so on.
- Agencies such as Sports England and the Arts Council will have policies and strategies if not specific plans that will affect not only their funding attitudes but also set their priorities.
- All the schools within their cluster and neighbouring secondary schools.

- Local adult and community learning providers, if such provision is proposed. The school's proposals should be consistent with the Adult Learning Plan produced by the Council.

13.11 Health and safety

13.11.1 The health and safety provisions of the main scheme, as set out in paragraph 11.5 apply also to the community facilities power. Additionally, the Health, Safety and Welfare Manual of Guidance applies to these facilities.

13.11.2 The governing body is responsible for the costs of securing **Disclosure Barring service Criminal Records Bureau** clearance for all adults involved in community activities taking place during the school day. Governing bodies would be entitled to pass on such costs to a funding partner as part of an agreement with that partner.