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**Schools Forum 24<sup>th</sup> February 2015**

**Report of the Interim Director of Children's Services**

**Dedicated Schools Grant Planning Process 2015/16 - Update**

**Purpose of Report**

1. To provide Schools Forum with a further update in respect of the Dedicated Schools Grant budget planning process and to agree the Central Expenditure budgets for 2015/16.

**Discussed at HTCF – BWG**

2. Yes – 11<sup>th</sup> February 2015.

**Schools Forum Role and Responsibilities**

3. From 1 April 2006, the Schools Budget has been funded by a direct Department for Education (DfE) grant: the Dedicated School Grant (DSG).
4. The Forum is the 'guardian' of the local Schools Budget, and its distribution among schools and other bodies, and therefore must be closely involved throughout the development process.
5. Schools Forum Regulations 2012 state that Forum must decide on the Central Expenditure met from the Dedicated Schools Grant where:
  - i. The Local Authority proposes and Schools Forum decides for each budget line:
    - b. Growth fund (to meet requirements for basic need and infant class size regulations)
    - c. Falling rolls fund for surplus places in good or outstanding schools where a population bulge is expected in 2-3 year
    - d. Funding for significant pre-16 pupil growth
    - e. Equal pay back-pay
    - f. Places in independent schools for non-SEN pupils
    - g. Early years expenditure
  - ii. The Local Authority proposes up to the value committed in 2014/15 and Schools Forum decides for each budget line:
    - h. Admissions
    - i. servicing of schools forum
  - iii. The Local Authority proposes up to the value committed in 2014/15 and where expenditure has already been committed and Schools Forum decides for each budget line:
    - j. Capital expenditure funded from revenue
    - k. Contribution to combined budgets
    - l. Schools budget centrally funded termination of employment costs

- m. Schools budget funded prudential borrowing costs
- n. Special education needs transport costs

**Actions for Schools Forum**

- 6. For Schools Forum to note the updated information in respect of the DSG and to approve the Central Expenditure budgets proposed by the Interim Director of Children's Services for the 2015/16 financial year.

**Attachments to Report**

- 7. Contributions to combined budgets – update on services provided- Appendix A

Karen Cocker  
Children's Services Finance Manager  
10<sup>th</sup> February 2015

**Schools Forum 24<sup>th</sup> February 2015**

**Report of the Interim Director of Children's Services**

**Dedicated Schools Grant Planning Process 2015/16 - Update**

**Purpose of Report**

1. To provide Schools Forum with a further update in respect of the Dedicated Schools Grant (DSG) budget planning process and to agree the Central Expenditure budgets for 2015/16.

**Background Consultation**

2. At the January Schools Form meeting Members were advised that the DSG can only be used for the purposes of the Schools Budget as defined in the School and Early Years Finance Regulations.
3. The Schools Budget consists of delegated budgets allocated to individual schools, Pupil Referral Units (PRUs) and Early Years Provision in Private, Voluntary and Independent (PVIs) providers, a budget for other provision for pupils which local authorities fund centrally, which now includes the bulk of high needs provision, including post-school provision up to age 25, together with centrally retained expenditure in respect of special education needs and early years services.
4. The DfE present the DSG is in three un-ring fenced, funding blocks for the local authority:
  - Schools Block;
  - Early Years Block; and
  - High Needs Block
5. For 2015/16 a series of central expenditure controls remain a requirement for Schools Forum to approve. Authorities are free to move funding between the blocks provided that they comply with requirements of the Minimum Funding Guarantee (MFG) and central expenditure.
6. This report provides Forum with an update in respect of the DSG allocation for 2015/16 and seeks approval in respect of the proposed central expenditure budgets for 2015/16.

**DSG Budget Update for 2015/16**

7. Since the January report to Forum, there have been no further DSG funding updates from the DfE. Therefore Table 1 is presented for information purposes

however, Forum should note that the following adjustments are expected.

- i. Early Years Block will be amended in the Summer of 2015 and Spring 2016 for updated pupil count data.

**Table 1 -Dudley Provisional Dedicated Schools Grant 2015/16 at February 2015**

	<b>Pupil Data Oct 14 (i) and Jan 14 (ii)</b>	<b>Unit of Funding- per pupil</b>	<b>Schools Block  £m</b>	<b>Early Years Block  £m</b>	<b>High Needs Block  £m</b>
Total Funding Pupil Led (i)	42,947	£4,459.29	191.513		
Carbon Reduction Commitment tax – pupil led	42,947	-7.51	-0.323		
Newly Qualified Teachers			0.064		
3 & 4 year olds early education pupil led funding- lagged at January 2014 pupil data (ii)	2,902	£3,650.97		10.595	
Early Years Pupil Premium <i>provisional</i>	1,022	0.53 per hour		0.308	
2 year olds early education – Dudley estimate for January 2015	500	4.89 per hour		1.394	
2014/15 Baseline Funding carried forward					30.256
Planned Place return outcomes approved EFA 17 <sup>th</sup> December 2014 for Pensmeadow special school					0.267
High Needs Block national growth allocation					0.271
<b>Provisional 2015/16 DSG Budget</b>			<b>191.254</b>	<b>12.297</b>	<b>30.794</b>
<b>Total DSG 2015/16</b>			<b>£234.345m</b>		

8. A further update will be provided at the March meeting in preparation for the commencement of the 2015/16 financial year.

**Central Expenditure Budgets 2015/16 – Schools Forum Approval**

9. The Schools Forum Regulations state that Forum must approve items of central expenditure, as defined in Table 2 and 3 of this report. The full guidance is detailed on the first page of this report under Schools Forums Roles and Responsibilities.
10. For Table 2, Forum must approve each item of expenditure, however there is no restriction placed by the Regulations on the value of the budget.

**Table 2 – 2015/16 Central Expenditure Budgets For Schools Forum Approval – No Restrictions on Value**

Central spend on	Value for 2014/15	Value for 2015/16	Comments
Funding for significant pre-16 pupil growth	none	£500,000	Expenditure incurred due to a significant growth in pupil numbers as a result of the local authority's duty under section 13(1) of the 1996 Act to secure that efficient primary education and secondary education are available to meet the needs of the population in their area, and expenditure incurred in order to make provision for extra classes in order to comply with the School Admissions (Infant Class Sizes (England) Regulations 2012.  <i>The £500,000 allocation for 2015/16 will be funded from the DSG reserve. Schools Forum Approval in respect of the criteria was 21/10/2014. The pupil growth relates to the primary sector.</i>
Equal pay back-pay	none	none	Centrally retained provision for meeting the cost of equal pay settlements in schools.
Places in independent schools for non-SEN pupils (RBPI)	£107,900	£400,300	In making any grant or other payment in respect of fees or expenses (of whatever nature) which are payable in connection with the attendance of pupils at a school which is not maintained by any local authority.  <i>Relates to 13 non SEN pupils some with residential accommodation These placements relate to either looked after children (LAC) or children on the edge of care.</i>
Early years expenditure (RBRM, RBPS, RBRP)	1,141,700	£1,124,300	Early years centrally retained spending: from the early years proforma on children under 5.  <i>Early Years Contingency £75k; Early Years Budgets in respect of delegated service items £58k; Early Years Foundation Advice £472K, Early Years Pupil Premium and Free School Meals Entitlement co-ordination £68k; Teacher supporting Children Centres; £120k; £330k Family support for two year olds</i>
Carbon reduction commitment (RBTO)	£6,606	£6,700	From April 2014 the Department for Energy and Climate Change (DECC) has announced the decision to withdraw all state funded schools in England from CRC participation and thus has removed the budget from the LA control.  <i>Cost of the purchase of Carbon Reduction Commitment allowances in relation to PRUs.</i>

11. For Table 3, Forum must approve each item of expenditure detailed, there is a restriction placed up to the value committed in 2014/15 and where expenditure has already been committed.

**Table 3 – 2015/16 Central Expenditure Budgets For Schools Forum Approval – Restricted to Cash Limit of 2014/15 Expenditure**

Central spend on	Value for 2014/15	Value for 2015/16	Comments
Admissions	£330,459	£330,400	Expenditure incurred in connection with the Authority's functions under <a href="#">section 85A of the 1998 Act (as inserted by s46 2002 Act)</a> . <i>This includes the administration of the system of admissions of pupils to schools.</i>
Servicing of schools forum	£13,095	£13,095	Expenditure incurred in connection with the authority's functions of running the forum as defined under <a href="#">section 47A of the 1998 Act (addition under Section 43 of Education Act 2002)</a> (establishment and maintenance of, and consultation with, schools forums).
Capital expenditure funded from revenue	£66,000	£66,000	Expenditure commonly known as CERA (capital expenditure which an authority expects to charge to a revenue account of the authority within the meaning of section 22 of the Local Government Act 2003). <i>Relates to heavy duty kitchen replacement programme of equipment.</i>
Contribution to combined budgets	£333,000	£333,000	Expenditure under this heading should only reflect the contribution to a combined service approved by the schools forum ( <a href="#">paragraph 4 (c) of Schedule 2 to the School and Early Years Finance (England) Regulations 2013</a> ). <i>Astley Burf £10k; School Visits £31k; CRC reduction £65k; DART £42k; Anti bullying £23k; Place planning £33k; Safeguarding £64k; Information Governance £34k; Statistical work £31k. <b>See Appendix A for details</b></i>
Schools budget centrally funded termination of employment costs	£71,200	£71,200	Expenditure in respect of premature retirement costs, or for the purposes of securing the resignation of any person employed in a maintained school where there are consequential savings to the schools budget and such cost have been approved by the Schools Forum. <i>Prior year expenditure in respect of Dudley school closures.</i>
Schools budget funded prudential borrowing costs	none	none	Expenditure incurred in repayment of loans under <a href="#">paragraph 4(a) of Schedule 2 to the School and Early Years Finance (England) Regulations 2013</a> .

## De- Delegations 2015/16

12. Schools Forum approved the de-delegations for 2015/16 at the December 2014 meeting. These are now summarised in Table 4, for information.

13. An outturn report will be provided to Schools Forum in respect of the 2015/16 financial year at the June 2016 meeting.

**Table 4 – De-delegations Approved By Schools Forum in December 2014 – Relating to Maintained Primary and Secondary Schools**

De-delegation for mainstream schools for:	Value for 2015/16	Comments
Contingencies	£612,810	This “expenditure on the schools specific contingency” is central expenditure deducted for the purpose of ensuring that monies are available to enable increases in a school’s budget share after it has been allocated where it subsequently becomes apparent that a governing body have incurred expenditure which it would be unreasonable to expect them to meet from the school’s budget share
Staff costs - supply cover –Union Facilities time	£156,445	Expenditure in making payments to, or in providing a temporary replacement - taking part in trade union activities
Staff costs - supply cover – NQT	£285,393	Expenditure in making payments to, or in providing a temporary replacement
Support for minority ethnic pupils/underachieving groups	£248,028	Expenditure for the purposes of improving the performance of under-performing pupils from ethnic minority groups; and meeting the specific needs of bilingual pupils
Behaviour support services-LACES	£26,209	Cost of providing or purchasing specialist behaviour support services, both advisory and teaching
Library services	£218,387	Expenditure on services to primary schools provided by libraries.
Primary PRU Outreach Service	£232,279	Support to primary schools in respect of pupils with behavioural issues.
<b>Total De-Delegations</b>	<b>£1,779,551</b>	
Licences/subscriptions	209,418	Copyright Licensing Agency & Music Publishers Association. Expenditure on licence fees or subscriptions paid on behalf of schools.

## **Copy Right Licensing**

14. The Department has agreed that the following agencies will be included in a single national licence managed by the Department for all state-funded schools in England for 2015/16:
- Christian Copyright Licensing International (CCLI) (new for 2015 to 2016);
  - Copyright Licensing Agency (CLA);
  - Education Recording Agency (ERA);
  - Filmbank Distributors Ltd. (for the PVSL);
  - Mechanical Copyright Protection Society (MCPS) (new for 2015 to 2016);
  - Motion Picture Licensing Company (MPLC);
  - Newspaper Licensing Authority (NLA);
  - Performing Rights Society (PRS) (new for 2015 to 2016);
  - Phonographic Performance Limited (PPL) (new for 2015 to 2016); and
  - Schools Printed Music Licence (SPML).
15. The DfE will pay the cost, including VAT, to the agencies and will provide this as a service to local authorities at a charge. These arrangements will cover recoupment Academies as well as maintained schools.
16. For Dudley the charge for 2014/15 was set at £123,000 and details for 2015/16 are yet to be announced.

## **Annual Consultation Process**

17. The Regulations also state that the Local Authority must consult with the Schools Forum annually in respect of the following in order that Schools Forum can give a view.
- Arrangements for pupils with special educational needs and in particular—
    - the places to be commissioned by the local authority in different schools and
    - other institutions, and the arrangements for paying top-up funding to schools and other institutions;
  - Arrangements for use of pupil referral units and the education of children otherwise than at school and in particular—
    - the places to be commissioned by the authority and by schools in pupil referral units and other providers of alternative provision, and
    - the arrangements for paying top-up funding to pupil referral units and other providers of alternative provision;
  - Arrangements for early years provision;
  - Administration arrangements for the allocation of central government grants.
18. Further detailed information will be provided at the March 2015 meeting.



## **Finance**

19. The funding of schools is prescribed by the Department for Education (DfE) through the School and Early Years Finance (England) Regulations 2014 which are effective from 12th January 2015 and relate to the 2015/16 financial year.
20. Schools Forums are regulated by the regulated by the Schools Forums (England) Regulations 2012 as amended by the 2013 and 2014 the School and Early Years Finance (England) Regulations.
21. From 1<sup>st</sup> April 2006, the Schools Budget has been funded by a direct grant; Dedicated School Grant (DSG).

## **Law**


22. Councils' LMS Schemes are made under Section 48 of the School Standards and Framework Act 1998. The Education Acts 1996 and 2002 also have provisions relating to school funding.

## **Equality Impact**

23. The Council's Equal Opportunities Policy is taken into account when considering the allocation of resources.

## **Recommendation**

24. Schools Forum to :
  - To approve the central expenditure budgets for 2015/16, as detailed in Table 2;
  - To approve the central expenditure budgets for 2015/16, as detailed in Table 3;
  - To note the final de-delegations budgets for 2015/16, as detailed in Table 4.



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## **Contribution to a Combined Service Approved by the Schools Forum**

1. An outturn report is presented to the June Schools Forum meeting to report the expenditure for the financial year together with the service provision details.
2. However, for the purposes of approving this budget line for 2015/16 brief details of the combined services budgets are provided below.
3. **Astley Burf**  
The £10,300 contribution from the DSG enables the centre to offer the outdoor adventure experience to children who are eligible for free school meals at no charge, the centre has been able to remain financially viable.

4. **Staying Safe on School Trips**  
These funds provide the framework for the risk assessment of off-site educational visits for Dudley children and young people. The continuing costs to host the website, and the maintenance of the on-line system used for reporting and recording the visits are also supported from these funds, as well as employing an officer to support the system and offer support, advice and guidance. Since 1<sup>st</sup> April 2014 – 30<sup>th</sup> January 2015, a total number of 703,394 Dudley children have participated in a total of 4,069 Offsite visits with no reported incidents.

In a recent survey conducted on Educational Visit Coordinators and offsite users, the feedback was positive and users said that they valued the fact that the LA supported them in planning their trips and visits.

5. **School Safeguarding Trainer**  
The post holder continues to deliver training within schools on a wide range of Safeguarding Courses. The courses on offer now also include Teenage Relationship Abuse, Female Genital Mutilation and Recording Skills. The majority of the training is single -agency however there is also multi-agency training provided which includes Education Staff on a number of DSCB (Dudley Safeguarding Children's Board) Training Programmes.
6. **Schools Information Governance Officer (SIGO)**  
During 2014/15 the School's Information Governance Officer has further strengthened compliance with information governance legislation, developed a range of model policies, provided guidance on self assessment and supported an increasing number of schools with a number of complex issues. Customer satisfaction surveys have resulted in 93% of those responding, rating the overall service as good or excellent.

Demand for this support has increased as has the range and complexity of issues being considered including legislation changes. In addition to meeting the increased demand the following work streams have been identified;

- research to identify differences across schools in terms of retention of paper and electronic pupil records to ensure compliance with the Data Protection Act and
- support to schools on the audit of self assessment checklists

## **7. Place Planning Support Officer**

The funding continues to support the place planning support officer post with much needed resilience within the team, providing critical support for this function. This involves improving and updating the pupil forecasting model on an annual basis which in turn links directly to the local authority mandatory DfE School Capacity Return and informs the Basic Need Capital Allocation. The post also enables the team to provide deprivation data and profiles for all schools.

## **8. Pupil Census**

In 2014/2015 the funding has been used to pay for staff to support the School Census and School Workforce Census data collections. This has enabled more detailed work to be performed to investigate the eligibility and therefore maximise the Pupil Premium funding for schools, in particular working with the Free School Meals team to highlight where pupils had been authorised to receive a free school meal but not included as such on their School Census return meaning the school would have lost out on £1,300 per child if not included.

In 2015/2016 this work will be extended to include pupil data collection for the new Early Years Pupil Premium which is being introduced in April 2015. It has been estimated by Central Government that there are approximately 1,700 children eligible for the Early Years Pupil Premium. Therefore this will require a large amount of work to identify exactly which children these are and which nurseries they attend in order for the funding to be given appropriately.

## **9. Carbon Reduction Commitment**

### Progress Update

- We have been actively involved in 71 school settings during 2014/15 financial year with a further 7 to be approached after Easter.
- 65 schools have received a bespoke Assessment of Energy Saving Opportunities Report and Buildings and Estates Officers are working alongside schools to carry out “no cost” recommendations which could save over £300,000 per year at these schools.

- 64 schools have had an out of hours electrical load survey carried out. For information we are finding that only 36% of total electricity is consumed during the core teaching hours.
- 14 schools have had a heating survey carried out.

### Benefits

- At eleven settings where we have worked alongside schools that have automated half hour meter readings, total electricity consumption has reduced from 5,947,012 kw/h in 2013 to 5,621,372 kw/h in 2014, a reduction of 5.48% which if applied to the £1,500,000 spent on electricity per year at the 110 school settings would produce a saving in excess of £80k per annum.
- At four settings that we have yet to work alongside, that have implemented automated half hour meter readings, total electricity consumption has reduced from 1,592,289 kw/h in 2013 to 1,588,532 kw/h in 2014, a reduction of 0.24%.
- Dudley have secured a Salix loan for £250k to carry out efficient lighting upgrades at seven schools which will be paid back over an eight year period.

## **10. Anti-Bullying Work in Dudley Schools**

- The last report to Schools' Forum began: *"Bullying happens in every school and in every community and if effective initiatives are not in place, it creates a negative and dysfunctional environment."*

The importance of such work is regularly highlighted both in the press and in government guidance. National focus on bullying continues in the advice given by the Department for Education and in the framework for OFSTED inspections.

- Dudley Youth Council identified bullying in schools as the top issue in a ballot involving 8196 young people across the borough.
- The Anti-Bullying Co-ordinator continues to provide a lead on anti-bullying strategy, raising the profile of anti-bullying activity and action, supporting schools and other key partners to promote best practice and developing whole school approaches to anticipate and respond to bullying. With raised awareness come raised expectations from schools and partners, and as a consequence, our Anti-Bullying Co-ordinator is fully occupied responding to requests from schools, strategically planning future work and providing relevant training from Saltwells EDC and Himley Hall, in conjunction with one of our partners, Achievement for All 3As. All this is achieved in three days every week.

- In order to maximise the benefits to Dudley schools, the Anti-Bullying Co-ordinator continues to work with strategic regional and national partners. These include Achievement for All 3As, Spurgeons, Anti-Bullying Alliance, Beat Bullying, Bullying Intervention Group (BIG) Award, Ben Cohen StandUp Foundation, Staffordshire and Wolverhampton Councils and Youthworks Consulting Ltd. These partners continue to provide support and expertise in specific areas of anti-bullying work. In the last twelve months, at a local level, there have been several collaborative events for Dudley schools to access, which include running workshops at a Youth Service event in Council Chambers, the 7<sup>th</sup> Dudley Anti-Bullying Debate, E-Safety Strategy and Training, Drama Productions and Resilience & Assertiveness (RAP) training, SEND Anti-Bullying Training from Achievement for All 3As. Additionally, a Cyber Survey targeting all 10-16 year olds in the Borough in late March, highlighted a range of issues associated with bullying, prompting a successful bid for funding from the Ben Cohen StandUp Foundation.
- Achievement for All 3As, who fund some of the work we do, supporting personnel and resources for the programme, have written a positive evaluation of our Anti-Bullying Support Programme to Dudley Schools.
- The introduction of the Pledge Scheme has highlighted good practice as well as areas for improvement in participating schools. The framework has enabled schools to review their anti-bullying policies and self-evaluate a range of pro-active and reactive strategies. The process has provided opportunities for consultation with all teaching and non-teaching staff, parents/carers, governors and other key stakeholders and has raised awareness of the importance of anti-bullying work. Also, it has provided a vehicle for communicating clear, consistent messages and identified emerging trends. Where cluster groups are developing, there are greater opportunities to share ideas and develop consistent approaches through transition. Some examples of the impact include: head teachers sharing and discussing innovative strategies with senior leaders in other schools; analysis of data to inform training needs and highlighting of vulnerable groups, assisting individual schools as well as supporting the handling of bullying related complaints.
- Partnership working at local, regional and national level has enabled more capacity to address bullying issues as well as offer further opportunities for development and accreditation. Specialist help is more accessible as well as signposting to a wider support network. All for the benefit of Dudley schools.

## **11. Education Liaison**

The purpose of this information is to inform Schools Forum of the impact of the Education Liaison Officer role that is placed within the Dudley Safeguarding Children Board, Safeguarding and Review Service. The post works towards keeping those children who experience domestic abuse within their family safe and enables partners to work together to improve outcomes for children. It is requested that the Schools Forum agree to fund the post for the period April 2015 to March 2016.

### The Domestic Abuse Response Team (DART)

Between April 13 and December 13 there were 1,184 Domestic Abuse notifications. 128 of those have been screened at Level 2 where it has been decided that that risk level has resulted in a referral to school for information sharing or further intervention. Between January 14 and 30<sup>th</sup> January 15, there have been 3,022 domestic abuse notifications that have been screened by DART. 4,112 children were discussed and signposted for intervention and support. Of these, 312 have been deemed a Level 2 response where school have to be informed or requested to offer support. It is the responsibility of the Education Liaison Officer to have those discussions with school and to offer appropriate professional support for any interventions where appropriate.

There have been 376 (in comparison to 184 the previous year) victims referred to the Multi Agency Risk Assessment Conference ( MARAC) from January 2014 to December 2014. There have been 419 children discussed at MARAC. Schools have been notified of all those children unless they are below school age. Education is represented at MARAC by the Education Liaison Officer.