

DUDLEY SCHOOLS FORUM

TUESDAY 3RD JUNE, 2014

AT 6.00PM
AT SALTWELLS EDUCATION
DEVELOPMENT CENTRE
BOWLING GREEN ROAD
NETHERTON
DUDLEY
DY2 9LY

If you (or anyone you know) is attending the meeting and requires assistance to access the venue and/or its facilities, could you please contact Democratic Services in advance and we will do our best to help you

HELEN SHEPHERD
DEMOCRATIC SERVICES OFFICER

Internal Ext – 5271

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You can view information about Dudley MBC on

www.dudley.gov.uk



IMPORTANT NOTICE

MEETINGS AT SALTWELLS EDUCATION DEVELOPMENT CENTRE, NETHERTON

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Centre

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HS Helen Shepherd 01384 815271

21st May, 2014

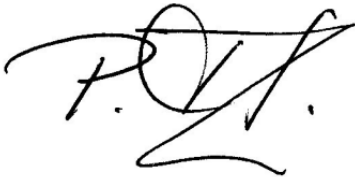
Dear Member

Dudley Schools Forum – Tuesday 3rd June, 2014

You are requested to attend a meeting of the Dudley Schools Forum, which will be held at Saltwells Education Development Centre, Bowling Green Road, Netherton, Dudley, DY2 9LY on Tuesday 3rd June, 2014 at 6.00 pm, to consider the business set out in the Agenda below.

Light refreshments will be available from 5.30 pm.

Yours sincerely



Director of Corporate Resources

Distribution:-

All Members of the Dudley Schools Forum, namely:-

Mr Bate	Mrs Belcher	Mr Conway	Mr Dallaway	Mr Derham
Mrs Garratt	Mrs Hannaway	Mr B Jones	Mrs N Jones	Mr Kelleher
Mr Kirk	Mr Nesbitt	Mr Oakley	Mr Patterson	Mrs Quigley
Mr Ridley	Ms P Rogers	Mrs Ruffles	Mr Shaw	Mr Ward
Mr Warren	Mr Weaver	Mrs Withers	Mrs Wylie	

c.c - Cabinet Member for Integrated Children's Services;
Chair of the Children's Services Scrutiny Committee;
Pauline Sharratt – Interim Director of Children's Services;
Huw Powell/Trish Brittain – Acting Assistant Director of Children's Services;
Ian McGuff – Assistant Director of Children's Services;
Karen Cocker – Children's Services Finance Manager, Directorate of Corporate Resources;
Sue Coates – Principal Accountant, Directorate of Corporate Resources.

AGENDA

1. ELECTION OF CHAIR

To elect a Chair of the Forum for the 2014/15 municipal year.

2. APPOINTMENT OF VICE-CHAIR

To elect a Vice-Chair of the Forum for the 2014/15 municipal year.

3. INTRODUCTIONS BY THE CHAIR

4. APOLOGIES FOR ABSENCE

To receive apologies for absence from the meeting.

5. APPOINTMENT OF SUBSTITUTE MEMBERS

To report the appointment of any substitutes for this meeting of the Forum.

6. MINUTES

To approve as a correct record and sign the minutes of the meeting of the Forum held on 29th April, 2014 (attached).

7. MATTERS ARISING FROM THE MINUTES

Any other matters arising from the Minutes of the meeting of the Forum held on 29th April, 2014 not included on the agenda for this meeting.

8. SCHOOLS FORUM MEMBERSHIP UPDATE (PAGES 1 - 6)

To consider the report of the Interim Director of Children's Services.

9. DUDLEY'S SCHEME FOR FINANCING SCHOOLS – APPROVAL FOR CONSULTATION (PAGES 7 - 12)

To consider the report of the Interim Director of Children's Services.

10. DEDICATED SCHOOLS GRANT OUTTURN 2013/14 (PAGES 13 – 21)

To consider the report of the Interim Director of Children's Services.

11. COMBINED SERVICES BUDGET OUTTURN 2013/14 (PAGES 22 – 28)

To consider the report of the Interim Director of Children's Services.

12. DATES OF FUTURE MEETINGS

8th July, 2014

Saltwells EDC, Bowling Green
Road, Netherton, DY2 4LY

DUDLEY SCHOOLS FORUM

Tuesday 29th April, 2014 at 6.00 pm
at Saltwells Education Development Centre,
Bowling Green Road, Netherton, Dudley

PRESENT:-

Mr Ridley – Chair

Mr Patterson – Vice-Chair

Mr Bate, Mrs Belcher, Mr Conway, Mr Derham, Mrs Garratt, Mrs N Jones, Mr Nesbitt, Mrs Quigley, Mr Ward, Mr Weaver and Mrs Withers.

Person(s) not a member of the Forum but having an entitlement to attend meetings and speak

The Interim Director of Children's Services

Also in attendance

Acting Assistant Director of Children's Services (Education Services) (Directorate of Children's Services); Children's Services Finance Manager, Senior Principal Accountant and the Democratic Services Officer (Directorate of Corporate Resources).

1. INTRODUCTIONS BY THE CHAIR

The Chair welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received on behalf of Mrs Hannaway, Mr Harris, Mr Kelleher, Mrs Ruffles, Mr Shaw and Mr Warren.

3. MINUTES

RESOLVED

That, the minutes of the meeting of the Schools Forum held on 18th March, 2014, be approved as a correct record and signed.

4. MATTERS ARISING FROM THE MINUTES

No issues were raised under this agenda item.

5. DEDICATED SCHOOLS GRANT PLANNING PROCESS 2014/15 – FINAL UPDATE

A report of the Interim Director of Children's Services was submitted in respect of the Dedicated Schools Grant Budget allocation for 2014/15 as at 31st March 2014.

RESOLVED

That the information contained in the report, be noted.

6. FAIRIER SCHOOLS FUNDING IN 2015/16 CONSULTATION

A report of the Interim Director of Children's Services was submitted in respect of the Department for Education (DfE) consultation on the proposed changes to the school funding arrangements for 2015/16.

The Senior Principal Accountant presented the report and referred to each question of the consultation individually and highlighted the comments and recommended responses suggested by members of the Headteachers Consultative Forum – Budget Working Group.

RESOLVED

- (i) That the information contained in the report, be noted.
- (ii) That the responses to the Fairer Schools Funding in 2015/16 consultation be supported and endorsed by the members of Dudley Schools Forum.

7. DATES OF FUTURE MEETINGS

RESOLVED

That the dates of future meetings be noted.

The meeting ended at 6.20 pm.

CHAIR

Dudley Schools Forum - 3rd June 2014

Report of the Interim Director of Children's Services

Schools Forum Membership Update

Purpose of Report

1. To provide Schools Forum with a membership update.

Budget Working Group Discussed

2. No.

Schools Forum Role and Responsibilities

3. Schools Forum is responsible for ensuring that the constitution and membership meet the legislative requirements detailed in the School Forum (England) Regulations 2012, which were effective from 1 October 2012.

Action for Schools Forum

4. To note the updated position in respect of the membership of Dudley's Schools Forum as detailed in Appendix A.

Attachments to Report

5. Appendix A – Dudley Schools Forum current membership

Karen Cocker
Children's Services Finance Manager
19 May 2014

Schools Forum 3 June 2014

Report of the Interim Director of Children's Services

Schools Forum Membership Update

Purpose of Report

1. To provide Schools Forum with a membership update.

Schools Forum Membership Update

2. Schools Forum Constitution allows for 29 members.
3. There were four vacancies and five member posts which were due for re-election.

Vacancies

- Two new Academy School members from 1 January 2014. The closing date for nominations from the Academy Schools was 22 November 2013. As there were no nominations received the vacancies have been held over until the next opportunity for nominations.
- One Primary School Governor vacancy to replace Mrs T Pearce from Central Dudley who resigned on 20 January 2014.
- One existing vacancy from the Catholic Schools Commission, nominated by the Commission. The Catholic Schools Commission has been contacted but has been unable to put forward a representative for this post which has been vacant for some time.

Re-elections

- Two Primary Governors posts for re-election in the North Dudley and Stourbridge township.
- Two Secondary Governors posts for re-election from Halesowen and Stourbridge.
- One Academy School representative for re-election post currently held by High Arcal School.

Outcomes of the Spring 2014 Elections

4. Central Dudley Primary Governor. Mr Brendan Oakley, Sledmere Primary School, has been appointed for the 3 year period commencing in May 2014 to April 2017.
5. North Dudley Primary Governor. There were no nominations received to replace Mr Harris. This post will remain vacant until the next opportunity for nominations.
6. Stourbridge Primary Governor. Mrs Jill Belcher, Peters Hill Primary School, has retained her membership for the 3 year period commencing in May 2014 to April 2017.
7. Halesowen Secondary Governor. Mrs Gill Withers, Leasowes School, has retained her membership for the 3 year period commencing in May 2014 to April 2017.
8. Stourbridge Secondary Governor. Mr Jim Conway, Ridgewood High School, has retained his membership for the 3 year period commencing in May 2014 to April 2017.
9. Academy Schools. There were no nominations from Academy Schools in respect of the three vacancies which will remain vacant until the next opportunity for nominations.
10. Catholic Schools Commission, nominated by the Commission. The Catholic Schools Commission has been contacted but has been unable to put forward a representative for this post which has been vacant for some time.

Finance

11. The funding of schools is prescribed by the Department for Education (DfE) School and Early Years Finance (England) Regulations 2012 and 2013.
12. Schools Forums are regulated by the Schools Forums (England) Regulations 2012.
13. From 1st April 2006, the Schools Budget has been funded by a direct grant; Dedicated School Grant (DSG).

Law

14. 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

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

Recommendation

16. Schools Forum to note the contents of the report provided in respect of the Membership update and the details attached at Appendix A.



Pauline Sharratt

Interim Director of Children's Services

Contact Officer: Karen Cocker, Children's Services Finance Manager

Karen.cocker@dudley.gov.uk Tel: 01384 815382

SCHOOLS FORUM MEMBERSHIP at 1.5.2014

APPENDIX A

SCHOOL MEMBERS	DUDLEY SCHOOLS FORUM CONSTITUTION	GOVERNORS - 3 year term of office			HEADTEACHERS - 3 Year Term of Office			
		1 May 2012 to 30 April 2015	1 May 2013 to 30 April 2016	1 May 2014 to 30 April 2017	Date of Appointment	1 November 2011 to 31 October 2014	1 November 2012 to 31 October 2015	1 November 2013 to 31 October 2016
Nursery School Headteachers	One nursery headteacher							
Netherton Park Nursery	Mrs Helen Ruffles, Netherton Park Children's Centre, Netherton, Dudley DY2 9QF				Nov-13			√
Primary School Headteachers	One primary school headteacher for each of the five townships							
Brierley Hill	Mr Brad Jones, Brockmoor Primary School, Brierley Hill, Dudley, DY5 3UZ				Nov-13			√
Central Dudley	Mr Damien Ward, Sledmere Primary, The School Drive, Buffery Road, Dudley, DY2 8EH				Oct-12		√	
Halesowen	M/s Pauline Rogers, St Margaret's at Hasbury Church of England Primary School, Hagley Road, Hasbury, Halesowen, B63 4QD				Oct-12		√	
North Dudley	Mrs Ruth Wylie, Wrens Nest Primary School, Marigold Crescent, Dudley, DY1 3NX				Jan-14			√
Stourbridge	Mrs J Quigley, Wollescote Primary School, Drummond Road, Wollescote, Stourbridge, DY9 8YA				Jun-12	√		
Primary School Governors	One primary school governor for each of the five townships							
Brierley Hill	Mr Len Ridley, The Dingle Primary School		√		May-13			
Central Dudley	Mr Brendan Oakley, Sledmere Primary School, Buffery Road, Dudley, West Midlands, DY2 8EH			√	May-14			
Halesowen	Mr Mike Weaver, Our Lady and St Kenelm Catholic School, Bundle Hill, Halesowen, West Midlands, B63 4AR	√			Oct-12			
North Dudley	Vacant post Dudley North (ex P Harris). No nominations March 2014							
Stourbridge	Mrs Jill Belcher, Peters Hill Primary School, Peters Hill Road, Amblecote, Brierley Hill, West Midlands, DY5 2QH			√	May-14			
Secondary School Headteachers	One secondary school headteacher for each of the five townships - up to a maximum of three							
Brierley Hill	Mr Ben Warren, The Summerhill School, Lodge Lane, Kingswinford, DY6 9XE				Feb-12	√		
Central Dudley	Mrs April Garratt, Hillcrest School and Community College, Simms Lane, Dudley, DY2 0PB				Nov-13			√
Halesowen	Mr Neil Shaw, Leasowes Community College, Kent Road, Halesowen, B62 8PJ				Oct-12		√	
North Dudley	Dormant township until next elections (ex M Elwiss)							
Stourbridge	Dormant township until next elections (ex P Jones)							
Secondary School Governors	One secondary school governor for each of the five townships up to a maximum of three							
Brierley Hill	Dormant township							

SCHOOL MEMBERS	DUDLEY SCHOOLS FORUM CONSTITUTION	1 May 2012 to 30 April 2015	1 May 2013 to 30 April 2016	1 May 2014 to 30 April 2017	Date of Appointment	1 November 2011 to 31 October 2014	1 November 2012 to 31 October 2015	1 November 2013 to 31 October 2016
Central Dudley	Mr Brian Patterson , Hillcrest Secondary School		√		May-13			
Halesowen	Mrs Gill Withers, Leasowes Secondary School			√	May-14			
North Dudley	Dormant township	√						
Stourbridge	Mr Jim Conway, Ridgewood High School			√	May-14			
Special School Headteacher	One special school headteacher for all townships							
All townships	Mr David Kirk, Rosewood School, Bell Street, Coseley, West Midlands, WV14 8XJ				Oct-12		√	
Special School Governor	One special school governor for all townships							
All townships	Mr Ivan Dallaway, Pensmeadow School	√			Mar-12			
ACADEMY MEMBER								
1 Representative	Vacancy from 01/05/14. No nominations ex Mr S Platford High Arca School			√				
1 Representative	Mr Joe Kelleher, (Parent Governor The Earls High School)	√			Nov-12			
1 Representative	Vacancy from 1.1.2014. No nominations March 2014 elections		√					
1 Representative	Vacancy from 1.1.2014. No nominations March 2014 elections		√					
Pupil Referral Units								
All PRUs	Chris Derham - PRU Manager				Oct-12		√	
NON SCHOOL MEMBERS	Representatives from Bodies Approved By Schools Forum							
Unions and Professional Associations, nominated by the staff side of the Directorate Joint Consultative Committee	Mr P Nesbitt, Dudley National Union of Teachers, The Kahan Centre, High Street, Kingswinford, DY6 8AP		√		May-13			
Worcester Diocesan Board of Education, nominated by the Board	Mrs Angela Hannaway , Headteacher, Halesowen CE Primary, High Street, Halesowen, B63 3BB	√			Nov-12			
Catholic Schools Commission, nominated by the Commission	Vacancy EX Mrs Brenda Beale , (ex headteacher St Josephs Primary School, Stourbridge)				May-10			
Early Years Provider Reference Group, nominated by the Group	Mrs N Jones, Hasbury Pre-school, - Hagley Road, Halesowen B62 4QD	√			Mar-14			
Dudley 16-19 FE Providers	Mr Keith Bate, Principal of Halesowen College, Whittingham Road, Halesowen, B63 3NA			√	Jan-14			

Dudley Schools Forum – 3rd June 2014

Report of the Interim Director of Children’s Services

Dudley’s Scheme for Financing Schools – Approval for Consultation

Purpose of Report

1. To seek approval by Schools Forum for consultation with all schools in the Summer term 2014 regarding the proposed amendments required to Dudley’s Scheme for Financing Schools.

Budget Working Group Discussed

2. Yes - 21 May 2014

Schools Forum Role and Responsibilities

3. The School and Early Years Finance (England) Regulations 2013 advise on the approval, by the Schools Forum or the Secretary of State, of proposals to revise a local authority’s scheme of financing:
 - a. Where a local authority submit a copy of their proposals to revise their scheme to their Schools Forum for approval, the members of the Schools Forum who represent schools maintained by the authority may:
 - i. approve any such proposals;
 - ii. approve any such proposals subject to modifications; or
 - iii. refuse to approve any such proposals.
 - b. Where the Schools Forum approves the proposals to revise the scheme, it may specify the date upon which the revised scheme is to come into force. Where:
 - i. the Schools Forum refuses to approve proposals, or approves any such proposals subject to modifications which are not acceptable to the local authority; or
 - ii. the local authority are not required to establish a schools forum for their area,
the authority may apply to the Secretary of State for approval of such proposals.
 - c. The Secretary of State may:
 - i. approve any such proposals;
 - ii. approve any such proposals subject to modifications; or
 - iii. refuse to approve any such proposals.

- d. When approving proposals to revise the scheme, the Secretary of State may specify the date upon which the revised Scheme is to come into force.
- e. No revised scheme is to come into force unless approved by the Schools Forum or the Secretary of State in accordance with Part 4 of the School and Early Years Finance (England) Regulations 2013.

Action for Schools Forum

4. Schools Forum to note the proposed amendments required in respect of Dudley's Scheme for Financing Schools (as outlined in Appendix A) and to approve a period of consultation with all schools in the Summer term 2014.

Attachments to Report

5. Appendix A – Summary of Proposed Changes

Alison Wood
Principal Accountant
19 May 2014

Schools Forum 3 June 2014

Report of the Interim Director of Children's Services

Dudley's Scheme for Financing Schools – Approval for consultation

Purpose of Report

1. To seek approval by Schools Forum for consultation with all schools in the Summer Term 2014 regarding the proposed amendments required to Dudley's Scheme for Financing Schools.

Background

2. Under section 48 of the Schools Standards and Framework Act 1998 all local authorities are required to establish and maintain a Scheme for Financing Schools setting out the relationship between the local authority and the schools it maintains.
3. Any revision to the Scheme for Financing Schools must be approved by the Schools Forum or the Secretary of State in accordance with Part 4 of the School and Early Years Finance (England) Regulations 2013.
4. The School and Early Years Finance (England) Regulations 2013, schedule 5, lists the issues that all schemes should address. The Department for Education (DfE) provides guidance to local authorities on the more detailed content of their schemes. This guidance is revised from time to time to reflect changes and amendments to legislation and policy directed through the School Finance Regulations.
5. Where the DfE issue revised Schools Finance Regulations, then Dudley's Scheme of Financing is automatically updated, there is no requirement for consultation on these occasions as the amendments are normally formal directions.
6. The Scheme for Financing Schools was last updated in January 2014 for directed revisions effective retrospectively from 1 April 2013.

Approval Process

7. Schools Forum has the power to approve amendments to the Scheme of Financing without the need for consultation with stakeholders. Full details can be found in Part 4 of the School and Early Years Finance (England) Regulations 2013. However, it is usual to undertake a period of public consultation before the final approval.

Proposed Amendments

8. The Scheme for Financing Schools has been updated to reflect both the statutory guidance issued by the DfE in February 2014 and a number of local amendments. A summary of the proposed changes are attached at Appendix A.
9. It is proposed that the full Scheme for Financing Schools is issued for a period of consultation to all schools and stakeholders in the Summer term 2014. A six week consultation period will be adopted.
10. Responses to the consultation will be presented to Schools Forum at the September 2014 meeting for decision making and immediate implementation.

Finance

11. The funding of schools is prescribed by the Department for Education (DfE) through the School and Early Years Finance (England) Regulations 2013.
12. Schools Forums are regulated by the Schools Forums (England) Regulations 2012.
13. From 1st April 2006, the Schools Budget has been funded by a direct grant; Dedicated School Grant (DSG).

Law

14. 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

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

Recommendation

16. Schools Forum to note the proposed amendments required in respect of Dudley's Scheme for Financing Schools (as summarised in Appendix A) and to approve a period of consultation with all schools and stakeholders in the Summer term 2014. The outcomes of the consultation will be presented to the September 2014 Schools Forum meeting for final approval prior to implementation.



Pauline Sharratt
Interim Director of Children's Services

Contact Officer: Karen Cocker, Children's Services Finance Manager
Karen.cocker@dudley.gov.uk Tel: 01384 815382

Scheme for Financing Schools – Summary of Changes

Estimated Scheme publication date: September 2014

Consultation Period – Summer Term 2014

- During the Spring term 2014 a general update of the Scheme for Financing Schools has taken place. This update takes into account the statutory guidance released by the DfE to Local Authorities in February 2014 and a number of local amendments.

1. General

- The scheme applies to all community, nursery, voluntary, foundation, community special, foundation special schools and PRU's maintained by the Authority. Therefore all references throughout the document referring to schools apply to the above establishments.

2. Section 1 – The Funding Framework

- Section 1.1 Funding Framework.
School detail budgets are no longer included in S251 collection so these references have been removed.

3. Section 2 - Financial Controls

- Section 2.10. Should only include private funds under the control of the Governing Body or Management Committee within Consistent Financial Reporting (CFR) when brought into the main schools budget. Funds which remain within the private fund at the year end should be excluded as per the CFR Framework.
- Section 2.1.2. In relation to quarterly income and expenditure return requirements have changed from a deadline date of 31st of the month to the 21st of the month following the quarter end and within Quarter 4 to be monthly returns.
- Section 2.14. Amend to read “These allow schools to spend their budgets on pupils who are on roll of other maintained schools or academies.”

4. Section 3 - Instalments of Budget Share and Banking Arrangements

- Section 3.1 Frequency of payments

Wording amended to include place led funding along with top-up payments being made on a monthly basis.

5. Section 8 - The Provision of Services and Facilities by the Authority

- Section 8.1. Should be amended to note that premature retirement costs and redundancy payments are restricted to existing commitments.

6. Section 13 – Responsibility for Repairs and Maintenance

- Section 13.1. Removal of the provision to retain centrally money for Repair & Maintenance of school kitchens

7. ANNEX G – Proposed Use of Surplus Balances/ Re-categorisation of Current Reserves

- Appendix G. Has been updated to the current format

Scheme for Financing Schools – Review Date June 2014.

Dudley Schools Forum – 3rd June 2014

Report of the Interim Director of Children’s Services

Dedicated Schools Grant Outturn 2013/14

Purpose of Report

1. To provide Schools Forum with financial data in respect of the Schools Budget for the 2013/14 financial year ended 31 March 2014.

Budget Working Group Discussed

2. Yes - 21 May 2014.

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. Schools 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.

Action for Schools Forum

5. To note the 2013/14 financial outturn in respect of the Schools Budget summarised at Appendix A.

Attachments to Report

6. Appendix A - DSG Outturn Statement 2013/14.

Karen Cocker
Children’s Service Finance Manager
19 May 2014

Schools Forum 3 June 2014

Report of the Interim Director of Children's Services

Dedicated Schools Grant Outturn 2013/14

Purpose of Report

1. To provide Schools Forum with financial data in respect of the Schools Budget for the 2013/14 financial year ended 31 March 2014.

Background

2. The Dedicated Schools Grant (DSG) funds the Schools Budget. The Schools Budget is a combination of centrally retained budgets from the Schools Block, Early Years Block and High Needs Block of the DSG together with the ISB (Individual Schools Budget).
3. The ISB relates to the delegated budgets to schools.
4. The DSG is a ring fenced grant and can only be applied to meet expenditure properly included in the Schools Budget, as defined by the School Finance and Early Years Regulations 2013.
5. At outturn stage, the local authority is required to append an additional note to the Statement of Accounts confirming the deployment of the DSG in support of the Schools Budget, as required by the Accounts and Audit (Amendment) (England) Regulations 2006. The Chief Finance Officer is also required to confirm final deployment of the DSG in support of the Schools Budget in connection with the section 251 outturn form.

DSG Out-turn for 2013/14

6. For the 2013/14 financial year the DSG was £234.323m. The year-end position recorded the DSG net expenditure at £230.848m. Thus the centrally retained element of the DSG has under-spent by £3.475m, as detailed in Appendix A, which includes an under spending of £0.059m in respect of de-delegated budgets to be returned to schools. The £3.475m under spend will be carried forward to the DSG reserve.
7. For the purposes of declaring the DSG outturn, the amount of Individual Schools Budget (ISB) actually distributed to schools is regarded, for DSG purposes, as spent by the authority once it is deployed to schools' budget shares. Thus whilst the ISB element of the DSG can be under-spent this is recorded as schools roll-forwards, which for 2013/14 is £7.663m.

Central DSG Expenditure

8. If an authority's actual spend on central expenditure is less than its central expenditure budget, the under-spend must be carried forward to support the Schools Budget in future years. For 2013/14 the DSG roll-forward attributable to the centrally retained budgets is £3.475m.
9. During 2013/14, £0.928m of the brought forward accumulated roll-forward at 1.4.2013 has been spent, as detailed in Table 1. Current expenditure plans for 2014/15 are detailed in Table 1.

Table 1 – Central DSG Reserve Summary

	£ m	£ m
Cumulative Roll forward DSG Reserve Available at 1.4.2013		6.821
Expenditure in 2013/14 from the accumulated carry forward DSG Reserve		
Project to change over processes from statements of Special Education Needs (SEN) as part of forthcoming Education Health Care Plans	0.082	
Admissions and special education needs data back scanning	0.004	
Looked after pupils tuition – early into care/pupil premium work	0.025	
Primary Behavioural project Intervention project work through Short Stay Schools Service	0.064	
Secondary behavioural project through Township Fair Access Panels to prevent permanent exclusions	0.371	
Early Years seating, moving and handling equipment for Bromley Pensnett nursery	0.004	
Equal pay expenditure for closed schools	0.108	
Educationalist Psychologist work for early years children	0.036	
Visually impaired children IPAD and communication software for settings	0.004	
Primary school support collaborative work	0.230	
Less total Expenditure in 2013/14		(0.928)
Plus 2013/14 under spend from Centrally Retained DSG		3.475
Accumulated carry forward balance to 2014/15		9.368
Commitments Planned in 2014/15		
Loans pool facility for Voluntary Aided and Foundation schools- £1.270m agreed by Schools Forum in 2010 but plans to increase to £2m in 2014/15 to reflect updated information for Trust schools (ex Community Schools)	2.000	
Secondary Township work – Fair Access Panel project to	0.250	

prevent permanent exclusions; new project for 2014/15		
Primary school support collaborative work; project commenced in 2013/14	0.070	
Project to change over processes from statements of Special Education Needs (SEN) as part of forthcoming Education Health Care Plans; project commenced in 2013/14	0.018	
Admissions and special education needs data back scanning; project commenced in 2013/14	0.046	
Social worker input for early support to facilitate home to school liaison with Old Park being the lead school via their delegated budget	0.070	
Speech and Language support at Rosewood for Autistic Spectrum Disorder work (ASD)	0.010	
Funding to support special schools via Pensmeadow special school to extend the data package of scholar school tracker and Dudley Assessment Profile materials	0.040	
Autistic Spectrum Disorder work (ASD) IPAD and communication software for settings	0.005	
Upgrading Hearing Impaired radios and sounds systems	0.040	
Phonax Roger Frequency Modulation Hearing Systems for Early Years children	0.004	
Early Years seating, moving and handling equipment for Bromley Pensnett nursery; project commenced in 2013/14	0.004	
Early Years IPAD and communication software for settings	0.005	
Improve the support to Dudley special school pupils to address the requirements of Raising the Participation Age in this sector and to reduce the numbers of LLDD (Learners with Learning Difficulties and Disabilities) becoming NEET (Not in Education, Employment or Training) by formulating a tailored package of transition for each pupil.	0.500	
Increased cost for copyright licences for schools. 2014/15 notification late from DFE on 13.3.14 - after schools budgets issued	0.045	
Hillcrest uniform business rates - not Trust school at time of issuing delegated budget so 80% relief not available	0.108	
Primary schools published admission number projected increase in year at September 2014 to accommodate rising pupil numbers in primary sector - LA request for increased admissions in 7 schools. Estimated as : Sledmere £69k, Kates Hill £29k, Brook £9k, Colley Lane £26k, Russells Hall £18k Gigmill £42k Queen Victoria £16k	0.210	
De-delegations under-spend from 2013/14 returned to schools	0.059	
Less total Planned Expenditure in 2014/15		(3.484)
Balance to be Allocated		5.884

Individual Schools Budgets – DSG Expenditure

10. Table 2 summarises the schools opening reserves of £19.893m at 1.4.2013. Of this £10.939m was utilised during 2013/14 before the 2013/14 roll-forwards of £7.663m were added at 31.3.2014. Giving the total school delegated reserves at 31.3.2014 of £16.617m; a net reduction of £3.276m.
11. Two schools ended the financial year with an unplanned in year deficit~: Coseley secondary school £59k and Cherry Tree Learning Centre £3k.

Table 2 – School Reserves from Delegated Budgets

Reserve Type	2012/13 £	2013/14	Net Variance £
General Contingency	0	0	
Single Status & Equal Pay Reserve	6,046,618	2,228,784	-3,817,834
Specific Contingency	7,731,740	8,269,184	537,444
VA/Foundation Capital Projects	2,984,352	2,952,486	-31,866
LA Capital Projects	3,223,675	3,058,602	-165,073
Approved Capital Loans	-302,800	-203,200	99,600
Reserves to Balance Budget	209,724	311,655	101,931
Total	19,893,309	16,617,511	-3,275,798

Table 3 – School Trading Accounts

Reserve Type	2012/13 £	2013/14	Variance £
School Trading Accounts	2,052,608	3,277,584	1,224,976

12. The reserves in Table 3 relate to activities such as before and after school clubs, extended school arrangements, cluster arrangements, adult education and leisure activities.

Finance

13. The funding of schools is prescribed by the Department for Education (DfE) through the School and Early Years Finance (England) Regulations 2013.
14. Schools Forums are regulated by the Schools Forums (England) Regulations 2012.

15. From 1 April 2006, the Schools Budget has been funded by a direct grant: Dedicated School Grant (DSG).

Law

16. 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

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

Recommendation

18. Schools Forum to note the 2013/14 Outturn in respect of the Schools Budget, which is funded by the DSG and the planned use of the centrally retained roll forward as detailed in Table 1 of this report.



Pauline Sharratt
Interim Director of Children's Services

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Appendix A

Dedicated Schools Grant Outturn 2013/14

Director of Children's Services DSG Budget Area	2013/14 DSG Revised Budget £m	2013/14 DSG Outturn Actual £m	2013/14 Variance () =u'spend £m	Outturn to Budget %	Comments
Nursery School	0.550	0.550	0	100%	Nil rollforward
Mainstream schools – Nursery Units, Primary and Secondary	161.835	161.835	0*	100%	*School roll-forwards from 2013/14 totalled £7.211m
Special Schools and PRUs Places (Pupil Referral Units)	9.100	9.100	0*	100%	*School roll-forwards from 2013/14 totalled £0.452m
Early Years Nursery Independent Sector Provision for: 2 Years Olds in Disadvantaged areas & 3 and 4 year olds nursery education	7.243	5.824	(1.419)	80%	Increased allocations to 3 and 4 year old providers of £0.176m less under allocation of 2 year old nursery provision budget by £1.595m

Early Years Maintained Nursery Provision contingency	0.109	0.195	0.086	180%	Total cost of in year adjustments for maintained nursery provision cost £86k more than contingency set aside for 2013/14
De-delegated Budgets	1.230	1.171	(0.059)	95%	Under spending in respect of the contingency and Union Facilities time budgets. This funding will be returned to schools
High Needs Block Top Up	12.329	9.831	(2.498)	80%	This new budget for 2013/14 was required to pay for special education need (SEN) top ups for : SEN units, PRUs, Post 19 - 25 LLDD in Further Education, Dudley special schools, statemented pupils in mainstream schools both in the Borough and placed outside of the Borough. Careful management has resulted in an under spend position at the year end
Centrally Retained Budgets	9.641	10.056	0.415	104%	After deducting £0.969m for one off allocations to support future school initiatives such as free school meal costs, the Central DSG under spent by £0.554m. The under spending relates to a number of

					service vacancies and efficiencies, less financial support to the Behavioural PRU than planned and additional income from extra district placements in prior years.
Academy Schools element of DSG	34.469	34.469	0*	100%	Value of school rollforwards not notified to LA
EFA 6 th form grant	(2.183)	(2.183)	0	100%	No variance
Total	234.323	230.848	(3.475)	(98.5)	

Dudley Schools Forum – 3rd June 2014

Report of the Interim Director of Children’s Services

Combined Services Budget Outturn 2013/14

Purpose of Report

1. To provide Schools Forum with financial data in respect of the Combined Services Budget for the 2013/14 financial year ended 31 March 2014.

Budget Working Group Discussed

2. Yes – 21 May 2014

Schools Forum Role and Responsibilities

3. The Schools Funding Regulations include a provision for “Combined Budgets” under the types of funding that can be retained centrally from the Dedicated Schools Grant; it is conditional that the Schools Forum agrees the amounts involved and ensures that there is an educational benefit to the pupils.
4. It is a requirement that the local authority provides an annual outturn report to the Forum in respect of the combined services budgets.
5. From 2013/14, in line with the School Funding Reforms, any budget deductions under the Combined Budget provision must not exceed the amount deducted for the previous funding period. This means that no new Combined Budgets can be allowed and those approved before 2013/14 must be constrained in value to the budget set aside in the previous funding period of 2012/13.

Action for Schools Forum

6. To note the 2013/14 financial outturn in respect of the combined services budgets.

Rebecca Yates
Senior Principal Accountant
19 May 2014

Schools Forum 3 June 2014

Report of the Interim Director of Children's Services

Combined Services Budget Outturn 2013/14

Purpose of Report

1. To provide Schools Forum with financial data in respect of the Combined Services Budget for the 2013/14 financial year ended 31 March 2014.

Background

2. The Dedicated Schools Grant (DSG) funds the Schools Budget. The Schools Budget is a combination of centrally retained budgets together with the ISB (Individual Schools Budget).
3. The DSG is a ring fenced grant and can only be applied to meet expenditure properly included in the Schools Budget, as defined by the School Finance and Early Years (England) Regulations 2013.
4. The Schools Funding Regulations include a provision for "Combined Budgets" under the types of funding that can be retained centrally from the Dedicated Schools Grant. Prior to 2013/14 it was conditional that the Schools Forum agreed the amounts involved and ensured that there is an educational benefit to the pupils.
5. From 2013/14, in line with the School Funding Reforms, any budget deductions under the Combined Budget provision must not exceed the amount deducted for the previous funding period. This means that no new Combined Budgets can be allowed and those approved before 2013/14 must be constrained in value to the budget set aside in the previous funding period of 2012/13.
6. For 2013/14 Schools Forum has exercised its authority to allocate central funds for:
 - a. Astley Burf Outdoor Activity Centre
 - b. Carbon Reduction Commitment
 - c. Anti Bullying Co-ordinator
 - d. Staying Safe on School Trips
 - e. Domestic Abuse and Referrals Team (DART) – Education Liaison Post
 - f. School Safeguarding Trainer
 - g. School Information Governance Officer
 - h. Place Planning Support Officer
 - i. Pupil census work within the Data and Information Team

7. Table 1 details the budgets allocated for 2013/14 and the actual expenditure.

Table 1 – Budget Allocations 2013/14 for Approved Combined Budgets

Details	2013/14 DSG Budget £	2013/14 DSG Out-turn £
Astley Burf Outdoor Activity Centre	10,300	10,300
Carbon Reduction Commitment	100,000	69,178
Anti Bullying Co-ordinator	50,000	50,000
Staying Safe on School Trips	31,000	31,000
Domestic Abuse and Referrals Team (DART) – Education Liaison Post	39,200	39,200
School Safeguarding Trainer	35,900	35,900
Information Governance	20,300	20,300
Place Planning Support Officer	33,300	33,300
Pupil Census	30,700	30,700
Total	350,700	319,878

2013/14 Update on Combined Budget Activities

8. Astley Burf

The £10,300 contribution from the DSG has enabled 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. The centre has been fully utilised this year and is often referred to as the jewel in the crown. This year a grant has been received to provide a new cabin and additional equipment adapted for children with disabilities. To see the enjoyment and excitement of the children who attend is a delight.

9. Carbon Reduction Commitment (CRC)

During 2013/14 £69,178 has been spent of the £100,000 allocated. During 2013/14 Buildings & Estates Officers have been involved with fifty one schools, encouraging them to capture as much of the potential saving that can be achieved at low or no cost. All of these schools have now received a bespoke report from Briar Associates assessing energy saving opportunities. This highlights a potential £250k annual saving could be made without any investment. Forty six of the schools have also had an out of hours electricity survey carried out, showing that over £100k could be saved per annum if all appliances using electricity were switched off at night/at weekends/during school holidays.

Work has also been done at a number of settings whereby light switches have been actively labelled to highlight instances where significant areas of the school are lit sufficiently naturally and do not require artificial lighting. This has shown the

schools that over £50k could be saved annually if lights that were not required during certain times of the day/year were not switched on.

All schools IT systems (pc's only) are now subject to their individual scheduled start up/shut down procedures being overridden centrally by RM during school holiday periods. At the forty six schools where out of hours surveys have been carried out, 2,500 pc's have been switched off. If these pc's were on for ten hours per day (as was previously typical) during the thirteen weeks of school holidays each year this equates to over 2.2 million hours of electricity being wasted annually. Fourteen schools have also had detailed mechanical surveys showing that, on average, £750 per setting could be saved annually on gas bills by implementing new operational procedures with no capital costs.

10. Anti Bullying Co-ordinator

The £33,300 funding provided in 2013/14 has enabled the new post holder to work with Dudley schools to establish our Anti-bullying Pledge scheme. The aim of this pledge is to support Dudley schools in their work to build positive relationships and minimise and deal with bullying. Schools are supported through the Anti-bullying Pledge Scheme accreditation process, five of which have already been accredited. A further fifteen are expected to achieve this within nine months. More schools are signing up as the word spreads.

The scheme was launched at a central training event, although further bespoke twilight training sessions have been delivered to individual schools on request and this approach remains popular. Blended learning materials have been developed in partnership with local and national partners and all schools have been invited to central training sessions in June, as well as exclusive access to a series of playbooks featuring e-learning materials.

The anti-bullying co-ordinator also works closely with the complaints officer in identifying emerging trends and addressing parental concerns surrounding bullying issues. In addition to offering support to individuals and families, conversations and joint school visits are significant in providing consistent and cohesive solutions and interventions.

11. Staying Safe on School Trips

The £31,000 in 2013/14 financial year has provided for the framework for the risk assessment of off-site educational visits by Dudley children and young people. The continuing costs of training with regards to service development and health and safety issues, and the maintenance of the on-line system used for reporting and recording the visits are also supported from these funds. Due to the continued effectiveness of the service there has not been a single serious incident within the last 12 months as all risks have been managed effectively.

12. Domestic Abuse Referral Team (DART) – Education Liaison Post (ELO)

The £39,200 funding has enabled the Educating Liaison Officer to support schools with their safeguarding remit, including the DART and Multi Agency Risk Assessment Conference (MARAC) process.

The key responsibilities of the ELO has been to ensure that schools are included and are key to the gathering and sharing of information where there are concerns

about domestic abuse. By sharing information in an appropriate and timely way, children, parents and carers have benefited from accessing services where they can receive the correct support and interventions in order to safeguard them appropriately.

This post which is based within the Safeguarding and Review Service has been crucial in ensuring that we make every effort to ensure children are safeguarded.

13. School Safeguarding Trainer

The £35,900 funding has enabled the Schools Safeguarding Trainer to deliver Safeguarding training to Schools. This has enabled approximately 3000 training places to be taken up by Education staff. School's have also been able to access new training programmes that have been developed by the School Safeguarding Trainer which include , Forced Marriage and Honour Based Violence, Teenage Relationship Abuse, Internet Safety to Staff, and Record Keeping.

14. Schools Information Governance Officer (SIGO)

The £20,300 has enabled the SIGO to work proactively to ensure schools are aware of and are meeting their information governance responsibilities. Examples of support provided to schools are as follows:-

- Schools are required to individually register with the Information Commissioner (ICO), it is a criminal offence if they don't. Registrations are checked on a monthly basis. In total 12 schools had to be contacted as their registration had expired and had not been renewed.
- Schools have been provided with assistance to respond to 82 requests for information; Data Protection (40) FOI (42). Four schools required a visit to support them to review the information requested.
- One school has been supported with responding to two complaints made to the Information Commissioner. Both complaints were not upheld.
- Information Governance Training sessions were provided in November 2013, to 82 members of staff representing 57 schools (Primary 48, Secondary 6, Special 3). 99% of attendees felt that the training was good or excellent.
- The number of school staff completing the on-line training courses has increased from 730 courses as at 29/04/2013 to 2014 as at 31/03/2014 an increase of 275%.
- Eight schools have been supported in dealing with Information Security Breaches.
- Model Data Protection and Freedom of Information Policies for schools have been developed and provided to schools.
- An Information Governance Self Assessment has been produced and provided to all schools. 40 Self Assessments have been completed and the feedback analysed. 11 of these schools were visited to provide assistance.
- Six schools have been visited and Information Governance presentations delivered to all staff.
- Seventeen schools have been supported with updating their Publication Schemes in line with changes to the ICO guidance.
- Two schools assisted with the installation of CCTV e.g. Policy, Signage , notification to ICO
- Feedback questionnaire launched in February 2014, which is issued to schools following providing them with advice / support. Questionnaire asks for ratings on timeliness, usefulness, courteousness and overall satisfaction. 100% of respondents rated all these elements as good or excellent.

15. Place Planning Support Officer

The support analyst post of £33,300 has provided much needed resilience within the place planning team, providing critical support for the place planning function. This has involved improving and updating the pupil forecasting model which feeds the mandatory local authority DfE School Capacity Return. Pupil projections are a key component of this return and the whole place planning process. The inclusion of this post has resulted in the processes being more streamlined.

In addition to this, the post has taken the lead on producing the annual school deprivation profiles. The post has also taken on board, the production of the school census reporting from the school census information supplied by the schools directly. This data underpins the Super Output Area (SOA) analysis which again connects to the pupil projection methodology and the deprivation profiles. The linkages with neighbouring authorities have been expanded to obtain out of borough pupil information to better inform migration hot spots and the impact on schools affected by this

16. Pupil Census

The £30,700 funding provided has been used during 2013/14 financial year to pay for staff to support the School Census, Consistent Financial Reporting and School Workforce Census data collections. This has enabled more detailed work to be performed and maximisation of 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 hadn't been included as such on their School Census return.

The funding was also used to fund staffing costs associated with the on-going development of the Co-ordinated Admissions computer system. This system enables schools to see their new applicants on-line via the Schools Admissions (SAM) website. Schools can therefore see up to date information rather than being sent out of date spreadsheet information.

17. All projects currently supported by the Dedicated Schools Grant under the Combined Budget provision are planned to continue into 2014/15. The budget of £333,000, earmarked to enable the projects to continue, was approved by Schools Forum at the 25 February 2014 meeting.

Finance

18. The funding of schools is prescribed by the Department for Education (DfE) through the School Finance and Early Years (England) Regulations 2013.
19. Schools Forums are regulated by the Schools Forums (England) Regulations 2013.
20. From 1 April 2006, the Schools Budget has been funded by a direct grant: Dedicated School Grant (DSG).

Law

21. 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

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

Recommendation

23. Schools Forum to note the report in respect of the combined services budget outturn for 2013/14 and the ongoing budget set aside to continue the projects in 2014/15.



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