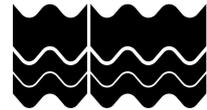


East Sussex County Council Schools Forum

East Sussex
County Council



Friday 12th January 2018

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 • 24 th November 2017	Y	Chair	Approval
3.	Matters Arising and Declaration of Interests	Y	Chair	Discussion
4.	DSG 2018/19 budget	Y	Jill Fisher	Information
5.	SLES Expenditure Update	Y	Elizabeth Funge	Information
6.	Review of Schools Forum Roles / Responsibilities and Membership	Y	Jill Fisher	Information
7.	Forum Meeting Dates	Y	Ed Beale	Approval
8.	AOB			

Next Meeting: Friday 23 March 2018, 8.30am, Wellshurst Golf and Country Club

Draft Items for next meeting

- HNB 17/18 expenditure update
- Contingency Update

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Primary Headteachers	Primary School Governors
Richard Thomas (Pevensey & Westham Primary) Debbie Gilbert (Burwash CE Primary) Richard Blakeley (Parkside Primary) Kate Owbridge (Ashdown Primary) Lizzie Field (Park Mead Primary)	Jane Johnson (Newick CE Primary) Geoffry Lucas (Etchingam CE Primary) Vicky Richards (St Mark's CE Primary) - APOLOGIES
Secondary Headteachers	Secondary School Governors
Hugh Henneby (UCTC) – APOLOGIES Helen Key (Chailey) - APOLOGIES Emily Beer (Willingdon Community) - APOLOGIES	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) - APOLOGIES	
Academy Representatives	Non School Members
John Greenwood (Aurora Academies Trust) (Chair) James Freeston (King Offa Primary Academy) Keith Pailthorpe (The Eastbourne Academy) - APOLOGIES Anna Robinson (Beacon Academy) - APOLOGIES Richard Preece (Saxon Mount and Torfield) Phil Matthews (Hailsham Community College) - APOLOGIES Sarah Pringle (Seahaven Academy)	Lesley Brown (Early Years) – DID NOT ATTEND Phil Clarke (Trade Union Representative) Joanna Sanchez (Diocese of Arundel and Brighton) Mandy Watson (Diocese of Chichester) Mike Hopkins (16-19 representative) – DID NOT ATTEND
Officers	Observer
Fiona Wright (Assistant Director Education & ISEND)	Cllr Bob Standley (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)	
Mark Whiffin (Head of Finance)	
Kirsten Coe (Principal Finance Officer)	
Gary Langford (Place Planning Manager)	
Brian Hughes (Head of SPoA, Early Help Keywork 5-19 & Troubled Families)	
Phyllis Allwood (Clerk)	
Lesley Leppard (Clerk)	

No.	ITEM	ACTIONS
1.0	WELCOME AND APOLOGIES	
	<p>The Chair welcomed Kate Owbridge (Ashdown Primary) and Lizzie Field (Park Mead Primary) as new Maintained Primary representatives and also welcomed Phil Clarke as the new trade union representative.</p>	
1.1	<p>Apologies received from:</p> <ul style="list-style-type: none"> • Vicky Richards (St Mark’s CE Primary) • Hugh Hennebry (UCTC) • Helen Key (Chailey) • Emily Beer (Willingdon Community) • Frank Stanford (Sabden Multi Academy Trust) • Anna Robinson (Beacon Academy) • Keith Pailthorpe (The Eastbourne Academy) • Phil Matthews (Hailsham Community College) <p>It was noted there was a secondary joint inset day which would have affected some of those unable to attend.</p>	
2.0	MINUTES OF PREVIOUS MEETINGS – 29 SEPTEMBER & 31 OCTOBER (EXTRAORDINARY MTG)	
	<p>The Minutes for both 29 September and 31 October (Extraordinary meeting) were signed off by the Chair as a true record.</p>	
3.0	MATTERS ARISING	
	<p>There were no matters arising other than those which were already on today’s Agenda.</p>	
4.0	SEN/HNB BUDGET MONITORING/EXPENDITURE UPDATE	
	<p>Fiona Wright (FW) provided an update on the High Needs expenditure for this financial year and the plans for 2018/19. It was noted that the Local Authority would manage the current resources and that no inter block transfer would be requested for 2018/19. FW confirmed the 2017/18 position at this stage would break even although there would still be ongoing volatility and pressures still exist within this budget.</p> <p>FW stated the LA were confident about the commitment of schools to work together and continuing collective endeavours with the LA to drive down this area of pressure, while securing better outcomes for children and young people. Examples include reducing the number of pupils in Independent Schools and a project with FE Providers where, although there is an increase in pupil numbers, the overall costs of these pupils is reducing.</p> <p>Members of Forum raised questions over the lack of narrative to go alongside the figures for HNB 2017/18 allocations. A request was made to see historical figures to improve clarity, together with information regarding how many children the funds covered.</p> <p>It was noted that some figures regarding HNB had been issued at a Primary SMB meeting which were found useful.</p> <p>ACTION: It was agreed after an in-depth discussion that a meeting be arranged where Richard Thomas, Richard Preece, Fiona Wright, Ed Beale and Nathan Caine would come together to decide on which information would be best to present at the Schools Forum meeting scheduled for 23 March 2018, to provide greater clarity on spend.</p> <p>TO NOTE: meeting arranged for 31 Jan 2018</p>	FW/Clerk

No.	ITEM	ACTIONS
5.0	EARLY HELP AND SOCIAL CARE EXPENDITURE UPDATE	
	<p>Paper presented by Brian Hughes (BH). BH gave an overview of the Early Help expenditure in relation to DSG funding. BH confirmed that on average each social worker would work with between 15-20 children, with Early Help Keyworkers covering 20-25 families; and that SPoA received over 2,000 contacts per month with the vast majority from schools. It was reported that there is an increase in demand for these teams, the trend is high with level 3 complex problem families with issues in attendance and behaviour increasing. It was noted that this generation of parents do not always have the same resilience in their family networks as previous generations.</p> <p>Sarah Pringle enquired about training school staff in Tier 1 counselling so that it would enable schools to provide effective lower level support.</p> <p>John Greenwood asked if support for training was possible via the Health sector and whether there was any merit in targeting support and intervention at the Primary phase.</p>	
6.0	ESCC FUNDING FORMULA 2018/19 CONSULTATION UPDATE	
	<p>Ed Beale (EB) presented the outcome from the Funding Formula Consultation which closed on 17 November 2017.</p> <p>Primary Phase: 24 establishments agreed with the proposal and 6 wanted no change. It was noted that the main concerns of the 6 schools that wanted no change were centred around the reduction in the lump sum where it was felt that this would be at the detriment of smaller schools. It was noted that from the working group's perspective this was why the maximum amount of MFG protection was proposed. It was noted only 19% of schools made a return.</p> <p>Secondary Phase: 10 establishments agreed with the proposal and only one wanted no change. The school that wanted no change queried the figures on the baseline which were different to the figures used by the Local Authority in the exemplifications (noting some had substantial differences). It was noted these had been discussed at the extraordinary schools forum meeting held in October and that the school were concerned that without this clarification they would be unable to make an appropriate decision. Questions were also raised around why the FSM eligibility was the only deprivation factor proposed for 2018/19. It was noted that the school had been contacted by the finance team and given a full explanation to their questions.</p> <p>Although after the deadline, another Secondary school also raised some questions, one was around wanting to understand why their gain was not as high as others with similar characteristics and the other was around the use of EALs as a factor even though there is a delegation element. The school had been contacted by the finance team and given a full explanation to their questions.</p> <p>It was noted 40% of schools made a return.</p> <p>The CSD SMT will be informed of the outcome at their meeting on 5 December 2017. A report recommending the changes to the 2017/18 formula as proposed will go to Lead Member for Education and Inclusion, Special Educational Needs and Disability meeting on 11 December 2017, for final approval.</p> <p>ACTION: It was agreed to reconvene the Funding Formula Working Group in the next financial year and until the NFF is fully implemented. JF/EB to contact members to ascertain continuance as members of FFWG.</p>	JF/EB
7.0	GROWTH FUND/FALLING ROLLS FUND 2018/19	
	<p>Gary Langford (GL) presented the report to Schools Forum. The paper relates to KS1 funding provision and additional class funding and the request is brought to Forum on an annual basis.</p>	

No.	ITEM	ACTIONS
	<p>GL gave an overview of both funds, together with background information. Appendices to the report showed which schools were in receipt of which fund for 2017/18. A breakdown of schools eligible for each fund for 2018/19 was also given in the report.</p> <p>GL asked Schools Forum (school members only; maintained and academy) to approve an allocation of £1,478,000 for 2018/19 Growth Fund and an allocation of £50,000 for the 2018/19 Falling Rolls Fund.</p> <p>VOTE: Approve an allocation of £1,478,000 for the 2018/19 Growth Fund DECISION: Unanimously approved (13 votes)</p> <p>VOTE: Approve an allocation of £50,000 for the 2018/19 Falling Rolls Fund DECISION: Unanimously approved (13 votes)</p>	
8.0	CENTRAL SCHOOL SERVICES BLOCK BUDGET	
	<p>Stuart Gallimore (SG) initially introduced the paper and gave Forum the direction of travel over the last 3-4 years in terms of an overview of the purpose of retaining some funding elements and acknowledging the impact this has on both schools and the Local Authority. Jill Fisher (JF) took Forum through the report. The paper relates to expenditure that in the past has been funded either from the Education Service Grant (ESG) or via funds approved by Schools Forum that were retained centrally from the Schools Block. The DfE have now created a new specific DSG block for these central funds, the Central School Services Block (CSSB), and expenditure proposals require Schools Forum approval from maintained and academy school representatives.</p> <p>The report specifically relates to the new CSSB. Schools Forum were asked to approve the proposals contained within the report for 2018/19 and the draft proposals for 2019/20.</p> <p>The report was divided into two parts. The first addressed the LA Ongoing Responsibilities for 2018/19 and second 2018/19 Historic Commitments. Spending proposals for 2018/19 are £3.5M for ongoing responsibilities and £2.8M for historic commitments. This represented a significant reduction of £1.7m on the expenditure proposal for last year (2017/18) and £1.7m will therefore be transferred into the schools block. Draft proposals for 2019/20 to reduce spend by a further £1.1m were also presented.</p> <p>It was also noted that, although LAs are able to seek approval from Maintained schools to retain some DSG to cover the statutory duties that are carried out for maintained schools, East Sussex did not request this funding for 2017/18 and would not do so for 2018/19 either.</p> <p>Discussion amongst Forum ensued. Query over how cost effectiveness was challenged in all areas, for example with funding for the Virtual School and outcomes for LAC children. Confirmed the LA regularly undertakes checks across a raft of benchmarking performance data and spend on a quarterly basis to ensure best value achieved.</p> <p>ACTION: Schools Forum asked to approve the proposed spend in Table 1 – 2018/19 Ongoing Responsibilities VOTE: 15 votes for with 1 abstention</p> <p>ACTION: Schools Forum asked to approve the proposed spend in Table 2 – 2018/19 Historic Commitments VOTE: 15 votes for with 1 abstention</p>	
9.0	ANY OTHER BUSINESS	
	There was no other business.	
	<p>Meeting concluded at 1014 hours Next meeting - Friday, 12 January, 2018, at 0830 hours at Wellshurst Golf Club</p>	

Agenda Item 4



Report to:	Schools Forum
Date:	12 January 2018
Title of report:	Dedicated Schools Grant 2018/19
By:	Jill Fisher, Finance Manager
Purpose of report:	Provide Schools Forum on the 2018/19 DSG Budget and High Needs Budget (Information) Confirm (as agreed at Schools Forum 24/11/17) the CSSB Budget (Information) Present the Early Years budget for approval (Decision).
Voting relevant to:	All School Representatives (Headteachers and Governors)

1. Background

- 1.1 The Dedicated Schools Grant (DSG) for 2018/19 is allocated by the DfE into four blocks. Each block is subject to separate regulations as to eligible expenditure and the use of the four blocks is outlined below.
- **The Schools Block** comprises the individual schools budget which must be delegated to schools and academies through a funding formula. Maintained schools can agree to de-delegate budgets and these are spent on their behalf by the local authority. There are a limited number of exceptions which enable local authorities to hold funding centrally, subject to School Forum approval (Growth Fund and Falling Rolls).
 - **The Central School Services Block (CSSB)** is a new block that the DfE have introduced from 2018/19 and brings together:
 - Funding that was previously allocated through the retained duties element of the Education Services Grant (ESG)
 - Funding for on-going central functions
 - Funding for historic commitments
 - **The High Needs Block** is funding that is provided to local authorities for the provision in maintained schools, academies, alternative provision, FE colleges and Independent providers as well as supporting central spending on pupils with special educational needs and disabilities from their early years to age 25.
 - **The Early Years Block** funds payments to early years providers in settings and schools and supports central spending on early years pupils.

2. Appendices

- 2.1 The appendices below provide a line by line breakdown on the DSG allocations.

Appendix A - DSG Summary
Appendix B - Schools Block DSG
Appendix C – Central School Services Block DSG
Appendix D - High Needs Block DSG
Appendix E - Early Years DSG

3. Schools Block Funding

- 3.1 The Schools block for 2018/19 is based on the October 2017 pupil census data and, including an additional £1.7m from the CSSB (see paragraph 4.2), equates to an allocation of £274.9m.
- 3.2 Growth and Falling Rolls Funds proposals were presented to Schools Forum at the November 2017 Schools Forum whereby a request was made for the continuation of support for maintained schools and academies in respect of Key Stage 1 top up, additional classes, pre-opening costs and dis-economies of scale costs for new schools and falling rolls.

4. Central School Services Block (CSSB) Funding

- 4.1 For 2018/19, the DfE have allocated £8.1m to the local authority. However, as discussed at the previous Schools Forum (24th November 2017), the local authority did not request to retain the full amount.
- 4.2 After discussion at Schools Forum and receiving Schools Forum approval, the local authority is retaining £6.3m (£4.4m historic commitments and £1.9m on-going responsibilities). The remaining £1.7m has been transferred to the Schools Block for 2018/19 for additional distribution to schools and academies within their budget shares.

5. High Needs Block (HNB)

- 5.1 The DfE have stated that special schools / academies and alternative providers will continue to receive place funding at £10,000 per agreed place. Like previous years, the Local Authority has realigned agreed places at some schools and academies to more effectively reflect need.
- 5.2 For facilities, the place funding will be £6,000 for every occupied place and £10,000 for unoccupied place. This is because the pupils in facilities will now form part of the budget share i.e. Numbers on roll etc.
- 5.3 The total High Needs Block funding is calculated by the DfE and for 2018/19 is £50.5m.

6. Early Years (EY) Block

- 6.1 The 2018/19 EY block funding (excluding funding for two year olds) is £23.5m and is based on the January 2017 census data. This allocation includes £151k indicative pupil premium funding and the indicative Disability Access Fund allocation of £105k.
- 6.2 The entitlement for 3 and 4 year olds will be revised in July 2018 based on the January 2018 census data.
- 6.3 The EY entitlement and EY pupil premium will be updated again in July 2019 based on 5/12ths of the January 2018 pupil numbers (to cover the April 2018 to August 2018 period) and 7/12ths of the January 2019 census numbers (to cover the September 2018 to March 2019 period). This means that the final allocation for three and four year olds for 2018 to 2019 will be based on $\frac{5}{12} \times \text{January 2018 pupil numbers} + \frac{7}{12} \times \text{January 2019 pupil numbers}$.

7. Recommendation

- 7.1 Forum are asked to note the Schools, Central Services Schools and High Needs budgets and approve the Early Years DSG budget for 2018/19.

Appendix A

DSG Summary 2018/19	Schools	Central School Services	High Needs	Early Years	Total
Total DSG including Academies	£273,177,389	£8,121,300	£50,571,100	£23,558,200	£355,427,989
Indicative 2 Year Old Funding				£3,983,800	£3,983,800
Interblock transfer	£1,755,000	-£1,755,000	£0	£0	£0
Total Funding Available	£274,932,389	£6,366,300	£50,571,100	£27,542,000	£359,411,789

Financial Year 2018/19

Appendix B

	£	£	Comments
Schools Block 2018/19			
Schools Block DfE notification		273,177,389	
Transfer from CSSB		1,755,000	
Adjusted Schools Block Total 2018/19		274,932,389	
Growth Fund			
Key Stage 1 top up	804,000		
Additional Classes	556,700		
New Schools - Dis economies of scale funding	126,000		
less 2017/18 carry forward	-8,700	1,478,000	Approved by Schools Forum 24th Nov '17
Falling Rolls Fund		50,000	Approved by Schools Forum 24th Nov '17
Funds allocated to Schools & Academies		273,404,389	
Total		274,932,389	

	£	£
Schools Block 2017/18		
Schools Block DfE notification		276,130,200
Less Copyright Licenses		-309,500
Transfer to High Needs		-4,300,000
Transfer to Early Years (2 Year Olds)		-22,800
Adjusted Schools Block Total 2017/18		271,497,900
Growth Fund		
Key Stage 1 top up	607,500	
Additional Classes	682,100	
New Schools - Dis economies of scale funding	224,000	
less 2017/18 carry forward	-11,600	1,502,000
Falling Rolls Fund		99,000
LA Central Budgets		
Admissions	486,500	
Servicing Schools Forum	92,800	
Combined Services	6,905,000	
Retained ESG Funds	1,013,300	8,497,600
Funds allocated to Schools & Academies		261,399,200
Total		271,497,800

	£	£	Comments
Central School Services Block 2018/19			
Central Schools Services Block 2018/19 DfE Notification		8,121,300	
Transfer to Schools Block		-1,755,000	
Adjusted Central School Services Block Total 2018/19		6,366,300	
Historic Commitments		4,400,000	Approved by Schools Forum 24th Nov '17
On going Responsibilities		1,966,300	Approved by Schools Forum 24th Nov '17
Total		6,366,300	

Appendix D

HIGH NEEDS BLOCK 2018/2019	£	£
Block total	50,571,100	
Adjusted High Needs Block Total	50,571,100	
Place funding		
Special Academy place funding - Pre 16	7,240,000	
Academy Special Facilities place funding - Pre 16	679,800	
Special Schools / Facilities	1,950,800	
Post 16 place funding	860,000	
Post 16 FE Places	984,000	
Alternative Provision	1,400,000	13,114,600
Other High Needs Budgets		
Service Level Agreements	1,243,500	
Top up funding Pre 16	14,772,500	
Top up funding Post 16	1,789,700	
Fees for pupils at independent schools	12,419,700	
Education out of School	1,403,600	
SEN support	5,304,500	
Support for inclusion	416,800	
Servicing Schools Forum	22,200	37,372,500
Spending for Special Schools/Academies		
Ethnic minority and bi-lingual	8,500	
Special Schools contingency	33,600	
Insurance	31,100	
Free School Meals Eligibiity	10,800	84,000
Total		50,571,100

HIGH NEEDS BLOCK 2017/2018	£	£
Block total	46,208,000	
Inter Block Transfer	4,300,000	
Adjusted High Needs Block Total		50,508,000
Place funding		
Special Academy place funding - Pre 16	7,215,000	
Academy Special Facilities place funding - Pre 16	981,700	
Special Schools / Facilities	1,900,000	
Post 16 place funding	900,000	
Post 16 FE Places	984,000	
Alternative Provision	1,400,000	13,380,700
Other High Needs Budgets		
Service Level Agreements	1,506,400	
Top up funding Pre 16	14,610,700	
Top up funding Post 16	3,191,400	
Fees for pupils at independent schools	11,018,000	
Education out of School	1,270,900	
SEN support	4,743,200	
Support for inclusion	680,500	
Servicing Schools Forum	22,200	37,043,300
Sending for Special Schools/Academies		
Ethnic minority and bi-lingual	8,500	
Special Schools contingency	33,600	
Insurance	31,100	
Free School Meals Eligibiity	10,800	84,000
Total		50,508,000

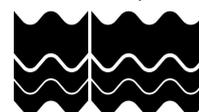
FINANCIAL YEAR 2018/2019

EARLY YEARS BLOCK 2018/2019	<u>£</u>	<u>£</u>
Early Years Block DfE notification		23,301,700
2 Year Old Funding		3,983,800
Pupil Premium funding		151,300
Disability Access Fund		105,200
Adjusted Early Years Block Total 2018/2019		27,542,000
LA Central Budgets		
Early Years Formula Funding (payments to PVI and schools)		26,368,700
Early Years foundation incl training for moderators	471,000	
Early Years Improvement team	702,300	1,173,300
Total		27,542,000

Appendix E

EARLY YEARS BLOCK 2017/2018	<u>£</u>	<u>£</u>
Early Years Block DfE notification		20,829,900
2 Year Old Funding		4,076,500
Pupil Premium funding		246,262
Disability Access Fund		98,400
Transfer from schools block		22,800
Adjusted Early Years Block Total 2017/2018		25,273,862
LA Central Budgets		
Early Years Formula Funding (payments to PVI and schools)		24,175,762
Early Years foundation incl training for moderators	395,800	
Early Years Improvement team	702,300	1,098,100
Total		25,273,862

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Agenda Item 5

Report to:	Schools Forum
Date:	12 January 2018
Title of Report:	Funding for Standards & Learning Effectiveness Service (SLES): follow up paper
By:	Elizabeth Funge, Head of Education Improvement
Purpose of Report:	To provide further detail on specific elements of the expenditure for school improvement

1. Background

1.1 At the previous Schools Forum (23 September 2017), a report was provided on the expenditure that relates to the School Improvement and Support function delivered by the local authority which had a budget allocation of £1,276,600 in the financial year 2017/18.

1.2 Members of Schools Forum requested further information on two elements of this spending:

- Key stage 4: £200,000
- Core Services: £214,200

This is provided below and the Head of Education Improvement will attend the meeting to answer any further questions from members of Schools Forum.

1.3 The information is presented in the context of the decisions made by the Schools Forum at their November meeting on the DSG funding for 'ongoing responsibilities' and 'historic commitments'.

2. Summary of Additional Information

2.1 The table below provides a summary of the expenditure relating to these two elements in 2017/18 financial year as set out in the previous paper to Schools Forum in September 2017:

<p>Key stage 4 Enables the Local Authority to fulfil its statutory duty to 'know our schools'</p>	<ul style="list-style-type: none"> • Provides a funded programme of support and intervention for maintained and academy secondary schools which includes: consultant headteacher support; PP/SEND reviews; leadership development; Ofsted preparation and networks for subject/senior leaders • Resource has been used to support improvement in secondary outcomes across secondary schools: progress 8 in line with national average in 2017
<p>Core Services Enables the Local</p>	<ul style="list-style-type: none"> • Includes school organisation and place planning for primary, secondary and special schools

Authority to fulfil its statutory duty to provide sufficient school places	<ul style="list-style-type: none"> Resource has been used to ensure sufficient school places and deliver the capital programme for primary phase. Central government capital funding secured for two additional primary schools. Planning underway with secondary schools in 'hotspots' to manage increased numbers 2019 onwards. Increased demand for special school places will be met by successful free school applications and through the additional capital funding that the service has secured.
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2.2 A detailed breakdown of expenditure for key stage 4 in 2017/18 is provided as follows:

Consultant Headteacher programme	164,000
SEND support to schools	15,000
Breakfast briefings	2,000
Subject hubs	18,000
Senior Leaders' Network	1,000
TOTAL	£200,000

2.3 The budget for key stage 4 will be maintained through the agreed funding by Schools Forum for 'historic commitments'. Future spending against this budget in 2018/19 will be subject to discussions with secondary headteachers about the future delivery of school improvement for the secondary phase. Papers were presented to headteachers at their meetings in April and June 2017 setting out proposals to develop a school-led approach and it was agreed that 2017/18 would be a transitional year where the current delivery was maintained whilst developing a new model of delivery for the 2018/19 academic year. A discussion has been scheduled for the headteachers' meeting on 16 January 2018 (with a preparatory meeting on 8 January) to discuss how this new model will be developed, with a view to implementing this from September 2018. The proposals are likely to include the creation of a 'school improvement board' that will be accountable for secondary improvement across the county and will be the mechanism by which future expenditure is planned and monitored by schools, working in partnership with the local authority. 2019/20 will be subject to support from Schools Forum for agreed provision.

2.4 Schools Forum agreed to maintain the funding for this activity under the 'asset management/statutory & regulatory duties' sub-heading of 'ongoing responsibilities'. This includes school organisation, forecasting pupil numbers, place planning and delivery of the capital programme for primary, secondary and special schools. This resource will continue to be used by the local authority to discharge these statutory duties and to ensure that we plan effectively for the future. This will include an ongoing focus on maximising the resources available to the county's schools for capital development.

3. Recommendation

Members of Schools Forum are asked to note the additional information provided.

Agenda Item 6



Report to: Schools Forum

Date: 12th January 2018

Title of report: Schools Forum Constitution

By: Jill Fisher, Finance Manager

Purpose of report: To brief the Schools Forum on updates to the Schools Forum constitution for adoption and the review of Forum membership.

Decision or Information: Decision – Adoption required

Voting relevant to: All

1. Constitution

1.1 The Education & Skills Funding Agency (ESFA) issued updated Operational and good practice guidance and the East Sussex Schools Forum has been reviewed to ensure all necessary changes have been incorporated.

1.2 The main changes from the previous version are:-

- Ref 2.2
 - Recommend that, whilst there is one LA maintained special school, there will be a representative on Forum.
 - Recommend that there is at least one representative in each of the schools phases and sectors whilst there is at least one school in that category.
- Ref 2.5
 - Further clarification of when a Forum member ceases to hold office.
- Ref 3.5
 - Additional reference to Schools Forum Regulations 2012.
- Ref 5.5
 - Clarification that LA Maintained schools are the only sector that can vote on de-delegated items.
- Appendix 1.3 and 7.5
 - Further clarification of the LA role in appointing School and Academy or Free School members in the event of inconclusive elections.

2. Membership

2.1 The membership of the Schools Forum is reviewed regularly to ensure that there is proportionate representation of each phase in maintained and academy schools in line with the number of pupils in each category.

- 2.2 The latest review was done using the October 2017 census data and the membership was found to be broadly in line with the current membership profile, but the calculation did show marginal shifts in both Primary and Secondary phases.
- 2.3 In the Primary phase two factors have impacted on the calculation; there were a number of academy conversions in the period September to December 2017 and the 4 new academy and free schools have begun to have a material impact on the pupil numbers as they reach their third intake year.
- 2.4 This would indicate that the Primary phase would warrant 11 representatives across both Academy and Maintained sectors, with 3 and 8 reps respectively, but to comply with this calculation would increase the total Forum representatives by one.
- 2.5 Whilst the calculation of the overall Secondary phase representatives would indicate a reduction from 8 to 7 reps, the Secondary phase weighting has also shifted slightly towards the academy sector as the number of pupils grows in the free schools. This would mean 3 maintained and 4 academy reps instead of the current allocation of 4 in each sector.
- 2.6 As the shift is limited to one rep in each phase, in the interest of stability, it is suggested that no changes are implemented at this point. However, should any member of Forum reach the end of their tenure, or resign, or their school change designation, it is recommended that the membership is reviewed again before any replacement is advertised.

3. Recommendation

- 3.1 Schools Forum to agree to the revised constitution and to approve that this is sent to Director of Children's Services for approval.
- 3.2 Schools Forum is asked to agree to retain the status quo of the membership until such time as a vacancy arises, when any replacements will need to be reflective of any revised calculations for phases and sectors as in 2.6 above.



The East Sussex Schools Forum

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

Revised: January 2018

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. School members and Academy 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, whilst there is at least one maintained special school.
 - Academy and Free School representatives comprising at least one from each of the phases; Primary, Secondary and Special academies, nominated by the governing bodies/Trusts 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 (for example the maintained school they represent converts to an academy, or they take up a post in a school other than that they were associated with on their election to 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 as required under Regulation 8(13) of the Schools Forum Regulations 2012.

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 Section 47 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 maintained school 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. The local authority may decide to appoint someone else rather than one of the candidates and might wish to take into account the experience or expertise of the individuals, and the balance between the different types of school represented on the schools forum.

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 As with Schools members, 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 January 2018

	Maintained				Academies & Free Schools		
	Head Teachers	Governor	Other	Total	Total	Total	%
Voting Members							
<i>School</i>							
Primary	5	3		8	2	10	
Secondary	3	1		4	4	8	
Special	1	0		1	1	2	
PRU	1	0		1	0	1	
Total School	10	4	0	14	7	21	81%
<i>Non-school</i>							
Early Years			1	1	0	1	
Dioceses			2	2	0	2	
Professional Associations			1	1	0	1	
16-19 representative			1	1	0	1	
Total Non-school	0	0	5	5	0	5	19%
Total voting membership	10	4	5	19	7	26	100%
Observers							
Lead Member for L&SE						1	
Director of Children's Services						1	
EFA representative						1	
Total observers						3	



Schools forum powers and responsibilities

A summary of the powers and responsibilities of schools forums.

Function	Local authority	Schools forum	DfE role
Formula change (including redistributions)	Proposes and decides	Must be consulted (voting restrictions apply). See schools forum structure document that informs the governing bodies of all consultations	Checks for compliance with regulations
Movement of up to 0.5% from the schools block to other blocks	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal
Contracts (where the LA is entering a contract to be funded from the schools budget)	Proposes at least one month prior to invitation to tender, the terms of any proposed contract	Gives a view and informs the governing bodies of all consultations	None
Financial issues relating to:	Consults annually	Gives a view and informs	None

Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> • arrangements for pupils with special educational needs, in particular the places to be commissioned by the LA and schools and the arrangements for paying top-up funding • arrangements for use of pupil referral units and the education of children otherwise than at school, in particular the places to be commissioned by the LA and schools and the arrangements for paying top-up funding • arrangements for early years provision • administration arrangements for the allocation of central government grants 		the governing bodies of all consultations	
Minimum funding guarantee (MFG)	Proposes any exclusions from MFG for application to DfE	Gives a view	Approval to application for exclusions
De-delegation for mainstream maintained schools for: <ul style="list-style-type: none"> • contingencies • administration of free school meals 	Proposes	Maintained primary and secondary school member representatives will decide for their phase. Middle schools are treated according to their deemed	Will adjudicate where schools forum does not agree LA proposal

Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> insurance licences/subscriptions staff costs – supply cover support for minority ethnic pupils/underachieving groups behaviour support services library and museum services School improvement 		status	
<p>General Duties for maintained schools</p> <ul style="list-style-type: none"> Contribution to responsibilities that local authorities hold for maintained schools (please see operational guide for more information) 	Proposes	Would be decided by the relevant maintained school members (primary, secondary, special and PRU).	Adjudicates where schools forum does not agree LA proposal
<p>Central spend on and the criteria for allocating funding from:</p> <ul style="list-style-type: none"> funding for significant pre-16 pupil growth, including new schools set up to meet basic need, whether maintained or academy 	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal

Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> • funding for good or outstanding schools with falling rolls where growth in pupil numbers is expected within three years 			
<p>Central spend on:</p> <ul style="list-style-type: none"> • early years block provision • funding to enable all schools to meet the infant class size requirement • back-pay for equal pay claims • remission of boarding fees at maintained schools and academies • places in independent schools for non-SEN pupils • admissions • servicing of schools forum • Contribution to responsibilities that local authorities hold for all schools 	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal
<p>Central spend on:</p> <ul style="list-style-type: none"> • capital expenditure funded from revenue: projects must have been planned and decided on prior to April 2013 so no new projects can 	Proposes up to the value committed in the previous financial year and where expenditure has already been committed.	Decides for each line	Adjudicates where schools forum does not agree LA proposal

Function	Local authority	Schools forum	DfE role
<p>be charged</p> <ul style="list-style-type: none"> contribution to combined budgets: this is where the schools forum agreed prior to April 2013 a contribution from the schools budget to services which would otherwise be funded from other sources existing termination of employment costs (costs for specific individuals must have been approved prior to April 2013 so no new redundancy costs can be charged) prudential borrowing costs – the commitment must have been approved prior to April 2013 	<p>See table four page 31 to 35 for Information on historic commitments. Read establishing local authority DSG baselines for more information.</p>		
<p>Central spend on:</p> <ul style="list-style-type: none"> high needs block provision central licences negotiated by the Secretary of State 	Decides	None, but good practice to inform forum	None
Carry forward a deficit on central expenditure to the next year to be funded from the schools budget	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal
Any brought forward deficit on de-delegated services which is to be met by the overall schools budget.	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal

Function	Local authority	Schools forum	DfE role
Scheme of financial management changes	Proposes and consults the governing body and Head of every school	Approves (schools members only)	Adjudicates where schools forum does not agree LA proposal
Membership: length of office of members	Decides	None (but good practice would suggest that they gave a view)	None
Voting procedures	None	Determine voting procedures	None
Chair of schools forum	Facilitates	Elects (may not be an elected member of the Council or officer)	None

Agenda Item 7



Report to: Schools Forum

Date: 12th January 2018

Title of report: To present Forum Meeting Dates for the financial year 2018/19

By: Jill Fisher, Finance Manager

Decision or Information: Decision – Agreement required

Voting relevant to: All

Currently confirmed dates

- Friday 12 January 2018
- Friday 23 March 2018

Dates of Meeting 2018/19

- Friday 11 May 2018
- Friday 6 July 2018
- Friday 28 September 2018
- Friday 23 November 2018
- Friday 18 January 2019
- Friday 22 March 2019

Times

- All meetings will run from 08.30 to 11.00 am.

Venue

- Wellshurst Golf and Country Club,
North Street,
Hellingly,
East Sussex,
BN27 4EE
Tel: 01435 813636

Fax: 01435 812444

Email: info@wellshurst.com

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