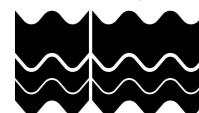


East Sussex County Council Schools Forum

East Sussex
County Council



Friday 14th July 2017

08.30

Wellshurst Golf and Country Club

Agenda


Item	Heading	Paper	Lead	Item for
1.	Welcome and Apologies	N	Chair	Note
2.	Minutes of previous meeting – 17 th March 2017	Y	Chair	Approval
3.	Matters Arising	Y	Chair	Discussion
4.	DSG Monitoring	Y	Ed Beale	Information
5.	High Needs Block Review – Update	Y	Emily Taylor	Information
6.	Admissions expenditure breakdown	Y	Fiona Wright	Information
7.	Funding Formula 2018-19 Working Group	Y	Ed Beale	Approval
8.	Apprenticeship Levy – Update	N	Martin Kelly	Information
9.	Forum Constitution, Membership and Vacancies	Y	Jill Fisher	Information
10.	AOB			


Next Meeting: Friday 29 Sept 2017, 8.30am, Wellshurst Golf and Country Club

Draft Items for next meeting

- SLES Budget Update
- Funding Formula Update
- High Needs Block Review

Primary Headteachers	Primary School Governors
Shirley Frankis (Woodlands Federation) Linda Appleby (Little Common Primary) Richard Thomas (Pevensey & Westham Primary) Debbie Gilbert (Burwash CE Primary) Richard Blakeley (Parkside Primary)	Jane Johnson (Newick CE Primary) Geoffry Lucas (Etchingam CE Primary) Vicky Richards (St Mark's CE Primary)
Secondary Headteachers	Secondary School Governors
Hugh Hennebry (UCTC) Helen Key (Chailey) Emily Beer (Willingdon Community)	Monica Whitehead (Claverham Community College)
Special School Headteacher	Special School Governor
Sophie Gurney (Hazel Court School)	Vacancy
Pupil Referral Unit	
Frank Stanford – (Sabden Multi Academy Trust)	
Academy Representatives	Non School Members
John Greenwood (Aurora Academy Trust) (Chair) James Freeston (King Offa Primary Academy) Keith Pailthorpe (The Eastbourne Academy) APOLOGIES Jenny Jones (The St Leonards Academy) Anna Robinson (Beacon Academy) Richard Preece (Saxon Mount and Torfield) Phil Matthews (Hailsham Community College)	Lesley Brown (Early Years) Ian Thomas (Trade Union Representative) Joanna Sanchez (Diocese of Arundel and Brighton) - APOLOGIES Alison Flynn (Diocese of Chichester) Mike Hopkins (16-19 representative) - APOLOGIES
Officers	Observer
Fiona Wright, Assistant Director (Education & ISEND)	Councillor Nick Bennett (Lead Member for Education and Inclusion, Special Educational Needs and Disability)
Jill Fisher (Finance Manager, Strategy and Schools)	Stuart Gallimore (Director Children's Services)
Edward Beale (Schools Funding Manager)	Maureen Fairhead (Cradle Hill Community Primary)
Mark Whiffin (Head of Finance)	
Holly Aquilina (Employability and Skills Strategy Manager)	
Phyllis Allwood (Clerk)	

No.	ITEM	ACTIONS
1.0	WELCOME AND APOLOGIES	
	The Chair opened the meeting by welcoming Richard Blakeley, Parkside Primary, as a new representative of primary headteachers. He also welcomed and noted that Maureen Fairhead was in attendance as an observer.	
1.1	Apologies received from: <ul style="list-style-type: none"> • Keith Pailthorpe (The Eastbourne Academy) • Joanna Sanchez (Diocese of Arundel and Brighton) • Mike Hopkins (16-19 representative) 	
2.0	MINUTES OF PREVIOUS MEETING	
2.1	Minutes 25 Nov 2016 – After amendments had been made, these were signed off by the Chair as a true record of the meeting.	
2.2	Minutes 13 Jan 2017 – Page 5 – Item 10.0 AOB – JaneJ asked for the wording to be changed to reflect the point that she was speaking with regard to all smaller schools in East Sussex and not her own school. Minutes changed to reflect this point. Minutes were then signed off by the Chair as a true record.	
3.0	MATTERS ARISING	
	<p>Item 6.0 – Information on High Needs Places in Independent Special Schools</p>  <p>Schools Forum - 17 Mar 2017 - Agenda It</p> <p>FW referred attendees to attached graphs which had been issued with the papers. Discussion followed noting:</p> <ul style="list-style-type: none"> • Graphs showed placements and costs of pupils in independent sector are on the increase. • Range of strategies have been looked at to reduce costs. • LA working with a number of local providers and this year received applications for special free schools to open in 2018; these applications got through interview stage. LA waiting to see if applications are successful. • The LA has identified some capital resource around provision £10K per place plus top up. • Whilst it was recognised that a lot of positive work has been occurring, there still needs to be a culture shift with some parents and schools regarding EHCP's • This is an East Sussex issue - we all need to work together with the resources available to increase capacity. It was recognised that there is a lot of good practice out there, but we need to really pick through some of those practices , and challenge ourselves and staff to think differently. 	
4.0	APPRENTICESHIP LEVY	
	Holly Aquilina gave an update on the next steps of the apprenticeship levy and to hear views from Forum. Apprenticeship Levy will come into being on 1 st April, 2017. HollyA spoke about the best way of making use of Levy to maximise the benefits for schools. Users have 24 months to spend Levy allocation. ESCC will administer the Levy for maintained schools that are paying	

No.	ITEM	ACTIONS
	<p>the levy. Academies, independent and VA Schools will pay levy independently, where relevant. HollyA gave an overview of what qualifications could be taken and reported that it was not only new starters, but also existing staff that could use Levy pot. Suggested use was SENCO higher level apprenticeships. Another suggestion was the development of a Schools Business Administrator apprenticeship which was under development. Pot could be spent on the delivery of this program.</p> <p>There was a paper on options for management of the schools Levy pot and suggestions for both primary and secondary schools. At the end of the paper was the timeframe for implementation of the recommendations.</p> <p>HollyA requested feedback from attendees what approach to take and options on courses to choose. Suggestions from attendees were to use the pot to fund training for special needs, especially more complex needs. HollyA indicated that this may be possible if a trailblazer course could be developed. Amongst other items a discussion was had over the amount of time staff would need for the training and whether the flexibility was there to cover.</p> <p>There was a general request for a copy of the guidance from DfE.</p> <p>Action: HollyA to circulate guidance to Schools on Apprenticeship Levy.</p>  <p>Schools_guide_to_a pprenticeship_reform</p>	<p>Holly Aquilina</p>
5.0	<p>CONTINGENCY UPDATE</p>	
	<p>EdB introduced this paper on 2016/17 funds before asking attendees if there were any questions in respect of the figures. EmilyB had a query on maintained schools dedelegated expenditure - Secondary phase contingency appeared to have £400 left in February 2017. EdB confirmed that normally this would have been distributed back to secondary schools, however, due to the minimal amount these funds would be transferred to the 2017/18 secondary phase contingency 'pot'.</p> <p>There was a query of how many schools had been allocated contingency funding. EdB confirmed that 24 schools had received funds in 2016/17 compared to 5 in 2015/16 .</p> <p>HughH asked if there was any merit in returning any unspent contingency funds to schools in January rather than at the end of the year when schools were not able to use it.</p> <p>EdB understood why schools would prefer as much notice as possible of any potential reimbursement but advised that there was always the risk of a school requiring support in the last quarter of the year. Therefore if the balance of any unused contingency had been returned to schools in January there would not be any funds available to provide the required support. He also explained that the September distribution also sought to minimise any significant balances.</p> <p>A query was raised as to how schools obtained these funds from contingency. FionaW confirmed that it was usually correspondence detailing financial difficulties from individual schools. Usually these were circumstances Governors could not have foreseen or planned for. These factors might vary from school to school e.g. significant increase in numbers of pupils on roll.</p> <p>Forum was asked to note the content of the report and to approve the proposal for 2017/18 to reimburse maintained schools with 30% of any unused contingency funds in September 2017, with any remaining balance reimbursed in February 2018. The Chair asked that the vote take place:</p>	

No.	ITEM	ACTIONS
	<p>Vote: Maintained Primary, Secondary and Special Schools only In favour - 12 Against – None Abstain – None Unanimously approved.</p>	
6.0	<p>SCHOOLS FORUM EXPENDITURE</p>	
	<p>JillF presented a report on the element showing costs of servicing Schools Forum for this meeting. JillF referred attendees to the table at 2.2 which gave a summary of expenditure. JillF confirmed that Formula Reviews covered the three DSG Blocks – Schools, High Needs and Early Years. Costs included preparing and collating information for a number of stakeholders, e.g. preparation of papers for Lead Member and Cabinet. Managing and Administering of Schools Forum included preparation and writing of Schools Forum papers, maintaining membership and constitution together with clerking duties. The cost of consultants is to provide required support in relation to funding reviews, e.g. National Funding Formula. It was agreed that a review be undertaken on what had been spent over the year and brought back to School Forum in January 2018.</p> <p>Action: Further Review of spend to be presented to Schools Forum in January 2018 to show comparison.</p> <p>Further discussion ensued including venue costs and costs of running the Funding Formula Working Group. The Chair suggested the group wait until further review figures were available at the meeting in January 2018.</p>	<p>FW/ JF</p>
7.0	<p>NFF STAGE 2 CONSULTATION</p>	
	<p>JillF confirmed stage 2 of the National Funding Formula (NFF) Consultation was currently active, closing on 22 March 2017. High Needs Funding (HNF) consultation running concurrently. JillF went through the key points together with confirmation that Stage 2 of the consultation consists of 18 questions. Forum members had been asked to consider the questions prior to the meeting and to leave individual responses on post-it notes on the board in the meeting room so that these views could be considered in the consultation response from the LA. Discussion followed raising questions over clarity for schools regarding a second HNB transfer; and sums to be received for next financial year. Further discussion over the financial impact on schools of increased business rates. JaneJ reported that maintained schools are required to pay 100% of these rates whereby academies and independent schools get an 80% reduction. It was noted this affects the amount schools get and is unfair. It was suggested that these comments be included on the consultation document in the 'free text' box. JaneJ had, at another meeting, shared her consultation response and encouraged members to make their own response to add weight to the key messages. Forum members recognised the significant effort that JaneJ had put in to researching and drafting her response and thanked her for her efforts. StuartG reminded attendees of the additional costs also coming through, apprenticeship levy, business rates, national insurance, etc. He said it was really important to include all of these factors in the consultation responses and asked Forum members to encourage as many individual responses from schools, parents and governors. The Chair asked for any additional comments to be passed to LA officers at the end of the meeting.</p>	

No.	ITEM	ACTIONS
8.0	<p>High Needs Funding Formula (HNFF) STAGE 2 CONSULTATION</p> <p>It was noted that the closing date for the Stage 2 HNFF consultation was 22 March. Forum were asked to consider questions within the report so that the responses can be collated at the end of this meeting and be put forward in the LA response. FionaW confirmed that a few points had already been highlighted in the meeting and this agenda item was an update on the DfE proposals for how the HNFF would be managed differently. The consultation was in recognition of the complexity of change in this area. The DfE have confirmed that as well as using Local Authority's historic spend, the LA's funding allocations for 2018/19 onwards will also be based on a number of weighted factors such as population, deprivation and low attainment.</p> <p>FionaW spoke about a proposed project for the commissioning of SENCO's in primary and secondary sector (including all Special Schools) to be seconded to be able to do an element of the work for the LA instead of paying consultants. There would be a communication to headteachers at forthcoming Breakfast Briefings seeking expressions of interest. RichardP suggested that Post-16 EHCP and pressures on increased assessments needed to be included in any review as these were points that are consistently raised as key pressure areas. Further discussion ensued regarding whether schools would be able to lose the use of their SENCO for this project.</p>	
9.0	<p>FUNDING FORMULA 2018-19 WORKING GROUP</p> <p>The purpose of this report was to ask Forum to agree to the formation of a Funding Formula Working Group (FFWG) and how each of the key areas are represented within the group. Consideration of the timescale to prepare and present recommendations to Forum for the 2018/19 financial year was requested.</p> <p>The previous format of the FFWG was 5 members made up as follows:</p> <p>Primary Phase: 1 Maintained and 1 Academy Headteacher (to include small rural school representation)</p> <p>Secondary Phase: 1 Maintained and 1 Academy Headteacher</p> <p>Governor representation: 1 member (currently Secondary Phase)</p> <p>The Chair noted that Shirley Frankis had withdrawn from the current Working Group as Primary Maintained rep, which left the following as current attendees (including LA officers Jill Fisher and Ed Beale), all of whom confirmed that they would be willing to continue in this role for the next FFWG:-</p> <ul style="list-style-type: none"> • John Greenwood – Primary Academy • Hugh Hennebry – Secondary Maintained • Keith Pailthorpe – Secondary Academy • Monica Whitehead – Secondary Governor <p>The current membership was considered and a suggestion from Forum was that although there was a significant level of expertise and representation of the key areas within the existing membership, the suggestion of an additional governor be included, i.e. one governor for primary for complete representation.</p> <p>Forum suggested that JaneJ would be a valuable addition to the FFWG in light of her experience and, after further discussion, it was agreed that JaneJ join the group as Primary Governor. Therefore, the Chair requested any nominations for the Primary Maintained representative should be emailed to the Clerk before 31 March 2017.</p> <p>JF outlined the three main options that the FFWG would be considering for the ESCC formula for 2018/19 and asked Forum members for a steer on any option that they felt should be prioritised. The options outlined were:</p> <p>(a) Retain the current formula unchanged</p>	

No.	ITEM	ACTIONS
	<p>(b) Introduce a 'step' change between the current and NFF rates, or (c) Fully implement NFF rates in the 'soft' formula No initial preference was stated.</p> <p>The Chair then asked Forum to approve:</p> <ul style="list-style-type: none"> • The formation of a Funding Formula Working Group to consider the factors that will be used in the ESCC formula for 2018/19, and • The representation of each key area across the constituent members of the group. <p>Result: Both items were agreed by Forum attendees</p> <p>Action: Nominations for a Primary Maintained Headteacher representative to be sent to the Clerk before 31 March 2017</p>	<p>All/Clerk</p>
10.0	ANY OTHER BUSINESS	
	<p>It was noted that Breakfast briefings were scheduled in the near future to build on engagement with schools to continue developing strategies for dealing with HN pressures.</p>	
10.1	FlatCashEd	
	<p>It was noted that FlatCashEd had been launched and it was reported that both Christine Terrey and Caroline Barlow had undertaken a tremendous amount of work with parents and governors to get them onside. The media coverage showed this item as the first on the local news this morning.</p> <p>Jane J was recognised for her hard work on this matter by Forum members and she reiterated her previous offer to share her personal response to the NFF consultation to any member that would find it helpful.</p> <p>It was also noted that Councillors and school representatives had held meetings with MPs to express their views on school funding levels. Cllr Bennett was congratulated on a comprehensive and strongly worded lobbying letter to Government. Cllr Bennett confirmed that he was still lobbying and also had additional meetings with Nus Ghani MP in April.</p>	
	<p>Meeting concluded at 10.40 hours Next meeting 0830 hours on Friday, 19 May, 2017</p>	

Agenda Item 4

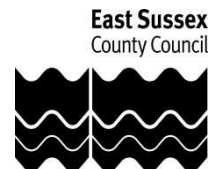
Report to: Schools Forum

Date: 14 July 2017

Title of Report: Dedicated Schools Grant Carry Forward 2016/17

By: Ed Beale, Schools Funding Manager

Purpose of Report: To update Schools Forum on the use of the 2016/17 DSG Carry Forward in 2017/18



Recommendation: Schools Forum is asked to note the use of the 2016/17 DSG carry forward

Background:

The central expenditure element of the Schools Block DSG may be underspent at year end. Where this is the case, funds should be identified separately and used to support these budgets in future years.

At the end of financial year 2016/17, the year-end carry forward was £1.736m and comprises of a number of elements.

DSG Outturn 2016/17

The below table indicates the allocation of the DSG carry forward that will be spent in 2017/18.

Description	(£000)
Rates Rebates - Added to 2017/18 Schools Block and distributed via 2017/18 Budget Shares (Schools and Academies)	898
Rates Rebates – Transferred to Schools Block to be credited to Schools and Academies in 2017/18.	270
Schools Projects – including: Developing School to School support, supporting Teaching Schools and EIP'S, supporting School performance priorities eg attendance	220
Centrally Managed Schools Allocation	108
Increased capacity for safeguarding	80
Independent Travel Training – bespoke individual training for children with SEN to increase independence and to reduce reliance on Home to school transport	62
Pupil Exclusion – Schools Block has been credited in 2017/18.	39
Retention of funds from a school	37
Growth Fund – Used in 2017/18	12
School Projects – including remaining elements of Recruitment & Retention initiatives, planned to be spent in 17/18	10
Total DSG brought forward from 2016/17	1,736

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Agenda Item 5

Report to: Schools Forum
Date: 14th July 2017
Title of Report: High Needs Block Review
By: Emily Taylor



Purpose of Report: To provide an update on the High Needs Block Review.

1. Background

Following consultation with local authorities, in December 2016 the Department for Education released revised Schools and high needs national funding formulae through which East Sussex is likely to see an increase in its high needs funding of 2.78%. A further round of consultation closed in March 2017 setting out final proposals, which once again included the recommendation that local authorities keep special educational provision under review for which a strategic planning fund of £210.000 has been provided.

The review of the high needs block in East Sussex will build on existing momentum and collaborative work between the LA and schools. Funding has been used to second staff responsible for inclusion and SEND in schools to lead on this work. **Appendix A** provides more detail of the review process.

2. Progress and Supporting Information

- The first two of the series of working groups for two strands have taken place: special facilities in mainstream schools and alternative provision. These were populated by representatives from 25 schools
- Two further working groups are taking place before the end of term 6: Special schools and mainstream top up. There are over 30 more schools signed up to these groups
- A further three strands will begin in term 1: post 16, statutory assessment and parents and carers. Again over 30 further school and college delegates have signed up commitment to participating in these strands
- Six of the seven strands are led by staff seconded from schools who are engaged for 1-2 days a week over the coming academic year
- East Sussex will coordinate activity across SE19 to engage a splinter group to look at potential for joint funding initiatives across neighbouring LAs. The first of these meetings takes place on 11th September
- Initial expressions of interest and conversations have begun regarding expansion/development of special facilities in mainstream schools and potential models for alternative provision in primary and secondary sectors
- Local, statistically neighbouring and national data and evidence is being drawn together to establish reasonable benchmarks for funding
- Meetings with immediate neighbouring SEN colleagues in Kent and Brighton and Hove take place in early September

- A round of visits are planned to other LAs of interest including Essex and Gloucester, targeted through positive local area inspections and data on low incidence of statutory assessments

3. Next Steps

- Further representation sought from schools and academies/academy trusts across the County so that; recommendations are owned; facilitation of a school to school accountability model; consistency of practice prevents perverse incentive around SEN offer of individual schools; there is swift traction for future changes once recommendations have been gathered.
- Following initial working groups, findings will be presented to colleagues from health and care for input into feasibility and commissioning. The initial platform to determine on-going joint service work will be ISEND Governance steering group
- All strands will consider how recommendations and proposals will be cascaded to all schools in the County, and a robust accountability model developed to ensure consistency in practice
- All strands will consider governance and longevity of planned changes



High Needs Block Funding Review 2017-2018

Use of Strategic Planning Fund in East Sussex

Emily Taylor

6/12/2017

This summary document sets out an overview of how East Sussex will review its high needs funding spending in collaboration with partners to inform recommendations about the future of SEND provision

1.1 The Children and families Act 2014 requires local authorities to keep the provision for children and young people with SEN and disabilities under review (including its sufficiency), working with parents, young people and providers. The Act is clear that, when considering any reorganisation of provision, decision makers must be clear how they are satisfied that the proposed alternative arrangements will lead to improvements in the standard, quality and/or range of educational provision for children with SENⁱ.

Since the start of the SEND reforms in 2014, East Sussex local authority has fulfilled this remit through:

- The development of a forecasting tool to inform incidence and prevalence of SEND.
- The implementation of an SEND Matrix as a framework to ensure consistency in determining needs, provision and funding.
- A round of primary and secondary phase meetings and breakfast briefings, with a focus on the high needs block for sencos and senior school leaders.
- Consultations regarding the development of new free schools.
- The review of outreach provision.
- Enquiry into existing facility provision.

This has enabled dialogue between schools, Further Education colleges and the local authority and a solution focussed approach to consideration about arrangements for SEND provision in East Sussex, which is realistic about pressures and informed by shared ownership of the challenges.

1.2 Following consultation with local authoritiesⁱⁱ, in December 2016 the Department for Education released revised Schools and high needs national funding formulae. A previous analysis of the funding distribution across authorities, mapped against the proportion of young people with Education, Health and Care Plans demonstrated no clear correlation between funding and level of need. There is therefore a drive to match future distribution of HNB funding with each local authority's level of need. A further round of consultation closed in March 2017ⁱⁱⁱ setting out final proposals, which once again included the recommendation that local authorities keep special educational provision under review.

The review of the high needs block in East Sussex will build on existing momentum and collaborative work between the LA and schools as set out above (1.1). Staff responsible for inclusion and SEND in schools will lead working groups to collate thinking and discuss solutions informed by practice.

1.3 The Children and Families Act sets out its aspiration that local authorities must involve children and young people with SEND and their parents, in reviewing the special educational provision in their area. Additionally, when reviewing the services and provision in this way, local authorities must work with key partners, including a range of education providers. The partners who are required to co-operate with the local authority include:

- Governing bodies of maintained schools and proprietors of academies and free schools in the local area.
- Proprietors of non-maintained special schools, and of independent special schools and special post-16 institutions (section 41).
- Governing bodies of FE colleges and sixth form colleges.
- Any other person that makes special educational provision for CYP for whom the LA is responsible.

1.4 Through their review, local authorities have been advised to consider:

- Data on the range of SEN in the area, recent trends and likely changes in the future. In East Sussex this is informed by the Forecasting model.
- Evidence for how effectively the current pattern of SEN provision meets needs in the area.
- Evidence for how effectively the current pattern of SEN provision prepares children and young people for adult life.
- The range of SEN that would generally be met by mainstream providers; including EY, mainstream schools and academies, and post 16 institutions. In East Sussex this is set out through the SEND matrix of provision and need.^{iv}
- The range of SEN and disabilities which would be met by specialist providers.
- The range of SEN and disabilities which would be met by highly specialised providers, including those operating at a regional or national level.
- How best to address any gaps in provision identified by the review.
- How best to allocate resources to deliver this provision.

1.5 The outcomes of the review will be:

- a) A strategic plan for high needs provision that makes sure there is an attractive offer to meet the needs of future cohorts, at a cost that is sustainable. This might include:
 - i. Measures to support mainstream schools through workforce training or clear routes to specialist expertise.

- ii. Changes to the focus of existing specialist places to cater for different or more complex needs.
 - iii. The creation or expansion of specialist [provision attached to mainstream schools (special units or resourced provision).
 - iv. Identification of the need to create or expand special schools.
 - v. Strategic engagement with specialist providers in the non-maintained and independent sector.
- b) More effective collaboration between local authorities to secure efficient delivery of:
- i. SEN assessment and support services.
 - ii. Specialist provision for more complex needs.
 - iii. More standardised approaches to high needs top-up funding that facilitate better cost control and reductions in bureaucracy.
- c) better value for money in special schools and other specialist institutions

In East Sussex, the review will aim to draw together work already underway which has informed understanding about incidence and provision in all sectors over the past eighteen months:

- A Forecasting Model which predicts trends and numbers of pupils with SEND.
- The SEND Matrix of SEND provision and need.
- Head Teacher and SENCO breakfast briefings which engaged schools and the local authority in identifying solution focussed approaches to the challenges around the funding of SEN high needs top up in mainstream schools and academies.

Capital funding in the region of £1.8M has been provided annually over the next three years for the purpose of capital investment for new places in special and mainstream schools and academies, or improvements to special and mainstream schools and academies. Local authorities, through consultation with stakeholders, will decide how best to spend their allocation to meet local needs, consistent with the overall strategic plans that authorities have drawn up or will be developing. This work is already underway and coexists as part of the high needs funding review.

1.6 In East Sussex the review will be comprised of six strands:

Area 1) Mainstream High Needs Top-up

Review the current expenditure against children and young people who attend mainstream schools, with an EHCP (not including specialist facilities), who require additional support above and beyond the delegated SEN funding of £6k.

- Rates of top-up and how they align with the Matrix.
- Opportunities for funding non-statutory plans.
- Use of High Needs block funding for children at points of transition.
- Mechanisms for reviewing funding once allocated.
- Review of funding for children with Low Incidence Needs.
- Communication with parents about rates of top up and provision.

Area 2) Specialist Facilities in mainstream Schools

Review the current use, sufficiency and cost of provision in specialist facilities in mainstream schools

- Review of top-up rates across different specialist facilities.
- Development of a Single Value Top-Up rate.
- Development of a Matrix for Facilities.
- Identify opportunities for expanding facility provision.
- Develop a common understanding of facility provision.
- Support parity of provision across similar needs in different facilities.
- Seek the views of parents and carers on access to and quality of provision.

Area 3) Alternative Provision

Review the current use, sufficiency and cost of provision for children who are, or are at risk of being, excluded from school.

- Review of top-up rates across College Central and existing SVT.
- Review of impact of Dual –Registered provision on exclusions.
- Review the impact of Dual-Registered primary placements on reintegration rates.
- Identify opportunities for developing school-managed provision.
- Seek the views of parents and carers on access to and quality of provision.

Area 4) Special School provision

Review the current use, sufficiency and cost of provision for children who require special school provision, including those in Independent and Non-Maintained Special (INMS) schools.

- Review existing Single Value Top-up (SVT) across all special schools and determine future amounts.
- Explore methodologies to improve reintegration rates of children from special schools to mainstream.
- Review the use of INMS placements to determine value for money in delivering outcomes.
- Identify any required changes in existing provision to meet local need.
- Seek the views of parents and carers on access to and quality of provision.

Area 5) Post-16 provision

Review the current use, sufficiency and cost of provision for children who require special school provision, post-16.

- Review existing arrangements for the agreement of post-16 placements.
- Explore the development of different provision and methodologies for funding that moves away from individualised support.
- Review the use of INMS post-16 placements to determine value for money in delivering outcomes.
- Development of a Post-16 Matrix.
- Seek the views of parents and carers on access to and quality of provision.

Area 6) Referrals for statutory assessment

Review the current levels of referrals for statutory assessment for children and young people who attend mainstream schools.

- Rates of referrals across phases and year groups.
- Use of additional support plans prior to referral.
- Negotiations with children and young people and their families prior to referral.

Each strand will be led by a representative from school with expertise in SEND and Governance, who will coordinate and steer working groups comprised of school

representatives, Governors, parents and carers, and other service representatives (for example health and care). The working group representation will be fluid; dependent on context and area of review, with contributions based on representative's interest, knowledge and expertise in specific areas as these arise. Involvement of local authority officers from ISEND, Standards and Learning and Effectiveness Service, Capital projects and the finance team will contribute to the development of meeting objectives for each strand and implementing subsequent change.

ⁱ DfE SEND Code of Practice; chapter 4 2014

ⁱⁱ DfE High Needs national funding formula and other reforms. Government response and new proposals for consultation- stage two 2016

ⁱⁱⁱ DfE High Needs national funding formula and other reforms- Government response and new proposals for consultation- stage two 2016

^{iv} East Sussex SEND Matrix of Provision and Need, 2015

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Agenda Item 6

Report to: Schools Forum

Date: 14 July 2017

Title of Report: Funding for Admissions and Transport team

By: Jo Miles, Admissions and Transport Manager

Purpose of Report: To provide information on the expenditure on School Admissions and Transport

1. Background

1.1 This report provides information on the £486,500 DSG that relates to 'School Admissions' (£476,200) and 'Admissions Appeals' (£10,300). Please note that the Home to School Transport costs are not included as they are not funded from DSG.

2. Summary of Information

2.1 The below table provides a summary of the expenditure relating to Admissions and Transport.

Overview of expenditure	
Staffing	435,917
Transport	1,989
Supplies & Services	23,374
Internal Printing	14,920
Total	£476,200

2.2 The funding for **Staffing** relates to 10.8 FTE staff working across Admissions, Transport and Free School Meals.

2.3 **Transport** relates to staff travel (largely by public transport) to appeal hearings and meetings such as BAP and FAP panels, and such other school visits as may be required.

2.4 **Supplies and services** relates to a number of significant costs, including the following:

- **The composite prospectus** which the LA is legally required to provide in order to explain the Admissions process to parents. Although most parents now access this online, there is still a proportion of families who do not have internet access, or whose broadband connection is unreliable, and who need hard copies. Each family with a child due to start reception, junior school or

secondary school (and now also year 10) in the following September is also sent a leaflet drawing their attention to the need to apply for a school place.

- IT infrastructure costs such as **Tribal server licence**, which relates to the cost of licensing the pupil database (including the School Access Module and the parent portal) used to administer the admissions process.

2.5 **Internal printing** includes all documents printed in the Admissions & Transport team, chiefly, decision letters, free school meal review letters, and forms for parents to apply for school places, waiting lists and free school meals. The team communicate digitally wherever possible.

2.6 The table below provides a summary of the expenditure relating to Admissions Appeals:

Overview of expenditure	
Panel members expenses & travel	6,000
Other spend (venue, interpreter and panel member training costs)	4,300
TOTAL	10,300

2.7 The key activities of the Admissions & Transport team are described in **Appendix 1**.

3.0 Benchmarking information

3.1 Benchmarking information is attached in **Appendix 2**. However, it is not possible to extract comparative data from published returns as in many authorities admissions, transport and FSM are administered by different teams, and in some urban authorities there is very little requirement for mainstream home to school transport, as distances and public transport links are such that very few children qualify. Some admission teams are also responsible for assisting with the administration of selection at 11+.

Key Activities of the Admissions & Transport team

<p>Phased Transfer Admissions</p>	<ul style="list-style-type: none"> • co-ordinating the annual admissions exercises for reception, year 3 (of junior schools) and year 7 entry for all maintained schools and academies in East Sussex. These relate to approximately 6000, 750, and 5,500 applicants respectively. • Administering approximately 5,000 in year admissions every year. • notifying parents of schools with atypical age range admissions, and co-ordinating admissions for these. • uploads admissions information to SAM so that schools are able to access it, and provides support and advice for schools in so doing.
<p>Free school meals</p>	<ul style="list-style-type: none"> • responsibility for assessing eligibility for free school meals and home to school transport (in respect of mainstream schools) entitlement. There are approximately 7,500 applications for FSM and 11,000+ decisions are made in respect of home to school transport eligibility per annum
<p>Appeals</p>	<ul style="list-style-type: none"> • prepares and presents approximately 300 admission appeals every year as well as 50-100 transport panel cases • responsibility for SEND transport panel cases (pre- and post-16) and is represented on the Discretionary Home to school transport panel.
<p>Strategy/policy</p>	<ul style="list-style-type: none"> • responsible for formulating the County Council's proposed admission arrangements for consultation with the public and decision by elected members. • contributes to school places planning for East Sussex, providing management information in respect of oversubscription levels and demand for places, as well as the legal requirements in respect of admission numbers, and negotiating the provision of additional places where needed, or the dispersal of displaced children in the event of school closures. • statutory responsibility for monitoring the arrangements of schools and academies which are their own admission authority and ensuring that all establishments comply with the statutory requirements of the School Admissions Code. A report is submitted each June to the Office of the Schools Adjudicator in respect of this. • responsible for consulting on any proposed changes to home to school transport policy and/or home to school transport arrangements. • statutory duty to publish a 'composite prospectus' by 12 September each year detailing the admission arrangements of all the state-funded schools in the local authority area to which parents can apply. • updating the County Council's website to ensure that the relevant Admissions and Transport information is kept up to date
<p>Fair Access Protocol (FAP)</p>	<ul style="list-style-type: none"> • Statutory responsibility for administering the FAP process fairly and liaising with schools and ESBAS to ensure that suitable placements are found for the most vulnerable children.

	<ul style="list-style-type: none"> The Admissions & Transport team is also responsible for reviewing and updating the protocol and consulting with schools and colleagues about proposed changes.
Deferred Admissions	<ul style="list-style-type: none"> responsible for managing the process for deferred admission for summer born children for around 30-40 parents per year group. Seeking advice from relevant professionals in order to make decisions in the best interests of the individual child.
Contact Volumes	<ul style="list-style-type: none"> The team also deals with approximately 30,000 telephone calls from parents each year as well as 70 complaints and 2-10 Local Government Ombudsman cases. There are also in the region of 20 Freedom of Information requests as well as 5-10 press enquiries around each national offer day.

Benchmarking information

Appendix 2

	Pupil numbers: Total State Funded Schools	Number of Total State Funded Schools	Staff Total	Pupils/ FTE	Schools/ FTE	FSM	Transport
Southampton	29,895	66	4.6	6,499	14	No	No
West Sussex	107,918	269	13.0	8,301	21	No	No
Buckinghamshire	81,208	219	21.6	3,760	10	No	Yes
Wokingham	25,000	61	5.8	4,310	11	No	No
East Sussex	64,558	181	10.8	5,978	17	Yes	Yes
<i>East Sussex (excl. FSM and Transport)</i>	<i>64,558</i>	<i>181</i>	<i>6.5</i>	9,932	28	<i>No</i>	<i>No</i>

As can be seen from the table, two authorities have a higher pupils/ FTE ratio than East Sussex, but only one has more schools per FTE members of staff. However, neither of these teams deal with Free School Meals or Home to School Transport, and West Sussex have a separate team dealing with the Fair Access Protocol as well. If you exclude these activities, East Sussex would have approximately 6.5 FTE staff members dealing with admissions, rather than 10.8 – as shown in the bottom row.

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Agenda Item 7



Report to: Schools Forum

Date: 14th July 2017

Title of Report: East Sussex Funding Formula Working Group Update

By: Ed Beale

Purpose of Report: To update and make recommendations to Schools Forum on proposals for the East Sussex Schools Funding Formula for 2018/19

Recommendation: Schools Forum is asked to consider the working group proposals that will be presented for consultation with all schools and academies with regard to the local funding formula for 2018/19

Working Group Membership

Schools Forum Representatives; John Greenwood, Jane Johnson, Hugh Henneby, Keith Pailthorpe and Monica Whitehead.

LA Officers; Jill Fisher, Ed Beale and Kirsten Coe

1. Background

1.1 The Government has previously made clear their intention to review and revise the way that funding is allocated to schools with the objective of introducing a National Funding Formula (NFF).

1.2 There will be a 'soft' introduction of the NFF for 2018/19, leading to a 'hard' NFF for the schools block from 2019/20. For 2018/19, the NFF will be used to calculate 'notional' budgets for schools which will be aggregated up to a total East Sussex allocation. The Local Authority will then distribute using a local formula to apportion funding between schools.

1.3 With the exception of the 2017/18 formula, which was unchanged due to the NFF consultation process, East Sussex has worked each year with schools and Schools Forum to agree a local formula that has apportioned the funding as appropriately and effectively as possible for the schools and academies in East Sussex.

1.4 Options for consideration by the FFWG include how to manage the transition for the 2018/19 formula from the current to the 'hard' NFF, principally whether to:

- (a) Retain the current formula,
- (b) Introduce a 'step' change between the current and NFF rates, or
- (c) Fully implement NFF rates in the 'soft' formula.

2. Progress and Supporting Information.

2.1 The working group held an initial meeting on Tuesday 13th June 2017 at which, the aims and objectives were confirmed and the principles of what the group were working towards clarified. The principles being that if any changes were to be made, the funding would be directed towards pupil characteristics. The objective would be to move the rates in the direction of the NFF proposals without creating undue turbulence to East Sussex schools.

2.2 To give some context and aid the decision making process, documents showing comparisons with ESCC's statistical neighbours were provided along with comparisons of where ESCC 'sits' compared to all other Local Authorities.

2.3 The FFWG requested LA officers to model a series of exemplifications based on a range of proposals that would be discussed and reviewed at the next meeting. The minutes of the meeting can be found in **Appendix A**.

2.4 A summary comparing the ESCC funding rates with statistical neighbours in relation to those factors that form part of the recommended proposals can be found in **Appendix B**.

2.5 The second FFWG meeting took place on Tuesday 27th June 2017. All of the proposals were looked at in detail, the effects that each of the proposals could have were analysed and whether the proposal linked back to the aims and principles that were trying to be achieved was discussed.

2.6 During these discussions, some additional scenarios were considered for both the Primary and Secondary Phase. The FFWG then made final decisions regarding their recommendation to Forum for consideration in this paper. The minutes of this meeting can be found in **Appendix C**.

3. Recommendation:

3.1 Schools Forum is asked to consider the following proposals prior to them being taken forward for consultation with all schools and academies.

3.2 The consultation will be issued to the relevant phase i.e. the Primary proposal will be sent to Primary phase and the Secondary proposal will be sent to Secondary phase. All through schools will be sent, and be able to respond to, BOTH proposals.

3.3 If, following the consultation with all schools and academies, the proposals are rejected then the existing formula will remain for a further year.

Primary Phase Proposal:

Reduce the lump sum per school by £4,000 to £138,000 and reduce FSM Deprivation by £100,000. Increase Prior Attainment 'pot' by £100,000, allocate £100,000 to EALs, and allocate the remaining £508,000 to the per pupil 'pot'.

Secondary Phase Proposal:

Reduce the lump sum per school by £7,000 to £138,000, increase the Prior Attainment 'pot' by £101,500 the per pupil 'pot' by £101,500.

Appendix D illustrates the Primary Phase proposal and **Appendix E** the Secondary Phase proposal.

3.4 The consultation will take place between 17 July and 15 September. The result of the consultation will be brought back to Forum on 29 September where Forum will make a final recommendation to Lead Member.

Meeting: Funding Formula Working group

Date: Tuesday 13th June 2017

Time: 8.30-10.30

Venue: Wellshurst Golf Club, Horam,

Attendees: Jane Johnson, Hugh Hennebry, Keith Pailthorpe, Monica Whitehead , Ed Beale, Kirsten Coe and Jill Fisher

Apologies: John Greenwood

1.0 Aim of the Funding Formula working Group

To review the current funding factors and unit rates used by ESCC for 2017/18 and consider whether it is appropriate to retain these factors at their current level for 2018/19.

In addition to this, alternative proposals raised by the group included:

- Investigate making amendments to the funding factors and rates to become more aligned to the potential NFF factors and rates.
- Consider how the available funding factors can be used to offer maximum support and benefit to the children in East Sussex schools.

The Group recognised that it would be difficult to manage the impact on all phases, types and sizes of schools without specific knowledge relating to the National Funding Formula (NFF) or any strategic reviews of schools in East Sussex.

In light of the Conservative policy that ‘no school will lose funding’ the Group considered the benefit of striving for minimal increases and trying to ‘hold’ any decreases to schools funding in order to try and achieve maximum protection for East Sussex schools as the NFF approaches. It was accepted that not losing funding was effectively still a cut in real terms as schools continue to struggle with rising costs.

2.0 Review of data sent prior to meeting

This included the timeline, which set out the timescales from this initial meeting to submitting the funding formula to the DfE, analysis of local authorities schools block funding formula and Funding Rates summary. When looking at the analysis of the ESCC rates compared to all other Local Authorities, it was noted that ESCC Deprivation and Per Pupil rate were lower than the average.

3.0 Observations and Proposals

The Group considered the introduction of an EALS factor to the Primary Phase which could have long term benefits to pupils when reaching the Secondary Phase.

- There was a general agreement that ideally more funding should be focused to prior attainment to support pupil's final outcomes.
- The Group asked LA officers to look into the impact of starting to align KS3 and KS4 rates towards the potential National Funding Formula Rates bearing in mind the expected increase in KS3 numbers.
- The Group acknowledged that the lump sum is an important factor and more significant to smaller schools.
- They also recognised the difference in School 'set ups' for individual academies / maintained schools, multi academy trusts, federated schools and the different effects any change to the lump sum has on these groups.
- There was an agreement that any potential increase in pupil rates in general and a decrease in lump sum could benefit the outcomes of a greater number of pupils.

4.0 Action Summary

- Investigate the effectiveness of EAL spending in Primary schools.
- To model the scenarios below and to review any potential impact to schools and academies.
- To have follow up meeting on the 27th June to discuss scenario's.

5.0 Actions Primary

Scenario 1 – Increase prior attainment unit rate by 1.5%, decrease deprivation accordingly.

Scenario 2 – Decrease lump sum by £2,000 and move to per pupil pot.

Scenario 3 – Decrease lump sum by £7,000 and move to per pupil pot.

Scenario 4 - Decrease lump sum by £2,000, increase prior attainment

Scenario 5 – Decrease lump sum by £7,000, increase prior attainment

Scenario 6 – Decrease lump sum by £2,000, increase prior attainment, introduce EAL

Scenario 7 – Decrease lump sum by £7,000, increase prior attainment, introduce EAL and increase per pupil pot.

**After the meeting had concluded, an additional request was made to provide another scenario (Scenario 8)

Scenario 8 – Decrease lump sum by £7,000, increase per pupil pot. In addition to this, reduce Deprivation and introduce funding for EAL pupils.

6.0 Actions Secondary

Scenario 1 – Increase prior attainment unit rate by 1.5%, decrease deprivation accordingly.

Scenario 2 – Decrease lump sum by £5,000 and move to per pupil pot.

Scenario 3 – Decrease lump sum by £10,000 and move to per pupil pot.

Scenario 4 - Decrease lump sum by £5,000, increase prior attainment

Scenario 5 – Decrease lump sum by £10,000, increase prior attainment

Scenario 6 – Decrease lump sum by £5,000, increase prior attainment and increase per pupil pot.

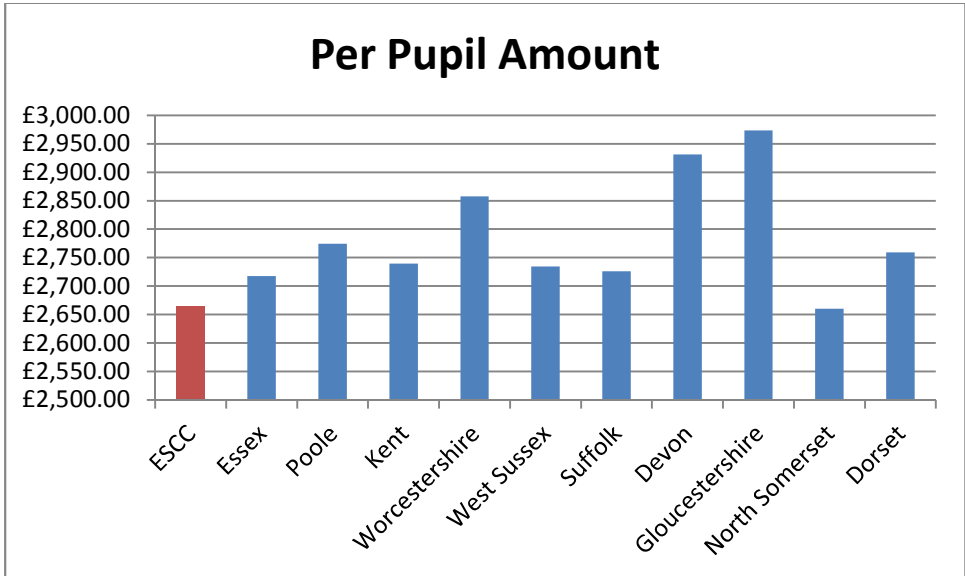
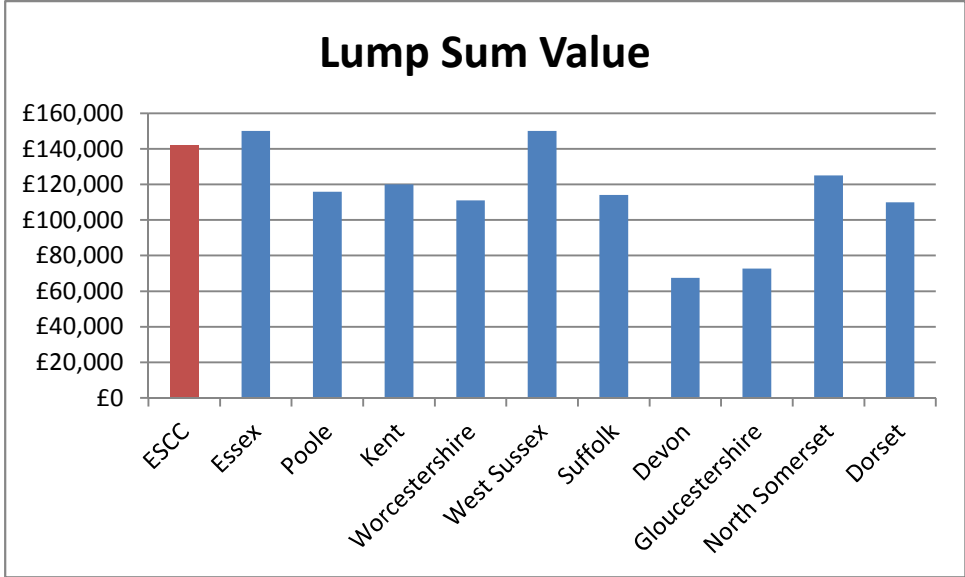
Scenario 7 – Decrease lump sum by £10,000, increase prior attainment and increase per pupil pot.

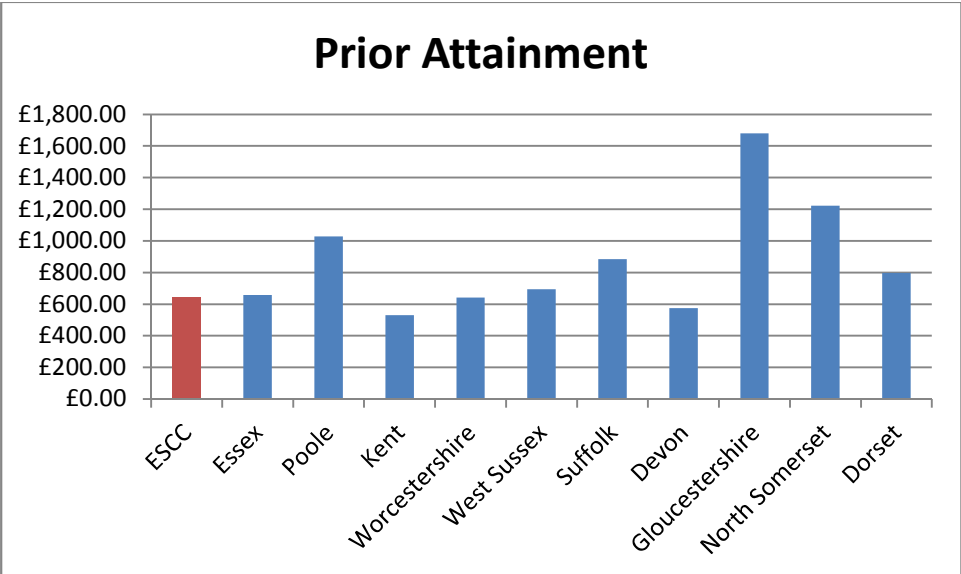
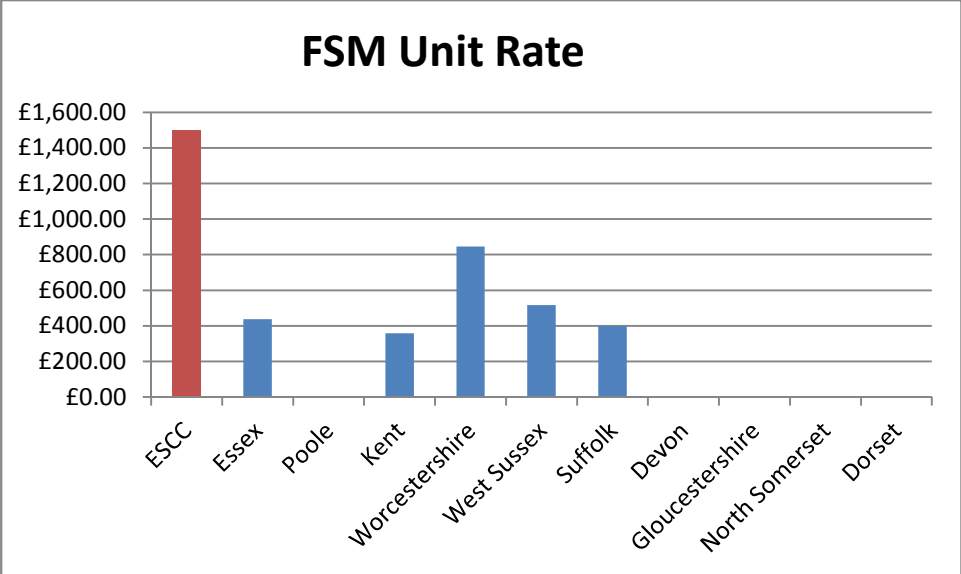
Scenario 8 – Reduce KS4 per pupil rate increase KS3 per pupil rate.

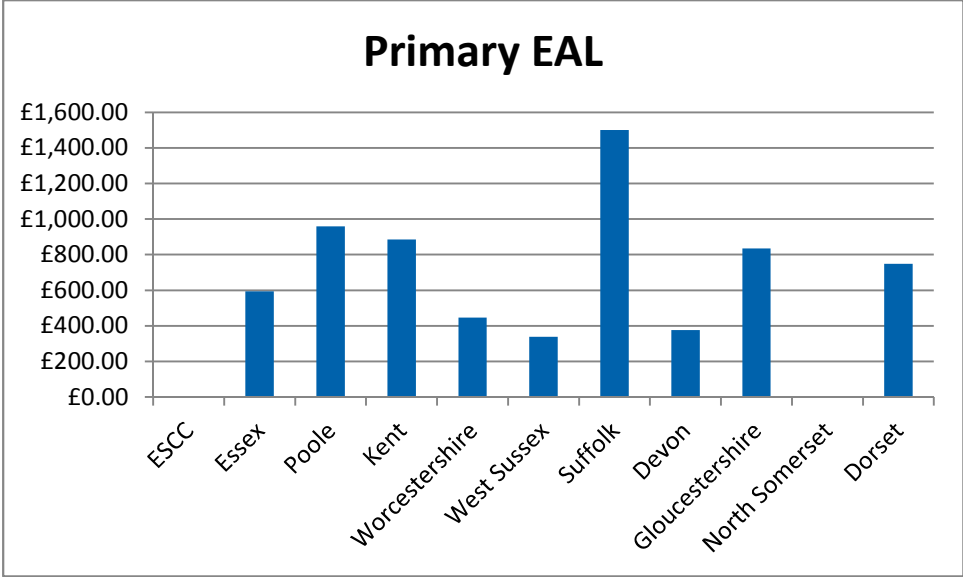
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Comparison of ESCC with statistical neighbours:

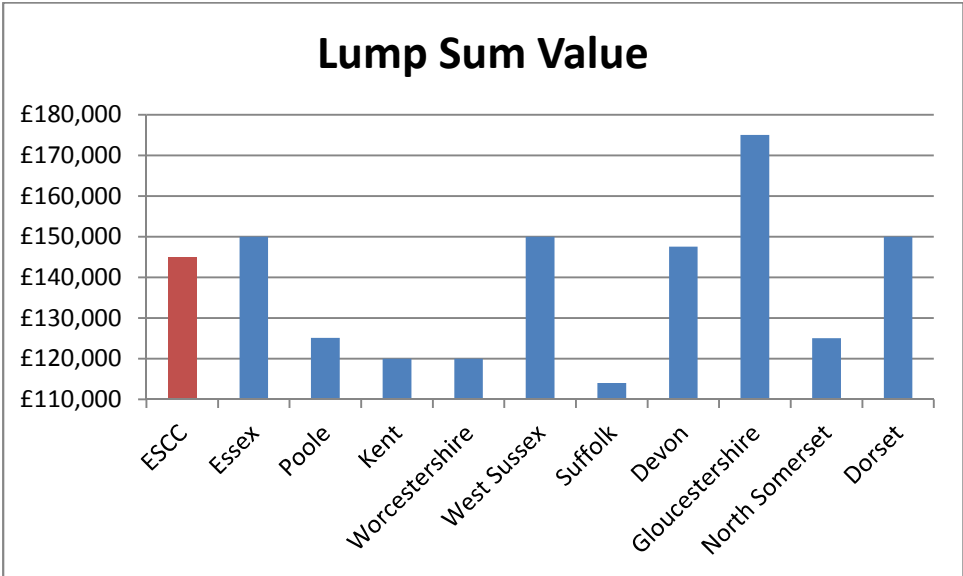
Primary Phase:

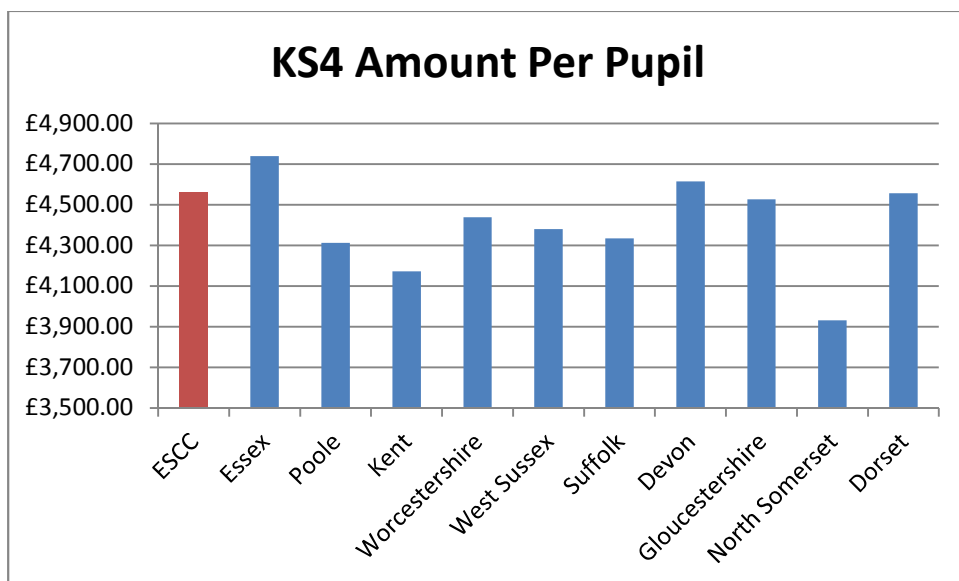
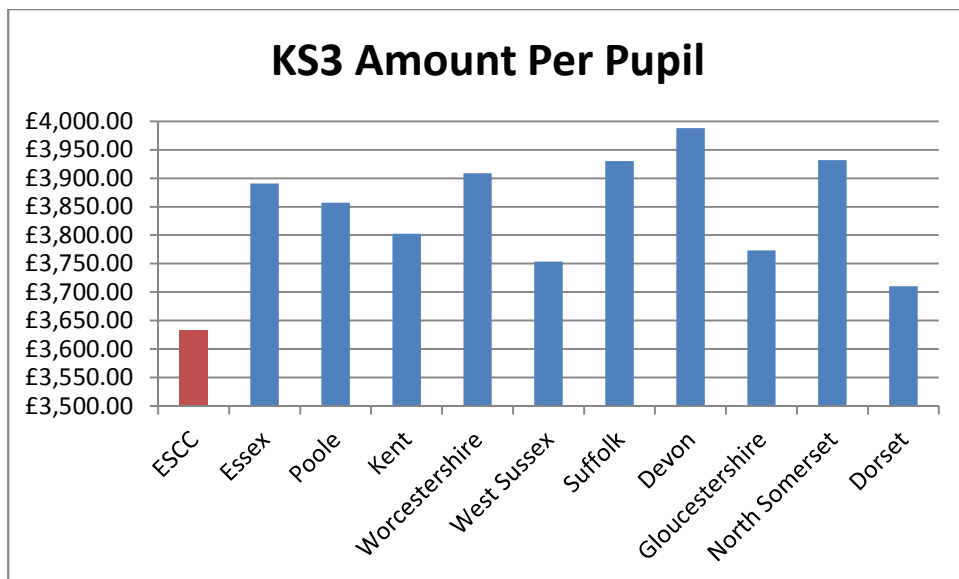


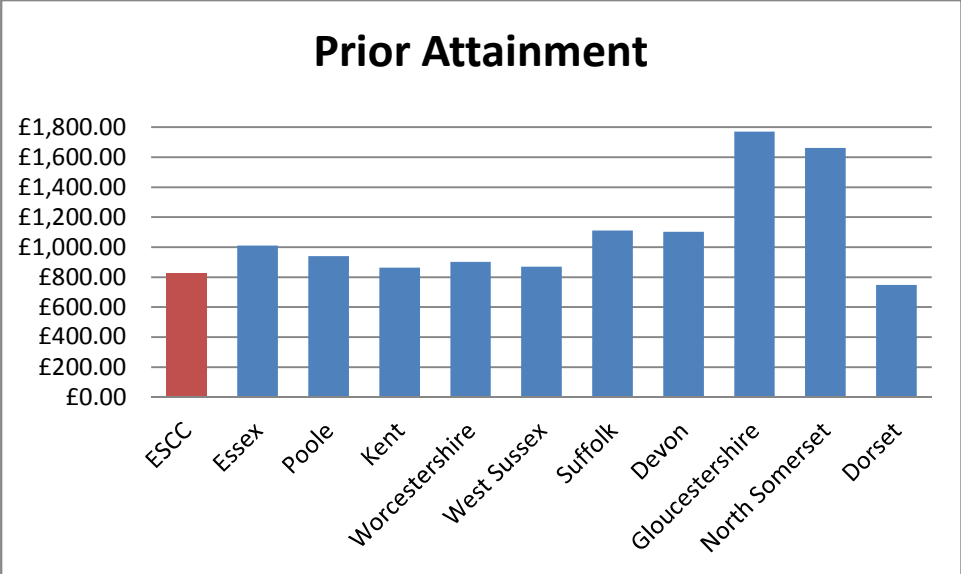




Secondary Phase:







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Meeting: Funding Formula Working group

Date: Tuesday 27th June 2017

Time: 8.30-10.30

Venue: Wellshurst Golf Club, Horam,

Attendees: Jane Johnson, Hugh Hennebry, Keith Pailthorpe, Monica Whitehead , Ed Beale, Kirsten Coe and Jill Fisher

Apologies: John Greenwood

1.0 Aim of the Funding Formula working Group

To review the current funding factors and unit rates used by ESCC for 2017/18 and consider whether it is appropriate to retain these factors at their current level for 2018/19.

In addition to this, alternative proposals raised by the group included:

- Investigate making amendments to the funding factors and rates to become more aligned to the potential NFF factors and rates.
- Consider how the available funding factors can be used to offer maximum support and benefit to the children in East Sussex schools.

2.0 Review of data sent prior to meeting

Following on from the initial meeting, data was emailed prior to this meeting showing the individual School effect of the 8 Primary and 8 Secondary scenarios'. A summary analysis was also provided which showed the number of schools that would 'lose' or 'gain' from each of the scenarios and the monetary amounts that these would equate to.

Discussions took place to reaffirm what the main principles the working group were using when deciding the potential scenarios to put forward as recommendations. These were, where possible, to move towards the potential NFF rates using a small stepped change approach and also to direct funding based more on pupil characteristics and not just the size of the school i.e. NOR

Each scenario was looked at in turn and the financial impacts discussed. A number of observations were made as shown below;

Observations of the data

- It was noted how the pupil characteristics affected the amount the budget would change by. i.e. Changes to funding were not caused just by the NOR that a school has.
- The exemplifications showed that a reduction in lump sum of £7k for primary schools would be too much of a change and have too big an impact financially.
- It was agreed that caution needed to be taken to make sure that no pupils were under funded, however it was felt that we should be supporting pupil requirements and not establishments.

- The Group acknowledged that the increasing of the prior attainment rate was a high priority and therefore required a higher value than it currently has.
- Overall, in keeping with the intended aims of the working group, it was felt that moving the rates towards the proposed NFF was the right thing to do and that we should be preparing schools with a small step change.
- It was decided that the movement of monies between KS3 and KS4 did not have the desired effect. It gave too much turbulence and there was too much 'second guessing' of the outcome of the NFF in this specific example.
- Primary phase – It was acknowledged that overall any change to the lump sum had a negative effect on smaller schools. Therefore, in order to lessen the impact, a number of additional scenarios were looked at in keeping with the group's aims.
- Secondary phase – Any changes made, had a negative effect on Schools that were known to be struggling already.

4.0 Primary Outcome

After discussing all the scenarios, it was felt an amended version of Primary scenario 8, would best achieve the aims of the group.

Move £100,000 from Deprivation FSM to Prior Attainment
 Reduce the lump sum per school by £4,000 to £138,000
 To introduce an EAL's factor with £100,000 in the pot
 To increase the per pupil pot by the remaining £508,000

5.0 Secondary Outcome

After discussing all the scenarios, it was felt an amended version of Secondary scenario 7, would best achieve the aims of the group.

Reduce the lump sum per school by £7,000 to £138,000
 Increase the per pupil pot by £101,500
 Increase the Prior attainment pot by £101,500

6.0 School Forum 14th July

It was agreed that we would go to School's Forum with 2 proposals for each phase. Either no change, or the change listed above for each phase.

7.0 General Comments regarding the DSG funding

- It was commented on that the Funding Formula working group were only moving small amounts of money and that any inter block transfers could have far greater an impact.

School - Alphabetical Order	Oct '16 NOR	EXCLUDES POST 16 AND SPECIALIST PROVISION FUNDING			
		EXCLUDING MFG		INCLUDING MFG	
		Change from 17/18 to alternative revised 2017/18 Budget Share (£)	Per pupil change from revised 2017/18 (£)	Change from 17/18 to alternative revised 2017/18 Budget Share (£)	Per pupil change from revised 2017/18 (£)
Alfriston School	99	-2,632	-27	-249	-3
All Saints' and St Richard's Church of England Primary School	61	-3,070	-50	-185	-3
All Saints Church of England Junior Academy, Hastings	230	-682	-3	-94	0
All Saints Church of England Primary School - Bexhill	200	-1,518	-8	83	0
Annecy Catholic Primary School, Seaford	198	-634	-3	-119	-1
ARK Blacklands Primary Academy	543	4,489	8	-9	0
ARK Little Ridge Primary Academy	409	3,145	8	-98	0
Ashdown Primary School	433	2,654	6	-4,000	-9
Barcombe Church of England Primary School	127	-2,138	-17	-238	-2
Battle and Langton Church of England Primary School	463	2,965	6	2,414	5
Beckley Church of England Primary School	102	-2,439	-24	143	1
Blackboys Church of England Primary School	110	-2,292	-21	-2,292	-21
Bodiam Church of England Primary School	104	-2,429	-23	878	8
Bonnars Church of England Primary School	117	-2,404	-21	519	4
Bourne Primary School	442	10,886	25	3,071	7
Breakwater Academy	202	-644	-3	211	1
Brede Primary School	134	-2,341	-17	125	1
Broad Oak Community Primary School	119	-2,303	-19	-650	-5
Burwash C of E School	168	-1,570	-9	-1,570	-9
Buxted C of E Primary School	187	-1,245	-7	-17	0
Castledown Community Primary and Nursery School	406	717	2	-89	0
Catsfield Church of England Primary School	108	-2,384	-22	-426	-4
Chantry Community Primary School	209	-1,229	-6	-1,229	-6
Chiddingly Primary School	100	-2,929	-29	864	9
Christ Church, Church of England Primary School	416	4,481	11	-60	0
Churchwood Primary Academy	206	-1,940	-9	99	0
Chyngton School	428	2,864	7	15	0
Cradle Hill Community Primary School	473	2,733	6	141	0
Cross in Hand Church of England Primary School	298	264	1	264	1
Crowhurst C of E Primary School	109	-2,495	-23	-1,526	-14
Dallington Church of England Primary School	103	-2,402	-23	18	0
Danehill Church of England Primary School	79	-2,839	-36	-1,572	-20
Denton Community School	236	-634	-3	-43	0
Ditchling (St Margarets) Church of England Primary School	135	-1,758	-13	-254	-2
Dudley Infant Academy	178	-984	-6	8	0
East Hoathly C of E Primary School	102	-2,669	-26	-2,091	-20
Etchingam Church of England Primary School	113	-2,373	-21	11	0
Firle Church of England Primary School	92	-2,683	-29	-60	-1
Five Ashes C of E Primary School	53	-3,249	-61	-336	-6
Fletching Church of England Primary School	67	-3,001	-45	-894	-13
Forest Row Church of England Primary School	226	-424	-2	-7	0
Framfield Church of England Primary School	100	-2,395	-24	62	1
Frant Church of England Primary School	98	-2,554	-26	-251	-3
Gildredge House	274	5,185	19	5,185	19
Glenleigh Park Academy	348	13	0	298	1
Groombridge St Thomas' Church of England Primary School	204	-976	-5	-98	0
Grovelands Community School	627	5,673	9	-66	0
Guestling-Bradshaw Church of England Primary School	217	-670	-3	-78	0
Hailsham Primary Academy	68	-3,440	-51	3,832	57
Hamsey Community Primary School	98	-2,536	-26	-60	-1
Hankham Primary School	142	-1,972	-14	-115	-1
Harbour Primary School & Nursery	455	3,406	7	-34	0

School - Alphabetical Order	Oct '16 NOR	EXCLUDES POST 16 AND SPECIALIST PROVISION FUNDING			
		EXCLUDING MFG		INCLUDING MFG	
		Change from 17/18 to alternative revised 2017/18 Budget Share (£)	Per pupil change from revised 2017/18 (£)	Change from 17/18 to alternative revised 2017/18 Budget Share (£)	Per pupil change from revised 2017/18 (£)
Harlands Primary School	206	-772	-4	38	0
Hawkes Farm Academy	417	2,350	6	-116	0
Hellingly Community Primary School	240	-371	-2	-93	0
Heron Park Primary Academy	383	4,301	11	227	1
Herstmonceux Church of England Primary School	205	-1,154	-6	-1,154	-6
High Hurstwood Church of England Primary School	102	-2,376	-23	-173	-2
Hollington Primary Academy	378	1,538	4	25	0
Holy Cross Church of England Primary School	105	-2,542	-24	-434	-4
Hurst Green Church of England Primary School	113	-2,419	-21	122	1
Icklesham Church of England Primary School	119	-2,388	-20	-125	-1
Iford & Kingston Church of England Primary School	192	-942	-5	323	2
Jarvis Brook School	188	-1,607	-9	92	0
King Offa Primary Academy	403	2,076	5	157	0
Langney Primary School	520	3,229	6	98	0
Laughton Community Primary School	100	-2,516	-25	-318	-3
Little Common School	612	4,869	8	-79	0
Little Horsted Church of England Primary School	107	-2,250	-21	15	0
Manor Primary School	404	2,479	6	-40	0
Mark Cross Church of England Primary School	101	-2,461	-24	-174	-2
Marshlands Primary Academy	150	-2,062	-14	-603	-4
Mayfield Church of England Primary School	154	-1,750	-11	-1,750	-11
Maynards Green Community Primary School	216	-708	-3	53	0
Meridian Primary School	419	2,762	7	277	1
Motcombe Community School	359	3,339	9	-354	-1
Netherfield C of E Primary School	145	-1,951	-13	170	1
Newhaven Primary Academy	80	-2,811	-35	1,813	23
Newick Church of England Primary School	222	-694	-3	-95	0
Ninfield Church of England Primary School	153	-1,708	-11	-302	-2
Northiam Church of England Primary School	80	-2,924	-37	-2,924	-37
Nutley Church of England Primary School	88	-2,712	-31	-190	-2
Oakwood Academy	378	3,040	8	-7	0
Ocklynge Junior School	819	9,504	12	-149	0
Ore Village Primary Academy	316	130	0	-227	-1
Park Mead Primary School	109	-2,529	-23	-24	0
Parkland Infant School	180	-1,116	-6	53	0
Parkland Junior School	234	-791	-3	-159	-1
Parkside Community Primary School	204	-982	-5	-982	-5
Pashley Down Infant School	271	2,182	8	-60	0
Peacehaven Heights Primary School	411	3,035	7	-70	0
Peasmarsh Church of England Primary School	84	-2,929	-35	-2,929	-35
Pebsham Community Primary Academy	195	-1,508	-8	44	0
Pells Church of England Primary School, Lewes	54	-3,430	-64	-1,662	-31
Pevensey and Westham C of E Primary School	419	1,757	4	1,757	4
Plumpton Primary School	102	-2,396	-23	-2,083	-20
Polegate School	455	2,913	6	208	0
Punnetts Town Community Primary School	103	-2,381	-23	141	1
Ringmer Primary School	271	-248	-1	-60	0
Robsack Wood Primary Academy	416	1,848	4	118	0
Rocks Park Primary School	210	-972	-5	-972	-5
Rodmell Church of England Primary School	38	-3,427	-90	-881	-23
Roselands Infants School	269	1,407	5	-160	-1
Rotherfield Primary School	189	-861	-5	355	2

Reduce lump sum by £4k, reduce FSM 'pot' by £100k, increase Prior Attainment 'pot' by £100k, introduce an EAL's 'pot' of £100k and reallocate the remaining £508k to the per pupil 'pot'.	EXCLUDES POST 16 AND SPECIALIST PROVISION FUNDING				
	Oct '16 NOR	EXCLUDING MFG		INCLUDING MFG	
		Change from 17/18 to alternative revised 2017/18 Budget Share (£)	Per pupil change from 2017/18 to revised 2017/18 (£)	Change from 17/18 to alternative revised 2017/18 Budget Share (£)	Per pupil change from 2017/18 to revised 2017/18 (£)
School - Alphabetical Order					
Rye Community Primary School	367	682	2	-6	0
Sacred Heart Catholic Primary School, Hastings	211	-183	-1	-183	-1
Salehurst Church of England Primary School	204	-1,275	-6	101	0
Sandown Primary School	452	552	1	94	0
Seaford Primary School	478	3,550	7	-76	0
Sedlescombe C of E Primary School	219	-915	-4	-148	-1
Shinewater Primary School	427	3,929	9	-51	0
Silverdale Primary Academy	623	5,563	9	-79	0
Sir Henry Fermor Church of England Primary School	371	1,306	4	1,306	4
South Malling C of E Primary School	263	44	0	128	0
Southover C of E Primary School	351	1,786	5	1,786	5
St Andrew's Church of England Infants School, Eastbourne	300	1,993	7	1,993	7
St John's Church of England Primary School, Crowborough	210	-1,024	-5	-60	0
St John's Meads Church of England Primary School	217	-152	-1	-78	0
St Leonards C of E Primary Academy	399	3,472	9	41	0
St Mark's Church of England Primary School, Hadlow Down	91	-2,757	-30	169	2
St Mary Magdalene's Catholic Primary School, Bexhill-on-Sea	248	1,836	7	351	1
St Mary Star of the Sea Catholic Primary School	222	952	4	-113	-1
St Mary the Virgin Church of England Primary School, Hartfield	88	-2,603	-30	177	2
St Marys Catholic Primary School, Crowborough	204	-452	-2	39	0
St Michael's Church of England Primary School, Playden	95	-2,622	-28	-219	-2
St Michael's Primary School, Withyham	89	-2,591	-29	-422	-5
St Pancras Catholic Primary School, Lewes	130	-2,145	-17	304	2
St Paul's Church of England Primary School	625	5,558	9	-54	0
St Peter and St Paul C of E Primary School	413	3,347	8	-41	0
St Peter's Church of England Primary School, Chailey	132	-1,750	-13	562	4
St Philip's Catholic Primary School, Uckfield	206	-518	-3	-60	0
St Thomas à Becket Catholic Infant School, Eastbourne	209	4,297	21	-60	0
St Thomas à Becket Catholic Junior School, Eastbourne	266	1,670	6	1,670	6
St Thomas' Church of England Primary School, Winchelsea	150	-1,885	-13	-112	-1
Stafford Junior School	411	2,583	6	2,583	6
Staplecross Methodist Primary School	103	-2,538	-25	719	7
Stone Cross School	415	1,865	4	-125	0
Stonegate Church of England Primary School	107	-2,470	-23	-60	-1
Telscombe Cliffs Community Primary School	599	5,655	9	62	0
The Baird Primary Academy	414	1,917	5	248	1
The Cavendish	238	4,842	20	4,842	20
The Haven	437	3,331	8	251	1
Ticehurst C of E Primary School	114	-2,195	-19	-161	-1
Tollgate Community Junior School	404	1,954	5	1,954	5
Wadhurst C of E Primary School	299	658	2	-150	-1
Wallands Community Primary School	423	2,405	6	-142	0
West Rise Community Infant School	269	289	1	398	1
West Rise Junior School	298	-249	-1	285	1
West St Leonard's Primary Academy	405	1,630	4	-31	0
Western Road Community Primary School	202	-1,059	-5	-118	-1
Westfield School	211	-938	-4	-238	-1
White House Primary Academy	192	-1,182	-6	298	2
Willingdon Primary School	459	2,751	6	19	0
Wivelsfield Primary School	172	-1,583	-9	401	2

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Reduce lump sum by £7,000, Increase Per Pupil 'Pot' by £101,500, Increase Prior Attainment 'Pot' by £101,500		EXCLUDES POST 16 AND SPECIALIST PROVISION FUNDING						
School - Alphabetical Order	Oct '16 NOR	Change from 17/18 to alternative revised 2017/18 Budget Share (£)	Revised 17/18 Budget Share per pupil (£)	Per pupil change from 2017/18 to revised 2017/18 (£)	Change from 17/18 to alternative revised 2017/18 Budget Share (£)	Revised 17/18 Budget Share per pupil (£)	Per pupil change from 2017/18 to revised 2017/18 (£)	
ARK William Parker Academy	610	-983	5,114	-2	-1,101	5,125	-2	
Beacon Community College	992	1,661	4,606	2	-320	4,667	0	
Bexhill High School	1066	2,469	4,917	2	-408	5,100	0	
Chailey School	724	-1,662	4,684	-2	385	4,765	1	
Claverham Community College	1144	1,390	4,600	1	-159	4,665	0	
Eastbourne Academy	596	-514	5,433	-1	-425	5,521	-1	
Gildredge House	580	-2,848	4,522	-5	-2,848	4,557	-5	
Hailsham Community College	950	2,152	4,743	2	28	4,918	0	
Hastings Academy	840	1,380	5,272	2	-105	5,473	0	
Heathfield Community College	1067	868	4,564	1	-150	4,661	0	
Helenswood Academy	760	-122	5,264	0	-122	5,264	0	
Peacehaven Community School	849	1,145	6,192	1	-287	6,226	0	
Priory School, Lewes	1152	1,122	4,497	1	-141	4,514	0	
Ratton School	1169	3,474	4,702	3	9	4,758	0	
Ringmer Academy	485	-2,580	5,029	-5	-841	5,047	-2	
Robertsbridge Community College	678	-1,839	4,711	-3	259	4,781	0	
Rye College	636	-1,169	4,846	-2	-148	4,906	0	
Rye Studio School	41	-6,560	8,338	-160	853	8,842	21	
Seaford Head Community College	1151	2,576	4,672	2	-105	4,798	0	
Seahaven Academy	515	-1,848	5,021	-4	116	5,243	0	
St Leonards Academy	1340	5,499	5,032	4	229	5,229	0	
St Richard's Catholic College, Bexhill-on-Sea	1010	11	4,489	0	-8	4,515	0	
The Bishop Bell Church of England School	1045	1,231	4,720	1	-45	4,796	0	
The Causeway School	606	-978	5,380	-2	-864	5,445	-1	
The Cavendish School	795	-132	4,773	0	-132	5,124	0	
Uckfield Community College	1337	2,310	4,597	2	-146	4,612	0	
Uplands Community College	697	-1,426	4,782	-2	-269	4,818	0	
Willingdon Community School	995	1,462	4,715	1	58	4,779	0	

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Agenda Item 7



Report to: Schools Forum

Date: 14th July 2017

Title of report: Schools Forum Constitution

By: Jill Fisher, Finance Manager Strategy and Schools

Purpose of report: To brief the Schools Forum on the constitution of the Schools Forum

1. Background

- 1.1 Under the National Funding Formula, when the 'hard' formula is implemented, the role of Schools Forum is expected to change (though this is still to be confirmed). However, in the meantime, the role of Schools Forum continues in the current format.
- 1.2 Appendix A sets out the Constitution of Schools Forum, amongst which, is the current Schools Forum membership structure and guidance on Schools Forum.
- 1.3 The Schools Forum membership structure must remain representative and broadly proportionate to pupil numbers. Therefore, as and when schools become academies, the membership is reviewed in order to ensure that appropriate representation continues.
- 1.4 There have been a number of schools that have become academies over the last twelve months and with this in mind, the membership structure has been reviewed.
- 1.5 Using actual pupil numbers as the basis for representation, at this stage there is no requirement to amend the current structure. Details of the current structure can be found on Appendix B of the Schools Forum constitution document.

2. Recommendation

- 2.1 Schools Forum to note the Schools Forum constitution.

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The East Sussex Schools Forum

Constitution of the East Sussex Schools Forum
In compliance with the Schools Forum (England) Regulations 2012

Revised: May 2017

EAST SUSSEX SCHOOLS FORUM

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EAST SUSSEX SCHOOLS FORUM

1. Constitution

- 1.1 This constitution is in accordance with the Schools Forums (England) Regulations 2012.

2. Membership

- 2.1 The LA must determine the precise size and make-up of the forum, within parameters specified in Government regulations. These include the split between phases and types of school (e.g. Mainstream, Academies and Free Schools) being broadly proportionate with regards to the total number of pupils registered at them.

- 2.2 The East Sussex Schools Forum shall consist of members, comprising Schools, and Non Schools. Schools members and Academies members will together comprise at least two thirds of the membership of the forum and the size of the Forum is as per Appendix B below. Schools membership of the forum comprises:

- primary representatives from maintained schools comprising head teachers, nominated by the Primary Strategic Management Board and at least 2 primary school governors. At least one of the head teachers must be of a small school of less than 150 pupils.
- secondary representatives from maintained schools comprising head teachers, nominated by the Secondary County Strategic Meeting and at least 1 secondary school governor.
- special school representatives from maintained schools comprising a head teacher, nominated by the Special Strategic Management Board .
- Academy and Free School representatives comprising primary and Secondary, nominated by the governing bodies of the Academies and Free Schools in the authority's area.
- 1 x Pupil Referral Unit (PRU) representative.

- 2.3 Non-schools members (one each) , nominated by the relevant organisation(s):

- Early Years - representative of private, voluntary and independent providers
- Professional associations – Union representative
- Diocese of Chichester
- Diocese of Arundel and Brighton
- 16-19 representative

- 2.4 Members will serve on the Schools Forum for a period of four years¹. Election and appointment procedures are set out in **Appendix A**.
- 2.5 A forum member remains in office until:
- The member's term of office expires;
 - The member ceases to hold the office by virtue of which the member became eligible for election, selection or appointment to the forum;
 - The member resigns from the forum by giving notice in writing to the authority.
- 2.6 If an elected member of the Forum has not attended for three consecutive meetings the clerk shall contact those members. If their reason for non-attendance is deemed inadequate by the Forum, their appointment will be reconsidered by the phase they represent.
- 2.7 To maintain the expertise and effectiveness of the Forum, changes to the membership will be managed by appointing replacements for resigning members for a full four year term.
- 2.8 It is the aim of the Schools Forum to remain representative. In order to avoid distorting this representation on the Forum a head teacher may not sit as a governor representative. Where possible a maximum of one member from any school or organisation may sit on the Schools Forum representing that phase (e.g. it is the aim of the forum that a primary head teacher and governor from the same school cannot both sit as primary Schools Forum representatives).
- 2.9 The following additional members will have observer status, but participate fully in the debates of the Forum:
- Lead Cabinet Member for Learning and School Effectiveness
 - Director of Children's Services
 - Education Funding Agency representative (EFA)

3. Meetings and Proceedings

- 3.1 The forum will meet in public at least four times a year and is quorate if at least two fifths of the total membership is present at a meeting.
- 3.2 The Forum shall annually elect a chair and vice-chair, (neither may be an elected member or officer of the authority). The chair and vice-chair shall be members of the Forum. The vice-chair has authority to act on behalf of the chair in their absence.
- 3.3 The members of the forum will agree an agenda for the meeting of the forum. The chair can convene additional meetings as required.

¹ **NOTE: Constitution and membership terms may need to be reviewed to maintain forum split of representation due to Academies and Free Schools, as required by the DFE.**

- 3.4 The following persons may speak at meetings of the forum, even though they are not members of the forum:
- the director of children’s services at the authority or their representative;
 - the chief finance officer at the authority or their representative;
 - any elected member of the authority who has primary responsibility for children’s services or education in the authority;
 - any elected member of the authority who has primary responsibility for the resources of the authority;
 - any person who is invited by the forum to attend in order to provide financial or technical advice to the forum;
 - an observer appointed by the Secretary of State; and
 - any person presenting a paper or other item to the forum that is on the meeting’s agenda, but that person’s right to speak shall be limited to matters related to the item that the person is presenting.
- 3.5 The Authority will be responsible for preparing agendas, papers and minutes of the Forum’s meetings, in consultation with the chair and for their publication of such papers on the County Council website.

4. Functions

- 4.1 The purpose of the Schools Forum is to advise the Authority on all matters in relation to expenditure of the Schools Budget.
- 4.2 The Authority must consult the Schools Forum on: the terms of any proposed contract for supplies or services to be paid out of the authority’s schools budget.
- 4.3 The authority must consult the schools forum annually in respect of the authority’s functions relating to the schools budget, in connection with the following:
- arrangements for the education of pupils with special educational needs;
 - arrangements for the use of pupil referral units and the education of children otherwise than at school;
 - arrangements for early years provision;
 - Administrative arrangements for the allocation of central government grants paid to schools via the authority.
- 4.4 The authority may consult the forum on such other matters concerning the funding of schools as they see fit.
- 4.5 Additional relevant items may be brought to the Forum by the Authority, with the chair’s agreement, or at the request of the Forum. Where the Forum requests additional information, the costs of preparing this information may be charged to the Forum’s budget.

5. Voting

- 5.1 Decisions will be taken on the basis of a simple majority of members present except on matters concerning school funding formulae as outlined in 5.2. The chair of the meeting will have a second casting vote in the event of a tie.
- 5.2 Non-school members, other than those who represent Early Years providers, must not vote on matters relating to the funding formulae to be used by the local authority to determine the amounts to be allocated to Schools and Early Years providers in accordance with regulations made under sections 47 and 47ZA of the School Standards and Framework Act 1998.
- 5.3 The nominating bodies shall each be asked to appoint a substitute member that can attend and vote at meetings when substantive members are absent.
- 5.4 Any member who has an interest beyond the interest of the group they represent shall declare that interest before discussion of that item commences. Where it is clear before the meeting that a decision will be required on that matter the member concerned may invite a substitute (with no interest to declare) who may then vote on this matter in their place.
- 5.5 Only those representatives, relevant to the phase they are representing, can vote on any de-delegation decisions. eg only primary maintained school representatives can vote on whether primary phase funding is retained by the Local Authority for certain services (eg contingency)

6. Working Groups

- 6.1 The Schools Forum may set up working groups to discuss specific issues and provide draft advice and recommendations to the Forum. Working groups need not be limited to Schools Forum members, as wider representation and expertise is often desirable in such instances.

7. Funding and expenses

- 7.1 The Forum shall each year propose a budget for its activities, to be taken from the Schools Budget, in sufficient time for this to be included in the education service budget.
- 7.2 Members of the Forum, and those with observer status, will be entitled to reimbursement of all reasonable expenses for attending meetings, including meetings of any sub-groups of the Forum, in accordance with the Authority's agreed scheme. Such expenses will be charged to the Forum's budget.

ELECTION AND APPOINTMENT PROCEDURES

1. School Members

- 1.1 In line with DFE regulations, school members must be elected to the Schools Forum by the members of the relevant group, or sub-group, in the authority's area.
- 1.2 Within East Sussex the groups are:
- Representatives of primary schools
 - Representatives of secondary schools
 - Representatives of special schools
 - Representatives of Academies and Free Schools
 - Representatives of Pupil Referral Units (PRUs)
- 1.3 If, for any reason, an election for a schools member or an Academies and Free Schools member does not take place by any date set by the authority, or any such election results in a tie, the authority must appoint the schools member or Academies and Free Schools member to the Schools Forum instead.

2. Primary Headteachers (maintained schools)

- 2.1 The head teacher representatives of primary schools should be elected to the Schools Forum as follows:
- When a representative is approaching the end of their term of office (6 months), the Chair of the Primary Strategic Management Board (PSMB) will be notified by the authority.
 - A Virtual School Bag (VSB) item will then be sent out to schools on their behalf, inviting primary head teachers to send an expression of interest to the Schools Forum clerk within a deadline set by the authority.
 - Once the deadline has passed, the expressions of interest will be forwarded to the chair of the PSMB.
 - Where there are two or more candidates, the PSMB will elect their representative/s.
 - The chair of the PSMB will confirm to the Schools Forum clerk the final nominated person.
 - Representatives of the group will be notified of the appointment no later than one month of the new member being elected.

3. Secondary Headteachers (maintained schools)

- 3.1 The head teacher representatives of secondary schools should be elected to the Schools Forum as follows:
- When a representative is approaching the end of their term of office (6 months), the Chair of the Secondary County Strategic Meeting (SCSM) will be notified by the authority.
 - A VSB item will then be sent out to schools on their behalf, inviting secondary head teachers to send an expression of interest to the Schools Forum clerk within a deadline set by the authority.
 - Once the deadline has passed, the expressions of interest will be forwarded to the chair of the SCSM.
 - Where there are two or more candidates, the SCSM will elect their representative/s.
 - The chair of the SCSM will confirm to the Schools Forum clerk the final nominated person.
 - Representatives of the group will be notified of the appointment no later than one month of the new member being elected.

4. Special Headteachers (maintained schools)

- 4.1 The head teacher representatives of special schools should be elected to the Schools Forum as follows:
- When a representative is approaching the end of their term of office (6 months), the Chair of the Special Strategic Management Board (SSMB) will be notified by the authority.
 - A VSB item will then be sent out to the schools on their behalf, inviting special head teachers to send an expression of interest to the Schools Forum clerk within a deadline set by the authority.
 - Once the deadline has passed, the expressions of interest will be forwarded to the chair of the SSMB.
 - Where there are two or more candidates, the SSMB will elect their representative/s.
 - The chair of the SSMB will confirm to the Schools Forum clerk the final nominated person.
 - Representatives of the group will be notified of the appointment no later than one month of the new member being elected.

5. Pupil Referral Unit members

- 5.1 As there is currently only one PRU in East Sussex, the head teacher of that PRU will be the Schools Forum representative.

6. Governors (maintained schools)

- 6.1 School governor representatives should be elected to the Schools Forum as follows:
- When a representative is approaching the end of their term of office (within 6 months), the Chair of the East Sussex Governors Representative Group (ESGRG) will be notified by the authority.
 - A VSB item will then be sent out to the schools on their behalf, inviting governors of the relevant group to send an expression of interest to the Schools Forum clerk within a deadline set by the authority.
 - Once the deadline has passed, the expressions of interest will be forwarded to the chair of the ESGRG.
 - Where there are two or more candidates, the ESGRG will elect their representative/s.
 - The chair of the ESGRG will confirm to the Schools Forum clerk the final nominated person.
 - Representatives of the group will be notified of the appointment no later than one month of the new member being elected.

7. Academies and Free Schools members

- 7.1 The number of Academy and Free School representatives required to sit on the East Sussex Schools Forum is required to be in proportion to the number of pupils registered in Academies and Free Schools in East Sussex.
- 7.2 Academy and Free School members represent the governing bodies (or proprietor bodies) of Academies and Free Schools and therefore their representatives are not restricted to head teachers or governors.
- 7.3 The authority will notify the governing bodies (or proprietor bodies) of the Academies and Free Schools when a representative is approaching the end of their term of office (within 6 months) and request any nominations by a deadline.
- 7.4 The authority will then send out all nominations to the governing bodies (or proprietor bodies) and ask them to vote for one named person. The person with the highest number of votes will be elected the representative and the authority will confirm the result to all governing bodies (or proprietor bodies).
- 7.5 If an election for an Academy and Free School representative does not take place by a set date, or the election results in a tie between two or more candidates, the authority must appoint the representative to the Schools Forum.

Appendix B

As of May 2017

	Maintained				Academies & Free Schools	Total	%
	Head Teachers	Governors	Other	Total	Total		
Voting Members							
<i>School</i>							
Primary	5	3	0	8	2	10	
Secondary	3	1	0	4	4	8	
Special	1	0	0	1	1	2	
PRU	0	0	0	0	1	1	
Total school	9	4	0	13	8	21	81%
<i>Non-school</i>							
Early Years	0	0	1	1	0	1	
Dioceses	0	0	2	2	0	2	
Professional Associations (Unions)	0	0	1	1	0	1	
14-19 representative	0	0	1	1	0	1	
Total non-school	0	0	5	5	0	5	19%
Total Membership	9	4	5	18	8	26	100%
Observers							
Lead Member for L&SE						1	
Director of Children's Services						1	
EFA representative						1	