

DUDLEY SCHOOLS FORUM

TUESDAY 25TH FEBRUARY, 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
ASSISTANT 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

12th February, 2014

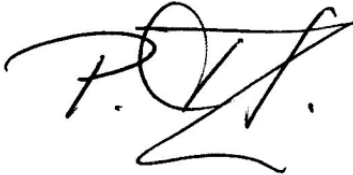
Dear Member

Dudley Schools Forum – Tuesday 25th February, 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 25th February, 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	Mr Harris	Mrs Hannaway	Mr B Jones	Mr Kelleher
Mr Kirk	Mr Nesbitt	Mr Patterson	Mr Platford	Mrs Quigley
Mr Ridley	Ms P Rogers	Mrs Ruffles	Mr Shaw	Mr Ward
Mr Warren	Mr Weaver	Mrs Withers	Mrs Wylie	

c.c - Councillor Crumpton – Cabinet Member for Integrated Children’s Services;
Councillor Marrey – 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.
Penny Rushen – General Manager (Catering and Client)

AGENDA

1. INTRODUCTIONS BY THE CHAIR
2. APOLOGIES FOR ABSENCE
To receive apologies for absence from the meeting.
3. APPOINTMENT OF SUBSTITUTE MEMBERS
To report the appointment of any substitutes for this meeting of the Forum.
4. MINUTES
To approve as a correct record and sign the minutes of the meeting of the Forum held on 21st January, 2014 (attached).
5. MATTERS ARISING FROM THE MINUTES
Any other matters arising from the Minutes of the meeting of the Forum held on 21st January, 2014 not included on the agenda for this meeting.
6. UNIVERSAL FREE SCHOOL MEALS FOR INFANTS (PAGES 1 - 14)
To consider the report of the Interim Director of Children's Services.
7. EARLY YEARS FUNDING FOR TWO, THREE AND FOUR YEAR OLDS (PAGES 15 - 19)
To consider the report of the Interim Director of Children's Services.
8. DEDICATED SCHOOLS GRANT PLANNING PROCESS 2014/15 – UPDATE (PAGES 20 - 38)
To consider the report of the Interim Director of Children's Services.
9. DATES OF FUTURE MEETINGS

18 th March, 2014	Saltwells EDC, Bowling Green Road, Netherton, DY2 4LY
3 rd June, 2014	Saltwells EDC, Bowling Green Road, Netherton, DY2 4LY
8 th July, 2014	Saltwells EDC, Bowling Green Road, Netherton, DY2 4LY

DUDLEY SCHOOLS FORUM

Tuesday 21st January, 2014 at 6.00 pm
at Saltwells Education Development Centre,
Bowling Green Road, Netherton, Dudley

PRESENT:-

Mr Ridney – Chair

Mr Patterson – Vice-Chair

Mrs Belcher, Mr Conway, Mr Derham, Mr Jones, Mr Kelleher, Mr Platford, Mrs Quigley, Ms Rogers, Mrs Ruffles, Mr Shaw, Mr Ward, Mr Warren, 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

Officers

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

Observer

Principal Accountant, Children Services Accountancy (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
Mr Bate, Mrs Garratt, Mrs Hannaway, Mr Harris, Mr Nesbitt, Mrs
Wylie and Councillor Crumpton.

3. **MINUTES**

RESOLVED

That, the minutes of the meeting of the Schools Forum
held on 10th December, 2013, be approved as a correct
record and signed.

4. MATTERS ARISING FROM THE MINUTES

The Acting Assistant Director of Children's Services (Education Services) stated that guidance from the DfE in relation to school related union facilities time arrangements had now been received. The guidance and proposed changes would be considered at a future HTCF - Budget Working Group meeting.

5. SCHOOLS FORUM MEMBERSHIP UPDATE

A report of the Interim Director of Children's Services was submitted to provide Schools Forum with a membership update.

The Children's Services Finance Manager advised that since publication of the report, two Members had submitted their resignations with immediate effect from the Forum and therefore the number of vacancies in the membership composition had increased to five. The elections process to fill the vacancies, together with the posts that are due for re-election this year, would commence shortly.

RESOLVED

That the report, and Appendix to the report submitted, in relation to Schools Forum Membership, be noted.

6. DEDICATED SCHOOLS GRANT BUDGET PROCESS 2014/15

A report of the Interim Director of Children's Services was submitted in relation to the 2014/15 Dedicated Schools Grant budget process.

The Children's Services Finance Manager presented the report and informed members that further reports would be submitted to the Forum at its meetings in February and March 2014, before final schools budgets were determined.

As referred to in the report, the completed Local Authority Funding Reform proforma had been submitted to the Education Funding Agency (EFA) and a copy of the completed document was circulated to members, for information, at the meeting.

The report indicated that this item had been discussed at the HTCF - Budget Working Group on 15th January, 2014, however it was clarified that this had not happened as that particular working group meeting had been cancelled following publication of the report.

A Primary School representative referred to paragraph 32 of the report submitted, in particular to the reduction in number of mainstream pupils and requested information with regard to the predicted figures for 2015/16. The Acting Assistant Director of Children's Services (Education Services) stated that he did not have the exact figures to hand, but that these could be provided.

The Senior Principal Accountant presented the Local Authority Funding Reform Proforma and explained the layout and content of the document.

Arising from the presentation, a Primary School representative commented that the £4459.29 cash flat rate set per pupil in the DSG Schools Block differed to the funding allocated to schools as referred to in the Local Authority Funding Reform proforma. The Children's Services Finance Manager confirmed that the £4459.29 was the DfE per pupil allocation of funding coming into Dudley and that was required to fund mainstream schools in addition to the central expenditure budgets, so it was always unlikely that the per pupil rates would be the same.

In response to a further question raised by a Primary School Representative in relation to how Dudley compared with other Local Authorities in relation to Pupil Led Funding, it was stated that a benchmarking exercise had been carried out in respect of 2013/14 data by the HTCF - Budget Working Group in relation to this issue and that Dudley's percentage had been identified as being the highest in the West Midlands. The benchmarking data for 2014/15 would be reviewed at a future meeting of the HTCF - Budget Working Group once the data was available.

Concerns were raised by several members in relation to the Free School Meals Strategy that was to be introduced for Reception pupils and Years 1 and 2 in state Primary Schools and the impact this would have on Pupil Premium Funding. Further information was requested and the possibility of obtaining feedback from Schools that had taken part in the pilot scheme explored. It was also suggested that Local Authority Admission Forms be amended to reflect the possible changes. The Children's Services Finance Manager was sympathetic to the concerns raised, but stated that no detail or guidance in relation to the Scheme had been published or circulated. She confirmed that it had been announced in the capital funding that Dudley would receive £855,000 to spend on improving kitchen and dining facilities in schools, but no notification in relation to revenue funding had been provided by the DfE.

Arising from further questions raised, the Children's Services Finance Manager confirmed that the report that would be submitted to the Forum meeting in February would provide details in relation to the Central Services that are funded through the DSG funding for each block and that the Carbon Reduction Commitment Tax had always been allocated within the DSG Schools Block for payment, but at a lower rate and an update would be provided in further detail at the February meeting.

RESOLVED

- (1) That the information contained in the report submitted, in particular the provisional DSG settlement for 2014/15 and the impact for Dudley, be noted.
- (2) That the submission of the Local Authority Reform proforma to the Education Funding Agency, as circulated at the meeting, be approved.
- (3) That further reports be provided to Forum meetings in February and March, 2014 to include central expenditure budget allocations for Schools Forum approval.

7. BUDGET FACT SHEET NO. 1 – JANUARY 2014

Budget Fact Sheet No.1 – January 2014 was submitted.

The Senior Principal Accountant referred to the proposed increase of employer's contribution to the Local Government Pension Scheme and stated that further detail would be confirmed to schools once all negotiations were complete.

Several Members reiterated their concerns about the lack of detail and guidance published by Central Government in relation to the proposed free school meals strategy for Reception, Year 1 and Year 2 pupils that was proposed to be implemented from September 2014.

RESOLVED

That the information contained in the Budget Fact Sheet No. 1 – January, 2014 be noted.

8. SCHOOL AND EARLY YEARS FINANCE (ENGLAND) REGULATIONS 2013

A report of the Interim Director of Children's Services was submitted on the latest amendments to the School and Early Years Finance (England) Regulations 2013 as advised by Central Government.

RESOLVED

That the information contained in the report, and Appendices to the report, submitted in relation to the amendments to the School and Early Years Finance (England) Regulations 2013, be noted.

9. DUDLEY'S SCHEME FOR FINANCING SCHOOLS – APPROVAL OF AMENDMENTS FOLLOWING CONSULTATION

A report of the Interim Director of Children's Services was submitted in relation to the proposed amendments to Dudley's Scheme for Financing Schools following a period of consultation.

The Senior Principal Accountant informed Members that feedback from one School only had been provided during the consultation period and that the amendments made were to reflect both statutory guidance issued by the DfE and a number of local technical amendments.

RESOLVED

- (1) That the information contained in the report, and Appendix to the report, submitted be noted.
- (2) That the updated Dudley's Scheme for Financing Schools be approved and implemented with immediate affect.

10. EDUCATION FUNDING AGENCY

The Children's Services Finance Manager reminded members that representatives from the Education Funding Agency (EFA) were now entitled to attend School Forum meetings to observe and to ascertain that the correct procedures and protocols were being followed. EFA Representatives had previously attended School Forum meetings at other Authorities and feedback from these Authorities had been provided.

The Chair confirmed that the EFA representative would be welcome to attend any of the Schools Forum meetings and would also be invited to attend the agenda planning meetings if they so wished, as he believed all relevant regulations and protocols were adhered to.

RESOLVED

That the verbal update given by the Children's Services Finance Manager, be noted.

11. DATES OF FUTURE MEETINGS

RESOLVED

That the dates of future meetings be noted.

The meeting ended at 7.10 pm.

CHAIR

Schools Forum 25 February 2014

Report of the Interim Director of Children's Services

Universal Free School Meals for Infants

Purpose of Report

1. To provide Schools Forum with information in respect of the universal free school meals grants for infants, both revenue and capital, for 2014/15.

Discussed at HTCF – BWG

2. Yes – 14 February 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. The Schools Forum Regulations state that with regard to:
 - Financial issues relating to: arrangements for pupils with special educational needs;
 - Arrangements for use of pupil referral units and the education of children otherwise than at school;
 - Arrangements for early years provision;
 - Administration arrangements for the allocation of central government grants;

then the Local Authority must consult annually with Schools Forum in order that Forum can give a view and inform the governing bodies of all consultations.

Actions for Schools Forum

5. For Schools Forum to note the DfE notification to Headteachers and Directors of Children's Services of the universal free school meals for infants from September 2014 and the actions proposed by the Local Authority.

Attachments to Report

6. Letter to Director of Children's Services – Appendix A
7. Letter to Headteachers – Appendix B

Karen Cocker
Children's Services Finance Manager
7 February 2014

Schools Forum 25 February 2014

Report of the Interim Director of Children's Services

Universal Free School Meals for Infants

Purpose of Report

1. To provide Schools Forum with information in respect of the universal free school meals grants for infants, both revenue and capital, for 2014/15.

Background

2. The Government has announced that, from September 2014, they will provide funding to enable schools to offer a free lunch to every primary school child in reception classes, year 1 and year 2. They intend to amend the Children and Families Bill which is currently before Parliament to place a legal duty on primary schools to deliver this important commitment.
3. In addition to making over £1billion in revenue funding available over the next two years, the Chancellor announced in his Autumn Statement that the Government will be making capital funding of £150million available in 2014-15 to support schools in providing free school meals to all children in reception, year 1 and year 2 from September 2014. The details of the capital allocations for universal infant free school meals by local authority were announced on 18 December.

Revenue Funding

4. On 23 January 2014 the DfE issued two letters in respect of the universal free school meals grant from September 2014; the letter to the Directors of Children's Services is attached as Appendix A and Appendix B is the letter addressed to Headteachers.
5. After discussion with local authorities, schools and caterers, the DfE have decided that the fairest approach is to allocate schools a flat rate of £2.30 per meal taken, based on actual take-up by newly eligible infant pupils which will be measured in the Schools Census from October 2014. In addition, they recognise that some smaller schools will face particular challenges and will therefore be providing transitional funding totalling £22.5million in 2014-15 for small schools, which will be provided before the start of the new academic year; no further details were given by the DfE in respect of eligibility of a small school.
6. Dudley's recommended charge for a paid pupil meal is £2.00 for 2014/15.

7. Funding currently provided through Dudley's deprivation formula strand of the schools' delegated budget in relation to those pupils in receipt of free school meals in reception classes, year 1 and year 2, will continue and the universal free school meals grant from the DfE will relate only to those pupils who are not currently eligible for a free school meal.
8. Catering services currently trade with 92 of 106 Dudley schools. Therefore they have convened a group of Headteachers with relevant officers to discuss matters arising from the introduction of the universal free school meal to include the kitchen requirements for Dudley schools and the practical considerations of serving and supervising the take up of more meals in school each day.
9. Headteachers recognise that whilst there is a direct additional catering cost in respect of providing the universal free school meal, there will also be costs in school for additional lunchtime supervision which will need to be afforded from the £2.30.

Pupil Premium

10. The DfE acknowledge the concerns from schools regarding the impact of this change on the pupil premium and are reassuring schools that pupil premium funding will not be affected. Schools will still receive the pupil premium for children from disadvantaged backgrounds, with funding allocations for 2014-15 informed by School Census data collected in January 2014. All schools' are encouraged to make sure that their School Census return is accurate so that the full allocation is received.
11. The DfE is also considering how the pupil premium is allocated in the longer term. A number of local authorities, such as Southwark, Newham, Durham and Islington, have provided free school meals to their primary pupils while still submitting the data used in the allocation of the pupil premium. Therefore the DfE is considering their experience and intend to set out their proposals in due course.

Capital Funding

12. The Secretary of State announced capital funding grants on 18 December 2013. In respect of the universal infant free school meals capital for financial year 2014 to 2015, Dudley's allocation is £855,308 which includes £81,388 for the voluntary aided schools. A separate grant is payable to Academy schools.
13. The DfE set out that it is for the Local Authority to prioritise capital expenditure according to local circumstances and expect that all local authorities will identify ways to use this funding to help schools secure the benefits of universal infant free school meals for their pupils by using the funding to improve school kitchen and dining facilities, and to support creative approaches to meeting the increase in demand for school food, such as through the expansion of hub kitchens.
14. An initial review of Dudley school's current catering arrangements indicates that the capital funding will not be sufficient to address all areas of need and the group of Headteacher's meeting to discuss the revenue funding will also consider

the priorities for allocating the capital funding to those schools with most need.

Finance

15. The funding of schools is prescribed by the Department for Education (DfE) through the School and Early Years Finance (England) Regulations 2013 which are effective from 1 January 2014 and relate to the 2014/15 financial year.
16. Schools Forums are regulated by the regulated by the Schools Forums (England) Regulations 2012.
17. From 1st April 2006, the Schools Budget has been funded by a direct grant; Dedicated School Grant (DSG).

Law


18. 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

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

Recommendation

20. Schools Forum to note that the:
 - Revenue funding for the universal free school meal for infants from September 2014, available over the next two years, has been announced at £2.30 per meal based on actual take-up by newly eligible infant pupils;
 - Capital funding in respect of the universal infant free school meals for Dudley maintained schools has been confirmed at £855,308 for 2014/15;
 - The DfE is also considering how the pupil premium is allocated in the longer term and intend to set out their proposals in due course;
 - Further information will be presented to Schools Forum once final decisions have been made in respect of the impact of this DfE initiative upon schools.



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



Rt Hon David Laws MP
Minister of State for Schools

Sanctuary Buildings 20 Great Smith Street Westminster London SW1P 3BT
tel: 0370 000 2288 www.education.gov.uk/help/contactus

To all Directors of Children's Services
Local authorities in England

23 January 2014

Dear Director of Children's Services,

Universal free school meals for infants

As you may be aware, there are important changes happening in school lunch provision in state-funded infant and primary schools. The Government has announced that, from September 2014, we will provide funding to enable schools to offer a free lunch to every primary school child in reception classes, year 1 and year 2. We have also announced today that we intend to amend the Children and Families Bill which is currently before Parliament to place a legal duty on primary schools to deliver this important commitment.

In addition to making over £1 billion in revenue funding available over the next two years, the Chancellor announced in his Autumn Statement that the Government will be making capital funding of £150 million available in 2014-15 to support schools in providing free school meals to all children in reception, year 1 and year 2 from September 2014. The details of the capital allocations for universal infant free school meals by local authority were announced on 18 December, and are attached at Annex A. They can also be found at <http://tinyurl.com/qh992nu>.

We know, from pilot projects held between 2009-2011, that universal free school meals can have significant benefits both for individual children and for the broader life of the school. Pupils in the pilot areas were found to eat more healthily and perform better academically – and these improvements were most pronounced among the poorest pupils. Schools also reported improved

behaviour and atmosphere, as a result of all pupils (and an increasing number of teachers) eating together every day.

Clearly, it is for you to prioritise capital expenditure according to your local circumstances. However, I hope that you will identify ways to use this funding to help schools secure the benefits of universal infant free school meals for their pupils. I would like to encourage you to consider how this funding could be used to improve school kitchen and dining facilities, and to support creative approaches to meeting the increase in demand for school food, such as through the expansion of hub kitchens. Your allocation includes an element for the voluntary-aided sector, and you will also want to consider working with colleagues in this sector as you take your plans forward. You will also shortly be notified of your maintenance allocations for 2014-15; it is for you to judge how best to use these funds to meet school needs.

We have also announced today how revenue funding for this policy will be allocated in 2014-15. After discussion with local authorities, schools and caterers, we have decided that the fairest approach is to allocate schools a flat rate of £2.30 per meal taken, based on actual take-up by newly eligible infant pupils which will be measured in the Schools Census from next year. In addition, we recognise that some smaller schools will face particular challenges. We will therefore be providing transitional funding totalling £22.5million in 2014-15 for small schools, which will be provided before the start of the new academic year. More details will be made available shortly.

To help you with your plans, which may involve renegotiating existing catering contracts, the Government has set up a webpage on free schools meals, which you can find at: <http://tinyurl.com/d7ywsni>. This will provide more details on the support available for the implementation of the policy once they become available. If you want to contact the Department directly, you can do so at freeschoolmeals.mailbox@education.gsi.gov.uk.

I would also strongly recommend that you read the School Food Plan (www.schoolfoodplan.com): an invaluable source of both inspiration and practical advice. As well as explaining the case for universal free school meals in greater depth, it lays out 16 further actions that the Government and others will be taking to help improve the food culture in our schools.

The Secretary of State and I have also written today directly to all primary headteachers about this policy: I enclose a copy of that letter for your information.

Thank you in advance for helping to deliver this major reform, which will have a positive impact on children, schools and families up and down our country.

Yours sincerely,

A handwritten signature in blue ink, consisting of a stylized 'D' followed by a flourish and a long horizontal line extending to the right.

David Laws MP

Annex A

Capital Allocations:

Universal infant free school meals capital in financial year 2014-15

Universal infant free school meals capital	
Other allocations	
Academies	20,856,157
LA and VA allocations	
LA UIFSM capital	102,742,203
VA UIFSM capital	26,401,641
Total UIFSM	150,000,000

Allocations to local authorities

LA Num	LA Name	Universal infant free school meals capital 2014-15		
		LA	VA	Total UIFSM 2014-15
TOTALS		102,742,203	26,401,641	129,143,843
301	Barking and Dagenham	708,101	92,428	800,528
302	Barnet	600,472	345,641	946,114
370	Barnsley	366,857	81,562	448,419
800	Bath and North East Somerset	353,269	53,595	406,864
822	Bedford Borough	317,152	30,910	348,062
303	Bexley	440,694	100,177	540,871
330	Birmingham	2,267,245	596,647	2,863,891
889	Blackburn with Darwen	261,234	242,347	503,581
890	Blackpool	121,297	108,489	229,786
350	Bolton	489,918	325,814	815,732
837	Bournemouth	171,764	135,243	307,007
867	Bracknell Forest	282,479	58,011	340,490
380	Bradford	1,350,141	257,110	1,607,251
304	Brent	590,291	242,434	832,725
846	Brighton and Hove	517,577	124,291	641,867
801	Bristol, City of	707,940	91,865	799,805
305	Bromley	386,780	30,824	417,603
825	Buckinghamshire	1,105,663	241,568	1,347,231
351	Bury	356,034	168,924	524,959
381	Calderdale	361,085	108,792	469,877
873	Cambridgeshire	1,289,292	141,997	1,431,289
202	Camden	225,999	166,413	392,412
823	Central Bedfordshire	523,590	64,158	587,748

895	Cheshire East	639,635	177,236	816,872
896	Cheshire West and Chester	663,526	187,886	851,412
201	City of London	0	7,619	7,619
908	Cornwall	757,646	89,614	847,259
331	Coventry	755,762	198,276	954,038
306	Croydon	712,309	131,390	843,700
909	Cumbria	828,836	321,138	1,149,975
841	Darlington	68,866	18,702	87,568
831	Derby	634,304	49,699	684,003
830	Derbyshire	1,761,052	231,264	1,992,316
878	Devon	1,283,400	228,624	1,512,023
371	Doncaster	602,597	107,796	710,393
835	Dorset	615,584	267,846	883,430
332	Dudley	773,920	81,388	855,308
840	Durham	1,039,603	251,135	1,290,738
307	Ealing	834,528	196,631	1,031,160
811	East Riding of Yorkshire	752,956	32,642	785,598
845	East Sussex	985,408	198,146	1,183,554
308	Enfield	817,893	230,875	1,048,768
881	Essex	2,727,179	430,147	3,157,326
390	Gateshead	376,277	118,966	495,243
916	Gloucestershire	1,029,341	228,277	1,257,619
203	Greenwich	658,515	156,023	814,539
204	Hackney	467,631	118,360	585,991
876	Halton	240,710	125,156	365,867
205	Hammersmith and Fulham	194,893	141,088	335,981
850	Hampshire	3,055,034	388,587	3,443,621
309	Haringey	505,110	143,945	649,055
310	Harrow	504,790	116,628	621,418
805	Hartlepool	159,939	82,427	242,366
311	Havering	536,417	106,325	642,741
884	Herefordshire	246,883	83,986	330,869
919	Hertfordshire	2,474,003	599,071	3,073,074
312	Hillingdon	564,797	131,434	696,231
313	Hounslow	613,059	95,761	708,820
921	Isle of Wight	226,239	69,786	296,026
420	Isles of Scilly	4,930	0	4,930
206	Islington	307,131	145,547	452,678
207	Kensington and Chelsea	117,048	121,996	239,044
886	Kent	2,777,325	553,788	3,331,113
810	Kingston Upon Hull, City of	273,620	91,172	364,792
314	Kingston upon Thames	285,605	127,624	413,229
382	Kirklees	1,033,470	200,701	1,234,171
340	Knowsley	203,150	252,824	455,974
208	Lambeth	513,087	210,225	723,312
888	Lancashire	1,779,731	1,520,882	3,300,614
383	Leeds	1,685,091	342,741	2,027,832
856	Leicester	882,270	65,674	947,943
855	Leicestershire	886,719	122,819	1,009,538
209	Lewisham	663,927	173,254	837,180
925	Lincolnshire	1,084,939	152,084	1,237,023
341	Liverpool	663,646	555,606	1,219,253
821	Luton	601,234	85,285	686,519
352	Manchester	845,993	404,172	1,250,164

887	Medway	566,681	98,445	665,126
315	Merton	437,086	165,807	602,894
806	Middlesbrough	261,033	92,385	353,418
826	Milton Keynes	658,315	82,341	740,656
391	Newcastle upon Tyne	496,332	160,786	657,117
316	Newham	1,027,097	96,367	1,123,464
926	Norfolk	1,708,781	230,225	1,939,007
812	North East Lincolnshire	186,275	0	186,275
813	North Lincolnshire	349,781	6,840	356,621
802	North Somerset	429,310	101,649	530,959
392	North Tyneside	440,453	103,900	544,354
815	North Yorkshire	1,269,049	184,466	1,453,515
928	Northamptonshire	1,216,939	228,147	1,445,086
929	Northumberland	536,737	142,863	679,600
892	Nottingham	481,100	11,689	492,788
891	Nottinghamshire	1,715,315	175,202	1,890,517
353	Oldham	412,073	283,388	695,461
931	Oxfordshire	1,120,254	354,213	1,474,467
874	Peterborough	490,439	72,470	562,910
879	Plymouth	571,892	38,789	610,681
836	Poole	253,177	20,607	273,783
851	Portsmouth	442,057	46,928	488,985
870	Reading	299,515	84,073	383,587
317	Redbridge	776,245	123,122	899,367
807	Redcar and Cleveland	302,641	35,586	338,227
318	Richmond upon Thames	355,273	193,341	548,614
354	Rochdale	492,484	194,034	686,517
372	Rotherham	600,152	70,739	670,890
857	Rutland	49,665	11,689	61,354
355	Salford	427,987	232,130	660,117
333	Sandwell	776,526	97,320	873,845
343	Sefton	396,280	328,238	724,518
373	Sheffield	1,118,931	72,167	1,191,098
893	Shropshire	587,365	75,458	662,822
871	Slough	167,194	110,307	277,502
334	Solihull	425,462	153,253	578,714
933	Somerset	837,134	233,949	1,071,083
803	South Gloucestershire	675,592	72,297	747,889
393	South Tyneside	260,392	112,948	373,340
852	Southampton	440,654	40,781	481,435
882	Southend-on-Sea	388,704	54,894	443,598
210	Southwark	494,688	264,556	759,244
342	St. Helens	292,700	215,160	507,860
860	Staffordshire	1,777,006	260,053	2,037,059
356	Stockport	647,973	164,509	812,482
808	Stockton-on-Tees	381,288	128,663	509,951
861	Stoke-on-Trent	432,196	69,527	501,722
935	Suffolk	1,576,902	168,924	1,745,826
394	Sunderland	443,019	119,832	562,850
936	Surrey	1,965,445	785,312	2,750,757
319	Sutton	366,296	89,744	456,040
866	Swindon	360,965	28,226	389,191
357	Tameside	463,983	168,145	632,128
894	Telford and Wrekin	448,631	46,495	495,126

883	Thurrock	196,817	62,860	259,677
880	Torbay	121,738	34,633	156,371
211	Tower Hamlets	591,373	157,236	748,609
358	Trafford	416,122	233,039	649,161
384	Wakefield	564,075	91,172	655,248
335	Walsall	590,972	106,844	697,816
320	Waltham Forest	535,134	85,631	620,765
212	Wandsworth	437,287	177,799	615,086
877	Warrington	347,296	274,383	621,679
937	Warwickshire	1,025,172	266,071	1,291,243
869	West Berkshire	365,895	75,458	441,353
938	West Sussex	1,439,210	403,263	1,842,472
213	Westminster	101,094	219,056	320,150
359	Wigan	328,135	542,965	871,100
865	Wiltshire	786,427	279,578	1,066,005
868	Windsor and Maidenhead	254,780	101,736	356,515
344	Wirral	623,802	241,048	864,850
872	Wokingham	407,343	73,509	480,853
336	Wolverhampton	588,206	83,380	671,586
885	Worcestershire	1,030,824	241,395	1,272,219
816	York	378,602	68,098	446,700



Rt Hon Michael Gove MP

Secretary of State

Rt Hon David Laws MP

Minister of State for Schools

Sanctuary Buildings Great Smith Street
Westminster London SW1P 3BT

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23 January 2014

Dear headteacher,

UNIVERSAL FREE SCHOOL MEALS FOR INFANTS

As you may be aware, there are important changes on the way for school lunch provision in English schools. The Government has announced that, from September 2014, every child in reception, year 1 and year 2, in state-funded schools, will be offered a free school lunch.

This follows a recommendation in the School Food Plan, an independent review published in July 2013, which aims to bring about a significant increase in the numbers of children eating good food in schools.

We have decided to write this letter jointly to you, as education ministers from both parties of the Coalition Government. This emphasises that this policy has strong cross-party support, and schools can plan confidently in the knowledge that we are making a serious and long term policy commitment.

As a signal of our commitment to universal infant free school meals, we are also announcing today our intention to amend the Children and Families Bill, which is currently before Parliament, to place a legal duty on primary schools to offer free meals to all pupils in reception, year 1 and year 2 from this September. The legislation will also include a power to extend the policy to additional year groups in future. Existing entitlements to free school meals for disadvantaged pupils in nursery classes and at key stages 2-4 will continue as now.

We know, from pilot projects held between 2009-2011, that universal free school meals can have significant benefits both for individual children and for the broader life of the school. Pupils in the pilot areas were found to eat more healthily and

perform better academically – and these improvements were most pronounced among the poorest pupils. Schools also reported improved behaviour and atmosphere, as a result of all pupils (and an increasing number of teachers) eating together every day.

We appreciate that you may have concerns about the logistical challenges of feeding more children: everything from managing longer queues to adapting your dining area or kitchen. The pilot projects showed that, with commitment on all sides and good planning, none of these challenges are insurmountable. But we would like to reassure you that we are making available a package of help and advice targeted at those schools that will need it most. We will announce the full details of this package shortly.

We have allocated significant new funding to support this policy – over £1 billion between 2014 and 2016, including £150 million of capital funding in 2014-15 to improve kitchen and dining facilities. The details of this capital funding were published before Christmas and can be accessed at <http://tinyurl.com/qh992nu>.

We have also announced today how revenue funding for this policy will be allocated in 2014-15. After discussion with schools, caterers and local authorities, we have decided that the fairest approach is to allocate schools a flat rate of £2.30 per meal taken, based on actual take-up by newly eligible infant pupils, which will be measured in the Schools Census from next year. In addition, we recognise that some smaller schools will face particular challenges. We will therefore be providing transitional funding totalling £22.5 million in 2014-15 to small schools, which will be provided before the start of the new academic year. More details will be made available shortly.

Every school is different. No-one knows the individual circumstances of your school better than you, the headteacher. In addition, the role of headteachers in creating a culture and ethos around school food was crucial for the success of the universal free school meal pilots. We would therefore urge you to start as soon as possible to consider the implications of this policy for your school, such as renegotiating existing catering contracts, and how you plan to deliver it.

In doing so, you should bear in mind that the introduction of free school meals for infants is likely to lead to greater take-up of school meals in other year groups too. You might therefore want to future-proof your plans so that your school is well placed to respond to any future further increase in take-up.

To help you make your plans, the Government has set up a webpage on free school meals, which you can find at <http://tinyurl.com/d7ywsnj>. This will provide more details on the support available for the implementation of the policy once they become available.

We would also strongly recommend that you read the School Food Plan (www.schoolfoodplan.com/universal-free-school-meals): an invaluable source of both inspiration and practical advice, which is largely written for headteachers. As well as explaining the case for universal free school meals in greater depth, it lays out 16 further actions that the Government and others will be taking to help you improve the food culture in your schools. This includes mandatory cooking and food education as part of the new national curriculum for all children up to the age of 14.

Some schools have contacted the Department with concerns about the impact of this change on the pupil premium. We would like to reassure you that pupil premium funding will not be affected. Schools will still receive the pupil premium for children from disadvantaged backgrounds, with funding allocations for 2014-15 informed by School Census data collected in January 2014. We encourage you to make sure that your School Census return is accurate so that you receive your full allocation.

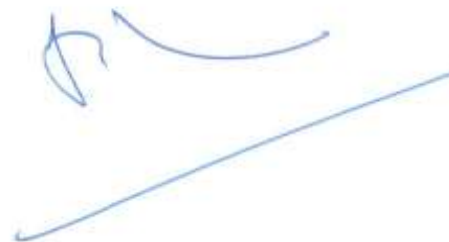
The Department is also considering how the pupil premium is allocated in the longer term. A number of local authorities, such as Southwark, Newham, Durham and Islington, have provided free school meals to their primary pupils while still submitting the data used in the allocation of the pupil premium. We are considering their experience and will set out our proposals in due course.

We want to end by thanking you in advance for helping to deliver this major reform, which will have a positive impact on children, schools and families up and down our country. We know how much work headteachers put in day in, day out – often well beyond your contract hours. We would like to take this opportunity to thank you most sincerely for your dedication.

We would be grateful if you could pass a copy of this letter to your Chair of Governors, and also to the person who has the day-to-day lead for food matters in your school.



MICHAEL GOVE



DAVID LAWS

cc Local authority Directors of Children's Services

Dudley Schools Forum – 25th February 2014

Report of the Interim Director of Children's Services

Early Years Funding for Two, Three and Four Year Olds

Purpose of Report

1. To consult with Schools Forum in respect of the Early Years Single Funding Formula (EYSFF) and hourly rates of funding for 2014/15.

Discussed at HTCF – BWG

2. Yes – 14 February 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. The Schools Forums (England) Regulations 2012 state that the local authority must consult the Schools Forum annually in connection with various schools budget functions, namely:
 - amendments to the school funding formula, for which the voting is restricted by the exclusion of non-schools members except for PVI representatives.
5. Regulation 8 (10) prescribe that Non-schools members, other than those who represent early years providers, must not vote on matters relating to the formulae to be used by the local authority to determine the amounts to be allocated to schools and early years providers in accordance with regulations made under sections 47 and 47a of the Act.

Actions for Schools Forum

6. To provide the Interim Director of Children's Services with a view regarding the recommended hourly rates payable in relation to the Early Years Single Funding Formula (EYSFF) for two year olds for the 2014/15 financial year.
7. To provide the Interim Director of Children's Services with a view as to the recommended hourly rates payable in relation to the Early Years Single Funding Formula (EYSFF) for three and four year olds for the 2014/15 financial year.

8. **Attachments to Report**

None.

Sue Coates
Senior Principal Accountant
8 February 2014

Dudley Schools Forum – 25th February 2013

Report of the Interim Director of Children's Services

Early Years Single Funding Formula for Two, Three, and Four Year Olds

Purpose of Report

1. To consult with Schools Forum in respect of the Early Years Single Funding Formula (EYSFF) and hourly rates of funding for 2014/15.

Background

Funding for Two Year Olds

2. With effect from April 2013 funding for free targeted early education for two year olds was transferred from Early Intervention Grant funding to the Dedicated Schools Grant (DSG), within the Early Years Block.
3. For Dudley, this funding was intended for statutory provision for 732 places (20% of two year olds) within the Borough.
4. At the Schools Forum meeting on 12 February 2013, following a full consultation with schools, a recommendation was made to the Director of Children's Services that funding for free targeted early education for two year olds be set at an hourly rate of £4.50 and that the remaining £0.39 per hour received from the DfE be retained centrally to provide additional support to these children through family support workers.
5. In December 2013 funding was confirmed for 932 places from April 2014 to August 2014 increasing to 1,754 places (approximately 40% of two year olds) from September 2014 to March 2015; with Dudley's funding increase from £2.041m to £4.143m in 2014/15.
6. It is proposed that for 2014/15, funding for free targeted early education for two year olds continues at an hourly rate of £4.50 and that the remaining £0.39 per hour received continues to be retained centrally to provide additional support through family support workers.
7. The family support work provided alongside access to childcare places has made significant impact on the outcomes for those children and families participating to date, and has made the difference between sustained engagement and continuity for the families of these most vulnerable 2 year olds.

8. This will increase the funding available for family support workers, who will continue to work through the children's centre clusters, from £165,000 to £330,000 for 2014/15. Members should note that it is a DfE requirement for Schools Forum to approve all centrally retained budgets allocated from the Dedicated Schools Grant and these requirements are set out in the DSG 2014/15 Budget Planning report, which is an agenda item for this meeting.

Funding for Three and Four Year Olds.

9. The EYSFF for three and four year olds was introduced in Dudley in April 2010. The EYSFF consists of three factors as detailed in Table 1 below:

Table 1 – Dudley Three and Four Year Olds Hourly Funding

Type of Provider	Hourly Rate £/Hour	Deprivation supplement £/Hour	Lump Sum £
Maintained Nursery School	£8.02	£0.10	£50,000
Maintained Nursery Class	£3.48	£0.10	N/A
Private or Voluntary	£3.43	£0.10	NA
Childminder	£3.57	£0.10	N/A

10. In December 2012 to January 2013 a consultation was carried out with all providers of the free entitlement to ascertain the average hourly rate charged for a 2 year old place, at the same time providers were asked to inform the childcare strategy team of their average hourly rate for a 3 year old place, which is usually less as the mandatory child : adult ratio is much lower. This informed the early years child care team that the average hourly rate for a 2 year old at that time was around £4.00 per hour and the average hourly rate for a 3 year old was around £3.75.
11. It is worth noting that Dudley's EYSFF hourly rate of £3.43 for Day nurseries and pre-schools; £3.57 for Childminders and £3.48 for maintained nursery classes, has remained unchanged since it was set after this consultation to develop the Early Years Single Funding Formula (EYSFF) in April 2010, of which Dudley MBC was an early adopter. This is mainly due to the fact that the DfE early years element of the Dedicated Schools Grant (DSG) funding for Dudley has not been inflated either.

12. However, since the rate was set many providers have expressed concerns about the rate remaining unchanged and have advised that some are now losing income on these places as their own hourly rate is higher and that if the rate remains unchanged they would need to reconsider offering Early Education Funded (EEF) places.
13. The latest benchmarking data available in respect of the hourly rates payable nationally is 2012/13, with 2013/14 due to be issued soon. However, in reviewing this data nationally, a rate of £3.75 per hour is approximately the national average for the PVI sector and nursery classes. It is estimated that to increase Dudley's rate to £3.75 (increase of 32 pence per hour) will require funding of £1million from Dudley's Dedicated Schools Grant, which is not available without significantly reducing expenditure in other areas and at short notice.
14. It is proposed to increase the hourly rate by 7 pence per hour for all providers of maintained nursery classes and the PVI sector, which is in line with a 2% inflationary increase for 2014/15. It is estimated that this would cost an additional £250,000 and can just about be afforded by a transfer from the High Needs block. This action will reduce the high needs block contingency funding for in year placements of special educational needs.
15. As regards Dudley's only maintained nursery school at Netherton Park, it is not proposed to increase the hourly rate for this provision at this stage as regional and statistical benchmarking data indicate that the current hourly rate paid of £8.02 is in line with or greater than those paid by other local authorities.
16. It is proposed that a further review is undertaken in respect of the three and four year old hourly rates for 2015/16, using the DfE benchmarking data once this is available. A further report will be presented to Schools Forum at that time.

Finance

17. The funding of schools is prescribed by the Department for Education (DfE) through the School and Early Years Finance (England) Regulations 2013 which are effective from 1 January 2014 and relate to the 2014/15 financial year.
18. Schools Forums are regulated by the regulated by the Schools Forums (England) Regulations 2012.
19. From 1st April 2006, the Schools Budget has been funded by a direct grant; Dedicated School Grant (DSG).

Law

20. 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

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

Recommendation

22. Schools Forum members entitled to vote, as outlined in paragraph 4 (Schools Forum Roles and Responsibilities) are invited to give a view in respect of the following:

- i) Early Years Single Funding Formula hourly rate for disadvantaged two year olds for 2014/15, as outlined in paragraph 6.
- ii) Early Years Single Funding Formula hourly rates for 2014/15 for three and four year olds, as outlined in paragraph 14.



Pauline Sharratt
Interim Director of Children's Services

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Dudley Schools Forum – 25th February 2014

Report of the Interim Director of Children’s Services

Dedicated Schools Grant Planning Process 2014/15 - 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 2014/15.

Discussed at HTCF – BWG

2. Yes – 14 February 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. 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 2013 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 2013/14 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 2013/14 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 2014/15 financial year.

Attachments to Report

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

Karen Cocker
Children's Services Finance Manager
7 February 2014

Dudley Schools Forum – 25th February 2014

Report of the Interim Director of Children's Services

Dedicated Schools Grant Planning Process 2014/15 - 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 2014/15.

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. 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.
3. 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
4. For 2014/15 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.
5. This report provides Forum with an update in respect of the DSG allocation for 2014/5 and seeks approval in respect of the proposed central expenditure budgets for 2014/15.

DSG Budget Update for 2014/15

6. 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 2014 and Spring 2015 for updated pupil count data.
- ii. Post 16 SEN and 19-24 LDD budget of £1.272m is still under discussion with EFA in respect of this new responsibility which was effective from August 2013.
- iii. Growth for planned post 16 FE places in the High Needs Block.

Table 1 -Dudley Provisional Dedicated Schools Grant 2014/15 at January 2014

	Pupil Data	Unit of Funding	Schools Block £m	Early Years Block £m	High Needs Block £m
Total Funding Pupil Led	42,822	£4,459.29	190.956		
Total Funding Pupil Led	2,788	£3,650.97		10.179	
Newly Qualified Teachers			0.065		
Carbon Reduction Commitment Tax			-0.522		
2 Year Olds Early Education including Trajectory funding of £506,374				4.650	
Baseline Funding					27.913
Post 16 Schools SEN Funding					0.690
Provisional Post 16 SEN and 19-25 LDD non school					1.352
Provisional 2014/15 DSG Budget			£190.499	£14.829	£29.955
Provisional Total			£235.283m		

7. A further update will be provided at the March meeting in preparation for the commencement of the 2014/15 financial year.

Central Expenditure Budgets 2014/15 – Schools Forum Approval

8. 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.
9. 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 – 2014/15 Central Expenditure Budgets For Schools Forum Approval – No Restrictions on Value

Central spend on	Value for 2013/14	Value for 2014/15	Comments
Funding for significant pre-16 pupil growth	none	none	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.
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)	£95,700	£107,900	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 7 pupils boarding: 3 at Wolverhampton Royal School; 1 at Bloomfield; and 1 at Old Swinford Hospital School 1 at Elmfield Rudolf Steiner School 1 placement to be determined. These placements relate to either looked after children (LAC) or children on the edge of care.</i>
Early years expenditure (RBRM, RBPS, RBRP)	1,030,834	1,141,700	Early years centrally retained spending: from the early years proforma on children under 5. <i>Early Years Contingency £80k; Early Years Budgets in respect of delegated service items £59k; Early Years Foundation Advice and co-ordination £553k; Teacher supporting Children Centres; £120k; £330k Family support for two year olds (to be confirmed in a separate report)</i>
Carbon reduction commitment (RBTO)	£444,799	£6,606	Cost of the purchase of Carbon Reduction Commitment allowances in relation to PRUs. 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

10. For Table 3, Forum must approve each item of expenditure detailed, there is a restriction placed up to the value committed in 2013/14 and where expenditure has already been committed.

Table 3 – 2014/15 Central Expenditure Budgets For Schools Forum Approval – Restricted to Cash Limit of 2013/14 Expenditure

Central spend on	Value for 2013/14	Value for 2014/15	Comments
Admissions (RBRY)	331,400	331,400	Expenditure incurred in connection with the Authority's functions under section 85A of the 1998 Act (as inserted by s46 2002 Act) . This includes the administration of the system of admissions of pupils to schools.
Servicing of schools forum (RBWF)	13,100	13,100	Expenditure incurred in connection with the authority's functions of running the forum as defined under section 47A of the 1998 Act (addition under Section 43 of Education Act 2002) (establishment and maintenance of, and consultation with, schools forums).
Capital expenditure funded from revenue (RYBA)	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 (RACM)	350,700	333,000	Expenditure under this heading should only reflect the contribution to a combined service approved by the schools forum (paragraph 4 (c) of Schedule 2 to the School and Early Years Finance (England) Regulations 2013). <i>Astley Burf £10k; School Visits £31k; CRC reduction £100k; DART £42k; Anti bullying £23k; Place planning £33k; Safeguarding £40k; Information Governance £23k; Statistical work £31k. See Appendix A for details</i>
Schools budget centrally funded termination of employment costs (RAEB)	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>Expenditure in respect of Dudley school closures.</i>
Schools budget funded prudential borrowing costs	none	none	Expenditure incurred in repayment of loans under paragraph 4(a) of Schedule 2 to the School and Early Years Finance (England) Regulations 2013 .

De- Delegations 2014/15

11. Schools Forum approved the de-delegations for 2014/15 at the December 2013 meeting. These are now summarised in Table 4, for information.

12. An outturn report will be provided to Schools Forum in respect of the 2014/15 financial year at the June 2015 meeting.

Table 4 – De-delegations Approved By Schools Forum in December 2013 – Relating to Maintained Primary and Secondary Schools

De-delegation for mainstream schools for:	Value for 2014/15	Comments
Contingencies (RACG & RAHG)	181,362	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 (RACJ)	209,584	Expenditure in making payments to, or in providing a temporary replacement - taking part in trade union activities
Staff costs - supply cover – NQT (RAFG)	283,133	Expenditure in making payments to, or in providing a temporary replacement
Support for minority ethnic pupils/underachieving groups (RBNN)	247,690	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 (RBPW)	26,002	Cost of providing or purchasing specialist behaviour support services, both advisory and teaching
Library services (RAGD)	218,010	Expenditure on services to primary schools provided by libraries.
Primary PRU Outreach Service	234,285	Support to primary schools in respect of pupils with behavioural issues.
Total De-Delegations	£1,400,066	
Licences/subscriptions (RAHA)	76,116	Copyright Licensing Agency & Music Publishers Association. Expenditure on licence fees or subscriptions paid on behalf of schools.

Copy Right Licensing

13. The DfE has agreed with the following agencies to purchase a single national licence managed by the DfE for all state-funded schools in England:
- Copyright Licensing Agency (CLA)
 - Music Publishers Association (MPA)
 - Newspaper Licensing Authority (NLA)
 - Education Recording Agency (ERA)
 - Motion Picture Licensing Company (MPLC), and
 - Filmbank Distributors Ltd. (for the PVSL)
14. This means that local authorities and schools will no longer need to negotiate individual licences. There will be savings both in administration and in the overall cost of the licence. The DfE will pay the cost, including VAT, to the agencies and will provide this as a service to local authorities at a charge. This means that local authorities can continue to reclaim VAT on the licences as they do now. These arrangements will cover recoupment Academies as well as maintained schools, and the DfE will allow local authorities to hold this money centrally rather than include it in school budgets. Authorities should take into account that schools will no longer have to pay for these licences when calculating school budgets.
15. For Dudley the charge for 2013/14 was set at £76,116 and details for 2014/15 re yet to be announced.

Annual Consultation Process

16. 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;
 - Arrangements for use of pupil referral units and the education of children otherwise than at school;
 - Arrangements for early years provision;
 - Administration arrangements for the allocation of central government grants.
17. Further detailed information will be provided at the March 2014 meeting.

Finance

18. The funding of schools is prescribed by the Department for Education (DfE) through the School and Early Years Finance (England) Regulations 2013 which are effective from 1 January 2014 and relate to the 2014/15 financial year.
19. Schools Forums are regulated by the regulated by the Schools Forums (England) Regulations 2012.

20. From 1st 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 :

- To approve the central expenditure budgets for 2014/15, as detailed in Table 2;
- To approve the central expenditure budgets for 2014/15, as detailed in Table 3;
- To note the final de-delegations budgets for 2014/15, as detailed in Table 4.



Pauline Sharratt

Interim Director of Children's Services

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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 2014/15 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 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.
5. **School Safeguarding Trainer**
The funding enables the Schools Safeguarding Trainer to deliver safeguarding sessions in the school environment.
6. **Schools Information Governance Officer (SIGO)**
The funding enables the SIGO to work proactively to ensure schools are aware of and are meeting their information governance responsibilities.
7. **Place Planning Support Officer**
The support analyst post provides much needed resilience within the place planning team, providing critical support for the place planning function. This involves improving and updating the pupil forecasting model which in turn links directly to the local authority mandatory DfE School Capacity Return.
8. **Pupil Census**

The funding is used to pay for staff to support the school census and school workforce census data collections. This enables 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.

9. Carbon Reduction Commitment

The Tables below outline the programme/costs put forward to Schools Forum in 2012 with the expectation that each school would see reductions of 10% in energy use as a direct result of the programme.

Type	Year 1	Year 2	Year 3	Year 4	Total
Nursery			1		1
Primary	22	19	18	19	78
Secondary	9	2	2	2	15
Special	1	2	1	3	7
Academy	1	1	2	1	5
Pupil Referral Units		2	2		4
Total	33	26	26	25	110

Nature of Expenditure	Yr 1 12/13 £000	Yr 2 13/14 £000	Yr 3 14/15 £000	Yr 4 15/16 £000	Yr 5 16/17 £000	Yr 6 17/18 £000	Total Cost approved by Schools Forum £000
Project Officer	33.0	50.0	50.0	50.0	33.0	5.0	221.0
Project Support	1.2	1.8	1.8	1.8	1.2		7.8
Mechanical and Electrical Services	19.9	20.2	22.2	23.2	16.5		102.0
Energy Surveys	15.0	28.0	26.0	25.0	8.0		102.0
Total	69.1	100.0	100.0	100.0	58.7	5.0	432.8

Progress Update

- In addition to the 10 pilot schools which have all been revisited, we are/have been actively involved with a further 36 schools/academies.
- We are awaiting contact from 5 schools that we have sent three emails to in order to include them in the programme and will contact 8 more schools to get involved after the Easter break.
- 42 of these schools have received their Assessment of Energy Saving Opportunities report from Briar Associates and 25 of the schools have discussed the reports recommendations with a Buildings and Estates Project Officer.
- We have worked with the schools to try and implement as many of the operational improvements as possible.

- 39 of the schools have had an out of hours electrical load survey carried out. Some schools are unoccupied for up to 6000 hours per year. Electrical items left on out of hours can be a major cause of energy waste.
- 31 of the schools have had a report produced for their out of hours usage, 21 of the schools have discussed the findings with a Buildings and Estates Project Officer and have looked at how they can reduce the electricity wasted when the building is empty.
- These 21 settings have also looked at the active labelling of light switches. In many schools, rooms can have excessive installed lighting, often arranged such that the individual rows of light fittings can be switched separately. Labelling the switches with red/green dots could reduce the amount of electricity used on lighting.
- 4 of the schools have had a Mechanical Energy Savings Assessment carried out. Approximately 50% of the money that schools spend on energy is used for heating, savings of 15-20% can be achieved simply by ensuring that heating systems are being controlled effectively. 3 schools have received reports, have discussed the findings with a Buildings and Estates Project Officer and are in the process of implementing the no cost recommendations.
- In addition to this, Buildings and Estates Project Officers have attended numerous governors meetings, schools eco group meetings and school senior management meetings to assist heads with getting the carbon management message across to key stakeholders.
- As well as working with each setting to ensure that schools are scheduling their computers to shut down when not in use, we are liaising directly with RM who ensured that for the first time, all PC's in all Dudley schools were powered down over the recent Christmas holiday. This will continue to be the case for all future holiday periods. We are also currently interrogating the existing corporate contracts for the supply of gas and electricity to schools to ensure that the tariffs and charges paid by schools are correct and represent best value.

Benefits

Potential Savings Highlighted within Briar Reports/Out of Hours Surveys/Active Labelling of Switches/Heating Surveys

- The 42 Briar Associates reports highlight that over £220,000 of savings could be made each year across these settings by implementing a few simple operational improvements which have little or no cost.
- These reports also highlight that a further £580,000 of savings could be made each year at these settings, but this would require nearly £6,000,000 of investment.
- Within this £6,000,000 potential investment work is an amount of £825,000 worth of individual projects that each have a pay back period of less than five

years which if carried out would result in a saving of £220,000 made each year.

- A number of the schools that we are involved with have carried out some of the low cost recommendations in the report and some of the more significant investment projects have been carried out at schools funded through the AMP scheme or through schools devolved capital allocations.
- The work that we are carrying out alongside schools shows where the potential £220,000 saving per year without investment highlighted in the Briars reports can be achieved.
- The 31 out of hours reports highlight that over £90,000 could be saved each year if all electrical appliances were switched off when the schools were unoccupied. This has equated to between 5 and 20 per cent of the various schools total electricity bill.
- To date 2 of the 21 settings that have looked at the active labelling of light switches have completed the saving exercise and calculated that £8,000 should be saved each year by only having the lighting that is required on in school.
- The 3 heating reports highlight £2,000 of savings that can be made at these settings. The settings visited to date have all been primary schools so it is anticipated that this figure will increase substantially at the larger secondary settings.
- Whilst carrying out an out of hours survey at one of Dudley's schools during the last Easter holidays, the hot tap was found running in two locked science laboratories. By turning off the taps it has been calculated that £1,935 was saved from the next utilities bills (water and gas).

Savings Actually Achieved at settings

- We are very much reliant on schools providing regular meter readings in order to determine how effective our assistance has been within schools. We have asked each school that we are working with to provide meter readings at the start and end of each half term period in order for us to be able to compare consumptions during the various term time and holiday periods.
- The majority of the work that we have done to date at schools will have had an impact on the electricity consumption rather than the gas consumption.
- Of the schools that we were involved with early in the programme that have provided meter readings the positive impact that we have had can be highlighted as follows:-
- Gig Mill used 3584 units of electricity during the autumn term half term period in 2013 compared with 5124 units the previous year.

- Wollescote used 2679 units of electricity during the autumn term half term period in 2013 compared with 3758 units the previous year.
- Netherbrook used 523 units of electricity during the autumn term half term period in 2013 compared with 1559 units the previous year.
- In addition to the meter readings provided by schools, at thirteen settings we have automated meter readings to the electricity supply which provides readings every half hour, every day of the year.
- Of the schools that we have been involved with the positive impact that we have had can be highlighted as follows:-
 - We provided feedback to the estates manager at Wordsley High School on 19th September 2013 following an out of hours energy survey carried out at the school. Between 1st October 2013 and 5th February 2014 the school used 173,066 KWh of electricity compared to 186,712 KWh of electricity during the identical period the previous years. This is a reduction of 8%.
 - We provided feedback to the bursar at Hillcrest Secondary School on 5th September 2013 following an out of hours energy survey carried out at the school. Between 1st October 2013 and 5th February 2014 the school used 206,792 KWh of electricity compared to 210,044 KWh of electricity during the identical period the previous years. This is a reduction of 2%
 - We provided feedback to the bursar at Pedmore Technology College on 18th June 2013 following an out of hours energy survey carried out at the school. Between 1st July 2013 and 5th February 2014 the school used 228,257 KWh of electricity compared to 232,195 KWh of electricity during the identical period the previous years. This is a reduction of 2%
- The schools that we have not been involved with yet continue to use more electricity year on year.
 - Ridgewood High School used 388,622 KWh of electricity during 2013 compared to 386,958 KWh during 2012, an increase of 0.5%
 - Leasowes High School used 781, 310 KWh of electricity during 2013 compared to 767,277 KWh during 2012, an increase of 2%
 - Castle High School used 416,298 KWh of electricity during 2013 compared to 416,575 KWh during 2012, being virtually unchanged.
- Dudley Schools spend in excess of £1,500,000 per year on electricity. A 4% reduction in electricity use across the school estate would save £60,000 per year. A 2% increase in electricity use would cost £30,000 per year.
- The impact we are having in schools is having a positive effect on reducing electricity consumption and as more schools carry out more of the no cost operational improvements this impact will increase. Gas consumption will also be reduced as a result of implementing the no cost recommendations within

the gas surveys ensuring that heating systems are being controlled more effectively.

10. Anti-Bullying Work in Dudley Schools

- Bullying happens in every school and in every community and if effective initiatives are not in place, it creates a negative and dysfunctional environment. In May 2013, an Anti-Bullying Co-ordinator was appointed to provide a lead on anti-bullying strategy. The purpose of the post is to raise the profile of anti-bullying work, support schools and other key partners to promote best practice and to develop whole school approaches to prevent and respond to bullying. 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.

Summary of Progress

- The Anti-Bullying Co-ordinator has adopted a “Research-Plan-Do-Review-Revise” approach to design, implement and evaluate a pilot programme. The Dudley Schools Anti-Bullying Pledge Scheme was launched in September 2013, providing a framework and tools for action, leading to recognition and accreditation. Participation in the scheme raises awareness among children and young people of their responsibilities to one another, enabling them to make informed choices about their behaviour and feel secure, supported and better able to seek help. The Anti-Bullying Pledge Scheme supports schools to address bullying issues and gives parents/carers increased confidence in the school's ability to prevent and manage bullying. Schools can have a major impact on both the levels and severity of bullying by adopting the Pledge Scheme. Clear procedures that are understood by all, and supported by effective policies which are embedded within the school, can reduce the incidence of bullying significantly.
- Following email circulation, and presentations to selected meetings, including Safeguarding leads, LACES, senior leaders' forums etc., over thirty schools expressed an interest in joining the scheme. Thirty places were booked on a training course for senior staff and key practitioners at Saltwells EDC in October, and a steady stream of registrations for the scheme has followed. Initial meetings were held between the Anti-Bullying Co-ordinator and senior leaders in twelve schools during November and December, with more planned from January. Each Township has been invited to develop an Anti-Bullying network and local training, collaboration and sharing of good practice is already planned in Stourbridge, Halesowen and Central Dudley. In December, Mount Pleasant Primary was awarded full pledge status after whole school community consultation and submission of key documents, including an Anti-Bullying Development Plan, Policy, and Accreditation Sheet. A further ten schools are close to achieving accreditation.
- A Steering group has been convened made up of key stakeholders with expertise and experience. The group will review the Council's Anti-Bullying Policy, develop the Anti-Bullying Strategy and form a panel to accredit further submissions for the Dudley Schools Anti-Bullying Pledge Scheme Status. The group will have terms of reference and clear standards for accreditation to

ensure consistency.

- Those schools participating in the pilot will have the opportunity to contribute to the final programme by giving feedback and suggestions for improvement. It is envisaged that those schools will take the scheme forward in their own areas, sharing good practice, cascading training and participating in the accreditation process with partner schools.
- In order to maximise the benefits to Dudley schools, the Anti-Bullying Co-ordinator is working with strategic regional and national partners. These include Anti-Bullying Alliance, Beat Bullying, Bullying Intervention Group (BIG) Award, Ben Cohen StandUp Foundation, Staffordshire and Wolverhampton Councils and Youthworks Consulting Ltd. These partners provide support and expertise in specific areas of anti-bullying work. At 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 6th Dudley Anti-Bullying Debate, Show Racism the Red Card, E-Safety Strategy and Training, Drama Productions and Resilience & Assertiveness (RAP) training. Additionally, a Cyber Survey is planned to target all 10-16 year olds in the Borough in late March.

Evaluation

- The introduction of the Pledge Scheme has already 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-evaluation of 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. It has also 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: headteachers 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.

11. Education Liaison

The role and responsibilities of the Education Liaison Officer

- The primary focus of the post is to work closely with schools regarding domestic abuse and the impact of that abuse on children. The Officer also works closely with the Child Protection Officer (Education) to support schools

with their safeguarding remit, including the Domestic Abuse Response Team (DART) and Multi Agency Risk Assessment Conference (MARAC) process.

- The key responsibilities of the ELO are 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 it is anticipated that children/parent/carers would benefit from accessing services where they can receive the correct support and interventions in order to safeguard them appropriately.
- The DART meets approximately three times per week. It is a multi-agency panel where Social Care, Health, Police and Education (Education Liaison Officer) use the Barnardo's Multi Agency Risk Identification Threshold Scales to assess the risk to children/unborn babies resident or normally resident in a household where domestic abuse occurs.
- Confidential information is shared with school partners in order to establish if there are any concerns for the child in school, to inform their school that a child is experiencing domestic abuse in the family and to consider if there is a need for further intervention support including the use of the CAF process.
- There have been 1184 Domestic Abuse notifications from April 2013 to December 2013, where a child is resident in the home and was either present or witnessed the incident. However 128 of those have been screened at Level 2 where it has been decided that that risk level is sufficient to justify a referral to school for information sharing or further intervention. It is the responsibility of the ELO to have those discussions with school and to offer appropriate professional support for any interventions where appropriate.
- MARAC meets fortnightly. It is a Multi Agency Panel that is chaired by West Midlands Police and responds to the needs of high risk victims of domestic abuse. Education is represented at MARAC by the ELO.
- Where there are children whose parent/carer is risked assessed as a high risk victim schools are always contacted to establish if they have any concerns or information that they wish to share with the MARAC.
- There have been 184 victims referred to MARAC from April 2013 to 20th December 2013 out of which there have been 213 children discussed at MARAC. All of these children have a parent or carer who has been a high risk victim. Schools have been notified of all those children unless they are below school age.
- When the agenda is set for the MARAC meeting the Child Protection Lead's in schools are contacted prior the meeting to establish whether they have any concerns about the child and/or have any information they consider relevant to drawing up an action plan to help safeguard the victim and their child. The information given is then shared at the conference. The information provided by schools is often crucial to the process, as school staff often know the victim / children better than other agencies working with the family. Schools can provide significant intelligence about how the child presents, how the child

perceives and verbalised their experience of witnessing an abusive adult relationship.

- Schools also have a wealth of knowledge about the local community and family environment that can be a contributing factor in the dynamics of an abusive relationship. Following the MARAC information is shared with the school so they are fully aware of the environment within which the child is living and they can assess how this can impact on the child's emotional wellbeing and educational attainment. The ELO can be given a specific task that will need to be carried out in partnership with schools and which will form part of the overall safeguarding plan for the victim and their child/children.
- Examples of where schools and ELO have worked together is in a number of cases where the victim of the abuse has agreed to a CAF and school/ELO work in partnership with other agencies to ensure that there is robust plan in place to ensure children and victim are safe. This can include sharing information about any restrictive orders served against the perpetrator, making sure that the children are given ongoing support in the school with access to counselling or something as simple as staff keeping a watchful eye on their emotional state. The children know they have a safe adult they can approach when they feel they need any additional support or have any worries that they wish to discuss.

Feedback from Schools on the role of Education Liaison Officer.

- Earlier this year schools were asked to give feedback on whether or not they felt it necessary that schools are notified of incidents of domestic abuse and how being party to that knowledge can assist them in improving outcomes for the children in their school.

The feedback is summarised below:-

Question - Is it useful to be informed of domestic abuse incidents that involve families in your school?

- 'Yes – if the child has been affected and witnessed the abuse then it is crucial that we are aware of it'
- 'If we were not informed through DART we would often have no idea of any problems in the family, however, the children may well be showing signs of distress in school'.
 - 'Children who have witnessed or been part of domestic abuse are always affected to one degree or another. Therefore, it helps us in school to know of incidents in order that we can support the child/children if they require support. Some do, some don't but at least we would be aware and so prepared'.
 - 'We are not informed by any other agency. For pastoral support provision it is key that we understand the difficulties our children are experiencing and can provide help/support when needed'.

Question – Prior to the appointment of Education Liaison Officer in April this year were you informed of domestic abuse incidents

- ‘Previously by the DART team. The liaison is invaluable’.
- ‘On occasions but mostly not at all’.
- ‘When the service (DART) first began, some years ago’.
- ‘Only through a social worker if it involved the child being put on the at risk register’.
- ‘This was through out school health advisor never directly to the school. This was always several weeks, even months, later’.

Question – Do you think that being aware of incidents of domestic abuse can assist your school in contributing to positive outcomes for children in your school?

- ‘There can be child protection issues but also a case for helping children’s wellbeing or even referrals for counselling. In addition it is important that if you have any concerns about a child in school and you intend to contact parents you are then armed with all the information’.
- ‘Informed professionals can only enhance provision’. Assistance with CAF’s and supporting families has been beneficial’.
- ‘When families are in difficulty school is able to provide significant support and the children make better progress or are more settled in school’.

Question – Do you have any other comments about the Education Liaison Officer post?

- ‘Helpful to know who to contact with any concerns’.
 - ‘The greater the dialogue that goes on, whether domestic abuse or any other child protection issue, the better. The sooner a school can respond to the child’s need the better for that child, emotionally and educationally’.
 - ‘Thank you for the work that you do’.
- ‘Just that this role is very important to school is our experience if anything to go by – thank you’.